

**THE HULL AND EAST RIDING INSTITUTE  
FOR THE BLIND  
(A company limited by guarantee)**

**ANNUAL REPORT AND ACCOUNTS**

**1 April 2016 to 31 March 2017**

**Company Registered Number 299291**

**Registered Charity Number 223668**

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
**(A company limited by guarantee)**

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## THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND

### REPORT OF THE BOARD OF TRUSTEES for the year ended 31 March 2017

The Board of Trustees present their report and accounts for The Hull & East Riding Institute for the Blind ("HERIB" or "the Charity") for the year ended 31 March 2017. The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **Objectives and activities**

Our purpose is to improve and enrich the quality of life for local people living with sight loss.

The objects of the charity are to promote the physical, spiritual, and general welfare of the blind and partially sighted, with preference being given to those resident in Kingston Upon Hull and the East Riding of Yorkshire.

The trustees confirm that they have referred to Charity Commission's guidance on public benefit when reviewing the Charity's objectives and activities, and are satisfied that they benefit a sufficient section of the public.

#### **Achievements and performance**

During the year we have continued to deliver a wide range of services to people with sight loss in the Hull and East Riding of Yorkshire.

Referrals work well between the Eye Clinic Liaison Officer (ECLO) at Hull Royal Infirmary and HERIB Community Advice Officers (CAO's). We currently have an average of 2,039 individual service users registered with HERIB services including people registered as sight impaired or severely sight impaired as well as people with other eye conditions.

#### ***Home Visits and Day Groups***

During the year under review our team of CAO's made over 3,233 visits to people in their own homes, while our day groups in Hull and the East Riding received approximately 6,198 visits from people with sight loss.

#### ***Resources***

Our resource centre at Beverley Road, Hull allows people to try out and purchase a range of equipment designed to help people with sight loss maintain their independence. Our staff and trained volunteers are on hand to advise on the most suitable items for an individual's requirements.

Our mobile resource bus extends this service to other areas, as well as offering advice and information, and was able to help over 420 people at a range of venues in the Hull and East Riding area during the year. Our CAO's also facilitate access to resources for those unable to visit the resource centre.

#### ***Clubs and Groups***

In addition to direct services, HERIB supports a number of clubs and groups for local people with sight loss. The Beech Holme Tandem Club continues to go from strength to strength, enabling visually impaired riders to enjoy the pleasures of cycling through the countryside with sighted front riders.

Due to additional funding secured via the Hull Health and Wellbeing Board a number of new groups have been established under the 'SocialEyes' banner including: walking football, singing group, walking group and acoustic shooting. A number of members of the acoustic shooting group also took part in the visually impaired British Championships in Wolverhampton in March for the second year in succession.

An outings group have also enjoyed a variety of trips around the area including trips to Eden Camp, Burnby Hall Gardens, York Air Museum, Meadowhall, Christmas Shopping, Grimsby Fishing Heritage Centre and The Deep.

The 'SocialEyes' groups have also worked closely with the City of Culture team and have attended a number of city of culture performances where additional touch tours and audio description has been included; these include the firework display 'In with a Bang' held on 1 January to launch the official start to the City of Culture Year as well as 'Places des Angels' the aerial spectacle involving angels, music and feathers. Our walking group also visited 'The Blade' which saw a 75 meter wind turbine blade fiberglass single component displayed in the city centre of Kingston Upon Hull and another group also attended the music concert 'Voices Across the Humber'.

## THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND

### REPORT OF THE BOARD OF TRUSTEES for the year ended 31 March 2017

#### Achievements and performance (continued)

##### *Hull 2017 City of Culture*

During this accounting period HERIB were awarded one of the creative communitive grants following a competitive application process. This money will be spent during the second half of 2017 to commission an artist to work with HERIB and 5 other regional sight loss charities to collectively create a tactile sculpture which will ultimately reside in the Hull and East Yorkshire eye hospital.

Also through a competitive tending process, HERIB were awarded the contract to produce all City of Culture literature in alternative formats including large print, braille and audio as required.

##### *Technology*

HERIB continue to provide IT support to visually impaired people either in the IT suite within our own centre in Hull or in people's own homes. This proves to be an invaluable service to many and includes one to one and group sessions covering aspects ranging from emails and word processing to using tablets and smartphones; searching websites and using search engines. Three 'Techshare' group events have been held during the year and were a great success with 14 users bringing their own equipment and sharing hints and tips with each other. Some 104 one to one sessions have also been held during the last year and 37 outreach visits have been made.

