

Charity Number : 1075447
Company Number : 3740647



Supporting blind and partially sighted people

4SIGHT

WEST SUSSEX ASSOCIATION FOR THE BLIND

FINANCIAL STATEMENTS

AND

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED

31 MARCH 2011

4SIGHT - WEST SUSSEX ASSOCIATION FOR THE BLIND

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2011

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OFFICERS AND PROFESSIONAL ADVISORS**The Trustees**

As at 31 March 2011 Dr. Norman Boyland FRSC DL – Chairman
 Carol Green MHCIMA – Elected
 Stephen Joyce – Crawley Area
 Arthur Mayson ACIB TEP – Hon. Treasurer
 Jan Penn – Elected
 Derek Roden – Elected
 David Whyberd – Vice Chairman

Patron Lady Sarah Clutton DL

Vice Patrons Major-General Tony Boam CB CBE
 David Bowerman CBE JP DL
 Simon Brett
 Judith Buckland MBE DL
 The Right Hon. the Lord Navnit Dholakia OBE DL
 John Ebdon MBE DL
 The Right Hon. the Lord Egremont DL
 Harry Goring DL
 Penny Hardwick OBE DL
 Prue Hopkinson OBE JP DL
 The Right Hon. Sir Peter Hordern PC DL
 Sir Patrick Moore CBE FRAS
 Major Mark Scrase-Dickins CMG DL
 Masoud Teimory MD DO FRCOphth
 Andrew Vivian JP
 Robert Williams FRCS FRCOphth MRCP DO
 The Right Hon. Lord Young of Graffham FRPS DL

**Chief Executive and
 Company Secretary** Martin Pearson MPA, MIHM

**Principal &
 registered office** 4SIGHT Bradbury Centre
 36 Victoria Drive
 Bognor Regis
 West Sussex
 PO21 2TE

Auditors Sheen Stickland LLP
 Chartered Accountants & Registered Auditors
 7 East Pallant
 Chichester
 West Sussex
 PO19 1TR

Bankers	The Royal Bank of Scotland Flint House 44 South Street Chichester West Sussex PO19 1DS	CCLA Investment Management Ltd COIF Charity Funds 80 Cheapside London EC2V 6DZ
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TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2011

The Board of Trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2011.

AIMS AND OBJECTIVES

West Sussex Association for the Blind (known as 4SIGHT) has the charity registration number 1075447. The members approved new Articles of Association in 2009, which enabled 4SIGHT to extend the area of benefit without limitation to England, although the key focus is particularly in Sussex. The objects of the Association remain to promote the welfare of the blind and partially sighted people living in the area of benefit.

Our key aims are to support vision impaired people, and enable them to:

- adjust to sight loss;
- make the best use of low vision;
- combat social isolation;
- access appropriate information and advice;
- maintain independence;
- participate actively in their communities and family life;
- access rural and urban facilities and open spaces;
- access high quality personal social care and clinical services, and a range of appropriate and timely choices;
- influence service provision, commissioning and planning;
- make informed choices about their own health and wellbeing;

4SIGHT also;

- campaigns to remove the barriers to independence and inclusion experienced by blind and partially sighted people; and
- ensures that blind and partially sighted people participate fully in the governance of 4SIGHT.

CURRENT ACTIVITIES

The charity supports people through a variety of means, including direct service provision, information, guidance and support. Our key activities are summarised below:

Resource Centres

These are key centres for provision of our services and outreach. There are now four Resource Centres. A new facility opened in Burgess Hill in October 2010. These provide access to a range of services, guidance and information in accessible formats, and to equipment and aids developed or adapted for vision impaired people. Our Resource Centres serve as a base for outreach teams and for home visiting activity to all parts of the county.

