

Charity Registration No. 222798

Company Registration No. 00654873 (England and Wales)

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE**

**A COMPANY LIMITED BY GUARANTEE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2019**

# **BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**

## **A COMPANY LIMITED BY GUARANTEE**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mrs G Bounds (Deputy Chair)* Mrs J Collins Mrs M Guppy * Mr M Scanlan* Mrs N Ditchfield * Mr R Phillips Mrs S Turnham * Mr T Roberts Mr F Mcfarlane (Chairperson) * Mr Robinson Mr J Dawson (Treasurer) * Mr M Hughes-Paton * Mr I Mitchell * (Appointed 3 October 2018)
<b>Chief Executive</b>	Mr Longworth MBA *
<b>Secretary</b>	Mr Barrow
<b>Charity number</b>	222798
<b>Company number</b>	00654873
<b>Registered office</b>	The Bradbury Centre Youens Way Liverpool L14 2EP
<b>Auditor</b>	BWM Castle Chambers 43 Castle Street Liverpool L2 9SH
<b>Bankers</b>	Barclays Bank Plc Liverpool Branch 48B & 50 Lord Street Liverpool L2 1TD
<b>Solicitors</b>	Quinn-Barrow Solicitors 17 Stanley Street Liverpool L1 6AA

\* Visually impaired

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**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
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**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**  
***FOR THE YEAR ENDED 31 MARCH 2019***

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The trustees present their report and financial statements for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016).

**Objectives and activities**

**Our Vision is:**

A world in which those people living with sensory loss can flourish.

**Our Mission is to:**

Enhance the quality of life and promote the health and wellbeing of people living with sensory loss.

The specific activities to help deliver the above are:

- To provide a range of advice and rehabilitation services for blind and partially sighted people
- To provide a range of opportunities to support blind and partially sighted people to access health, wellbeing, leisure and daily living services
- To provide better services for the prevention of blindness for blind and partially sighted people by campaigning both locally and nationally

The strategies employed to achieve the charity's objectives during the year were to: -

1. Secure long-term funding from local authorities/Health bodies
2. Promote volunteering across the organisation
3. Promote legacies and trusts
4. Maximise the income potential of the Bradbury Centre

The trustees have referred to the advice contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives, and when planning future activities. The trustees have given particular consideration to the specific public benefit guidance relating to the advancement of health, and the relief of those in need by reason of disability.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**How our activities deliver public benefit:**

All our charitable activities focus on addressing the advancement of health and the relief of those in need, by reason of disability. We aim to improve the lives of blind and partially sighted people, their families and carers by providing a wide range of specialist advice, training and education, specialised equipment and various social activities. Through the services we provide, we have built an important basis of social inclusion, empowerment and opportunity for those who are blind and partially sighted. Our activities have, and continue to, contribute towards individuals gaining autonomy, self-determination, self-respect and successful social integration.

Our main activities and the statistical outcomes of these activities are reflected in the annual summary of charitable performance detailed below: -

3,611 patients supported emotionally and practically through our Eye Clinic Liaison Services.

493 people have attended our social activities.

20,000 newsletters have been produced and distributed this year.

59 children with sight problems, their families and schools, have been assisted across Liverpool and Knowsley.

1,492 pieces of equipment have been issued to make life easier for blind and partially sighted people in Liverpool and Knowsley.

Our Active Vision Clubs have provided 2,298 sessions helping break isolation and reduce the sense of loneliness for those who attend.

Our Be Active service responded to 198 requests for support to undertake a diverse range of activities.

117 individuals received support from our Welfare Benefits team and £582,844 has been secured.

192 people who are deaf-blind or dual sensory loss have been supported to enable them to engage and communicate with the wider community.

420 documents have been transcribed into Braille, large print or audio CD this year.

2,731 people have been supported by our Rehabilitation Teams to learn new skills and regain confidence.

98.1% of the people who have attended our Visual Awareness Training course rated it as "very good" or "excellent".

Approximately 5,000 meals have been provided by our catering team and they catered for 25 external events in 2018/19.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**Achievements and performance**

2018/19 has been a tremendous year for Bradbury Fields.

Following a successful fundraising campaign in 2017/18 which raised £7,500 towards the cost of buying a new minibus, we were delighted to be successful in a bid to the Steve Morgan Foundation who made up the difference and purchased a new minibus for us. The new bus was delivered in April 2018. This has made a real difference and was enhanced by us being able to influence the interior design to make using the vehicle easier to see.

Additionally, we are continually grateful to the Steve Morgan Foundation for providing a further £26,606 this year towards the cost of running our Be Active Service. This was also supplemented by a grant of £5,000 from the John Moores Foundation to help cover volunteer costs.