72 people -	attended Information sessions for people newly registered with sight conditions
543 people -	received either VAT Training /Eye Health talk
6 people -	attended a five week Family History course using IT

##### *Supported Accommodation*

HERIB continues to support visually impaired tenants of all ages, who wish to live independently with a little support, in 23 flats under the managing agent agreement arrangement with Places for People.

All flats have been refurbished during this financial year with new kitchens installed in all flats. All windows in the building have also been replaced, changing from brown wooden frames to white pvc double glazed unit; giving a much more modern and fresh look and significantly reducing the noise level within each flat coming from outside.

Some flats were also made open plan during this period with 8 out of the 23 flats now being an open plan facility.

#### Financial review

Total income for the year was up more than 27% to £664,360 (2016: £521,489), primarily due to a significant increase in legacies received. Legacy income is highly unpredictable and this year's figure of £191,339 was almost three times the amount received last year (£65,381).

The Charity also saw an increase in income from transcription services as a result of the additional work in this area for Hull City of Culture. Income from day centre attendance increased to £31,307 (2016: £26,091) reflecting the increase in charge from £4 to £5. Although inflationary increases are sometimes necessary, the attendance charge is maintained at a relatively low level to ensure that access to day groups continues to be affordable for our members.

A higher number of vacancies at Beech Holme Court resulted in a 4.6% decrease in income received from tenants from £161,719 to £154,126.

During the year, management have continued to focus on obtaining value for money and directing spend to member services as far as possible. As a consequence total expenditure was 3.5% lower than the previous year.

## THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND

### REPORT OF THE BOARD OF TRUSTEES for the year ended 31 March 2017 (continued)

#### Financial review (continued)

The greater income received this year reduced the need for withdrawals from the Charity's investments in order to fund its operating requirements. This, coupled with some improvement in the stock market resulted in the value of investments held at the end of the financial year increasing by 9.7% to £2.1 million (2016: £1.9 million). However continued volatility in markets and weakening of bond yields resulted in a further reduction in investment income received, which fell by reducing by 12.6% to £81,586 (2016: £93,425). The Board of Trustees regularly reviews the performance of the investment portfolio with the external investment manager.

Excluding unrealised revaluation gains on investments of £146,560 (2016: loss of £119,288) net income for the year was £25,860 (2016: net expenditure £140,826). While this year has benefited from unexpected legacy income, the Charity will continue to face financial challenges in future years and the Board continues to work towards a fully sustainable financial basis.

#### Reserves policy and going concern

HERIB is committed to providing long term sustainable services and is heavily reliant upon its investment income to enable it to deliver these services. The trustees therefore consider it necessary to continue to hold a high level of reserves to maintain the current level of investment income. This decision is made in a climate of continued volatility in the investment markets with the resultant uncertainty about future returns. The reserves are intended to ensure continuity of operations, which is essential for an operational charitable company providing valuable services to the community. The trustees regularly review the value of reserves and are satisfied that this policy is currently enabling the charity to maintain its level of services.

Except for funds representing specific gifts, all other funds are unrestricted. These are divided into Designated Funds comprising a Development Fund, which has been created by the Board of Trustees to ensure that services can be maintained for the foreseeable future, details of which are shown in the notes to the Accounts under Accounting Policies and note 14(b), and a General Fund, being the cumulative operating performance of the Charity. Both funds provide free reserves of at least 12 months unrestricted expenditure, providing sufficient funds to cover the welfare and service costs, and the cost of managing and promoting the Charity. Based on this the Charity is able to prepare its financial statements on a going concern basis.

#### Risk management

The trustees consider that the major risk the Charity faces is financial, which is managed by the Board of Trustees reviewing the financial statements on a two-monthly basis, complemented by twice yearly reviews with our external investment manager. As part of its longer term strategic planning, the Board of Trustees continues to work towards a sustainable financial basis for the Charity while maintaining service levels.

#### Investment policy

The Board of Trustees is responsible for the investment of funds in excess of current requirements which are held in investments authorised by law as investments for trust funds. As permitted by the Charity's Memorandum and Articles of Association, the Board of Trustees has given the Investment Managers, Investec Wealth & Investment Limited discretion to manage the portfolio on the low side of medium risk and a target return of £85,000 p.a. During the current year Investec Wealth & Investment Limited achieved a return of £81,586, and the market value of investments increased by 10%..

#### Plans for future periods

HERIB will continue to pursue its core objective of supporting blind and partially sighted people in the Hull and East Riding area. We will seek to consistently improve and innovate the services we provide to meet the changing needs of our members to the extent that our financial resources permit.