An audio library, crossword/Sudoku service, and recording and transcription studio are based in our 4SIGHT Bradbury Centre headquarters in Bognor Regis, which enables us to transcribe documents and other printed material into the format of choice - Braille, audio tape, audio CD, electronic files and large print formats. These services are available free of charge to members, and to other agencies or individuals on a chargeable basis. We also produce our regular newsletters for members and volunteers with a wide circulation.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2011

Listening & Information Service

4SIGHT support people the moment they hear that they have sight loss. Through our trained nurses based in the Worthing and Chichester Hospital Eye Clinics, we can support, guide and refer people at the point of diagnosis. 4SIGHT have been providing funding for this service. Discussions in 2010/11 have continued with the Trusts and NHS West Sussex, but NHS changes have delayed progress, which means that any NHS service agreement for future years is still uncertain. Western Sussex Hospitals Trust is consulting on changes to Eye Clinics, which will mean relocation, and 4SIGHT will be part of the planning team for these services.

Clubs and Membership Services

We have 47 affiliated specialist, social and leisure clubs and groups meeting regularly, and we also work with a number of other generic groups around the county. The clubs provide vital links between members and provide a support network, which can often be the only one that members have. Clubs are part of 4SIGHT's governance framework linked to each of the six Areas and there are club leaders' meetings held during the year.

Members are also supported by volunteer Home Visitors, assisted transport, the provision of radios from British Wireless for the Blind and other forms of help in their locality. There are currently over 2,000 people receiving such services via 4SIGHT.

Community and Locality-Based Services

These are our core services, which have continued to develop this year. They include our Contact Officer Team, support to diverse cultural groups and carers, the provision of unique adapted technology to help with reading and writing needs, employment support and low vision assessments in people's homes. 4SIGHT's Contact Officer Team saw over 1,500 individuals in 2010/11, and several hundred people at other events and group meetings. One of our future aims is to increase support to younger people with sight loss, as well as carers, as this has become a more obvious need from our work this year.

West Sussex County Council (WSCC) funding for older people's partnerships projects ceased in September 2010. However, through our Community Development Officer, 4SIGHT will be continuing to develop the links we have established with other groups, providing appropriate advice and support to older people and promoting sight awareness.

Health Hub and Kitchen Services

Improving the health and wellbeing of members is a key aim of 4SIGHT. The Gym service was developed in the last year in association with Inspire Leisure and this has enabled members to experience modern fitness equipment in a safe and friendly environment, gain confidence, enjoy greater wellbeing and improved fitness levels, with skilled support. Funding support from Arun DC and Sport Relief has enabled this work to progress further.

Our kitchen service continues to develop, providing training, peer support and building confidence in cookery, as well as contributing to dietary and nutritional wellbeing. Skilled volunteer support in the kitchen at Bognor Regis has been developed in the past year, and more sessions are now planned for the future. The facility is also much used for club and other visits to demonstrate equipment and techniques.

TRUSTEES' ANNUAL REPORT (continued)**YEAR ENDED 31 MARCH 2011****REVIEW OF THE LAST YEAR'S ACHIEVEMENTS AND PERFORMANCE**

We have focused in the last year on maintaining our core services, as many funding streams have been difficult to maintain. Our unique approach of providing Sight Care Advisors at the point of diagnosis and a personalised locality-based service, using Contact Officers with volunteer support is popular and delivers improved support for many vision impaired people.

There has been a continued shift in our overall funding position, and we are on track to develop a more sustainable mixed economy of income streams. However, due to sustained local voluntary income it has been possible to maintain spend at levels close to the adopted budgetary targets without adversely affecting services.

4SIGHT membership continues to be very affordable at £5 per year, with free membership for those in education, with all services remaining free to members. Our fees and pricing will, however, need to be reviewed in the coming year, based on our recent experiences. There remains a safety net for the neediest members, and a system to waive charges for those unable to afford it.

