



Charity Number 211436

**Financial Statements & Annual Report  
for the year ended  
31 March 2019**



# 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 James Grimshaw Secretary ) Robert Horner Hon Treasurer
Committee Members:	John Batchelor (resigned 09/11/2018) David Fisher Doreen Flockton Robert Sergeant Peter Jensen (resigned 14/03/2019) John Mellor Alistair Ratcliffe John Sowden (resigned 02/03/2019)
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 2019 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 (resigned 09/11/2018)  
Mr D Fisher  
Mrs D Flockton  
Mr J Grimshaw  
Mr R J Horner  
Mr P Jensen (resigned 14/03/2019)  
Mr E Mitchell  
Mr J Mellor  
Mr A Ratcliffe  
Mr J Sowden (resigned 02/03/2019)  
Mr R H Sergeant

#### Review of the Financial Statements for the Year

The net deficit of the Charity excluding movements on investments was £60,894. This is slightly in excess of the budgeted deficit anticipated by the Charity but 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 increased by £22,819 the year (2018 £7,721 decrease). 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 £38,075 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.

#### 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 to medium 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 for many years to come.

## VISION SUPPORT HARROGATE DISTRICT

### **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 50 voluntary helpers without whom the Charity's activities would be severely restricted.

### **John Batchelor**

The Trustees wish to acknowledge the significant contribution which John Batchelor has made to the Charity for over 40 years up to his resignation as a Trustee on 9 November 2018. In his volunteer work and his wise counsel he always had the welfare of others in mind and that stood out in his boundless enthusiasm to provide the right support for the visually impaired.

Signed:



Eric Mitchell  
On behalf of the Trustees

23 October 2019

## 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 2019, 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:

# VISION SUPPORT HARROGATE DISTRICT

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Incoming resources:-					
Voluntary income	2	15,850	-	15,850	16,454
Incoming resources from operating activities	3	19,403	-	19,403	21,810
Investment income	4	20,862	-	20,862	18,807
Incoming resources from charitable activities	5	7,690	-	7,690	7,947
Other incoming resources	6	2,607	-	2,607	18,569
Total incoming resources		66,412	-	66,412	83,587
Resources expended:-					
Fundraising trading	7	1,964	-	1,964	3,362
Investment management costs	8	4,800	-	4,800	4,800
Charitable activities	9	107,966	2,786	110,752	102,605
Governance costs	10	9,790	-	9,790	8,972
Total resources expended		124,520	2,786	127,306	119,739
Surplus/(deficit) of incoming over expended		(58,108)	(2,786)	(60,894)	(36,152)
Gains/(losses) on investment assets		22,819	-	22,819	(7,721)
Net movement in funds		(35,289)	(2,786)	(38,075)	(43,873)
Balances brought forward at 1 April 2018		1,187,022	86,487	1,273,509	1,317,382
Balances carried forward at 31 March 2019		1,151,733	83,701	1,235,434	1,273,509

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

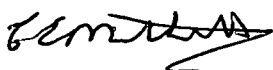


# VISION SUPPORT HARROGATE DISTRICT

## BALANCE SHEET AS AT 31 MARCH 2019

	Notes	£	2019 £	£	2018 £
<b>FIXED ASSETS</b>					
Tangible fixed assets	13		277,989		276,325
Investments	14		<u>872,612</u>		<u>899,016</u>
			1,150,601		1,175,341
<b>CURRENT ASSETS</b>					
Debtors	15	5,148		4,275	
Cash in hand and at banks		<u>85,653</u>		<u>99,856</u>	
		90,801		104,131	
<b>LIABILITIES: Amounts falling due within one year</b>	16	<u>(5,968)</u>		<u>(5,963)</u>	
<b>NET CURRENT ASSETS</b>			<u>84,833</u>		<u>98,168</u>
<b>NET ASSETS</b>			<u>1,235,434</u>		<u>1,273,509</u>
<b>FUNDS</b>					
Unrestricted	17		1,151,733		1,187,022
Restricted	18		<u>83,701</u>		<u>86,487</u>
<b>TOTAL FUNDS</b>			<u>1,235,434</u>		<u>1,273,509</u>

