

Registered Charity Number: 1159188

York Blind & Partially Sighted Society CIO

Independently Examined

Trustees' Annual Report and Financial Statements

For the Year Ended 31 March 2018

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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YORK BLIND & PARTIALLY SIGHTED SOCIETY

CHARITY INFORMATION

Charity Name

York Blind & Partially Sighted Society

Charity Number

1159188

(Linked Charity 508914 York Blind and Partially Sighted Society)

Trustees

The following Trustees have held office since 1 April 2017: -

Jim Wallace	Chair/Treasurer
Danielle Walker- Palmour	Vice Chair
Jean Haywood	Hon Secretary
Jean Weston	Hon Assistant Treasurer
Mike Melling	
Robert Shead	
Evelyn Shead	
Anne Smith	
Eleanor Tew	
Ashley Mason	Resigned 21 st August 2017
Anna Baldwin	Appointed 12 th September 2017
Marc Taylor	

Chief Executive

Ashley Mason	Resigned 25 th May 2018
Karen Froggatt	Appointed 18 th June 2018
Diane Roworth	Resigned 12 th September 2017

YORK BLIND & PARTIALLY SIGHTED SOCIETY

CHARITY INFORMATION (Cont.)

Principal Address and Address for General Enquiries

Rougier House
5 Rougier Street
York YO1 6HZ
Tel: 01904 636269
www.ybpss.org

Independent Examiner

Laura Masheder FCA DChA
Garbutt & Elliott LLP
Arabesque House
Monks Cross Drive
York
YO32 9GW

Bankers

Unity Bank plc
9 Brindley Place
Birmingham
B1 2HB

HSBC
13 Parliament Street
York
YO1 8XS

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

Chairman's Report

The last year has been one of transition for the Society with the Trustees encouraged by the progress made.

- We have continued to provide and expand our core services including the widening of those activities going out into the local community, despite the loss of the City of York tender income from April 2017. Demand for all services, user satisfaction and stakeholder confidence all remain high.
- Following the retirement of our previous Chief Officer the interim appointment of Ashley Mason as Chief Executive enabled the Society to take stock and review how to modernise its systems and the collaborative approach with staff has been particularly well received. Yet again I am encouraged by the ability and attitude of all our staff as the Society moves forward.
- The Trustees were pleased to appoint Karen Froggatt as permanent Chief Executive from June 2018 .
- We have started to progress our funding strategy to increase our self-sufficiency. This includes our current bid to the National Lottery and a reduction in our dependency on legacy income.
- The Society continues to prove resilient to change, particularly from the impact of funding changes.

We pride ourselves on being a user led organisation, in touch with the needs of our members and enabling them to have a say in the running our organisation, and a voice in service provision in York.

We continue to offer four core services:

- An Equipment and Information Centre at our premises in Rougier Street, York providing individually tailored practical and emotional support and promoting independence and well-being.
- A Volunteer home visiting service Providing 1-1 support that enables people to do the things they want to do.
- An Early Intervention, Information and Support Services (ECLO) at York Hospital Eye Clinic and Scarborough and Bridlington Hospitals. Helping people with a newly diagnosed sight loss.
- An expanded range of peer support, leisure and learning activities to increase people's confidence, well-being and independence.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

Chairman's Report (Cont.)

These core services enable blind and partially sighted people to have a voice in their local community, and to influence service developments and the environment in the York area.

The highlights of the year were:

- The continued high usage of all our services and the high quality of their provision.
- The performance of all our staff as they were encouraged to take on additional responsibilities.
- The successful award of the Duke of York Community initiative.
- Our new website going live in September with positive comments from all users alongside the new format of the newsletter. Our social media presence has also increased significantly.
- The expanded ECLO service has established itself.
- The closing reserves and bank balance of the Society at March 2018 which gives us further comfort to develop the society.