We continue to be a supplier to WSCC through Adult Services and the new Public Health team, who make a contribution towards the costs of one of our services – Resources. We also still benefit from our partnership working approach, with Consortium contracts for the Partnerships for Older People Project in several localities across West Sussex during the year, although these ceased in 2010. Whilst finances have been tight again this year, we have maintained our high standards of quality and efficiency in service delivery, and contained overall running costs whilst delivering greater support to individuals.

The biggest disappointment has been in health services, the slow progress in Community Eye Services developments, and the local NHS Trusts' attitude to Low Vision Services. The PCT issued tenders for the north of West Sussex in August 2010 and by the end of the year had still not evaluated them. As a partner to several bidders we have incurred the costs of participating in this, without any certainty of the outcome. Similarly, the Western Sussex Hospitals Trust has not resumed any local services, depriving people of our potential support.

We continued to develop the means to identify sufficient funds to support all of our costs, which, given the public sector funding decline, has meant enhancing our ability to work with Trusts and Foundations, although the lead time for this will mean that investment in 2010-11 may not show until the coming year.

The charity shop has improved income generation, but still needs further development, as it will need to remain in place until 2013. Our high street presence is also enhanced by this. Some events and other fundraising activities were curtailed due to maternity leave and staff changes. Whilst some of these costs have adversely affected the overall financial position in 2010/11, we still believe that they have laid a good foundation to work from in the future.

The trading subsidiary, 4SIGHT Trading Limited, also remained dormant during the year.

Total income for the year was £619,527 (down 7% from 2009/10), as shown in the accompanying accounts. After allowing for expenditure of £670,496 (down 3% from 2009/10) our total funds carried forward at the end of the financial year decreased by £50,969; this includes an increase in our Restricted Fund of £4,672, a decrease in our Free Reserves of £45,764, a decrease in our designated Fixed Asset fund of £18,495 and an increase in our Clubs Reserve of £8,618. Our total funds stand at £757,548 including the designated Fixed Asset Fund of £536,583. Free Reserves were £109,017 at 31 March 2011.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2011

FUTURE DEVELOPMENTS

The key challenges for the next financial year are much the same as in 2010, i.e. to continue to sustain and develop our services to people with sight loss, as well as seeking new income-generating activities, in the face of an increasingly difficult economic climate. Making best use of the 4SIGHT Bradbury Resource Centre facilities, the health and fitness suite, and developing our presence and services in the north of the county are important elements.

We will also review with WSCC the Diverse Communities work with black and minority ethnic carers groups in the county during 2011. Dependent upon funding bids we have submitted, we anticipate our work with children and young people will also continue to advance. Partnership working with other voluntary organisations, social enterprises, and statutory and private organisations is still a major part of our future strategy.

Whilst we anticipate increased demand for our health-related services, both in the community and at NHS Hospital Trust sites, this continues to be a challenge, and unless adequate funding sources are in place, 4SIGHT will be unable to sustain the provision of direct services.

2011 is our 90th year as a charity, and we will be using that as an opportunity to promote our role in the community and to develop our services. We hope to introduce a new mobile resource centre service for rural and hard to reach areas, and to promote 4SIGHT at schools and events across Sussex.

VOLUNTEERS

4SIGHT is able to offer such a wide range of services because of the many volunteers that support our services; 532 at the close of the fiscal year in March 2011. Volunteers largely act as a support team in our Resource Centres, and administration, home visiting, transport and club activities. Volunteers tend to work an average of 4-5 hours per month. The value of this contribution over the financial year is considered to be no less than £350,000, a massive contribution that reflects the nature of the organisation delivering services to a large population and diverse membership with complex needs.

LEGAL STATUS

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association. The company number is 3740647.

ORGANISATION

4SIGHT has a small team of 16 (full time equivalent) staff and a large number of trained volunteers, and operates primarily within the county of West Sussex. Operationally, there are several teams; Contact Officers working geographically from four Resource Centres, hospital-based sight care services, volunteer and information, finance, fundraising, shop and other specific projects based in various locations.