## **THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**

### **REPORT OF THE BOARD OF TRUSTEES for the year ended 31 March 2017 (continued)**

#### **Structure, governance and management**

##### **Governing document**

The Hull and East Riding Institute for the Blind is a company limited by guarantee governed by its Memorandum and Articles of Association. It is a registered charity with the Charity Commission. The liability of the members in the event of the Charity being wound up is limited to a sum not exceeding £10.

##### **Appointment of trustees and Presidency roles**

Potential new trustees complete a detailed application form and interview process designed to identify the key skills and experience they are able to bring to the Charity. The appointment of a new trustee is made by majority vote at a quorate meeting of the Board of Trustees. Once appointed, trustees are put forward to be elected by members at the subsequent Annual General Meeting and submitted for re-election every three years thereafter.

##### **Trustees' induction and training**

After appointment, new trustees are provided with a range of information to support them in their role as a trustee. Additional training on the statutory responsibilities of trustees is also provided together with specific induction on the activities of the Charity.

##### **Organisation**

The composition of the Board of Trustees is regularly reviewed to ensure an appropriate level of skills and expertise is available to HERIB. The Board normally meets six times per year. A Chief Executive is appointed by the trustees to manage the day to day operations of the Charity. To facilitate effective operations, the Chief Executive together with other members of the Senior Management Team, have delegated authority for operational matters including finance and employment.

##### **Pay policy for senior staff**

The directors consider the Board of Trustees, who are the Charity's directors, and the Senior Management Team comprise the key management personnel of the Charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All directors give their time freely and no director received remuneration for their services to the Charity in the year. Details of directors expenses and related party transactions are disclosed in note 9 to the accounts. The pay of the senior staff is reviewed annually, as for all paid employees of the Charity. Salary increases in excess of any general cost of living award are only made where an individual's responsibilities have changed significantly.

##### **Directors' responsibilities in relation to the accounts**

The trustees (who are directors of the company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Directors 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 2006. They 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.

# **THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**

## **REPORT OF THE BOARD OF TRUSTEES for the year ended 31 March 2017 (continued)**

### **Reference and administrative details**

Charity Number: 223668

Company Number: 299291

**Principal and registered office:** Beech Holme, Beverley Road, Hull, HU5 1NF.

President: The Hon. Mrs. Susan Cunliffe-Lister  
Vice President: Valerie Wood

### **Directors and Trustees**

The directors of the charitable company ("the Charity") are its trustees for the purpose of charity law. As set out in the Articles of Association, the directors shall be appointed by the Board of Trustees.

Board of Trustees: H. K. Haeney (Chairperson)  
R. K. Russell  
E. M. Harrod  
C. M. Winter  
E. Adams  
M. R. O'Grady  
D J. T. Rosenberg  
S. J. Alltoft  
D. W. Longman  
J. Houston  
A. Massam (appointed 29 November 2016)

### **Key management personnel**

Chief Executive Officer S. Ackroyd  
Services Manager A. Stannard  
Income Generation and  
Marketing Manager A. Gregory

### **Advisors**

Bankers: HSBC Bank plc, 550 Beverley Road, Hull, HU6 7LQ.

Auditors: Garton Graham & Co, 56 Grammar School Yard, Hull, HU1 2NB.

Solicitor: Gosschalks, Queens Gardens, Hull, HU1 3DZ.

Investment Advisors: Investec Wealth & Investment Limited  
2 Gresham Street, London, EC2V 7QN



**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**

**REPORT OF THE BOARD OF TRUSTEES  
for the year ended 31 March 2017  
(continued)**

**Statement as to disclosure to our auditors**

As far as the Directors are aware, there is no relevant audit information of which the company's auditors are unaware. Each of the Directors has taken all steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Approved and authorised for issue by the Directors and Trustees on 1 August 2017 and signed on their behalf by:

 - Director/Trustee

 - Director/Trustee



## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**

We have audited the financial statements of The Hull and East Riding Institute for the Blind for the year ended 31 March 2017 on pages 8 to 20. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 4 the trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation and presentation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards, including APB Ethical Standards for Auditors – Provisions Available for Smaller Entities (Revised) in the circumstances set out in note 18 to the financial statements.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on the financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2017 and of the incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Opinion of other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charitable company has not kept adequate accounting records, or that returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**DAVID GRAHAM Senior Statutory Auditor**  
for and on behalf of  
**Garton Graham & Co Statutory Auditor**  
56 Grammar School Yard  
HULL, HU1 2NB

Partners: P. M. Garton F.C.A. D. W. Graham F.C.A.