We aim to

1. Maintain the level of core services that we currently provide, ensuring users' needs and voice are at the heart of what we do.
2. Generate an increasing amount of non-statutory funding by a mixture of internal and external fundraising.
3. Ensure that we have the correct mix and skills from all staff and trustees and conform to the Charity Commission code.
4. Be responsive to a rapidly changing environment and requirement for service.

I would conclude by also thanking all of our staff, our volunteers, the Trustees, the City of York Council, the Vale of York Clinical Commissioning Group, RNIB, and all our generous sponsors who enable the Society to continue to provide such an excellent service. My thanks also to Ashley Mason for the progress made by the Society during his short tenure as interim Chief Executive.

Jim Wallace

Chair

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

The Trustees have prepared these Financial Statements 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 (FRS102) (effective 1 January 2015) as detailed in the accounting policies.

The Charity information on pages 1 and 2 forms part of this report.

Constitution

York Blind & Partially Sighted Society (the “Charity”) was registered as a CIO on 13 November 2014, number 1159188, succeeding York Blind and Partially Sighted Society (number 508914) which is now a linked charity. On 1 April 2015, the activity and assets of York Blind and Partially Sighted Society were transferred across to the new CIO, which commenced activities on that date.

The Trustees have taken advantage of the Charity Commission concession to link charities which have a common Trustee board allowing preparation of one set of financial statements for both charities.

Our purposes and activities

In planning the activities of the organisation, the Trustees have due regard to their duty to meet the Charity Commission’s requirements about public benefit.

The Trustees ensure that the objective and aims of the organisation are carried out through its activities for the public benefit and details its achievements and activities in this report.

The objective of the Charity is: -

- to promote the welfare of people who are blind, partially sighted or substantially and permanently disabled by defective vision.

The aims are: -

- to provide a range of services designed to meet the needs of visually impaired people including an Equipment and Information Centre and Outreach facilities;
- to promote the needs of visually impaired people to statutory and voluntary organisations;
- to maintain an up to date record of visually impaired people; whilst ensuring compliance with the new GDPR and ePrivacy regulations.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

Our purposes and activities (Cont.)

- Any other activities deemed to be desirable to further the welfare of visually impaired people.

The Society's Mission is to "advocate, develop and provide services and facilities which enable people who are blind or partially sighted achieve independence with dignity, in all aspects of life and sectors of society".

Our services are available to any visually impaired person in York, plus his/her supporters and professional staff. Free membership of YBPSS is available automatically to anyone registered blind/severely sight impaired or partially sighted/sight impaired and to any visually impaired person in need of services.

We have almost 1,200 people (members) on our database.

Services are provided free of charge, apart from purchases from the Equipment Centre, and a small charge for some activities.

Achievements and performance

1. Achievements

The charity has had a brilliant year, with the crowning glory being the official royal recognition of all our staff, volunteers and members hard work by the Duke of York, in the form of his Community Award.

The society has continued to be very busy, with foot fall up and an increased number of people accessing our sporting and social activities.

Our volunteer home visiting service continues to be in high demand, which demonstrates the important impact it has on peoples' lives.

Our ECLO service has been expanded to now provide a Trust wide sight support service for patients using any of the York Hospital Trust's services across the City of York, North and East Riding. The East Coast ECLO has been well received and is working with a range of local organisations to help signpost patients to different places that can support them.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

1. Achievements (Cont.)

The Society is taking active steps to engage and support younger people, with consultation events planned for May 2018. This will enable us to deliver the support that is needed.

Our outreach manager has worked with many high profile organisations in the city to ensure their staff are able to support visually impaired customers. This has been achieved through members visiting premises such as the Jorvik Viking Centre and delivering, training and advice. She has also delivered training to Students Nurses undertaking placement with the NHS.

Our approach to managing the changes to GDPR have been running exceptionally smoothly, thanks to our Business Manager. We are confident we are well prepared and compliant to the new regulations.

2. Performance

The charity continues to provide a wide range of services to a large membership. The team works incredibly hard and staff often go above and beyond to ensure service users get what they need.