We also have six Area Committees of volunteers and members. These Committees are co-terminous with the local authority boundaries in West Sussex i.e. Arun, Chichester, Crawley, Horsham and Mid Sussex, with the Adur Committee also covering Worthing Borough. Some Area Chairs and nominees take up Trusteeship and there are three Board places reserved for these nominations.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2011

MEMBERSHIP

Membership of the Association is open to subscribers and those who the Trustees admit. This is generally open to anyone with an interest in our work. In practice this has largely been the following:

- people with sight loss, mainly living or working in West Sussex;
- voluntary workers and committee members;
- council and health service staff who are concerned with the health and wellbeing of blind and partially sighted people; and
- other individuals or representatives of organisations who are interested in the work of the Association and pay an annual subscription.

CHIEF EXECUTIVE

The charity's operational affairs were managed by Martin Pearson as Chief Executive.

THE BOARD OF TRUSTEES

The Trustees who served the charity during the period were as follows:

Margaret Baker (resigned October 2010)

Dr Norman Boyland (Chairman)

Carol Green

Stephen Joyce

Arthur Mayson (Hon. Treasurer)

Jan Penn

Derek Roden

John Taylor (resigned October 2010)

David Whyberd (Vice Chairman)

BOARD

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company. They are also members of the Association.

The Trustees shall consist of:

- the Honorary Officers;
- up to three individuals nominated by local area committees; and
- up to six members elected by the members at the AGM, of which not less than three shall be blind or partially sighted people.

The Board of Trustees:

- meets at least four times per year;
- authorises the appointment of senior staff;
- each calendar year appoints a Management Committee to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

TRUSTEES' ANNUAL REPORT (continued)**YEAR ENDED 31 MARCH 2011**

The Annual General Meeting:

- elects Officers of the Association;
- elects up to six members of the Board of Trustees; and
- approves the annual report and accounts.

The Trustees may also recommend appointment of other Honorary Officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Association. However, no such appointments have been made in the last four years. Sadly our Honorary President, Patricia Hooley, died in December 2010. She had been in this role for the past nine years and the Trustees were very grateful for all she contributed to 4SIGHT in that time. There are currently no immediate plans to replace this role.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires that the Trustees prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are sound, reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Acts. The Trustees 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.

A register of Trustees' and Senior Managers' declared interests is maintained and updated at least annually.

APPOINTMENT OF TRUSTEES

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed. An audit of available skills and experience is undertaken across the Trustee base; gaps are noted and these help build up profiles for recruitment.

An induction plan is drawn up for each new Trustee joining the charity, relevant to their skills and the role undertaken. Trustees are encouraged to update their skills through attendance at appropriate training courses and events. Honorary Officers are selected from the Board of Trustees. The charity reviewed policies and procedures relating to Trustee recruitment and appointment in 2010 with a view to recruiting additional Trustees to the Board in 2011.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2011

STRATEGY, BUSINESS PLANNING AND PERFORMANCE MONITORING

4SIGHT strategy is consistent with aims of the national UK Vision Strategy aims which are:

- to eliminate avoidable sight loss and deliver excellent support to people who have lost their sight;
- to improve the eye health of the people of the UK; and
- to enhance the inclusion, participation and independence of people with sight loss.

Our focus is particularly on the provision of support and enhancing the independence of people with sight loss.

The 4SIGHT Business Plan is updated and 'rolled forward' one year at a time unless developments require interim action in the context of the adopted Strategic Plan.

The Board has assessed progress against these objectives throughout the year, and whilst many areas have continued to be challenging, the overall assessment is of steady progress, despite worsening economic conditions. Further development of specific areas is planned in the future. The Business plan objectives will be utilised to measure quarterly performance in the coming year. Individual and team objectives relate to the overall objectives set by the Board, and the 4SIGHT appraisal process will be used to assess individual performance. Work is also under way to develop the information systems needed to demonstrate outcomes and social impact, and effectively manage performance.

