

NEWCASTLE VISION SUPPORT
(A charitable company limited by guarantee)

REPORT AND UNAUDITED FINANCIAL STATEMENTS

31 DECEMBER 2018

Registered company number 05865697
Registered charity number 1115815

JOSEPH MILLER
Chartered Accountants
Newcastle upon Tyne

NEWCASTLE VISION SUPPORT

31 DECEMBER 2018

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NEWCASTLE VISION SUPPORT

REFERENCE AND ADMINISTRATIVE DETAILS

31 DECEMBER 2018

Company number: 05865697 **Charity number:** 1115815

Website: www.newcastlevisionsupport.org.uk

Trustees

Miss L Charlton MBE* Chair of the Board of Trustees and Management Committee

Mr S B Bell

Mr E H Tainsh, Management Committee

Mr J J Reid*

Mrs H A Niven

Prof M Cattar

Mrs S Coates (resigned 20 September 2018)

Mr R E Boggie*

*denotes trustees who have a visual impairment

Co-opted member of the Management Committee

D L Kilner FCA

Staff information:

Chief Executive Officer
Vision Support Workers (P/T)

Safeguarding Adults Officer (P/T)
Safeguarding Adults Officer (P/T)
Volunteering Co-ordinator (P/T)
Empowerment Officer (P/T)

Support Worker for Empowerment Officer (P/T)
Support Worker for Empowerment Officer (P/T)
IT Support Worker
Welfare Rights Advisor
Business Administration Apprentice (P/T)
Bookkeeper (P/T) (Self-employed)

Miss S Gregg
Mrs J Robinson
Mrs J Smith
Mrs M Prince (retired 21 December 2018)
Mrs D Milburn (from 13 December 2018)
Miss J McCormack
Mr A Huntley (to 13 July 2018, reappointed
18 September 2018)
Miss R Curry (13 June to 12 July 2018)
Mrs A Haswell (13 February to 17 May 2018)
Miss P Ho
Mrs P Taylor (from 20 February 2018)
Miss C Lee
Mrs S Bowdon

Registered and principal operating office

MEA House
Ellison Place
Newcastle upon Tyne
NE1 8XS

Independent examiner

D R Gold FCA
Joseph Miller
Milburn House
Dean Street
Newcastle upon Tyne
NE1 1LE

Bankers

Lloyds TSB
102 Grey Street
Newcastle upon Tyne
NE99 1SL

Investment manager

Brewin Dolphin
Time Central
Gallowgate
Newcastle upon Tyne
NE1 4SR

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2018

The Trustees, who are also Directors for the purposes of company law, are pleased to present their report, together with the unaudited financial statements of the charity for the year ended 31 December 2018 which are also prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

Reference and administrative details set out on page 1 form part of this report. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Structure, governance and management

Governing document

Newcastle Vision Support (NVS) is a company limited by guarantee and is governed by its Memorandum and Articles of Association, as amended 25 July 2018. It is a charity registered with the Charity Commission.

Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. At each AGM, one third of the Trustees retire by rotation. The Trustees who served during the year and up to the date of this report are set out on page 1.

Policies adopted for the induction and training of Trustees

The policies adopted follow the Code of Governance for the Voluntary and Community Sector as published by the Charity Commission.

Organisational structure and decision-making

The policies adopted to further the objects of the charity are formulated by the Trustees.

The Trustees meet quarterly with the Management Committee meeting in the months in between.

The Management Committee is responsible for overseeing the day to day running of the charity.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate their exposure to the major risks.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2018

Objectives and activities

Aims and objectives. 'To promote any charitable purpose for the benefit of blind and partially sighted people living in Newcastle upon Tyne and surrounding area and in particular by the provision of support calculated to meet their needs - provided that such support will be given in a way which increases and respects the independence, choice, privacy and dignity'. These Aims and Objectives are realised through NVS's provision of a range of specialist, supportive and enabling projects which continue to be developed to meet the identified needs and aspirations of our service users. Over the last 12 months NVS has continued to develop and improve services to meet the changing needs of our service users. NVS was established in 1867.