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND  
EXPENDITURE ACCOUNT)**  
for the year ended 31 March 2017

	<i>Notes</i>	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2016 £</i>
<b>Income from:</b>					
Donations and legacies	3	252,090	64,595	316,685	170,068
Charitable activities:					
Catering income		17,022	-	17,022	16,790
Attendance charge		31,307	-	31,307	26,091
Beech Holme Court					
Income from tenants	4	154,126	-	154,126	161,719
Other trading activities:					
Fundraising events		28,025	-	28,025	27,703
Resource Centre income		13,450	-	13,450	13,853
Room hire		12,611	-	12,611	8,750
Training income		500	-	500	1,982
Transcription services		6,183	-	6,183	1,108
Investments	5	81,586	-	81,586	93,425
Other		2,865	-	2,865	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		<b>599,765</b>	<b>64,595</b>	<b>664,360</b>	<b>521,489</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Expenditure on:</b>					
Income generation costs	6	90,827	-	90,827	88,986
Charitable activities	7	484,211	63,462	547,673	573,329
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		<b>575,038</b>	<b>63,462</b>	<b>638,500</b>	<b>662,315</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
Net gains/(losses) on investments	11	146,560	-	146,560	(119,288)
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure)</b>		<b>171,287</b>	<b>1,133</b>	<b>172,420</b>	<b>(260,114)</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		<b>171,287</b>	<b>1,133</b>	<b>172,420</b>	<b>(260,114)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		2,286,976	9,699	2,296,675	2,556,789
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		<b>2,458,263</b>	<b>10,832</b>	<b>2,469,095</b>	<b>2,296,675</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
(A company limited by guarantee)  
(Company number 299291)

**BALANCE SHEET**  
as at 31 March 2017

	<i>Notes</i>	<i>2017</i> £	<i>2016</i> £
<b>Fixed assets</b>			
Tangible assets	10	275,454	295,287
Investments	11	2,082,875	1,898,235
		<hr/>	<hr/>
<b>Total fixed assets</b>		2,358,329	2,193,522
<b>Current assets</b>			
Stocks		10,431	10,914
Debtors	12	37,046	41,822
Cash at bank and in hand		100,277	79,708
		<hr/>	<hr/>
<b>Total current assets</b>		147,754	132,444
<b>Liabilities</b>			
Creditors: amounts falling due within one year	13	(36,988)	(29,291)
		<hr/>	<hr/>
<b>Net current assets</b>		110,766	103,153
		<hr/>	<hr/>
<b>Net assets</b>		2,469,095	2,296,675
		<hr/> <hr/>	<hr/> <hr/>
<b>The funds of the charity</b>	14(a)		
Unrestricted income funds		2,458,263	2,286,976
Restricted income funds		10,832	9,699
		<hr/>	<hr/>
<b>Total charity funds</b>		2,469,095	2,296,675
		<hr/> <hr/>	<hr/> <hr/>

Approved by the directors and trustees on 1 August 2017 and signed on their behalf by:



- Director/Trustee



- Director/Trustee

*The notes on pages 11 to 20 form an integral part of these accounts*

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**CASH FLOW STATEMENT**  
for the year ended 31 March 2017

	<i>Notes</i>	<i>2017</i> £	<i>2016</i> £
<b>Cash flows from operating activities:</b>			
<b>Net cash (used in) operating activities</b>	17	(22,937)	(200,569)
<b>Cash flows from investing activities:</b>			
Dividends and interest from investments	5	81,586	93,425
Proceeds from sale of investments	11	272,229	593,682
Purchase of investments	11	(382,285)	(312,855)
Purchases of fixtures, fittings and equipment		-	(58,579)
<b>Net cash (used)/provided by investing activities</b>		(28,470)	315,673
<b>Change in cash and cash equivalent in the reporting period</b>		(51,407)	115,104
Cash and cash equivalents at the beginning of the reporting period		211,277	96,173
<b>Cash and cash equivalents at the end of the period</b>		159,870	211,277
<b>Cash and cash equivalents comprise</b>			
Cash at bank and in hand		100,277	79,708
Cash deposit held as part of the investment portfolio		59,593	131,569
<b>Total cash and cash equivalents</b>		159,870	211,277

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
**for the year ended 31 March 2017**

**1. ACCOUNTING POLICIES**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. Where necessary the headings laid down in the Companies Act have been adapted to meet the special activities of the Charity.