RISK ASSESSMENT

The Management Committee keeps under review the risks to which 4SIGHT may be exposed and the measures required to avoid or mitigate them. This process extends to all areas of services and involves staff and volunteers. Risk assessment is formally reviewed by the Board of Trustees every year and an Action Plan is developed and reviewed throughout the year. This incorporates all forms of risk in relation to the charity and its operations, including contracts, finance, information technology, staff, volunteer and membership recruitment and activities, health and safety, and reputation. The charity is reviewing accreditation processes and available tools with a view to incorporating this into such a system.

RESERVES

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income, and meet all responsibilities in the case of closure. 4SIGHT has maintained the method developed in 2008/09 for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

Our General Fund has decreased slightly this year end from £154,781 to £109,017. This balance is within the parameters that we have identified as necessary.

TRUSTEES' INVESTMENT POWERS

The Executive Committee is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

TRUSTEES' ANNUAL REPORT (continued)

YEAR ENDED 31 MARCH 2011

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty under section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in guidance on public benefit in deciding what activities the charity should undertake, and the foregoing report has identified these activities, which are in line with our overall objective of promoting the welfare and improving the lives of blind and partially sighted people, particularly in West Sussex.

Our Resource Centres and Eye Clinic services are universal services with open access and anyone can walk in, call or contact us to receive support and advice. The location of these services is also important as we serve many of the major centres of population in West Sussex, through our facilities in Bognor Regis, Burgess Hill, Chichester, Crawley, Worthing and Shoreham-by-Sea. Through these services we reach over 4,500 people every year, with over 12,000 personal contacts.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each Director has taken all the steps that he or she ought to have taken as a Director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

A resolution to re-appoint Sheen Stickland LLP as auditors for the ensuing year will be proposed at the Annual General Meeting.

SMALL COMPANY PROVISIONS

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

4SIGHT Bradbury Centre
36 Victoria Drive
Bognor Regis
West Sussex
PO21 2TE

Signed by order of the Trustees



Martin Pearson
Chief Executive and Company Secretary

Approved by the Trustees on 23rd August 2011

COMPANY LIMITED BY GUARANTEE (Registered number: 3740647)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 2011

We have audited the financial statements of 4Sight – West Sussex Association for the Blind for the year ended 31 March 2011 on pages 12 to 26. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND AUDITORS

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (United Kingdom and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

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 2011 and of its incoming resources and application of resources, including its income and expenditure, 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.

COMPANY LIMITED BY GUARANTEE (Registered number: 3740647)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS (continued)

YEAR ENDED 31 MARCH 2011

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

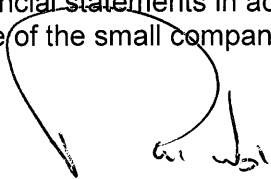
In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where 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 exemption in preparing the Report of the Trustees.

7 East Pallant
Chichester
West Sussex
PO19 1TR



P E H Wright ACA DchA
Senior Statutory Auditor
For & On Behalf of
SHEEN STICKLAND LLP
Chartered Accountants
& Registered Auditors

