

**Vision Support
Harrogate District**

Registered Charity Number: 211436

**Financial Statements & Annual Report
for the year ended
31 March 2018**



VISION SUPPORT HARROGATE DISTRICT

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VISION SUPPORT HARROGATE DISTRICT

LEGAL AND ADMINISTRATIVE DETAILS

The Charity was established on 4 February 1921 and operates under a constitution dated 19 October 2006 and is approved by Her Majesty's Revenue and Customs Charity Division. The Charity is registered with the Charity Commission (registration number 211436) as a charity whose primary purposes are to respond appropriately to the needs of the visually impaired people in the Harrogate district and, in particular, to provide and maintain a centre for social meetings and handicraft training for visually impaired people, entertainments, travel and holiday facilities and recreational, health, safety or occupational requisites to visually impaired people or their dependants.

Address of Charity: Vision Support Centre
Russell Sergeant House
23 East Parade
Harrogate HG1 5LF
Telephone: 01423 565915
Email: enquiries@hdsb.org.uk
Website: www.hdsb.org.uk

Honorary President: John Batchelor

Governing Body and Trustees:
(Trust and Finance Committee) Eric Mitchell Chairman
Mick Walsh Hon Secretary (retired 3 November 2017)
James Grimshaw Secretary (appointed 3 November 2017)
Robert Horner Hon Treasurer

Committee Members: John Batchelor
David Fisher (appointed 3 November 2017)
Doreen Flockton
Robert Sergeant
Peter Jensen
John Mellor
Alistair Ratcliffe (appointed 3 November 2017)
John Sowden

Chaplain: Rev Michael Wearing

Director of Services: Tanya Stimpson

Bankers: Barclays Bank plc
25 James Street
Harrogate HG1 1QX

Brown Shipley & Co Ltd
Founders Court
Lothbury
London EC2R 7HE

Leeds Building Society
105 Albion Street
Leeds LS1 4AS

VISION SUPPORT HARROGATE DISTRICT

LEGAL AND ADMINISTRATIVE DETAILS (cont'd)

Bankers (cont'd) :	HSBC 34 Westgate Ripon HG4 2BL
Investment Managers:	Brown Shipley & Co Ltd St Paul's House 23 Park Square Leeds LS1 2ND
Independent Examiner:	D J S Pullan FCA David Pullan & Co Chartered Accountants 24a Brook Street Ilkley LS29 8DE

Trustees' Responsibilities in Relation to the Financial Statements

The Charity's Trustees are responsible for preparing a Trustees' annual report and 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 Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the Charity for that period. In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

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 Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the Charity and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

VISION SUPPORT HARROGATE DISTRICT

REPORT OF THE TRUSTEES

The Trustees report that the Financial Statements as at 31 March 2018 are in the format required by the Statement of Recommended Practice: Accounting by Charities (known as Charities SORP).

Objects of the Charity

These are set out on page 2 under Legal and Administrative Details.

Management, Policies and Structures of the Charity

The Charity is managed by the Trust and Finance Committee under the terms of the revised constitution of 2015, it has however further delegated day to day decision making to the Executive Committee including staff appointments and budgeted expenditure as well as other limited expenditure under the terms of that Constitution. In addition, the Charity has a Services Committee which meets regularly to ensure the views and concerns of the members are taken into account by the Trust and Finance Committee.

The Members of the Trust and Finance Committee who were in office during the year were as follows:-

Mr J A Batchelor
Mr D Fisher (appointed 3 November 2017)
Mrs D Flockton
Mr J Grimshaw (appointed 3 November 2017)
Mr R J Horner
Mr P Jensen
Mr E Mitchell
Mr J Mellor
Mr A Ratcliffe (appointed 3 November 2017)
Mr J Sowden
Mr R H Sergeant
Mr M Walsh (resigned 3 November 2017)

Review of the Financial Statements for the Year

The net deficit of the Charity excluding movements on investments was £33,366. This is within the expected budgeted deficit anticipated by the Charity and the Trustees are actively monitoring the Charity's costs and revenues. Due to the reserves held by the Charity, the Trustees are happy to fund deficits in the short to medium term but are keeping the position under constant review.