**Preparation of the accounts on a going concern basis**

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**Income recognition**

Items of income are recognised and included in the accounts once the Charity has entitlement to the income, it is probable that the income will be received and the amounts of income receivable can be measured reliably.

Donations and legacies are accounted for on a receivable basis when conditions for their receipt have been met. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes income tax recoverable.

**Donated services**

The Charity receives the benefit of work carried out by volunteers on which no monetary value is placed.

**Expenditure recognition**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs have been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of the resources.

Irrecoverable VAT is included in the cost of those items to which it relates.

**Fixed Asset Investments**

Investments are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Realised and unrealised gains and losses are combined in the Statement of Financial Activities

Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying values or their purchase value. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value.



**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
**for the year ended 31 March 2017 (continued)**

**1. ACCOUNTING POLICIES (CONTINUED)**

**Tangible fixed assets**

Depreciation of tangible fixed assets is then provided at the following annual rates in order to write off each asset over its estimated useful life:

Freehold buildings	2% on cost
Fixtures, fittings and equipment	10% to 20% on cost
Motor vehicles	25% on cost
No depreciation is provided on freehold land	

**Profit on sale of tangible assets**

Where the cost or part thereof of any asset sold was met from a gift received specifically for that purpose, then any profit will be credited to the Restricted Fund up to the value of the original gift and only any remaining excess will be credited to the General Fund.

**Stocks**

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

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Board of Management 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 Board of Management for particular purposes as follows:

The Development Fund has been designated by the Board of Management to ensure that the Charity can maintain planned development of its services for the foreseeable future from investment income supplemented, if necessary, by the sale of investments. The fund is increased by the value of legacies received and accommodates changes in the value of all investments and is reduced annually by a transfer, if required, to the General Fund to cover any deficit for the year.

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 aim and use of each restricted fund is set out in the notes to the financial statements.

**Pensions**

The Charity has a defined contribution Group Personal Pension Plan. The cost of the contributions made by the charity to the Scheme are charged to the Statement of Financial Activities as incurred.

**Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

**Creditors and provisions**

Creditors and provisions are recognised when the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

<b>2.</b>	<b>Net income/(expenditure) for the year</b>	<b>2017</b> <b>£</b>	<b>2016</b> <b>£</b>
	This is stated after charging:		
	Depreciation	19,833	47,078
	Auditors' remuneration (including VAT)		
	Audit fee	5,380	5,725
	Indemnity insurance	350	339
<b>3.</b>	<b>Income from donations and legacies</b>	<b>2017</b> <b>£</b>	<b>2016</b> <b>£</b>
	Donations	47,251	40,375
	Legacies	191,339	65,381
	Grants	78,095	64,312
		<hr/>	<hr/>
		316,685	170,068
		<hr/>	<hr/>
	<b>Grants received included in the above</b>		
	Hull Aid in Sickness Trust	4,605	7,200
	Sir James Reckitt Charity	8,000	7,000
	Help for Health	3,256	-
	Souter Charity Trust	3,000	-
	Withernsea Day Centre	500	-
	Thomas Pocklington Trust	3,000	-
	Sykes Trust	4,000	-
	Joseph & Annie Cattle Trust	4,500	1,500
	Paul Lunn Rockcliffe Charitable Trust	1,000	1,000
	Santander Foundation	-	1,500
	The Mollie Croysdale Charitable Trust	-	400
	Diana Edgeson Wright Charitable Trust	-	2,000
	Health & Wellbeing Project Funding	22,770	25,300
	Optimeyes Project	18,408	18,412
	Patricia & Donald Shepherd Charitable Trust	200	-
	Hull City Council	4,856	-
		<hr/>	<hr/>
		78,095	64,312
		<hr/>	<hr/>

**Legacies**

Legacy income includes a debtor for legacies of £Nil (2016 £Nil) notified to the Charity before the year end but not received until after the year end.