Here are some highlights of how we performed during the year:

- * Our York ECLO saw nearly 300 people in the Eye Clinic.
- * Over 2,000 people accessed our Equipment and Information Centre.
- * We welcomed 200 new members.
- * 1,200 people receiving our quarterly newsletter.
- * We had 24,000 twitter engagement in Aug 2017.
- * 170hrs of free counselling have been provided.
- * 209 people received eye health education talks.

3. Fundraising/Publicity

Our community fundraiser has had a fantastic year, exceeding our financial income targets and engaging with hundreds of people across York to promote our services.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

3. Fundraising/Publicity (Cont.)

The charity has been updating its literature with the first item being our regular newsletter. We have received so much positive feedback around we are currently working with a design student to update our other promotion leaflets and information packs.

Our social media presence on Facebook and Twitter has substantially increased and enabled us to communicate with others interested in our services via a different media. We are seeing constant increases in those following us, with tens of thousands of people reached by our posts. This coupled with our new website gives us a very strong online presence.

Financial Review

The Society sets an annual budget that is approved by the Trustees prior to the start of the financial year. As with previous years, the Society were indebted to the significant legacy income it received which enabled us to complete 2017/18 with a small profit.

- Revenues of £355k were £26k (8%) higher than 2016/17 due to legacy receipts of £140k which offset the £45k reduction in funding from the City of York. A detailed analysis of income is tabled below.
- Costs of £351k were £50k (16%) higher due principally to staffing costs which are detailed in note 4 to the Financial Statements. The Society deliberately decided to maintain its staffing level and services following the loss of tender income. The known higher level of legacy income was a key factor in this decision.

Our recent levels of revenue can be summarised as follows:

	2017/18	2016/17	2015/16
Local authority / CCG funding	11,974	88,249	88,515
Donations, trusts, community fundraising	166,060	76,457	72,688
Legacies	140,680	80,800	43,423
Equipment sales	13,787	15,023	16,964
Optimeyes / Optic projects	2,000	41,117	45,363
Other	20,061	27,648	12,647
Total	354,562	329,294	279,600

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

Financial Review (Cont.)

Therefore, our level of “contractual funding” continues to reduce to its lowest ever level at twenty percent of our 2017/18 revenues. This necessitates a higher level of resource to raise funds within the Society to maintain services.

Legacy funding has, yet again, enabled the Society to deliver the services its users value so highly. Our thanks go to the estates of Kathleen Hebditch and Marjory Barker for their significant bequests. It is the Trustees ambition that we achieve a balance of income and expenditure that will allow legacies to be used to develop new services.

Reserves policy and going concern

Free reserves of £76,627 were held at 31 March 2018. Free reserves exclude those reserves which are restricted, designated, or which can only be realised by disposing of fixed assets held for Charity use.

The Building Fund of £70,000 is a designated fund, which is set aside to ensure the organisation has, and will have in future, appropriate premises from which to operate (see note 9).

The policy of the Executive Committee is that the Society should retain free reserves for 3 to 4 months’ operating expenditure. This policy is reviewed annually. At the end of this year, the Society held around 4 months’ operating expenditure in free reserves.

Key Management Remuneration

The pay policy of staff is based on the NJC scales with progression where appropriate. Annual increases are normally in line with the national agreement and subject to affordability at the time. New staff salaries are approved by the Executive Committee and are considered after external benchmarking of the post.

Structure, Governance and Management

We pride ourselves on being a user led organisation, admitting as members anyone who is registered blind or partially sighted living with sight loss and in need of services.

The Charity is managed by an Executive Committee (Board of Trustees) of at least eight, but no more than fifteen members. In accordance with the constitution, every effort is made to ensure that many Trustees are visually impaired people.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

Structure, Governance and Management (Cont.)