In November, coinciding with our Annual Public Meeting, we were delighted to conduct the formal opening of our Resource Centre by welcoming Sarah Green from Liverpool One to cut the ribbon. Having such a prominent local retail agency support our new venture was a marvellous boost for morale.

We have also secured several grants from Charitable Trusts towards the refurbishment of our reception and establishment of the resource centre and in this year, these include £19,000 from the Wolfson Foundation, £5,000 from The ACT Foundation— now known as The Edward Gostling Foundation. Our thanks also go to Sue Clamp who is owner and director of VISPA who kindly donated a new Braille Embosser which complements the refurbishment of the resource centre.

This year also saw a grant of £15,000 from the Will Charitable Trust towards the cost of us being able to provide some additional staff resource to help our Advocacy, Information and Advice service.

After a six year wait, I am also delighted to report that in November we were awarded the Liverpool Visual Impairment Contract. For the first time this was commissioned as a single contract and consequently, we will be working more closely moving forward with the Sight Loss Learning Hub which is part of Christopher Grange. The aim is to transform the model of community services which will result in staff working across both agencies to maximise the skills and resources available through both organisations.

Our building continues to be a challenge with us needing to replace our final "old" boiler and the main pump for the heating system at a cost in the region of £20,000. We commissioned a site survey to help us get a better understanding of the state of our building and help us anticipate and plan works. As an outcome of this, during the year we have appointed a part-time Maintenance Manager, and this has helped reduce our ongoing maintenance costs as well as having a better approach to scheduling works.

In January 2019, following the award of the Liverpool Visual Impairment Holistic Services contract, we were able to revisit our strategic aims through a series of strategy days to ensure that they are still fit for purpose as originally set in 2017. These aims are detailed in future plans.

Additionally, we were invited to take up a charity place on the Business Network International (BNI) Premier chapter based in Liverpool. Our Chief Executive attends these meetings and was recognised as the Member of the Year for 2018. This exposure is enabling us to raise our profile within the corporate sector and has resulted in several significant introductions to other businesses who may ultimately adopt us as their charity of the year.

We have continued to benefit from the support of 167 volunteers during this year and we recognise that without such commitment and willingness, we simply could not achieve what we do. I would like to thank all of our volunteers for their efforts to help us to provide such vital services for the Blind and Partially Sighted people.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**Financial review**

There was a surplus this year of £24,089 compared with a deficit of £21,757 last year.

Income for the year at £943,440 was £127,335 higher compared to last year. This increase was mainly due to higher funding received from local authorities (Liverpool and Knowsley), donations and trading activities.

Within trading activities, there was a pleasing increase in the level of Bistro income. During the prior year a review of fundraising strategy and income generation opportunities was undertaken. This together with hard work by the whole team is showing an impact. However, it is vital that this trend continues to enable the organisation to implement full strategic objectives.

Expenditure for the year of £919,351 was £81,489 higher than last year.

As a result of these movements, funds held at the year end totalled:

Unrestricted fund	£958,788
Restricted fund	£40,505

The key figures are shown below comparing the year ended 31st March 2019 with those figures from the previous year to 31st March 2018.

	2019 £	2018 £
Total income	943,440	816,105
Total expenditure	919,351	837,862
Surplus/ (Deficit)	24,089	(21,757)
Cash	117,598	124,971
Balance Sheet Total	999,293	975,204

**Reserves policy**

The trustees overall aim of the reserves policy is to cover total expenditure for a period of three months which is predominantly to cover salary costs and also to cover ad-hoc maintenance and capital expenditure which occurs outside of board approved budgeted costs.

Although the balance sheet shows that there were total unrestricted funds of £958,733 at 31 March 2019, £921,122 of this represents fixed assets and investments, none of which is available to the trustees to defer ongoing running costs. This leaves £56,403 free expendable reserves which equates to approximately 0.8 of a month of unrestricted expenditure income generation received and has an impact upon building our reserves. The trustees recognise the need to build the organisation's reserves and have prioritised income generation as its number one strategic aim, particularly trying to stimulate fundraising and other unrestricted funding sources.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**Fundraising Approach**

Members of Bradbury Fields' fundraising department organise fundraising events and co-ordinate the activities of our supporters both in the organisation and the wider community. We do not use professional fundraisers or involve commercial participants. There have been no complaints about fundraising activity this year.

We ensure our staff and volunteers comply with fundraising and other regulatory bodies' legislation and best practice, including The Fundraising Regulator, Institute of Fundraising, Charity Commission and the Gambling Commission.

Our staff and volunteers receive training and attend courses and have regular support and supervision meetings with line managers.

All direct marketing is undertaken by the fundraising department to ensure that it is not unreasonably intrusive or persistent. All marketing material contains clear instructions on how a person can be removed from mailing lists.

**Risks**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are put in place to provide reasonable assurance against fraud and error. This is overseen by the organisation's Finance Sub Committee and Governance and Audit Sub Committee.