Meeting the Charity Commissions' requirement of Public Benefit. NVS achieves this through offering its services mainly free of charge to our service users. The projects described below illustrate how this provision ensures that NVS meets its Public Benefit responsibility.

Overview of NVS's Provision. NVS's work includes:- Outreach, Advocacy, Empowerment, Safeguarding and providing a range of social and support groups to improve the quality of our service users lives through offering specialist support to enable people to maintain and develop skills and self-confidence and reduce isolation, loneliness and depression.

Achievements and performance

NVS projects

Safeguarding Project. The Safeguarding project has continued to develop during 2018. 34 concerns were raised regarding service users being the victims of abuse or crime, with 8 people raising concerns on more than one occasion. These concerns have included neglect, self-neglect, financial, domestic and psychological abuse.

By providing ongoing one to one support for as long as each person has required, people have stated that they felt someone had listened to them and believed what they had said and was giving them practical and emotional support at such a difficult time in their lives. Appropriate support was provided to individuals to report crimes to Northumbria Police and to signpost people to other agencies. These have included: Victims First Northumbria, Adult Health and Community Social Care and Time 2 Talk who provide a counselling service for those who require this additional support at these difficult times during their lives.

The Safeguarding Officer has also kept in regular contact with 23 people who have been abused or been victims of crime or at risk in the past. By monitoring these people by phone, email or face to face, we have been able to identify any further concerns quickly and take appropriate action for the individual concerned.

Due to people's visual impairment we are finding that a number of people are requiring someone to advocate on their behalf on a number of issues and during 2018 the Safeguarding Officer has supported 15 people on a wide range of issues from supporting someone to make their will to helping people write letters to various companies on a wide range of issues. This support has been invaluable as many have no one to help them or that they feel uncomfortable asking friends or family members to support them over personal and financial concerns.

During 2018 all staff and volunteers have received safeguarding training to ensure they are all aware of signs and indicators of abuse and are able to raise any concerns they may have by following Newcastle Vision Support safeguarding policy and procedures.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2018

Vision Support Project. We still have 2 part time Vision Support Workers and the demand for the service has continued to increase. Their referrals came from a number of sources, including the assessment team from Social Services, OT's, the Rehab workers, the ECLO's and opticians. The numbers of Self referrals or referrals from family members has increased.

They continue to work on 'one off' requests for information and advice over the phone to professionals and individuals. The numbers can range anywhere from 2 - 4 on a daily basis. Much of their work requires repeated home visits which need a support plan and structured work to access relevant services for support or equipment. The number of people they have worked with over multiple sessions needing home visits which have required a support plan have been 180.

The SAFE Course has run regularly and they have invited the speakers, co-ordinated the groups, met with the individuals prior to attendance and facilitated 3 out of the 7 sessions. The number of people who have attended is 50. There is a lot of positive feedback from all the people who have attended the sessions.

They have completed the training for our walking group and in 2018 they facilitated 3 walks to the Quayside, Newburn and Exhibition Park. This was a brilliant start.

They started Mindfulness training. This training is now going to be extended in 2019 and arranged through our Joint funded project training budget to complete a 'train the trainer' course to include 9 sessions which can be delivered to their service users.

They continue to work with people around the eccentric viewing technique when required. This does not work for everyone but for those it does it can make a significant difference to how they are able to make the best use of their remaining sight.

Volunteering Project. We had 25 volunteers supporting our 9 members of staff to reach our 1,200 service users on our database on a regular basis. This was achieved by service users accessing social groups, receiving newsletters, home visits for support and contacting NVS.

Volunteers worked in roles such as social group support, IT Support, befriending and administration, as well as some being a trustee of the organisation. Volunteers built relationships with NVS service users to help break any barriers when accessing the service. Many of our service users were isolated and struggled to go somewhere new. Our volunteers were often the friendly face that they got to know when attending social groups. This made it easier to attend. NVS volunteers also called people regularly for a chat, visited them in their homes, and taught them how to use various pieces of technology to enhance their lives.