The value of the Charity's investments decreased by £7,721 over the year (2017 £119,405 increase). The portfolio is kept under constant review by our investment managers who are in turn monitored by the Trust and Finance Committee.

Overall, the net assets of the Charity fell by £41,087 and the Trustees consider that the financial affairs of the Charity are satisfactory and will enable the Charity to continue to meet the primary purposes for which it is established.

Mick Walsh

It is with great regret that the Trustees record the death of our former Honorary Secretary, Mick Walsh. Mick was a dedicated servant of the Charity. His hard work and dedication on behalf of the Charity was highly valued by both his fellow Trustees and the members. Mick was responsible for designing the current governing structure which, via the Services Committee, ensures members' views are properly represented. He will be sorely missed.

VISION SUPPORT HARROGATE DISTRICT

Risk Management

The Trustees continue to assess the major risks to which the Charity is exposed, particularly the operations and finances of the Charity, to ensure its systems mitigate exposure to the major risks.

Reserves Policy

The Trustees are of the opinion that the Charity's reserves should be of a magnitude to generate income through investments, ignoring the benefit of legacies, which would enable it to meet current levels of expenditure. However, the Trustees are prepared to use reserves to fund current expenditure to maintain current commitments to member services in the short term. This use of reserves is reviewed annually. The Trustees consider, therefore, that the reserves are adequate to enable the Charity to meet its objects set out in the constitution.

Public Benefit

The trustees confirm that they have complied with their duty to have due regard to the Charity Commission's guidance on public benefit when exercising their powers or duties.

Volunteers

The Trustees acknowledge with grateful thanks the help given by 32 voluntary helpers without whom the Charity's activities would be severely restricted.

Signed:



Eric Mitchell
On behalf of the Trustees

8 October 2018

VISION SUPPORT HARROGATE DISTRICT

Independent Examiner's Report to the TRUSTEES OF VISION SUPPORT HARROGATE DISTRICT

I report on the accounts of the Trust for the year ended 31 March 2018, which are set out on pages 7 to 15.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to:-

- i examine the accounts under section 145 of the 2011 Act;
- ii to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- iii to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - i to keep accounting records in accordance with section 130 of the 2011 Act; and
 - ii to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act;have not been met;
- or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



D J S Pullan FCA
David Pullan and Co
Chartered Accountants
24a Brook Street
Ilkley LS29 8DE

Date: 10.10.18

VISION SUPPORT HARROGATE DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Incoming resources:-					
Voluntary income	2	16,454	-	16,454	11,887
Incoming resources from operating activities	3	21,810	-	21,810	25,536
Investment income	4	18,807	-	18,807	21,023
Incoming resources from charitable activities	5	7,947	-	7,947	6,655
Other incoming resources	6	18,569	-	18,569	5,197
Total incoming resources		83,587	-	83,587	70,298
Resources expended:-					
Cost of generating voluntary income	7	-	-	-	192
Fundraising trading	8	3,362	-	3,362	2,635
Investment management costs	9	4,800	-	4,800	4,800
Charitable activities	10	99,819	2,786	99,819	99,201
Governance costs	11	8,972	-	8,972	8,541
Total resources expended		116,953	-	116,953	115,369
Surplus/(deficit) of incoming over expended		(33,366)	-	(33,366)	(45,071)
Gains/(losses) on investment assets		(7,721)	-	(7,721)	119,405
Net movement in funds		(41,087)	(2,786)	(41,087)	74,334
Balances brought forward at 1 April 2017		1,228,109	89,273	1,317,382	1,243,048
Balances carried forward at 31 March 2018		1,187,022	86,487	1,273,509	1,317,382