All Trustees are required to retire at the Charity's annual general meeting but can offer themselves for re-election. New Trustees are either elected at the Annual General Meeting or co-opted by the board for the period to the next Annual General Meeting. New Trustees participate in induction training and an annual programme of Trustee training is organised by the Honorary Secretary and staff.

The Executive Committee meets bi-monthly, with additional meetings as and when required. A between meeting report is issued to Trustees by the Chief Executive.

Day to day management of the organisation is delegated to the Chief Executive.

The society supports the "Good Governance Code" published by the Charity Commission and are currently working through the seven principles contained in the code. We expect to complete this by March 2019.

Plans

YBPSS Business Plan sets the future strategy of the organisation, based on best practice guidance for national and local needs. The Trustees thereby wish to:

- deliver the activities identified in our Business Plan;
- continue to provide, develop and enhance the current range of core services and activities;
- consolidate and further develop fundraising activities so we will not be reliant on legacies;
- improve training and development of staff, trustees and volunteers.

Staff

The Society and the excellent services it provides at the various locations can continue only because of its staff who support all our members throughout all our activities.

Once again, our thanks to them all for their contribution over the past year, which has again been challenging. We therefore wish to thank personally all of current staff and those who contributed during the year.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

Current staff

Karen Froggatt	Chief Executive
Aneta Sunera	Support Worker
Barbara Fairs	Office Manager
Caroline Robertson	Optimeyes Project Coordinator
Catherine Bamford	Volunteer Manager
Carolyn Blain	Community Fundraising
Claire Murphy	Activities Engagement Assistant
Deborah Cairns	Sight Support Advisor
Deborah Wheller	Team Leader
Edvard Banka	Client Services
Vanessa Camp	Senior ECLO
Yvonne Gilling	East Coast ECLO

This report was approved by the Trustees on 9 July 2018 and signed on its behalf by:

.....
J K Wallace (Chair)

.....
J Haywood (Honorary Secretary)

YORK BLIND & PARTIALLY SIGHTED SOCIETY

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the of the Charity and of the incoming resources and application of resources of the Charity 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 judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in 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 enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provision of the trust deed. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

YORK BLIND & PARTIALLY SIGHTED SOCIETY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF YORK BLIND & PARTIALLY SIGHTED

I report to the trustees on my examination of the accounts of the York Blind & Partially Sighted Society for the year ended 31 March 2018.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011. My independent examination work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my independent examination work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the Charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales , which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

YORK BLIND & PARTIALLY SIGHTED SOCIETY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF YORK BLIND & PARTIALLY SIGHTED

Independent Examiner's Statement (Cont.)

3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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 accounts to be reached.

.....

23 July 2018

Laura Masheder FCA DChA
Garbutt & Elliott LLP

Chartered Accountants

Arabesque House
Monks Cross Drive
York
YO32 9GW

YORK BLIND & PARTIALLY SIGHTED SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2018 Total £	2017 Total £
Income from:						
Donations, legacies and non performance grants	2	240,440	-	2,000	242,440	212,920
Income from charitable activities	2	31,995	-	60,066	92,061	92,077
Other trading activities	2	19,494	-	-	19,494	23,260
Investment income	2	567	-	-	567	1,037
Total income		292,496	-	62,066	354,562	329,294
Expenditure on:						
Expenditure on raising funds	3	12,628	-	-	12,628	19,809
Expenditure on charitable activities	3	271,590	-	66,329	337,919	281,246
Total expenditure		284,218	-	66,329	350,547	301,055
Net income / (expenditure) before transfers		8,278	-	(4,263)	4,015	28,239
Transfers		(6,989)		6,989	-	-
Net Movement in funds		1,289		2,726	4,015	28,239
Balance at 1 April 2017		75,338	70,000	3,762	149,100	120,861
Balance At 31 March 2018		76,627	70,000	6,488	153,115	149,100

The notes on pages 18 – 30 form part of these Financial Statements.

All of the Charity's operations are classed as continuing.