Our Volunteer Coordinator worked to recruit, train and support volunteers and match them to the correct role. Volunteers had an enhanced DBS checks and training for their role. Feedback from all volunteers was positive and they enjoyed their roles. Service users reported that they enjoyed our volunteers company.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2018

Empowerment Project. Our empowerment project is for people aged 50 and over. It has three main areas, empowering people to take action to make life better for others, engaging people in activities that do not just have a social benefit and our IT service.

The empowerment project continued to make steady progress, with our existing services plus the addition of some new activities.

Our history group continued to run on a Tuesday afternoon in partnership with Newcastle City Learning where 10 of our service users were able to learn more about local history in the North East of England. Topics covered have included schooling and education; industry; the North East during war time, plus in depth studies of famous individuals who have helped shape the City of Newcastle as we know it today.

We continued to have a good working relationship with the Hatton art Gallery, and ran occasional visits for our service users which usually coincided with the start of a new exhibition at the gallery. The visits usually consisted of a guided tour of the exhibition where service users could get up close to the exhibits on show, and a practical workshop at which people were given a chance to make their own creations inspired by the exhibition such as sculptures or paintings.

Regarding campaigning work, we continued to run our North East Action on Transport (NEAT) group which campaigned for more accessible public transport in Newcastle and surrounding areas. Notable highlights from 2018 included responding to consultations from Nexus regarding proposed changes to the companion card scheme which they operate, and a consultation regarding changes to the design of on-platform metro timetables on which we have been able to have a positive impact for people with sight loss. We have also worked with the Office of Road and Rail to help shape future guidance for train operators regarding rail passenger assistance for people with disabilities.

We also continued to maintain a good working relationship with Newcastle City Council, which has resulted in the installation of two controlled crossings on a new cycle lane in Newcastle city centre which will enable blind and partially sighted people to cross this cycle lane more safely and with confidence. We have also had useful meetings with the City Council and our service users where they have been able to give their views on plans for proposed new cycle lanes and changes to the layout of the road network in Newcastle city centre.

IT Support Project. 2018 has been another busy year for the IT service. We have continued to run the tablet course, provide IT support in people's homes and hold one to one sessions at Newcastle Vision Support. The IT service continued to be in demand with many people now owning a smart device and there is still an ongoing waiting list.

In one of the sessions of the SAFE course, we have been able to introduce technology and give demonstrations using the equipment we have purchased. The session is useful for service users to know how technology can benefit them and help them lead a more independent life.

There have been IT classes held in our IT suite with a tutor from Newcastle City Learning delivering the course. The classes have helped service users to become more confident using Microsoft word and the internet.

We have had two 'technology days' to showcase the wide range of technology available for people with a visual impairment. We aim to hold more technology days in 2019.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2018

Welfare Benefits Project. We piloted this new project when Henshaws closed down in Newcastle and it has been a huge success. Over the year we supported just over 120 people securing for them £250K in disability benefits.

We have supported people to claim benefits that they are entitled to, personal independence payments and the extra disability premium in Employment Support Allowance. The project involved meeting the clients in their home and them trusting us to be able to tell us about their income per month. We then made a financial assessment on them and worked out what benefits they could be potentially missing out on. If this was the case we then helped them with the form filling in and also took them for their assessments. We went in to the assessments with them whether they were for ESA or PIP as this can be very daunting for someone with a visual impairment to go in to strange surroundings. Once awarded, these benefits made a huge difference to the individuals, cutting out social isolation as they can now access taxis in order to join in groups and social activities.

We also supported the older population in claiming attendance allowance to help them have a better quality of life as they retired and their sight started deteriorating.

NVS social support groups. During 2018 we have run 8 social and support groups:

Yoga, Knit and Natter, History Group, Tablet classes, IT class, Macula Disease self-help group and our popular CU Wednesday social. On a weekly basis we also held one to one braille classes.