The notes on pages 9 to 15 form part of these financial statements

VISION SUPPORT HARROGATE DISTRICT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

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VISION SUPPORT HARROGATE DISTRICT

BALANCE SHEET AS AT 31 MARCH 2018

		2018	2017
	Notes	£	£
FIXED ASSETS			
Tangible fixed assets	14	276,325	281,278
Investments	15	899,016	903,527
		<u>1,175,341</u>	<u>1,184,805</u>
CURRENT ASSETS			
Debtors	16	4,275	4,152
Cash in hand and at banks		99,856	134,445
		<u>104,131</u>	<u>138,597</u>
LIABILITIES: Amounts falling due within one year	17	(5,963)	(6,020)
NET CURRENT ASSETS		<u>98,168</u>	<u>132,577</u>
NET ASSETS		<u>1,273,509</u>	<u>1,317,382</u>
FUNDS			
Unrestricted	18	1,187,022	1,228,109
Restricted	19	86,487	89,273
TOTAL FUNDS		<u>1,273,509</u>	<u>1,317,382</u>

Approved by the Trust and Finance Committee on 8th October 2018 and signed on their behalf by:



Eric Mitchell
Chairman

The notes on pages 9 to 15 form part of these financial statements.

VISION SUPPORT HARROGATE DISTRICT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

1 ACCOUNTING POLICIES

1.1 General

1.1.1 The financial statements have been prepared under the historical cost convention with the exception of investments, which are included on a market basis in accordance with applicable Accounting Standards and the Charities SORP (Statement of Recommended Practice: "Accounting by Charities").

1.1.2 The Charity is not registered for VAT and, therefore, VAT forms part of the Charity's costs.

1.1.3 All income resources are brought to the credit of the Statement of Financial Activities when they become due and payable.

1.1.4 Expenditure is charged to the Statement of Financial Activities when incurred.

1.2 Tangible Fixed Assets

These assets are included at cost less depreciation. The Management Committee does not envisage any disposal within the foreseeable future and therefore considers this to be appropriate.

1.3 Fixed Asset Investments

1.3.1 Stocks and shares are included in the Balance Sheet at market value.

1.3.2 Profits and losses arising on the disposal of investments are included in the Statement of Financial Activities.

1.4 Depreciation

Tangible fixed assets are stated at cost and are depreciated by annual instalments over their expected useful life as follows:-

Freehold land and buildings	- 2% of cost
Fixtures, fittings & furnishings	- 10% of written down value
Office computer & equipment	- 25% of cost

1.5 The Charity is exempt from the requirements to provide a cash flow statement on the grounds of its size.

1.6 Fund Accounting

General unrestricted funds comprise accumulated surpluses and deficits on general funds and the cumulative realised and unrealised gains on investments. They are available for use at the discretion of the Trustees in furtherance of the Charity's general charitable objectives. Restricted funds are created when donations are made for a particular area or purpose, the use of which is restricted to that area or purpose.

VISION SUPPORT HARROGATE DISTRICT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (cont'd)

2 Voluntary income

	2018 £	2017 £
Donations	16,454	11,887
Legacies and bequests	-	-
	<u>16,454</u>	<u>11,887</u>

3 Incoming resources from operating activities for generating funds

	2018 £	2017 £
Rents of flats	11,475	14,175
Rents of rooms when not required for the Charity's use	1,445	1,765
Fundraising	8,890	9,596
	<u>21,810</u>	<u>25,536</u>

4 Investment income

	2018 £	2017 £
Dividends and interest		
Unrestricted	18,807	21,023
Restricted	-	-
	<u>18,807</u>	<u>21,023</u>

5 Incoming resources from charitable activities

	2018 £	2017 £
Access to work funding	3,210	3,747
Holidays and outings	2,091	1,250
Sales of aids for the blind	2,646	1,658
	<u>7,947</u>	<u>6,655</u>