23/8/2011

**STATEMENT OF FINANCIAL ACTIVITIES
INCORPORATING INCOME AND EXPENDITURE ACCOUNT**

YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	139,429	56,434	195,863	194,380
Activities for generating funds	3	28,437	0	28,437	32,839
Investment income	4	182	0	182	8
Charity shop income		53,071	0	53,071	44,636
Incoming resources from charitable activities					
Grants receivable	5	100,803	105,970	206,773	238,128
Sales of appliances, equipment and transcription	6	71,245	0	71,245	79,423
Clubs income		48,246	0	48,246	56,964
Membership subscriptions		5,869	0	5,869	6,833
Other incoming resources	7	5,755	4,086	9,841	15,266
TOTAL INCOMING RESOURCES		453,037	166,490	619,527	668,477
RESOURCES EXPENDED					
Cost of generating funds					
Costs of generating voluntary income	9	41,081	351	41,432	28,291
Fundraising trading costs	10	26,510	2,369	28,879	24,119
Charity shop trading costs	11	56,250	169	56,419	62,307
Charitable activities					
Listening & Information service	12	63,123	3,349	66,472	70,521
Resource & Transcription		93,555	17,004	110,559	133,783
Contact & POPP		135,573	127,846	263,419	280,947
Kitchen Service & Health Hub		11,294	4,682	15,976	4,811
Clubs	13	46,945	5,105	52,050	50,957
Governance costs	14	34,347	943	35,290	36,021
TOTAL RESOURCE EXPENDED	16	508,678	161,818	670,496	691,757
Net incoming/(outgoing) resources before transfers					
	17	(55,641)	4,672	(50,969)	(23,280)
Transfers between funds	27	0	0	0	0
Net movement in funds		(55,641)	4,672	(50,969)	(23,280)
Reconciliation of funds					
Total funds brought forward		765,302	43,215	808,517	831,797
Total funds carried forward		709,661	47,887	757,548	808,517

All activities of the charity are classed as continuing.

The notes on pages 14 to 26 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2011**

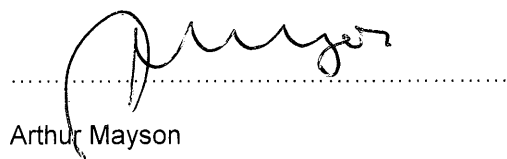
	Notes	2011 £	2011 £	2010 £
FIXED ASSETS				
Tangible assets	18		672,095	697,910
Investments	19		100	100
Total fixed assets			<u>672,195</u>	<u>698,010</u>
CURRENT ASSETS				
Stocks	20	4,767		3,277
Debtors	21	122,850		124,765
Cash at bank and in hand	22	<u>169,118</u>		<u>153,037</u>
		296,735		281,079
CURRENT LIABILITIES				
Creditors falling due within one year	23	<u>(83,301)</u>		<u>(35,023)</u>
NET CURRENT ASSETS			213,434	246,056
Total assets less current liabilities			<u>885,629</u>	<u>944,066</u>
Creditors falling due after more than one year	24		(128,081)	(135,549)
NET ASSETS			<u>757,548</u>	<u>808,517</u>
FUNDS				
Unrestricted:				
Designated funds	26		600,644	610,521
General fund			109,017	154,781
Restricted	27		<u>47,887</u>	<u>43,215</u>
TOTAL FUNDS			<u>757,548</u>	<u>808,517</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the Trustees on and are signed on their behalf by:



Dr Norman Boyland



Arthur Mayson

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006 and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005), except that voluntary donations are brought into the financial statements on a cash received basis.

Cash flow statement

The Trustees have taken advantage of the exemption in Financial Reporting Standard No. 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Consolidation

In the opinion of the Trustees, the charity and its subsidiary undertakings comprise a small group. The charity has applied the exemption provided by Section 248 of the Charities Act 1993 not to prepare group accounts. The charity is applying the exemption provided by Section 405 of the Companies Act 2006 on the grounds that the subsidiary undertakings results are not material to the group. Details regarding the activities of the subsidiary are adequately disclosed in the accounts.

Income

All income is recognised on a receivable basis, except voluntary donations, which are brought into the financial statements on a cash received basis.

Following our registration for VAT on 1 April 2008, income from sales is shown net of VAT.

Provision is made for tax recoverable on income received during the period.

Legacy income is recognised on a receivable basis to the extent that it is reasonably certain that the legacy will be received and the value of the legacy can be measured with sufficient reliability.

No provision is made in the accounts for any legacy for which there is any doubt over the entitlement, certainty of receipt or measurability.

Deferred income

Grants received in advance, for expenditure in a future accounting period, are deferred when the donor has imposed restrictions that amount to preconditions for use.