In addition we ran SAFE (Sight Awareness for Everyone) courses for those newly referred to NVS these courses ran for 7 weeks during which time we advised people of the services and equipment available to assist them to continue to live independently and to feel less isolated.

On a monthly basis we held music concerts which were very uplifting for all that attended. The concerts were hosted by Newcastle Building Society, Northumberland Street, who also provided the funding to enable us to pay the musicians.

In December we had another successful Christmas lunch at the Copthorne Hotel, attended by over 80 service users. Entertainment was provided by Tom McConville and Tony Wilson.

We hosted Blind Ambitions who met fortnightly. They are a social group who go out walking, have days out using public transport along with sporting activities such as indoor bowls and ten pin bowling.

All of these groups have allowed our service users to meet people in similar circumstances; many have stated that they do not feel as alone or isolated after meeting others in the same or similar circumstances to themselves. All the groups helped to reduce isolation, depression and loneliness. We have found that by attending the SAFE course and getting involved in the social groups many people have regained their confidence and self-esteem and they now feel valued and part of the community despite losing their sight.

Quarterly Newsletter. This reaches approximately 800 blind and visually impaired people living in Newcastle in their chosen format (Braille, large print, audio disc and email) and also to around 40 professionals throughout the city. These newsletters contain information on the organisation's services, forthcoming events and up to date information on a wide range of topics. They continue to be well received and we have regularly had a number of positive comments and feedback about them.

Board of Trustees

The Board of Trustees wish to thank all staff, volunteers, service users and partners for their continued hard work and commitment to NVS during 2018.

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2018

Financial review

The principal sources of income comprised grants, donations and legacies and charges for services and equipment as shown in notes 4 and 5 respectively.

The net income for the year after investment gains and losses amounted to £18,824 (2017: £20,633) as shown in the statement of financial activities on page 10.

Reserves policy

In determining the charity's reserves policy, the Trustees have taken into account the unpredictable nature of its income from donations, gifts and legacies and the need to avoid suspension of much needed services to its vulnerable client group.

The Trustees have therefore resolved that, as far as possible, unrestricted reserves should be held to enable services to be sustained for a period of six months in the event of a marked downturn in income. Such reserves would also be required to cover the financial obligations of the charity in the event of dissolution. The Trustees are carefully monitoring the reserves position on a regular basis to ensure current services can be maintained.

The unrestricted reserves not invested in fixed assets at 31 December 2018 were £115,924 (2017: £123,449), which represents approximately 6 month's income and excludes £61,258 (2017: £90,487) of restricted funds and £55,000 of designated funds (2017: £0).

The charity has two designated funds as follows:

Safeguarding: £30,000 has been designated to support safeguarding for a period of three years.

Additional activity room: £25,000 has been designated to pay for the new activity room over the period of its lease.

Investment policy and performance

The Trustees have agreed a policy for investing funds, enabling them to maintain a strategic reserve of funds while providing funding for the activities of the charity, and have given investment managers discretion to manage the portfolio within an agreed risk profile.

Principal funding

NVS's Trustees would like to thank the following funders for supporting the charity's work during 2018. Without this financial support NVS could not have provided its clients with its vital support.

The Trustees would also like to thank the many members and supporters for their generous donations during the year.

Community Foundation - Kellett Fund
Community Foundation - Newcastle Building
Society Community Fund
Garfield Weston Foundation
Greggs Foundation
Hadrian Trust
HSBC Trust Co (UK) Ltd - The Dixie Rose Findlay
Charitable Trust
Joseph Strong Frazer Trust

Police and Crime Commissioner's Community
Fund
Reaching Communities - Big Lottery Fund
Reece Foundation
The Albert Hunt Trust
The Barbour Foundation
The Sobell Foundation
Thomas Pocklington Trust

NEWCASTLE VISION SUPPORT

TRUSTEES' REPORT

YEAR ENDED 31 DECEMBER 2018

Plans for the future

The charity is hoping to continue all its essential activities but will also aim to respond to any new initiatives provided funding can be obtained. Next year we will try to secure longer term funding for our new much needed Welfare Benefits project.