6 Other income resources

	2018 £	2017 £
Local authority grants	2,039	1,973
Freemasons' Grant	15,000	-
Craft sales	497	836
Other	1,033	2,388
	<u>18,569</u>	<u>5,197</u>

VISION SUPPORT HARROGATE DISTRICT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (cont'd)

7 Cost of generating voluntary income

	2018 £	2017 £
Fundraising and flats renewals	-	192

8 Fundraising trading

	2018 £	2017 £
Aids for resale	3,057	1,338
Craft materials	305	1,297
	3,362	2,635

9 Investment management costs

	2018 £	2017 £
Investment management costs	4,800	4,800

The Trustees consider that 50% of investment management fees relate to capital and thus the above represents 50% of the total fees charged. The balance is charged to the net gain or loss on assets sold in the year.

10 Charitable activities

	Unrestricted Funds		Restricted Funds	Total 2018	Total 2017
	Ripon £	Harrogate £	£	£	£
Outings & holidays	-	588		588	799
Socials & annual party	656	3,770		4,426	3,378
Travelling expenses	1,000	5,287		6,287	7,573
Tutors' salaries	-	810		810	1,170
Room rent	1,085	-		1,085	980
Training costs	-	220		220	775
Sundry expenses	-	884		884	205
Depreciation	-	4,771	2,786	7,557	7,454
Staff admin & premises costs (share – see note 12)	-	80,748		80,748	76,867
	2,741	97,078	2,786	102,605	99,201
Total unrestricted funds		99,819			

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018 (cont'd)**

11 Governance costs

The Management Committee considers that 90% of the expenses of management and administration of the Charity are for the direct benefit of the visually impaired and the relevant expenditure has been apportioned on this basis.

	2018 £	2017 £
Staff, admin & premises share (note 12)	8,972	8,541

12 Staff, administration and premises costs

	Total £	2018 Apportioned Governance £	Charitable activities £	2017 Total £
Salaries	63,596	6,360	57,236	60,301
Pension costs	481	48	433	-
Light & heat	3,821	382	3,439	4,159
Rates	2,346	235	2,111	2,157
Telephone	1,878	188	1,690	1,689
Insurance	3,141	314	2,827	3,049
Cleaning	1,695	168	1,527	1,663
Printing, stationery & postage	1,988	199	1,789	1,848
Repairs & renewals	7,557	756	6,801	6,062
Professional fees	3,217	322	2,895	4,480
	89,720	8,972	80,748	85,408

The Management Committee considers that 90% of the expenses of Management and Administration of the Charity are for the direct benefit of the Visually Impaired.

13 Staff

	2018 £	2017 £
Salaries	60,213	57,087
Social Security costs	3,383	3,214
	63,596	60,301

The average number of employees, analysed by function, was:-

	2018	2017
Charitable activities (full time equivalent)	3.0	3.0
Management & Administration of the Charity	0.5	0.5
	3.5	3.5

VISION SUPPORT HARROGATE DISTRICT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (cont'd)

14 Tangible Fixed Assets

	Freehold land & buildings £	Fixtures, fittings & furnishings £	Computers £	Total £
Cost				
At 1 April 2017	346,592	5,927	17,684	370,203
Additions	-	2,604	-	2,604
Disposals	-	-	-	-
	<u>346,592</u>	<u>8,531</u>	<u>17,684</u>	<u>372,807</u>
Depreciation				
At 1 April 2017	(68,959)	(2,282)	(17,684)	(88,925)
Disposals	-	-	-	-
Charge for the year	<u>(6,932)</u>	<u>(625)</u>	<u>-</u>	<u>(7,557)</u>
	<u>(75,891)</u>	<u>(2,907)</u>	<u>(17,684)</u>	<u>(96,482)</u>
Value at 31 March 2018	<u>270,701</u>	<u>5,624</u>	<u>-</u>	<u>276,325</u>
Value at 31 March 2017	<u>277,633</u>	<u>3,645</u>	<u>-</u>	<u>281,278</u>