A fully detailed Statement of Financial Activities for the year ended 31 March 2017 is shown at Note 14.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

BALANCE SHEET AS AT 31 MARCH 2018

	Note	2018 £	2017 £
CURRENT ASSETS			
Stock of goods for resale		9,006	9,295
Cash at bank and in hand		157,854	173,665
Debtors	6	195	1,763
		167,055	184,723
LIABILITIES: Amount falling due within one year			
Creditors and accruals	7	(13,940)	(35,623)
NET CURRENT ASSETS			
		153,115	149,100
TOTAL ASSETS LESS CURRENT LIABILITIES			
	11	153,115	149,100

REPRESENTED BY:

FUNDS

Unrestricted	9	76,627	75,338
Designated – building	9	70,000	70,000
Restricted	10	6,488	3,762
		153,115	149,100

The financial statements were approved by the Trustees on 9 July 2018 and signed on its behalf by:

.....
J Haywood - Honorary Secretary

.....
J Wallace - Chairman

YORK BLIND & PARTIALLY SIGHTED SOCIETY

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

	Note	2018 £	2017 £
Cash (used)/generated by operating activities	13	(16,378)	61,294
Cash flows from investing activities			
Interest received		567	1,037
Cash generated by investing activities		567	1,037
(Decrease)/Increase in cash and cash equivalents		(15,811)	62,331
Cash and cash equivalents at start of year		173,665	111,334
Cash and cash equivalents at end of year		157,854	173,665

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

1. Accounting Policies

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

Company Information

York Blind & Partially Sighted Society is registered as a Charitable Incorporated Organisation under the Charities Act 2011. The address for general enquiries is York Blind and Partially Sighted Society, Rougier House, 5 Rougier Street, York, North Yorkshire, YO1 6HZ.

Accounting Convention

The financial statements have been prepared on a going concern basis 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 (FRS102) (effective 1 January 2015) ("Charities SORP (FRS102)"), the Financial Reporting Standard applicable in the UK and Ireland ("FRS 102"), and the Charities Act 2011.

York Blind & Partially Sighted Society meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going Concern

The Trustees have at the time of approving the financial statements a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing the financial statements.

Income

Income from all sources is recognised in full in the Statement of Financial Activities ("SoFA") in the year in which it is receivable. For subscriptions and rental income this is in the year in which it is receivable and for ticket sales and meeting suppers this is in the year in which the event occurs.

Income from legacies is recognised as receivable once probate has been granted, provided that sufficient information has been received to enable valuation of the Charity's entitlement.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

1. Accounting Policies (Cont.)

Income (cont.)

Deferred income represents grants received specifically for future accounting periods.

Expenditure

Expenditure is included in the SoFA on an accruals basis inclusive of any VAT that cannot be recovered and has been classified under headings that aggregate all costs related to the category.

All direct costs have been allocated across the functional categories of resources expended in the SoFA. Where costs cannot be directly attributed to headings, they have been apportioned on a basis consistent with the use of the resources.

The costs of generating funds relate to expenditure directly attributable to fundraising.

Costs of charitable activities include those costs incurred by the Charity in the delivery of its activities and services. Costs relating to an activity are allocated directly.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Pensions

The Charity operates a defined contribution scheme for employees. Contributions are charged as an expense to the SoFA in the period in which they fall due.

Staff costs

The costs of short term employee benefits are recognised as a liability and an expense where settlement of obligations does not fall within the same period.

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

Operating lease agreements

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged against income on a straight-line basis over the period of the lease.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

1. Accounting Policies (Cont.)

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £2,000 are capitalised at cost.

Depreciation is calculated to write off the cost of fixed assets over their expected useful lives. The rates and methods used are as follows:

Equipment - 33% straight line
Computer - 33% straight line.

Stock

Stock is valued at the lower of cost and net realisable value.

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.