Statement of trustees' responsibilities in relation to the financial statements

The Trustees (who are also Directors of Newcastle Vision Support for the purposes of company law) are responsible for preparing the report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the trustees on 19 June 2019 and signed on their behalf by:

Lisa Charlton MBE
Chair

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NEWCASTLE VISION SUPPORT

I report to the charity Trustees on my examination of the financial statements of the company for the year ended 31 December 2018, which are set out on pages 10 to 19.

Responsibilities and basis of report

As the charity's Trustees of the company (and also it's directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's report

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

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

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

D R GOLD FCA
Independent Examiner
Joseph Miller
Milburn House
Dean Street
Newcastle upon Tyne
NE1 1LE
3 July 2019

NEWCASTLE VISION SUPPORT

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted funds £	Restricted funds £	Total funds 2018 £	Total funds 2017 £
Income from:					
Donations and legacies	4	83,607	126,814	210,421	186,177
Charitable activities	5	8,141	-	8,141	10,076
Investments	6	2,002	-	2,002	2,227
Total income		<u>93,750</u>	<u>126,814</u>	<u>220,564</u>	<u>198,480</u>
Expenditure on:					
Raising funds		660	-	660	650
Charitable activities		<u>40,238</u>	<u>156,043</u>	<u>196,281</u>	<u>180,528</u>
Total expenditure	3,7	<u>40,898</u>	<u>156,043</u>	<u>196,941</u>	<u>181,178</u>
Net income (expenditure) before investment (losses) gains		52,852	(29,229)	23,623	17,302
Net (losses) gains on investments	9	<u>(4,799)</u>	<u>-</u>	<u>(4,799)</u>	<u>3,331</u>
Net income (expenditure)	12	48,053	(29,229)	18,824	20,633
Transfers between funds	12	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		48,053	(29,229)	18,824	20,633
Reconciliation of funds:					
Total funds brought forward		<u>123,891</u>	<u>90,487</u>	<u>214,378</u>	<u>193,745</u>
Total funds carried forward	12,13	<u>171,944</u>	<u>61,258</u>	<u>233,202</u>	<u>214,378</u>

The results for the year derive from continuing activities and there are no gains and losses other than those shown above.

The notes on pages 12 to 19 form part of these financial statements

NEWCASTLE VISION SUPPORT

BALANCE SHEET Company number: 05865697

AS AT 31 DECEMBER 2018

	Note	£	2018 £	£	2017 £
Fixed assets					
Tangible assets	8	6,052		10,141	
Investments	9	54,962	61,014	60,183	70,324
Current assets					
Debtors	10	5,937		17,271	
Cash at bank and in hand		185,753		157,779	
		191,690		175,050	
Creditors: amounts falling due within one year	11	(19,502)		(30,996)	
Net current assets			172,188		144,054
Net assets			233,202		214,378
Charity funds					
Unrestricted income funds	12,13				
General funds			116,944		123,891
Designated funds			55,000		-
Restricted income funds	12,13		61,258		90,487
Total funds			233,202		214,378

For the year ended 31 December 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476; and
- The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The financial statements were approved by the Trustees and authorised for issue on 19 June 2019 and are signed on their behalf by:

Lisa Charlton MBE
Chair

The notes on pages 12 to 19 form part of these financial statements

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

1. Legal status of the charity

The charity is a company limited by guarantee. The members of the charity are the Trustees on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2. Accounting policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated. They have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared in sterling which is the functional and presentation currency of the charity.

Newcastle Vision Support meets the definition of a public entity under FRS 102.

(b) Preparation of financial statements on a going concern

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

(c) Fund structure

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds which the Trustees have decided at their discretion to set aside to use for a specific purpose.