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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

4. Beech Holme Court	2017 £	2016 £
Rent due from tenants	91,783	91,026
Void costs	(11,272)	(4,773)
	<hr/>	<hr/>
	80,511	86,253
Service charge, including water rates	37,262	39,113
Housing Related Support	18,533	18,533
	<hr/>	<hr/>
	136,306	143,899
Management charge	17,820	17,820
	<hr/>	<hr/>
	154,126	161,719
	<hr/>	<hr/>
<b>Expenditure</b>		
Wages and salaries (including direct and support costs)	16,287	26,591
Payments to Places to People Ltd – Rent	91,845	91,026
Repairs and renewals - Day to Day	10,503	5,565
Overhead costs (including administration apportionment)	32,059	38,408
	<hr/>	<hr/>
	150,694	161,590
	<hr/>	<hr/>
<b>Net surplus for the year</b>	3,432	129
	<hr/>	<hr/>

The Institute is the Managing Agent for the Places for People Individual Support Limited Housing Association and is responsible for managing the tenancies of the 23 flats (2016 – 23), maintaining records and collecting rents. It is also responsible for ensuring certain maintenance, repairs and gardening are carried out and services are provided to ensure the welfare of the tenants is protected.

5. Investment income	2017 £	2016 £
Dividends and interest receivable	81,586	93,425
	<hr/>	<hr/>

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

6. Income generation costs	2017 £	2016 £
Resource centre costs	12,714	11,974
Staff costs	39,528	39,816
Fundraising costs	9,355	6,992
Investment management fees	11,919	12,285
Support costs (see note 8)	17,076	17,173
Sundry	235	746
	<hr/>	<hr/>
	90,827	88,986
	<hr/>	<hr/>

7. Expenditure on charitable activities	<i>Welfare and Services</i> £	<i>Beech Holme Court</i> £	<i>Total 2017</i> £	<i>Total 2016</i> £
Staff costs	186,859	-	186,859	176,705
Transport costs, including mileage	24,829	-	24,829	24,605
Service costs, including catering	29,392	-	29,392	22,893
Overhead costs	13,565	-	13,565	44,108
Beech Holme Court - direct costs	-	133,618	133,618	144,417
- support costs (see note 8)	-	17,076	17,076	17,173
Governance costs (see note 8)	5,730	-	5,730	6,064
Support costs (see note 8)	136,604	-	136,604	137,364
	<hr/>	<hr/>	<hr/>	<hr/>
	396,979	150,694	547,673	573,329
	<hr/>	<hr/>	<hr/>	<hr/>

8. Governance and support costs	<i>Income Generating</i> £	<i>Welfare and Services</i> £	<i>Beech Holme Court</i> £	<i>Governance</i> £	<i>Total 2017</i> £	<i>Total 2016</i> £
Staff costs	8,969	71,748	8,969	-	89,686	102,586
Repairs and maintenance	1,215	9,722	1,215	-	12,152	16,811
General overhead costs	6,892	55,134	6,892	-	68,918	52,313
Statutory audit fee	-	-	-	5,380	5,380	5,725
Indemnity insurance	-	-	-	350	350	339
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	17,076	136,604	17,076	5,730	176,486	177,774
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

The above costs have been allocated to activities on a basis consistent with the use of the resources (see notes 6 and 7).

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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

**9. Staff costs, trustees' remuneration and the cost of key management personnel**

	<i>2017</i> £	<i>2016</i> £
Wages and salaries	314,416	320,871
Social Security costs	15,037	15,923
Pensions	3,756	4,947
	<hr/>	<hr/>
	333,209	341,741
	<hr/>	<hr/>
Average number of employees were as follows:	<i>Number</i>	<i>Number</i>
Welfare and services	18	16
Management and administration (including fundraising)	6	7
Beech Holme Court	1	2
	<hr/>	<hr/>
	25	25
	<hr/>	<hr/>

No employee earned more than £60,000 p.a.

The total employee benefits of the key management personnel of the Charity were £91,742 (2016 - £89,294).

No trustees received remuneration for services to the Charity in the current or previous year.

**Transactions with trustees and other connected persons**

During the year businesses with which M. O'Grady and J. Houston are connected provided support services to the charity totalling £3,996 (2016 £12,208). At the year end there were outstanding balances owing to these businesses totalling £- (2016 £40).

**Trustees' expenses**

Trustees expenses paid during the year were £Nil (2016 £40).