The Charity has only financial assets and liabilities of a kind that qualify as basic financial instruments in accordance with section 11 of FRS 102. Basic financial instruments are initially recognised at transaction value and are subsequently measured at their settlement value.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity held for working capital.

Debtors

Other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Financial assets, other than those held at fair value through profit and loss, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment loss is recognised in the income and expenditure account.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

1. Accounting Policies (Cont.)

Creditors, loans and provisions

Creditors, loans 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, loans and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial Liabilities

Financial liabilities are only derecognised when, and only when, the Charity's obligations are discharged, cancelled or they expire.

Amounts recognised as provisions are best estimates of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation.

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity.

Designated funds are funds set aside by the Trustees out of unrestricted general funds for specific future purposes.

Restricted funds are funds which can be used only for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor.

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 if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

1. Accounting Policies (Cont.)

Critical accounting estimates and judgements (Cont.)

There are no estimates and assumptions which have a material impact on the carrying amounts of assets and liabilities.

2. INCOME

	Unrestricted Funds	Restricted Funds	2018 Total Funds	2017 Total Funds
	£	£	£	£
Non Performance Grants				
City of York Council:				
Financial support	724	-	724	19,920
Vale of York Clinical Commissioning Group:				
Equipment and Information Centre	11,250	-	11,250	15,000
Optimeyes Project	-	2,000	2,000	41,117
Grant support	11,974	2,000	13,974	76,037
Donations, gift aid and legacies	87,786	-	87,786	56,083
	140,680	-	140,680	80,800
Donations and legacies	228,466	-	228,466	136,883
Total donations, grants and legacies	240,440	2,000	242,440	212,920

As at 31 March 2018 the Charity had entitlement to the balance of one legacy which has not been recognised as insufficient information is available to make a materially fair estimate of the amount.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

2. INCOME (Cont.)

	Unrestricted Funds	Restricted Funds	2018 Total Funds	2017 Total Funds
	£	£	£	£
Other trading activities:				
Community fundraising	11,888	-	11,888	20,374
Income from work	7,606	-	7,606	2,886
Total trading activities	19,494	-	19,494	23,260
Investment income				
Bank interest	567	-	567	1,037
Income from charitable activities:				
City of York				
Volunteer Scheme	-	-	-	17,937
Talking Books	-	-	-	3,168
Council equipment	-	-	-	4,543
Hospital Eye Clinic Service				
Vale of York CCG	-	10,500	10,500	14,000
RNIB "being there"	-	26,424	26,424	4,231
York Hospital	-	13,342	13,342	9,450
Other grants	-	9,800	9,800	9,800
Department of Work and Pensions Access to Work	4,673	-	4,673	4,284
Sales of equipment and aids	13,787	-	13,787	15,027
Social and group activities	3,291	-	3,291	2,063
Room hire	7,255	-	7,255	6,230
Sundry income	2,989	-	2,989	1,344
Total income from charitable activities	31,995	60,066	92,061	92,077
Total income	292,496	62,066	354,562	329,294

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

2. INCOME (Cont.)

During the year donations of £1,460 (2017: £1,090) were received from Trustees of the Society.

3. EXPENDITURE

Expenditure on raising funds	Unrestricted Funds	Restricted Funds	2018 Total Funds	2017 Total Funds
	£	£	£	£
Salaries (Note 4)	7,468	-	7,468	17,761
Fundraising consultancy	3,013	-	3,013	
Fundraising and publicity	1,809	-	1,809	1,208
Training and conferences	206	-	206	
Other	132	-	132	840
Total expenditure on raising funds	12,628	-	12,628	19,809