**Plans for the future**

Together with the adoption of the refreshed beliefs and values statements, the strategic aims for 2019/21 were confirmed as:

**Aim 1: Income generation**

To maximise income generation/fundraising opportunities to broaden our income base to sustain and develop services and reduce our dependency on statutory funding.

**Aim 2: Raising our profile**

We will seek to make our organisation the charity of first choice for people living with sensory loss, their families and carers. We will seek to engage other likeminded organisations and individuals to work with us.

**Aim 3: Working in local communities**

We will involve and engage people living with sensory loss in developing a diverse range of activities which promotes positive health and wellbeing, tackles disadvantage and creates safe, inclusive, sustainable communities in which individuals feel valued.

**Aim 4: Delivering quality services**

We will continue to deliver high quality services and where possible develop additional quality, effective and efficient services that are person-centred, give choice, promote independence, well-being and enhance quality of life.

**Aim 5: Campaigning and influencing**

We will campaign and lobby for change on the issues that matter to people living with sensory loss.



# **BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**

## **A COMPANY LIMITED BY GUARANTEE**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

#### **FOR THE YEAR ENDED 31 MARCH 2019**

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In addition to our core services, we also prioritised the following activities for 2019/20:

- Enhancing access to digital technologies
- To develop and support the provision of employment support services for Blind and Partially Sighted people to try to redress the reducing numbers of people gaining employment. Currently only 25% of those of employment age gain employment, which has dropped from 35% ten years ago.
- To offer additional support for those people who are living with a hearing loss as well as their sight loss.

We are grateful to those people who have supported our fundraising efforts this year which included a 12-hour sponsored piano play in Liverpool One, the Leeds / Liverpool Canal walk of 137 miles, the 60-mile Liverpool to Chester Bike Ride, an abseil down Liverpool Cathedral and the Santa Dash. Collectively these events raised £18,000 – A massive contribution which is a great help.

In March 2019 we relaunched our “Friends of Bradbury Fields” fundraising initiative which is a scheme through which individuals can financially support the organisation whilst receiving some discount vouchers that we have negotiated with key partners. During 2019/20 we hope to develop this concept to introduce a corporate membership also.

The relationship with Christopher Grange Sight Loss Learning Hub has developed during the year as a result of Liverpool City Council combining the two contracts delivering services for Blind and Partially Sighted people into one contract. Bradbury Fields led in submitting the tender which did include provision for the development of activities being offered through the Sight Loss Learning Hub, which would form part of the new Liverpool Visual Impairment Holistic Community Service. This resulted in a change to management arrangements. One Rehabilitation Officer post transferred to Bradbury Fields whereby, some additional resource was made available within the community and that the Rehabilitation Support would be provided into the centre as and when required. Additionally, the Sight Loss Learning Hub Manager post has been formally seconded to work as Development Manager role reporting directly to the Chief Executive of Bradbury Fields including continuing to manage the Sight Loss Learning Hub including the broader developments of activities offered therein with some additional cross agency developments including service user consultation, promotion and introduction of impact analysis systems across all services and to promote all income generation for training, transcription and venue hire across both organisations venues.

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

Bradbury Fields-Services for Blind and Partially Sighted People is a registered charity, incorporated as a company limited by guarantee. The charity registration number is 222798 and the company registration number is 00654873.

The charity has a wholly owned trading subsidiary, Bradbury Fields Trading Ltd.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mrs G Bounds (Deputy Chair)\*

Mrs J Collins

Mrs M Guppy \*

Mr M Scanlan\*

Mrs N Ditchfield \*

Mr R Phillips

Mrs S Turnham \*

Mr T Roberts

Mr F Mcfarlane (Chairperson) \*

Mr Robinson

Mr J Dawson (Treasurer) \*

Mr M Hughes-Paton \*

Mr I Mitchell \*

(Appointed 3 October 2018)

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**Recruitment and appointment of new trustees**

As set out in the Articles of Association the trustees may appoint one of their number to the Chair. One third of the trustees shall retire annually by rotation but may be reappointed. All members are circulated with invitations to nominate trustees prior to the Annual General Meeting (AGM) advising them of the retiring trustees. When considering the appointment of trustees, the Board has regard to the requirement for any specialist skills needed. The trustees may at any time co-opt any person duly qualified to be appointed as a trustee to fill a vacancy in their number or as an additional trustee, but a co-opted trustee holds office only until the next AGM.

Geraldine Bounds, Edward Robinson, Margaret Guppy and Jean Collins retire by rotation and are eligible and have accepted re-election.

**Induction and training of new trustees**

Potential trustees attend meetings of the Board for a period to enable them to meet existing trustees and to become familiar with the committee and decision-making processes, the business plan and recent financial performance of the charity. During this time, they are also made aware of their legal obligations under charity and company law and the content of the Memorandum and Articles of Association before being formally appointed.