Expenditure

All expenditure, including expenditure to be met from grants or other restricted funding, is recognised when the liability is incurred. When funding has been received but the expenditure has not been incurred, the funds are carried forward as restricted reserves.

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

1. ACCOUNTING POLICIES (continued)

Allocation of costs

Expenditure that does not directly relate to the objects of the charity is analysed as either attributable to costs of generating funds or governance costs. Items that involve more than one cost category are apportioned as appropriate to cost categories involved.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Land and buildings - straight line basis over 50 years.

Office equipment - straight line basis over 3 years.

Fixtures and fittings - straight line basis over 3 years.

Recording equipment - straight line basis over 3 years.

Computer equipment - straight line basis over 3 years.

Assets purchased or donated with a cost or value exceeding £2,000 are capitalised.

Tangible Fixed Assets

Land and buildings have been capitalised on acquisition and stated in the Balance Sheet at cost. Land and buildings have been depreciated at 2% per annum from November 2007. A fixed charge over the property is held as security on the charity's bank loan.

Investment assets

Investments are stated at market value. Unrealised gains or losses are carried to the statement of financial activities.

Stocks

Stocks of goods for resale are valued at the lower of cost or net realisable value, after making due allowance for obsolete and slow moving items.

Operating lease agreements

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

Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

1. ACCOUNTING POLICIES (continued)

Reserves

The charity receives restricted and unrestricted income.

Restricted funds can only be used for the purposes specified (see note 27).

To the extent that restricted funds are expended on capital items, a transfer is made between unrestricted and restricted reserves.

Designated funds

The charity has earmarked some of its unrestricted funds as "designated funds". This is for administrative purposes only and does not legally restrict the Trustees' discretion to apply the funds.

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
2 VOLUNTARY INCOME				
Donations - general	12,847	5,365	18,212	13,858
Donations - companies	2,056	2,874	4,930	5,257
Donations - trust funds	3,725	35,375	39,100	15,985
Donations - standing orders	2,666	30	2,696	2,658
Donations - street & store collections	4,001	0	4,001	2,900
Donations - static boxes	3,329	0	3,329	3,765
Grants - local authorities	2,893	12,490	15,383	13,120
Legacies	107,912	300	108,212	136,837
	<u>139,429</u>	<u>56,434</u>	<u>195,863</u>	<u>194,380</u>
3 ACTIVITIES FOR GENERATING FUNDS				
Fundraising events	21,391	0	21,391	22,356
Fundraising sponsored events	3,882	0	3,882	6,967
Raffles & lotteries	2,026	0	2,026	2,318
Other fundraising income	1,138	0	1,138	1,198
	<u>28,437</u>	<u>0</u>	<u>28,437</u>	<u>32,839</u>
4 INVESTMENT INCOME				
COIF interest receivable	182	0	182	8
	<u>182</u>	<u>0</u>	<u>182</u>	<u>8</u>
5 GRANTS RECEIVABLE				
WSSC	99,336	0	99,336	99,336
Wireless for the Blind	0	12,150	12,150	0
WSSC Crawley development	0	25,368	25,368	25,368
Awards for All	0	7,348	7,348	0
Service Level Agreements	1,467	61,104	62,571	113,424
	<u>100,803</u>	<u>105,970</u>	<u>206,773</u>	<u>238,128</u>

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
6 SALES OF APPLIANCES, EQUIPMENT AND TRANSCRIPTION				
Sales of appliances and equipment	70,563	0	70,563	79,022
Transcription sales	682	0	682	401
	<u>71,245</u>	<u>0</u>	<u>71,245</u>	<u>79,423</u>
7 OTHER INCOME				
Rental income	1,131	0	1,131	1,048
Finance charges	0	0	0	19
Consultancy	400	0	400	0
LVA training course*	0	0	0	2,372
Access to work	0	4,086	4,086	8,235
Sight awareness talks	0	0	0	200
Other	4,224	0	4,224	3,392
	<u>5,755</u>	<u>4,086</u>	<u>9,841</u>	<u>15,266</u>

8 4SIGHT TRADING LIMITED

West Sussex Association for the Blind holds all of the issued share capital of 4SIGHT Trading Limited, a company incorporated in England and Wales. The company was dormant throughout the current year.