Expenditure on charitable activities

Salaries (Note 4)	163,914	55,550	219,464	176,795
Rent and service charges	33,437	3,715	37,152	37,367
Cost of equipment sold	14,133	10	14,143	14,979
IT costs	9,326	-	9,326	3,649
Professional fees	7,117	-	7,117	5,240
Consultancy	2,053	4,441	6,494	3,930
Access to work salaries (Note 4)	6,342	-	6,342	4,347
Stationery, printing and postage	5,978	-	5,978	5,239
Training and conferences	3,561	791	4,352	2,753
Newsletter and publications	4,471	-	4,471	3,751
Volunteer expenses	3,468	-	3,468	1,282
Equipment and repairs	2,218	-	2,218	7,669
Telephone	2,139	-	2,139	1,808
Subscriptions	2,030	-	2,030	671
Staff expenses	1,204	689	1,892	1,576
Recruitment and advertising	1,692	54	1,746	2,912
Social and group activities	1,624	-	1,624	831
Tools and equipment	520	1,055	1,574	696

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

3. EXPENDITURE (Cont.)

Expenditure on charitable activities	Unrestricted Funds	Restricted Funds	2018 Total Funds	2017 Total Funds
	£	£	£	£
Tutors	1,346	-	1,346	1,167
Insurance	1,451	-	1,451	1,407
Sundry expenses	1,336	-	1,336	882
Annual Report and AGM	1,070	-	1,070	703
Independent examination	1,000	-	1,000	1,000
Travel	160	24	184	592
Total expenditure on charitable activities	271,590	66,329	337,919	281,246
Total expenditure	284,218	66,329	350,547	301,055

4. STAFF COSTS

	2018 £	2017 £
Total staff costs comprise:		
Gross salaries	210,890	179,451
Employer's national insurance	13,414	12,561
Pension contributions	6,759	5,258
Salary charges	2,211	1,633
	233,274	198,903

Average number of employees (full time equivalents) 9.3 9.8

Average number of employees 11.9 11.6

No employee received remuneration more than £60,000 in the year (2017: No employee).

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

4. STAFF COSTS (Cont.)

The pay policy of staff based on the NJC scales with progression where appropriate. Annual increases are normally in line with the national agreement and subject to affordability at the time. New staff salaries are approved by the Executive Committee and are considered after external benchmarking of the post.

Key management personnel comprise 2 individual (2017: 1 individual) whose aggregate remuneration and benefits totalled £52,245 (2017: £29,750). This includes a payment of £21,500 on 2nd October 2017 under a settlement agreement with the previous Chief Officer.

5. TRUSTEES AND RELATED PARTY TRANSACTIONS

No Trustee or any person connected with him or her received any remuneration during the year (2017: no trustee).

During the year no amount (2017: £nil) was paid in aggregate to any Trustee to reimburse him or her for travelling expenses incurred on behalf of the Charity.

No Trustee, or anyone connected with a Trustee, has a material interest in any of the Charity's transactions.

6. DEBTORS

	2018	2017
	£	£
Trade debtors	195	1,763

7. CREDITORS

	2018	2017
	£	£
Trade creditors	6,972	10,425
Other creditors	6,968	25,198
	13,940	35,623

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

8. FINANCIAL INSTRUMENTS

	2018 £	2017 £
Carrying value of financial assets:		
Financial assets carried at amortised cost	167,055	184,722
Carrying value of financial liabilities:		
Financial liabilities carried at amortised cost	11,728	16,141

9. UNRESTRICTED FUNDS

	Balance at Apr 2017 £	Income £	Expenditure £	Transfer £	Balance at Mar 2018 £
Unrestricted funds					
General	75,338	292,496	(284,218)	(6,989)	76,627
Designated funds					
Building fund	70,000	-	-	-	70,000
	145,338	292,496	(284,218)	(6,989)	146,627

	Balance at 1 Apr 2016 £	Income £	Expenditure £	Transfer £	Balance at 31 Mar 2017 £
Unrestricted funds					
General	54,714	233,411	(204,322)	(8,465)	75,338
Designated funds					
Building fund	45,282	-	-	24,718	70,000
	99,996	233,411	(204,322)	16,253	145,338

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

9. UNRESTRICTED FUNDS (Cont.)

Designated Building Fund

The purpose of the Building Fund is to enable the Charity to acquire its own premises at some time in the future. The Trustees are aware of their liability in terms of the current and any future lease and feel it prudent that the Building Fund remains as a separate entity.