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

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

(d) Income recognition

All income is included in the statement of financial activities when the charity is legally entitled to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The following specific policies are applied to particular categories of income:

Legacies - are recognised following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Gifts in kind - donated for distribution are included at fair value and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the fair value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

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

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

2. Accounting policies *(continued)*

(e) Expenditure recognition

Expenditure is recognised once there is 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 included in the statement of financial activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Costs of expenditure on raising funds comprise the costs incurred towards obtaining income from grants and donations.

Charitable expenditure comprises all costs of activities in furtherance of the objects of the charity.

Governance costs include those costs incurred in connection with compliance with constitutional and statutory requirements and costs associated with the strategic management of the charity.

Support costs are allocated on the basis of staff time spent on each activity and are shown in note 7.

(f) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated to write off the cost less estimated residual value of tangible fixed assets over their expected useful lives as follows:

- Furniture and fittings - 25% per annum straight line
- Computer equipment - 33% per annum straight line

(g) Investments

Investments are a form of financial instrument and are initially recognised at transaction value and subsequently measured at their fair value at the balance sheet date using the closing quoted market price.

The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

(h) Cash at bank

Cash at bank includes a current account and an instant access deposit account.

(i) Creditors and provisions

Creditors and provisions are recognised where 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.

(j) Financial instruments

The charity only has financial instruments and financial liabilities that qualify as basic instruments. Basic instruments are initially measured at transaction value and subsequently measured at their settlement value.

(k) Operating leases

The charity classifies the lease of the premises and photocopier hire as operating leases. Rental charges are charged on a straight line basis over the term of the lease.

(l) Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution in the year is disclosed in note 7. There were no outstanding contributions at the year end. The administration costs of the defined contribution scheme are included within charitable activities support costs as set out in note 7. The money purchase plan is managed by B&CE Holdings Limited (The Peoples Pension). The charity has no liability beyond making its contribution and paying across the deductions for the employee's contributions.

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

3. Net income for the year	2018	2017
	£	£

Net income for the year is stated after charging:

Independent examination and accountancy services:

Independent examination	1,050	1,020
Accountancy services	2,040	1,980
Depreciation of tangible fixed assets	4,554	3,836

4. Income from donations and legacies	Unrestricted	Restricted	2018	2017
	£	£	£	£
Donations and in kind support	22,753	-	22,753	18,436
Legacies	49,854	-	49,854	38,440
Grants	11,000	126,814	137,814	129,301
	83,607	126,814	210,421	186,177

5. Income from charitable activities	Unrestricted	Restricted	2018	2017
	£	£	£	£
Charges for services and equipment	6,829	-	6,829	8,767
Contributions for outings	1,312	-	1,312	1,309
	8,141	-	8,141	10,076

6. Income from investments	Unrestricted	Restricted	2018	2017
	£	£	£	£
Investment income	2,002	-	2,002	2,227

7. Total expenditure	Raising funds	Charitable activities	Governance	Total 2018	Total 2017
	£	£	£	£	£
Direct costs					
Purchases	-	6,467	-	6,467	3,991
Transport and outings	-	9,067	-	9,067	8,240
Wages and salaries	-	88,335	-	88,335	73,374
Staff and volunteer training	-	898	-	898	924
Staff and volunteer expenses and travel	-	8,954	-	8,954	7,592
Trustee expenses and travel	-	-	249	249	356
Establishment expenses	-	15,345	-	15,345	15,326
Advertising	-	186	-	186	226
Printing, postage, stationery and telephone	-	6,201	-	6,201	7,337
Carried forward	-	135,453	249	135,702	117,366