**10. Tangible fixed assets**

	<i>Freehold Land and buildings</i> £	<i>Fixtures and equipment</i> £	<i>Computer equipment</i> £	<i>Motor vehicles</i> £	<i>Total</i> £
<b>Cost</b>					
At 1 April 2016	535,536	222,245	7,354	136,150	901,285
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2017	535,536	222,245	7,354	136,150	901,285
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>					
At 1 April 2016	292,132	178,555	5,510	129,801	605,998
Charge for year	7,954	8,494	797	2,588	19,833
Disposals	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
31 March 2017	300,086	187,049	6,307	132,389	625,831
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

**10. Tangible fixed assets - continued**

	<i>Freehold Land and buildings</i>	<i>Fixtures and equipment</i>	<i>Computer equipment</i>	<i>Motor vehicles</i>	<i>Total</i>
	£	£	£	£	£
<b>Net book amount</b>					
At 31 March 2017	235,450	35,196	1,047	3,761	275,454
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net book amount</b>					
At 31 March 2016	243,404	43,690	1,844	6,349	295,287
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

At 31 March 2017 commitments for capital expenditure were as follows:

	<i>2017</i>	<i>2016</i>
	£	£
Authorised by the Board of Management but not contracted for	-	-
	<u>          </u>	<u>          </u>

**11. Fixed asset investments**

	<i>2017</i>	<i>2016</i>
	£	£
Market value at 1 April 2016	1,766,666	2,166,781
Additions at cost	382,285	312,855
Disposal proceeds	(272,229)	(593,682)
Net gain/(loss) on revaluation	146,560	(119,288)
	<u>          </u>	<u>          </u>
Market value at 31 March 2017	2,023,282	1,766,666
	<u>          </u>	<u>          </u>
Historical cost at 31 March 2017	1,653,819	1,575,819
	<u>          </u>	<u>          </u>
<b>UK listed investments are represented by:</b>		
Government stock	238,437	194,615
Fixed interest stock	326,232	353,392
Equity shares	1,458,613	1,218,659
	<u>          </u>	<u>          </u>
	2,023,282	1,766,666
	<u>          </u>	<u>          </u>
<b>Cash deposit held as part of the investment portfolio</b>	59,593	131,569
	<u>          </u>	<u>          </u>
<b>Total</b>	2,082,875	1,898,235
	<u>          </u>	<u>          </u>

The investment certificates are held by Investec Wealth & Investment Limited, as Nominee, on behalf of the Board of Management.

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

12. DEBTORS	2017 £	2016 £
Trade debtors	11,105	11,289
Prepayments	13,219	14,062
Investment income	12,722	16,471
	<hr/>	<hr/>
	37,046	41,822
	<hr/>	<hr/>

13. CREDITORS: amounts falling due within one year	2017 £	2016 £
Trade creditors	19,305	13,214
Other creditors	17,683	16,077
	<hr/>	<hr/>
	36,988	29,291
	<hr/>	<hr/>

14(a). Analysis of charitable funds	<i>At 1 April 2016</i> £	<i>Incoming resources</i> £	<i>Resources expended</i> £	<i>Transfer</i> £	<i>At 31 March 2017</i> £
<b>Analysis of movement in restricted funds</b>					
The Hull Aid in Sickness Trust – various Health and Wellbeing Project Funding – to improve physical and emotional wellbeing of people with visual impairment	4,796	4,605	9,287	-	114
Optimeyes Project – training organisation to improve eye health awareness	4,300	22,770	21,843	-	5,227
Help for Health	603	18,408	19,011	-	-
Souter Charity Trust	-	3,256	2,621	-	635
Thomas Pocklington Trust	-	3,000	3,000	-	-
Sykes Trust	-	3,000	3,000	-	-
Patricia & Donald Shepherd Charitable Trust	-	4,000	4,000	-	-
Withernsea Day Centre	-	200	200	-	-
Hull City Council	-	500	500	-	-
	-	4,856	-	-	4,856
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	9,699	64,595	63,462	-	10,832
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

**14(a). Analysis of charitable funds (continued)**

	<i>At 1 April 2016 £</i>	<i>Incoming resources £</i>	<i>Resources expended £</i>	<i>Transfer £</i>	<i>At 31 March 2017 £</i>
<b>Analysis of movements in unrestricted funds</b>					
General Fund	-	408,426	(563,119)	154,693	-
Designated development fund - (see 14(b) below)	2,286,976	337,899	(11,919)	(154,693)	2,458,263
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total</b>	2,286,976	746,325	(575,038)	-	2,458,263
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The general fund represents the free funds of the charity which are not designated for particular purposes.

The designated fund has been designated by the Board of Management as a Development Fund to ensure that the charity can maintain planned development of its services for the foreseeable future.