**Organisational structure**

The charity is administered by a Board of trustees, which should be not less than five members but (unless otherwise determined by ordinary resolution) shall not be subjected to any maximum. The Board meets at least quarterly and there is a finance sub-committee. A Chief Executive is appointed by the trustees to manage the day-to-day operations of the charity. To facilitate effective operations, the Board has delegated authority to the Chief Executive for all operational matters including finance, training and employment, production, retailing and logistics. The organisation also has a Finance Sub Committee and Governance and Audit Sub Committee in place.

Our volunteers continue to make a massive contribution and impact upon our work and we are always keen to recognise the contribution. Based upon 167 volunteers working an average of four hours per week this equates to 34,736 hours time given in the year. If we link this notionally to the Living Wage rate of £7.85 per hour the actual financial contribution in kind is £272,678. Without this support it would be impossible to provide the high quality of services that we aim to provide.

**Remuneration policy**

In 2013, our salary scales were initially paid based upon the National Joint Council NJC scales recognised for this industry. However, since then, there has been a divergence due to the charity only being able to make pay awards in line with its financial position.

**Related parties**

The trustees are diligent at the appointment stage, in their approach to the recruitment of trustees and the declarations and potential conflicts of interest. Furthermore, the charity has a policy to update and amend any subsequent changes to trustee and management declarations of interest so as to clearly identify potential third party relationship risks. Our relationships with third party organisations is discussed, approved and monitored at board level with appropriate Memorandums or contractual arrangement being put in place. Where required, additional professional and legal advice is taken. The Trading Company has its own independent board of Directors and where necessary declarations of interests are stated.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**Conclusion**

We would like to thank everyone who has supported us this year. Funding is vital to enable services to continue to be provided. Developments such as the new Resource Centre and funding for wellbeing and advice services are activities that have been possible due to generous support. Bradbury Fields continues to aim to provide the best possible services for blind and partially sighted people. Continued and additional support would be gratefully appreciated to enable us both to secure our future and to enhance services even further.

I am also grateful to our team of Trustees who give their time willingly to undertake their role with due diligence to ensure that we comply with the required regulations and use the resources at our disposal in a responsible way. During the year we have conducted a Skills Audit and are now matching the skill requirements across the organisation to our strategic aims. We have also commenced work around a complete review of our Risk Management structures to ensure that staff are appropriately trained, and the requisite reporting processes are in place and audited.

Good management in such a fluid arena is critical and we are continually indebted to our Chief Executive Phil Longworth for his often timely and experienced leadership which is valued. And Finally, I would also wish to convey my sincere thanks and appreciate to our staff for everything they do. You are a credit to your professions and of great value to those people who use our services which is evidenced by the numerous letters, emails and thank you cards that we receive on a regular basis from individuals, their families and carers.

This has been a good year for Bradbury Fields and I look forward to us continuing to make real progress towards our strategic aims in 2019/20.

In addition, the entire team within the organisation deserve many thanks for their continuing hard work and dedication on behalf of Bradbury Fields-Services for Blind and Partially Sighted People.

And finally, I would like to acknowledge and thank all of our staff who support the Finance and Administration systems across Bradbury Fields. Their tireless efforts and dedication are appreciated by all of us.

**Auditor**

In accordance with the company's articles, a resolution proposing that BWM be reappointed as auditor of the company will be put at a General Meeting.

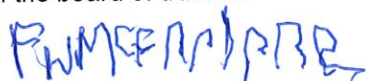
**Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

**Small company provisions**

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

On behalf of the board of trustees



.....  
**Mr F McFarlane (Chairperson) \***

Trustee

Dated: 7-8-19



.....  
**Mr Robinson**

Trustee

Dated: 7-8-19

\* Visually impaired

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**  
***FOR THE YEAR ENDED 31 MARCH 2019***

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The trustees, who are also the directors of Bradbury Fields-Services for Blind and Partially Sighted People for the purpose 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).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**INDEPENDENT AUDITOR'S REPORT**

**TO THE MEMBERS OF BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**

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**Opinion**

We have audited the financial statements of Bradbury Fields-Services for Blind and Partially Sighted People (the 'charity') for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its 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.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# **BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**

## **A COMPANY LIMITED BY GUARANTEE**

### **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

#### **TO THE MEMBERS OF BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**

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#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

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

- adequate accounting records have not been kept, or 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# **BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**

## **A COMPANY LIMITED BY GUARANTEE INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**

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#### **Use of our report**

This report is made solely to the charitable 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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Lesley Malkin BA FCA  
(Senior Statutory Auditor)  
for and on behalf of BWM**

17/9/19  
.....