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

7. Total expenditure (continued)	Raising funds £	Charitable activities £	Governance £	Total 2018 £	Total 2017 £
Brought forward	-	135,453	249	135,702	117,366
Direct costs (continued)					
Repairs and renewals	-	190	-	190	139
Legal and professional fees	-	-	-	-	6,560
Computer maintenance	-	2,372	-	2,372	1,648
Sundry expenditure	-	4,662	-	4,662	3,402
150th Anniversary celebration	-	-	-	-	3,949
Counselling costs	-	-	-	-	430
Information	-	-	-	-	19
Depreciation and loss on disposal	-	4,668	-	4,668	3,579
Bad debts	-	33	-	33	-
Accountancy and independent examination fees	-	-	3,090	3,090	3,000
Fundraising costs	216	-	-	216	290
Investment management costs	444	-	-	444	360
Allocated support costs					
Transport and outings	-	21	-	21	10
Wages and salaries	-	22,428	6,305	28,733	23,878
Pension administration costs	-	199	-	199	199
Staff and volunteer training	-	199	-	199	-
Staff and volunteer expenses and travel	-	426	-	426	313
Establishment expenses	-	7,403	-	7,403	7,033
Advertising	-	33	-	33	33
Printing, postage, stationery and telephone	-	2,025	-	2,025	2,577
Repairs and renewals	-	95	-	95	69
Legal and professional fees	-	13	-	13	23
Bookkeeping fees	-	4,942	-	4,942	4,872
Computer maintenance	-	768	-	768	775
Sundry expenditure	-	371	-	371	397
Depreciation	-	336	-	336	257
Total expenditure	660	186,637	9,644	196,941	181,178
Summary of total expenditure:					
Direct costs	660	147,378	3,339	151,377	140,742
Allocated support costs	-	39,259	6,305	45,564	40,436
	660	186,637	9,644	196,941	181,178
Governance		<u>9,644</u>			
Total expenditure on charitable activities		<u>196,281</u>			

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

7. Total expenditure *(continued)*

Staff costs:	2018	2017
	£	£
Wages and salaries	113,430	95,184
Social security costs	2,232	943
Pension costs	534	258
Other staff costs	872	867
	<hr/> 117,068	<hr/> 97,252

The average number of employees for the year, analysed by function was as follows:

	Number	Number
	9	8
Charitable activity and support staff	<hr/> 9	<hr/> 8

The charity considers its key management personnel comprise the Trustees and the Manager. The total employment benefits of the key management personnel were £18,375 (2017: £15,237).

No employees received remuneration above £60,000.

None of the Trustees received any emoluments during the year.

The aggregate amount of expenses reimbursed to the Trustees during the year was £249 (2017: £356).

The number of Trustees reimbursed for travelling expenses was 2 (2017: 2).

8. Tangible fixed assets

	Furniture and fittings £	Computer equipment £	Total £
Cost			
At 1 January 2018	2,937	46,447	49,384
Additions	365	550	915
Disposals	-	(9,356)	(9,356)
	<hr/> 3,302	<hr/> 37,641	<hr/> 40,943
Depreciation			
At 1 January 2018	1,796	37,447	39,243
Charge for year	717	3,837	4,554
On disposals	-	(8,906)	(8,906)
	<hr/> 2,513	<hr/> 32,378	<hr/> 34,891
Net book value			
At 31 December 2018	<hr/> 789	<hr/> 5,263	<hr/> 6,052
At 1 January 2018	<hr/> 1,141	<hr/> 9,000	<hr/> 10,141

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

9. Fixed asset investments	2018	2017
	£	£
Summary		
Listed investments	54,962	59,761
Cash available for reinvestment by investment advisers	-	422
	<hr/> 54,962	<hr/> 60,183

Listed investments	2018	2017
	£	£
Market value at 1 January 2018	59,761	56,430
Additions at cost	-	-
Disposals at carrying value	-	-
Net (losses) gains on revaluation	(4,799)	3,331
	<hr/> 54,962	<hr/> 59,761
Market value at 31 December 2018		
	<hr/> 51,786	<hr/> 51,786

The investments are subject to the price and yield volatility of the investment portfolio, but this is considered necessary to achieve a higher total return in the long term.