Approved by the Trust and Finance Committee on 23 October 2019 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 2019

### 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

#### 1.6 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.

### 2 Voluntary income

	2019	2018
	£	£
Donations	15,750	16,454
Legacies and bequests	100	-
	<hr/> 15,850	<hr/> 16,454

# VISION SUPPORT HARROGATE DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (cont'd)

<b>3</b>	<b>Incoming resources from operating activities for generating funds</b>	<b>2019</b>	<b>2018</b>
		£	£
	Rents of flats	12,458	11,475
	Rents of rooms when not required for the Charity's use	1,250	1,445
	Fundraising	5,695	8,890
		<u>19,403</u>	<u>21,810</u>
<b>4</b>	<b>Investment income</b>	<b>2019</b>	<b>2018</b>
		£	£
	Dividends and interest		
	Unrestricted	20,862	18,808
	Restricted	-	-
		<u>20,862</u>	<u>18,807</u>
<b>5</b>	<b>Incoming resources from charitable activities</b>	<b>2019</b>	<b>2018</b>
		£	£
	Access to work funding	3,965	3,210
	Holidays and outings	1,697	2,091
	Sales of aids for the blind	2,028	2,646
		<u>7,690</u>	<u>7,947</u>
<b>6</b>	<b>Other income resources</b>	<b>2019</b>	<b>2018</b>
		£	£
	Local authority grants	1,095	2,039
	Freemasons' Grant	-	15,000
	Craft sales	583	497
	Other	929	1,033
		<u>2,607</u>	<u>18,569</u>
<b>7</b>	<b>Fundraising trading</b>	<b>2019</b>	<b>2018</b>
		£	£
	Aids for resale	1,823	3,057
	Craft materials	141	305
		<u>1,964</u>	<u>3,362</u>

# VISION SUPPORT HARROGATE DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (cont'd)

### 8 Investment management costs

	2019 £	2018 £
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.

### 9 Charitable activities

	Unrestricted Funds		Restricted Funds	Total 2019	Total 2018
	Ripon £	Harrogate £	£	£	£
Outings & holidays	-	133		133	588
Socials & annual party	447	3,061		3,508	4,426
Travelling expenses	642	5,559		6,201	6,287
Tutors' salaries	-	1,485		1,485	810
Room rent	875	-		875	1,085
Training costs	-	990		990	220
Sundry expenses	-	560		560	884
Depreciation	-	6,104	2,786	8,890	7,557
Staff admin & premises costs (share – see note 11)	-	88,110		88,110	80,748
	1,964	106,002	2,786	110,752	102,605
Total unrestricted funds		107,966			

# VISION SUPPORT HARROGATE DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (cont'd)

### 10 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.

	2019 £	2018 £
Staff, admin & premises share (note 11)	9,790	8,972

### 11 Staff, administration and premises costs

	Total £	2019 Apportioned Governance £	Charitable activities £	2018 Total £
Salaries	64,201	6,420	57,781	63,596
Pension costs	1,269	127	1,142	481
Light, heat & water	4,868	487	4,381	3,821
Rates	2,859	286	2,573	2,346
Telephone	1,892	189	1,703	1,878
Insurance	3,265	327	2,938	3,141
Cleaning	1,939	194	1,745	1,695
Printing, stationery & postage	2,689	269	2,420	1,988
Repairs & renewals	9,982	998	8,984	7,557
Advertising	243	24	219	-
Professional fees	4,693	469	4,224	3,217
	97,900	9,790	88,110	89,720

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.