**Chartered Accountants  
Statutory Auditor**

Castle Chambers  
43 Castle Street  
Liverpool  
L2 9SH



# BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE

## A COMPANY LIMITED BY GUARANTEE

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

#### Current financial year

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
<b>Income from:</b>					
Donations and legacies	3	59,180	134,443	193,623	111,230
Charitable activities	4	680,080	-	680,080	659,724
Other trading activities	5	63,648	-	63,648	44,899
Investments	6	1,089	-	1,089	252
Other income	7	5,000	-	5,000	-
<b>Total income</b>		<b>808,997</b>	<b>134,443</b>	<b>943,440</b>	<b>816,105</b>
<b>Expenditure on:</b>					
Raising funds	8	113,012	-	113,012	92,567
Charitable activities	9	738,766	67,573	806,339	745,295
<b>Total expenditure</b>		<b>851,778</b>	<b>67,573</b>	<b>919,351</b>	<b>837,862</b>
<b>Net income/ (expenditure) for the year</b>		<b>(42,781)</b>	<b>66,870</b>	<b>24,089</b>	<b>(21,757)</b>
Gross transfers between funds		26,365	(26,365)	-	-
<b>Net movement in funds</b>		<b>(16,416)</b>	<b>40,505</b>	<b>24,089</b>	<b>(21,757)</b>
Fund balances at 1 April 2018		975,204	-	975,204	996,961
<b>Fund balances at 31 March 2019</b>		<b>958,788</b>	<b>40,505</b>	<b>999,293</b>	<b>975,204</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The movement in funds detailed above complies with the requirements for a statement of changes in equity and FRS 102.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE

## A COMPANY LIMITED BY GUARANTEE

### STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

Prior financial year

		Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
	Notes			
<b><u>Income from:</u></b>				
Donations and legacies	3	56,124	55,106	111,230
Charitable activities	4	659,724	-	659,724
Other trading activities	5	44,899	-	44,899
Investments	6	252	-	252
<b>Total income</b>		<u>760,999</u>	<u>55,106</u>	<u>816,105</u>
<b><u>Expenditure on:</u></b>				
Raising funds	8	<u>92,567</u>	<u>-</u>	<u>92,567</u>
Charitable activities	9	<u>690,189</u>	<u>55,106</u>	<u>745,295</u>
<b>Total expenditure</b>		<u>782,756</u>	<u>55,106</u>	<u>837,862</u>
<b>Net (outgoing)/incoming resources before transfers</b>		<u>(21,757)</u>	<u>-</u>	<u>(21,757)</u>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<u>(21,757)</u>	<u>-</u>	<u>(21,757)</u>
Fund balances at 1 April 2017		<u>996,961</u>	<u>-</u>	<u>996,961</u>
<b>Fund balances at 31 March 2018</b>		<u><u>975,204</u></u>	<u><u>-</u></u>	<u><u>975,204</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

As disclosed within the accounting policies, the comparative amounts have been restated to ensure they are accounted for within the correct funds and classes.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
BALANCE SHEET  
AS AT 31 MARCH 2019**

	Notes	2019 £	£	2018 £	£
<b>Fixed assets</b>					
Tangible assets	14		921,022		857,452
Investments	15		100		100
			<u>921,122</u>		<u>857,552</u>
<b>Current assets</b>					
Debtors	18	13,229		26,539	
Cash at bank and in hand		117,598		124,971	
		<u>130,827</u>		<u>151,510</u>	
<b>Creditors: amounts falling due within one year</b>	19	(52,656)		(33,858)	
Net current assets			<u>78,171</u>		<u>117,652</u>
<b>Total assets less current liabilities</b>			<u>999,293</u>		<u>975,204</u>
<b>Income funds</b>					
Restricted funds	21		40,505		-
Unrestricted funds			958,788		975,204
			<u>999,293</u>		<u>975,204</u>

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 on 7.8.2019

Mr F Mcfarlane (Chairperson) \*  
Trustee

Mr Robinson  
Trustee

Mr Dawson (Treasurer) \*  
Trustee

Company Registration No. 00654873

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	2019 £	£	2018 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	24		74,220		2,388
<b>Investing activities</b>					
Purchase of tangible fixed assets		(86,182)		(55,550)	
Proceeds on disposal of tangible fixed assets		3,500		-	
Interest received		1,089		252	
<b>Net cash used in investing activities</b>			(81,593)		(55,298)
<b>Net cash used in financing activities</b>			-		-
<b>Net decrease in cash and cash equivalents</b>			(7,373)		(52,910)
Cash and cash equivalents at beginning of year			124,971		177,881
<b>Cash and cash equivalents at end of year</b>			117,598		124,971

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**1 Accounting policies**

**Charity information**

Bradbury Fields-Services for Blind and Partially Sighted People is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The registered office address is The Bradbury Centre, Youens Way, Liverpool, L14 2EP.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The financial statements do not incorporate the results, assets and liabilities of the charity's wholly owned subsidiary, Bradbury Fields Trading Limited. Consolidated accounts have not been prepared as these would not be materially different from the single entity financial statements as presented.