Freehold land and buildings at cost at 31 March 2018 comprises:-

Land and buildings at 23 East Parade Harrogate	6,274
Extension at 23 East Parade, Harrogate costs to 31 March 1998	139,302
Extension at 23 East Parade, Harrogate costs to 31 March 2007	198,284
Security gates	2,732
	<u>£346,592</u>

15 Investments

	2018 £	2017 £
Carrying (market) value at 1 April 2017	903,527	889,668
Additions at cost	180,639	288,615
Disposals at carrying value	(182,229)	(398,961)
Increase/(decrease) in market value	(7,106)	110,120
Gains/(losses) on realised assets	<u>4,185</u>	<u>14,085</u>
Carrying (market) valuation at 31 March 2018	<u>899,016</u>	<u>903,527</u>
Overall gain/(losses) on investments		
Increase/(Decrease) in market value	(7,106)	110,120
Gains/(losses) on realised assets	<u>4,185</u>	<u>14,085</u>
Capital element of investments management fees	<u>(4,800)</u>	<u>(4,800)</u>
	<u>(7,721)</u>	<u>119,405</u>

VISION SUPPORT HARROGATE DISTRICT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (cont'd)

16 Current assets

	2018	2017
	£	£
Other debtors	1,555	1,555
Prepayments and accrued income	2,720	2,597
	<u>4,275</u>	<u>4,152</u>

17 Liabilities

	2018	2017
	£	£
Trade creditors	4,868	3,982
Accrued charges and deferred income	1,095	2,038
	<u>5,963</u>	<u>6,020</u>

18 Unrestricted funds

The funds comprise undistributed income and have been and continue to be used to acquire fixed assets and fixed asset investments to provide income to enable the objects of the Charity to be continued.

	2018	2017
	£	£
Balance brought forward 1 April 2017	1,228,109	1,150,989
Net movement in funds during the year	(41,087)	77,120
Balance at 31 March 2018	<u>1,187,022</u>	<u>1,228,109</u>
Allocated between:-		
Harrogate	1,179,652	1,221,267
Ripon	7,370	6,842
	<u>1,187,022</u>	<u>1,228,109</u>

19 Restricted funds

19.1 *Extension fund (1996)*

This fund comprises donations from individuals, trusts and other bodies for the specific purpose of building an extension which opened in 1996. Following payment of all costs, the fund was closed. The Extension Fund will be transferred to income by equal instalments over the estimated useful life of the asset.

19.2 *Constance Wood children's fund*

In October 1999 a bequest from the estate of Mrs Wood Dec'd was received for "the Yorkshire School and Home for Blind Children in Harrogate". Following consultation with the Charity Commissioners and the other residuary legatees, who were also charities, the Sole Executor decided that the bequest be paid to the Charity which has undertaken to restrict its use for the benefit of visually impaired children within the area it covers. The value of the fund was £1,674 at 31 March 2018.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018 (cont'd)**

20 Summary of restricted funds

	Balance at 1/4/17 £	Charge in year £	Balance at 31/3/18 £
Extension fund	87,599	(2,786)	84,813
Constance Wood children's fund	1,674	-	1,674
Total restricted funds	89,273	(2,786)	86,487

Restricted funds are represented on the balance sheet by:-

Tangible fixed assets	84,813
Investments and cash	1,674
	86,487

21 Trustees' remuneration

Lithgow Perkins LLP, a firm of chartered accountants of which Robert Horner is a partner, manages the payroll and provide monthly bookkeeping services. £1,740 plus VAT was paid to them for this service in the year ended 31 March 2018.

In addition, Lithgow Perkins LLP prepare the annual accounts. A fee of £550 + VAT was paid for accounts preparation during the year.

22 Investment manager

Brown Shipley of Park Square, Leeds is the Investment Manager. The appointment is reviewed annually.