### 12 Staff

	2019 £	2018 £
Salaries	63,297	60,213
Social Security costs	904	3,383
	64,201	63,596

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

	2019	2018
Charitable activities (full time equivalent)	3.0	3.0
Management & Administration of the Charity	0.5	0.5
	3.5	3.5

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019 (cont'd)**

**13 Tangible Fixed Assets**

	Freehold land & buildings £	Fixtures, fittings & furnishings £	Computers £	Total £
Cost				
At 1 April 2018	346,592	8,531	17,684	372,807
Additions	-	8,288	2,266	10,554
Disposals	-	-	-	-
	<u>346,592</u>	<u>16,819</u>	<u>19,950</u>	<u>383,361</u>
Depreciation				
At 1 April 2018	(75,891)	(2,907)	(17,684)	(96,482)
Disposals	-	-	-	-
Charge for the year	<u>(6,932)</u>	<u>(1,391)</u>	<u>(567)</u>	<u>(8,890)</u>
	<u>(82,823)</u>	<u>(4,298)</u>	<u>(18,251)</u>	<u>(105,372)</u>
Value at 31 March 2019	<u>263,769</u>	<u>12,521</u>	<u>1,699</u>	<u>277,989</u>
Value at 31 March 2018	<u>270,701</u>	<u>5,624</u>	<u>-</u>	<u>276,325</u>

Freehold land and buildings at cost at 31 March 2019 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>

**14 Investments**

	2019 £	2018 £
Carrying (market) value at 1 April 2018	899,016	903,527
Additions at cost	175,768	180,639
Disposals at carrying value	(229,791)	(182,229)
Increase/(decrease) in market value	27,349	(7,106)
Gains/(losses) on realised assets	270	4,185
Carrying (market) valuation at 31 March 2019	<u>872,612</u>	<u>899,016</u>
Overall gain/(losses) on investments		
Increase/(Decrease) in market value	27,349	(7,106)
Gains/(losses) on realised assets	270	4,185
Capital element of investments management fees	<u>(4,800)</u>	<u>(4,800)</u>
	<u>22,819</u>	<u>(7,721)</u>

All fixed asset investments are listed on the Stock Exchange, London.

# VISION SUPPORT HARROGATE DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (cont'd)

### 15 Current assets

	2019	2018
	£	£
Other debtors	1,555	1,555
Prepayments and accrued income	3,593	2,720
	<u>5,148</u>	<u>4,275</u>

### 16 Liabilities

	2019	2018
	£	£
Trade creditors	5,968	4,868
Accrued charges and deferred income	-	1,095
	<u>5,968</u>	<u>5,963</u>

### 17 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.

	2019	2018
	£	£
Balance brought forward 1 April 2018	1,187,022	1,228,109
Net movement in funds during the year	<u>(35,289)</u>	<u>(41,087)</u>
Balance at 31 March 2019	<u>1,151,733</u>	<u>1,187,022</u>
Allocated between:-		
Harrogate	1,143,450	1,179,652
Ripon	<u>8,283</u>	<u>7,370</u>
	<u>1,151,733</u>	<u>1,187,022</u>

### 18 Restricted funds

#### 18.1 *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.

#### 18.2 *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 £2,074 at 31 March 2019.

# VISION SUPPORT HARROGATE DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (cont'd)

### 19 Summary of restricted funds

	Balance at 1/4/18 £	Charge in year £	Balance at 31/3/19 £
Extension fund	84,813	(2,786)	82,027
Constance Wood children's fund	<u>2,074</u>	<u>-</u>	<u>2,074</u>
Total restricted funds	<u>86,887</u>	<u>(2,786)</u>	<u>84,101</u>

Restricted funds are represented on the balance sheet by:-

Tangible fixed assets	82,027
Investments and cash	<u>2,074</u>
	<u>84,101</u>

### 20 Trustees' remuneration

Lithgow Perkins LLP, a firm of chartered accountants of which Robert Horner is a partner, manage the payroll and provide monthly bookkeeping services. £2,068 plus VAT was paid to them for this service in the year ended 31 March 2019.

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

### 21 Investment manager

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