**1.2 Prior period**

The comparative figure allocations within the statement of financial activities have been restated to ensure income and expenditure are allocated within the appropriate fund and classification.

**1.3 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.4 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**1 Accounting policies**

**(continued)**

**1.5 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Income from donations and grants, including capital grants, is included in income when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in income until the preconditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included as restricted funds when receivable.

Voluntary income includes discretionary grants for projects, goods and services where no service agreement or contract exists.

Other grants, which have particular service requirements and which are provided in accordance with a contract or service level agreement are included in the Statement of Financial Activities under the heading Charitable Activities.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Gifts in kind donated for distribution are included at valuation 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 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.

**1.6 Expenditure**

Expenditure reflects all amounts paid and accrued during the year. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. All costs are allocated between the expenditure categories of the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

**Raising funds**

These include staff costs for fundraising employees and the operation of the charity's merchandise shop and bistro.

**Charitable expenditure**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Support costs are allocated across the activities on the basis of expenditure incurred for each of the activities.

**Governance costs**

These represent costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

# BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE

## A COMPANY LIMITED BY GUARANTEE

### STATEMENT OF CASH FLOWS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

#### 1 Accounting policies

(continued)

##### 1.7 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	over 100 years
Building improvements	over 100 years
Fixtures and fittings	5% straight line
Office equipment	25% straight line
Motor vehicles	25% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

##### 1.8 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

##### 1.9 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

##### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### 1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

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**1 Accounting policies**

**(continued)**

***Basic financial assets***

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.12 Taxation**

The charity benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions. Recovery is made of tax deducted from qualifying income and from receipts under Gift Aid.

**1.13 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.14 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**1.15 Leases**

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.

# BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE

## A COMPANY LIMITED BY GUARANTEE

### STATEMENT OF CASH FLOWS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The accounting estimate for depreciation has been revised during the year after a review of the useful economic life of a number of the assets.

#### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2019 £	2019 £	2019 £	2018 £	2018 £	2018 £
Donations and gifts	58,114	134,443	192,557	56,124	55,106	111,230
Legacies receivable	1,066	-	1,066	-	-	-
	<u>59,180</u>	<u>134,443</u>	<u>193,623</u>	<u>56,124</u>	<u>55,106</u>	<u>111,230</u>

#### 4 Charitable activities

	Unrestricted 2019 £	Unrestricted 2018 £
Sales within charitable activities	5,237	6,256
Services provided under contract	530,572	506,090
Charitable rental income (including management charges)	92,282	89,091
Club income	51,989	58,287
	<u>680,080</u>	<u>659,724</u>



**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
STATEMENT OF CASH FLOWS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2019**

**5 Other trading activities**

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
Merchandise income	5,942	3,252
Bistro income	57,706	41,647
	<u>          </u>	<u>          </u>
Other trading activities	63,648	44,899
	<u>          </u>	<u>          </u>

**6 Investments**

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
Interest receivable	1,089	252
	<u>          </u>	<u>          </u>

**7 Other income**

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
Net gain on disposal of tangible fixed assets	3,500	-
Other income	1,500	-
	<u>          </u>	<u>          </u>
	5,000	-
	<u>          </u>	<u>          </u>

Other income consists of a management charge to the trading subsidiary of £1,500.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE**

**A COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CASH FLOWS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2019**

**8 Raising funds**

	Unrestricted funds	Unrestricted funds
	2019	2018
	£	£
<u>Fundraising and publicity</u>		
Staff costs	23,337	30,888
<u>Trading costs</u>		
Operating charity shops	5,950	2,761
Bistro costs	24,820	12,903
Bistro staff costs	58,905	46,015
Trading costs	89,675	61,679
	113,012	92,567

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
STATEMENT OF CASH FLOWS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2019**

**9 Charitable activities**

	2019 £	2018 £
Staff costs	404,978	405,302
Depreciation and impairment	22,612	29,953
Repairs and maintenance	146,670	102,826
Clubs costs	30,451	29,530
Travel costs	13,166	13,389
Advertising and subscriptions	7,730	4,868
Insurance and utilities	41,270	37,127
Office costs	16,339	15,199
Meeting expenses	934	1,350
Other costs	7,261	5,113
Legal advice for service users	7,500	-
	<u>698,911</u>	<u>644,657</u>
Share of support costs (see note 10)	92,471	89,730
Share of governance costs (see note 10)	14,957	10,908
	<u>806,339</u>	<u>745,295</u>
<b>Analysis by fund</b>		
Unrestricted funds	738,766	
Restricted funds	67,573	
	<u>806,339</u>	