10. RESTRICTED FUNDS

	Balances at Apr 2017 £	Income £	Expenditure £	Transfer £	Balances at Mar 2018 £
Eye Clinic Services	-	60,066	(57,757)	4,180	6,488
Optimeyes Project	3,762	2,000	(8,571)	2,809	-
	3,762	62,066	(66,328)	6,989	6,488

	Balances at 1 Apr 2016 £	Income £	Expenditure £	Transfer £	Balances at 31 Mar 2017 £
Talking Books	5,190	3,168	(2,843)	(5,515)	-
Eye Clinic Service	-	27,823	(28,346)	523	-
Volunteer Scheme	443	17,937	(16,048)	(2,332)	-
Council Equipment	8,862	4,543	(1,614)	(11,791)	-
Activities and tuition	-	1,024	(3,886)	2,862	-
Optimeyes Project	6,370	41,388	(43,996)	-	3,762
	20,865	95,883	(96,733)	(16,253)	3,762

Eye Clinic Information and Support Services

These services provide practical and emotional support to patients with a diagnosis of permanent sight loss. It operates from within the Eye Clinic Outpatients Department at York and Scarborough Hospitals. The staff members Eye Clinic Liaison Officers (ECLO) also work with hospital staff on issues of service delivery for blind and partially sighted patients. The Society continues to part fund all our ECLO services.

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

10. RESTRICTED FUNDS (Cont.)

Optimeyes Project

With funding from the Big Lottery Fund, administered by RNIB, the Optimeyes project works in partnership with the national charity RNIB and five other local sight loss charities. The two-year scheme, concluded in July 2017, aimed to identify older people who are experiencing problems with their vision and refer them on to local health, social and charity services which can provide them with additional support.

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds	Designated Funds	Unrestricted Funds	2018 Total Funds	2017 Total Funds
	£	£	£	£	£
Current assets	6,488	70,000	90,567	167,055	184,723
Current liabilities	-	-	(13,940)	(13,940)	(35,623)
	6,488	70,000	76,627	153,115	149,100

12. LEASE COMMITMENTS

Total commitments under non-cancellable operating leases are as follows:

	Land and buildings	
	2018 £	2017 £
Within one year	32,083	35,000
More than 1 year and less than 5 years	-	23,718
	32,083	58,718

YORK BLIND & PARTIALLY SIGHTED SOCIETY

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

13. RECONCILIATION OF NET MOVEMENT IN FUNDS

	2018	2017
	£	£
Net movement in funds	4,015	28,238
Interest received	(567)	(1,037)
Decrease/(Increase) in stock	289	(385)
Decrease in debtors	1,568	5,390
(Decrease)/Increase in creditors	(21,683)	29,088
Net cash used in operating activities	(16,378)	61,294

YORK BLIND & PARTIALLY SIGHTED SOCIETY

14. STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDED 31 MARCH 2017

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2017 Total £
Income from:				
Donations, legacies and non performance grants	171,803	-	41,117	212,920
Income from charitable activities	37,311	-	54,765	92,077
Other trading activities	23,260	-	-	23,260
Investment income	1,037	-	-	1,037
Total income	233,411	-	95,883	329,294
Expenditure on:				
Expenditure on raising funds	19,809	-	-	19,809
Expenditure on charitable activities	184,513	-	96,733	281,246
Total expenditure	204,322	-	96,733	301,055
Net income/ (expenditure) before transfers	29,089	-	(850)	28,239
Transfers	(8,465)	24,718	(16,253)	-
Net movement in funds	20,624	24,718	(17,103)	28,239
Balances at 1 April 2016	54,714	45,282	20,865	120,861
Balances at 31 March 2017	75,338	70,000	3,762	149,100