10. Debtors	2018	2017
	£	£
Other debtors	985	3,563
Prepayments and accrued income	4,952	13,708
	<hr/> 5,937	<hr/> 17,271

11. Creditors: amounts falling due within one year	2018	2017
	£	£
Deferred income	10,465	23,413
Other creditors and accruals	9,037	7,583
	<hr/> 19,502	<hr/> 30,996

The deferred income of £10,465 (2017: £23,413) represents grant income received in advance for the joint Newcastle/Gateshead Sight Loss Community Empowerment Project (2017: £10,258). This grant relates to future periods. In addition in the prior year; £1,795 was for victim services and £11,360 was for the welfare benefits project.

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
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12. Charity funds

	At 1 Jan 2018 £	Income £	Movement in funds Expenditure £	Transfers £	Gains (losses) £	At 31 Dec 2018 £
Unrestricted income funds						
General funds	123,891	93,750	(40,898)	(55,000)	(4,799)	116,944
Designated funds:						
Safeguarding	-	-	-	30,000	-	30,000
Additional activity room	-	-	-	25,000	-	25,000
	123,891	93,750	(40,898)	-	(4,799)	171,944
Restricted income funds						
Volunteering project	-	5,000	(5,000)	-	-	-
Outreach/Vision Support	14,437	41,240	(45,608)	-	-	10,069
Resource centre	16	-	-	-	-	16
Daycare	5,492	3,760	(6,492)	-	-	2,760
Macular	2,496	2,000	(479)	-	-	4,017
Safeguarding	18,070	8,695	(17,305)	-	-	9,460
Empowerment/Vintage	29,614	32,688	(43,120)	-	-	19,182
Welfare benefits	-	23,063	(21,365)	-	-	1,698
Breathing spaces	642	1,000	(468)	-	-	1,174
Core costs	624	12,000	(7,626)	-	-	4,998
Rebranding of charity for 150th anniversary	1,672	-	(820)	-	-	852
VIStory	5,724	(2,632)	(3,092)	-	-	-
Computer equipment capital grants	9,205	-	(4,338)	-	-	4,867
Braille and other capital grants	2,495	-	(330)	-	-	2,165
	90,487	126,814	(156,043)	-	-	61,258
Total funds	214,378	220,564	(196,941)	-	(4,799)	233,202

Summary of funds

	At 1 Jan 2018 £	Income £	Movement in funds Expenditure £	Transfers £	Gains (losses) £	At 31 Dec 2018 £
Unrestricted income funds	123,891	93,750	(40,898)	(55,000)	(4,799)	116,944
Designated funds	-	-	-	55,000	-	55,000
Restricted income funds	90,487	126,814	(156,043)	-	-	61,258
	214,378	220,564	(196,941)	-	(4,799)	233,202

NEWCASTLE VISION SUPPORT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2018

12. Charity funds *(continued)*

Restricted funds:

Income for the year includes the following:

Volunteering project

A grant of £5,000 was received towards the volunteering project.

Outreach/Vision Support project

Grants totalling £41,240 were received towards the outreach/vision support projects.

Core costs

A grant of £12,000 was received to fund the business administration apprentice.

Safeguarding project

Grants from various sources totalling £8,695 were received towards the safeguarding project.

Empowerment/Vintage project

Grants from various sources totalling £32,688 were received towards the empowerment/vintage projects.

Welfare Benefits project

Grants totalling £23,063 were received towards the welfare benefits project.

13. Analysis of net assets between funds

	Tangible fixed assets £	Fixed assets investments £	Net current assets £	Total 2018 £
Unrestricted income funds	1,020	54,962	60,962	116,944
Designated funds	-	-	55,000	55,000
Restricted income funds	5,032	-	56,226	61,258
Total funds	6,052	54,962	172,188	233,202

Analysis of net assets between funds - prior year

	Tangible fixed assets £	Fixed assets investments £	Net current assets £	Total 2017 £
Unrestricted income funds	442	60,183	63,266	123,891
Restricted income funds	9,699	-	80,788	90,487
Total funds	10,141	60,183	144,054	214,378

14. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2018 £	2017 £
Expiry date:		
Later than 1 year and not later than 5 years	7,019	4,509
Not later than 1 year	10,574	10,364
	17,593	14,873