<b>14(b). Analysis of development fund</b>	<i>Legacies £</i>	<i>Other £</i>	<i>2017 £</i>	<i>2016 £</i>
Balance at 1 April 2016	568,061	1,718,915	2,286,976	2,645,377
Legacies receivable	191,339	-	191,339	65,381
Net gain/(loss) on revaluation of investment assets	146,560	-	146,560	(119,288)
Investment management costs	-	(11,919)	(11,919)	(12,285)
	<hr/>	<hr/>	<hr/>	<hr/>
Transfer to General Fund	905,960 (154,693)	1,706,996 -	2,612,956 (154,693)	2,579,185 (292,209)
	<hr/>	<hr/>	<hr/>	<hr/>
Balance at 31 March 2017	751,267	1,706,996	2,458,263	2,286,976
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**NOTES TO THE ACCOUNTS**  
for the year ended 31 March 2017 (continued)

15. Analysis of net assets between funds	<i>General Fund £</i>	<i>Designated Funds £</i>	<i>Restricted Funds £</i>	<i>Total £</i>
Tangible fixed assets	275,454	-	-	275,454
Investments	-	2,082,875	-	2,082,875
Cash at bank and in hand	-	89,445	10,832	100,277
Other net current assets	47,477	-	-	47,477
Creditors of more than one year	(36,988)	-	-	(36,988)
Amount due to designated fund	(285,943)	285,943	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	2,458,263	10,832	2,469,095
	<hr/>	<hr/>	<hr/>	<hr/>

**16. Commitments and contingent liabilities**

**Pension Scheme**

The Charity has made arrangements for senior executives to contribute to a group personal pension scheme. The sole responsibility of the Charity is to make agreed supplementary monthly payments to the administrators of the scheme who have overall responsibility to the members for the scheme assets and administration. The pension cost represents contributions payable by the Charity to the scheme and amounted to £3,756 (2016 - £4,947).

In compliance with employment legislation, the Charity has established an auto-enrolment pension scheme for all employees with effect from 1 August 2016.

17. Reconciliation of net income/(expenditure) to net Cash flow from operating activities	<i>2017 £</i>	<i>2016 £</i>
Net income/(expenditure for the reporting period (as per the statement of financial activities))	172,420	(260,114)
Adjustments for:		
(Gain)/loss on revaluation of investments	(146,560)	119,288
Investment income	(81,586)	(93,425)
Depreciation	19,833	47,078
Stock decrease	483	369
Debtors decrease	4,776	9
Creditors increase/(decrease)	7,697	(13,774)
	<hr/>	<hr/>
Net cash (used in) operating activities	(22,937)	(200,569)
	<hr/>	<hr/>

**18. Provisions available for small entities**

In common with many organisations of our size and nature we use our auditors to assist with the preparation of the financial statements.



**THE HULL AND EAST RIDING INSTITUTE FOR THE BLIND**  
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**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31 March 2017

	2017		2016	
	£	£	£	£
<b>Income from:</b>				
<b>Voluntary income:</b>				
Donations	47,251		40,375	
Legacies	191,339		65,381	
Grants	78,095		64,312	
		316,685		170,068
<b>Income from charitable and other trading activities:</b>				
Fundraising events	28,025		27,703	
Attendance charge	31,307		26,091	
Room hire	12,611		8,750	
Training income	500		1,982	
Resource centre income	13,450		13,853	
Transcription income	6,183		1,108	
Catering income	17,022		16,790	
BHCT income	154,126		161,719	
Dividend income	81,586		93,425	
Sundry and activities	2,865		-	
		347,675		351,421
<b>Total income</b>		664,360		521,489
<b>Expenditure:</b>				
Resource centre costs	12,714		11,974	
Kitchen purchases	9,688		8,945	
Social centre costs	11,448		6,488	
Beech Holme Court rent	91,845		91,026	
Fundraising costs	9,355		6,992	
BHCT mobile response	6,464		7,010	
Light and heat	17,845		23,959	
Water	12,388		7,651	
Sundry	3,128		4,214	
Legal and professional	15,320		6,865	
Audit fee	5,380		5,725	
Salaries, wages and NIC	329,453		336,794	
Pension	3,756		4,947	
Other staff costs	3,879		2,635	
Training	1,646		4,674	
Insurance	9,521		10,205	
Telephone	5,499		5,354	
Printing and stationery	7,219		7,332	
Advertising	739		699	
Motor expenses	22,241		22,016	
Cleaning	4,536		5,533	
Bank charges	928		1,219	
Investment management fees	11,919		12,285	
Deprecation	19,833		47,078	
Repairs and renewals	21,440		20,695	
(Gain)/loss on revaluation of investments	(146,560)		119,288	
Bad debts	316		-	
		(491,940)		(781,603)
<b>Net profit/(loss) for the year</b>		172,420		(260,114)