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
STATEMENT OF CASH FLOWS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2019**

**9 Charitable activities**

**(continued)**

**For the year ended 31 March 2018**

	<b>2019</b>
	<b>£</b>
Staff costs	405,302
Depreciation and impairment	29,953
Repairs and maintenance	102,826
Clubs costs	29,530
Travel costs	13,389
Advertising and subscriptions	4,868
Insurance and utilities	37,127
Office costs	15,199
Meeting expenses	1,350
Other costs	5,113
	<u>644,657</u>
Share of support costs (see note 10)	89,730
Share of governance costs (see note 10)	10,908
	<u>745,295</u>
<b>Analysis by fund</b>	
Unrestricted funds	690,189
Restricted funds	55,106
	<u>745,295</u>

# BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE

## A COMPANY LIMITED BY GUARANTEE

### STATEMENT OF CASH FLOWS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

#### 10 Support costs

	Support costs £	Governance costs £	2019 £	Support costs £	Governance costs £	2018 £
Staff costs	92,471	-	92,471	89,730	-	89,730
Audit fees	-	6,000	6,000	-	4,320	4,320
Accountancy	-	4,480	4,480	-	4,298	4,298
Legal and professional	-	4,477	4,477	-	2,290	2,290
	<u>92,471</u>	<u>14,957</u>	<u>107,428</u>	<u>89,730</u>	<u>10,908</u>	<u>100,638</u>
Analysed between Charitable activities	<u>92,471</u>	<u>14,957</u>	<u>107,428</u>	<u>89,730</u>	<u>10,908</u>	<u>100,638</u>

Both support and governance costs have been reallocated to charitable activities.

#### 11 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

**Fees payable to the company's auditor:**

	2019 £	2018 £
Audit of the charity's annual accounts	6,000	4,320
<b>Non-audit services</b>		
All other non-audit services	4,480	4,298

#### 12 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2018: none). None of the trustees (2018: nil) were reimbursed for travel expenses during the year.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
STATEMENT OF CASH FLOWS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2019**

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**13 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	<b>2019 Number</b>	<b>2018 Number</b>
Charitable activities	25	25
Fundraising	2	1
Catering	4	4
Administration	2	2
	<u>33</u>	<u>32</u>

**Employment costs**

	<b>2019 £</b>	<b>2018 £</b>
Wages and salaries	524,861	518,379
Social security costs	37,908	38,361
Other pension costs	16,922	15,195
	<u>579,691</u>	<u>571,935</u>

There were no employees whose annual remuneration was £60,000 or more.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

14	Tangible fixed assets	Land and buildings	Building improvements	Fixtures and fittings	Office equipment	Motor vehicles	Total
		£	£	£	£	£	£
	<b>Cost</b>						
	At 1 April 2018	860,475	177,184	108,703	66,763	50,000	1,263,125
	Additions	-	44,142	1,810	1,080	39,150	86,182
	Disposals	-	-	-	-	(25,000)	(25,000)
	At 31 March 2019	860,475	221,326	110,513	67,843	64,150	1,324,307
	<b>Depreciation and impairment</b>						
	At 1 April 2018	131,045	57,105	100,760	66,763	50,000	405,673
	Depreciation charged in the year	(6,027)	10,451	8,400	-	9,788	22,612
	Eliminated in respect of disposals	-	-	-	-	(25,000)	(25,000)
	At 31 March 2019	125,018	67,556	109,160	66,763	34,788	403,285
	<b>Carrying amount</b>						
	At 31 March 2019	735,457	153,770	1,353	1,080	29,362	921,022
	At 31 March 2018	729,430	120,079	7,943	-	-	857,452

During the year ended 31 March 2019 the trustees reviewed the charity's depreciation policy for land and buildings and building improvements which resulted in a change in the expected useful economic life of some of the assets. This resulted in an adjustment being made which has reduced the depreciation charged in the year by £17,312.

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**15 Fixed asset investments**

	<b>Other investments</b>
<b>Cost or valuation</b>	
At 1 April 2018 & 31 March 2019	100
<b>Carrying amount</b>	
At 31 March 2019	100
At 31 March 2018	100

	<b>Notes</b>	<b>2019 £</b>	<b>2018 £</b>
Other investments comprise:			
Investments in subsidiaries	16	100	100

**16 Subsidiaries**

Details of the charity's subsidiaries at 31 March 2019 are as follows:

<b>Name of undertaking</b>	<b>Registered office</b>	<b>Nature of business</b>	<b>Class of shares held</b>	<b>% Held Direct Indirect</b>
Bradbury Fields Trading Ltd	England and Wales	Bar sales	Ordinary	100.00

The aggregate capital and reserves and the result for the year of subsidiaries excluded from consolidation was as follows:

<b>Name of undertaking</b>	<b>Profit/(Loss) £</b>	<b>Capital and Reserves £</b>
Bradbury Fields Trading Ltd	(5,676)	34,910

<b>17 Financial instruments</b>	<b>2019 £</b>	<b>2018 £</b>
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	128,948	143,869
Equity instruments measured at cost less impairment	100	100
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	39,548	24,086



**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED  
PEOPLE  
A COMPANY LIMITED BY GUARANTEE  
STATEMENT OF CASH FLOWS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2019**

<b>18 Debtors</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Trade debtors	11,350	16,898
Amounts owed by subsidiary undertakings	-	2,000
Prepayments and accrued income	1,879	7,641
	<u>13,229</u>	<u>26,539</u>
<b>19 Creditors: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	10,340	9,772
Trade creditors	33,238	14,115
Amounts owed to subsidiary undertakings	430	-
Other creditors	2,768	2,571
Accruals and deferred income	5,880	7,400
	<u>52,656</u>	<u>33,858</u>

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**20 Operating lease commitments**

**Lessee**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Within one year	4,564	4,564
Between two and five years	3,949	8,513
	<u>8,513</u>	<u>13,077</u>

**Lessor**

The operating leases represent leases to third parties. The leases are negotiated over terms of 1 to 15 years. All leases include a provision for five-yearly upward rent reviews according to prevailing market conditions. There are no options in place for either party to extend the lease terms.

At the reporting end date the charity had contracted with tenants for the following minimum lease payments:

	2019 £	2018 £
Within one year	42,574	44,744
Between two and five years	136,956	171,677
In over five years	-	9,472
	<u>179,530</u>	<u>225,893</u>

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**21 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2017 £	Movement in funds		Balance at 1 April 2018 £	Movement in funds		Transfers 31 March 2019 £	Balance at 31 March 2019 £
		Income £	Expenditure £		Income £	Expenditure £		
Morgan Foundation - Be Active	-	26,606	(26,606)	-	26,606	(26,606)	-	-
Will Charitable Trust - Benefit Advisor	-	-	-	-	15,000	(15,000)	-	-
Active Vision *	-	28,500	(28,500)	-	3,400	(2,966)	-	434
Rathbone - Newsletter	-	-	-	-	1,500	(1,500)	-	-
Lottery - De Fib and entertainers	-	-	-	-	6,000	(2,975)	-	3,025
Skelton Bounty - Garden Furniture	-	-	-	-	2,037	(2,037)	-	-
Postcode lottery - Excercises	-	-	-	-	2,750	(1,370)	-	1,380
Reception works *	-	-	-	-	27,800	(1,435)	(26,365)	-
Dixie Rose - Volunteer expenses	-	-	-	-	2,400	(771)	-	1,629
Clubs flooring *	-	-	-	-	5,300	-	-	5,300
PH Holt Foundation - Steps	-	-	-	-	5,000	-	-	5,000
Morgan Foundation - mini bus	-	-	-	-	31,650	(7,913)	-	23,737
The John Moores Foundation - Be Active	-	-	-	-	5,000	(5,000)	-	-
	-	55,106	(55,106)	-	134,443	(67,573)	(26,365)	40,505

**BRADBURY FIELDS-SERVICES FOR BLIND AND PARTIALLY SIGHTED PEOPLE**  
**A COMPANY LIMITED BY GUARANTEE**  
**STATEMENT OF CASH FLOWS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**22 Analysis of net assets between funds**

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:						
Tangible assets	897,285	23,737	921,022	857,452	-	857,452
Investments	100	-	100	100	-	100
Current assets/(liabilities)	61,403	16,768	78,171	117,652	-	117,652
	<u>958,788</u>	<u>40,505</u>	<u>999,293</u>	<u>975,204</u>	<u>-</u>	<u>975,204</u>

**23 Related party transactions**

**Remuneration of key management personnel**

The remuneration of key management personnel is as follows.

	2019 £	2018 £
Aggregate compensation	<u>61,071</u>	<u>61,107</u>

There were no other related party transactions during the year (2018: none) other than with the subsidiary Bradbury Fields Trading Limited with which a management charge of £1,500 was charged. At the year end a balance of £430 (£7,159 owed by) was owed to Bradbury Fields Trading Limited.

**24 Cash generated from operations**

	2019 £	2018 £
Surplus/(deficit) for the year	24,089	(21,757)
Adjustments for:		
Investment income recognised in statement of financial activities	(1,089)	(252)
Gain on disposal of tangible fixed assets	(3,500)	-
Depreciation and impairment of tangible fixed assets	22,612	29,953
Movements in working capital:		
Decrease in debtors	13,310	14,913
Increase in creditors	18,798	(20,469)
<b>Cash generated from operations</b>	<u>74,220</u>	<u>2,388</u>

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