*Low Vision Assessment

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
9 COSTS OF GENERATING VOLUNTARY INCOME				
Staff costs	30,947	0	30,947	19,708
Support costs	6,917	148	7,065	3,169
Other costs	3,217	203	3,420	5,414
	<u>41,081</u>	<u>351</u>	<u>41,432</u>	<u>28,291</u>

Staff and other costs are direct costs. Support costs have been allocated as detailed in note 16 to the accounts.

10 FUNDRAISING TRADING COSTS

Staff costs	14,627	0	14,627	10,359
Event costs	4,222	2,094	6,316	6,772
Support costs	3,827	82	3,909	2,444
Other costs	3,834	193	4,027	4,544
	<u>26,510</u>	<u>2,369</u>	<u>28,879</u>	<u>24,119</u>

Staff, event and other costs are direct costs. Support costs have been allocated as detailed in note 16 to the accounts.

CHARITY SHOP

11				
Staff costs	21,981	0	21,981	26,242
Support costs	7,914	169	8,083	7,472
Other costs	26,355	0	26,355	28,593
	<u>56,250</u>	<u>169</u>	<u>56,419</u>	<u>62,307</u>

All staff and other costs are direct costs. Support costs have been allocated as detailed in note 16 to the accounts.

12 BREAKDOWN OF COSTS OF CHARITABLE ACTIVITY

	Activity Costs £	Support Costs £	Total 2011 £	Total 2010 £
Listening & information	56,540	9,932	66,472	70,521
Resource & transcription	103,603	6,956	110,559	133,783
Contact & POPP	222,889	40,530	263,419	280,947
Kitchen & Health Hub	14,732	1,244	15,976	4,811
	<u>397,764</u>	<u>58,662</u>	<u>456,426</u>	<u>490,062</u>

All activity costs are direct costs. Support costs have been allocated as detailed in note 16 to the accounts.

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
13 CLUBS EXPENDITURE				
Expenditure by clubs:				
Travel	13,419	765	14,184	15,529
Hall hire	6,780	55	6,835	6,049
Functions	21,478	875	22,353	19,983
Other expenses	4,746	0	4,746	6,771
	46,423	1,695	48,118	48,332
Expenditure on behalf of clubs:				
Travel	189	942	1,131	1,190
Hall hire	333	744	1,077	1,405
Other expenses	0	1,724	1,724	30
	46,945	5,105	52,050	50,957
	46,945	5,105	52,050	50,957
14 GOVERNANCE				
Salaries	21,266	0	21,266	20,893
Office costs	1,625	87	1,712	2,337
Audit fees	4,785	150	4,935	4,600
Costs of trustees' meetings	845	0	845	613
Other expenses	5,826	706	6,532	7,578
	34,347	943	35,290	36,021
	34,347	943	35,290	36,021

All governance costs are direct costs.

15 TAXATION

The charity division of the Inland Revenue has granted exempt status from taxation to the company and therefore no provision for taxation is included in the financial statements.

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

16 TOTAL RESOURCES EXPENDED

	Staff Costs	Depreciation	Other costs	Total Funds 2011	Total Funds 2010
	£	£	£	£	£
Cost of generating funds	67,555	3,517	36,601	107,673	101,632
Charitable activity	264,927	14,537	170,350	449,814	480,919
Support	51,010	6,406	20,303	77,719	73,185
Governance	21,266	1,353	12,671	35,290	36,021
	<u>404,758</u>	<u>25,813</u>	<u>239,925</u>	<u>670,496</u>	<u>691,757</u>

The aggregate payroll costs were:

Wages and salaries	366,703	379,624
Social security costs	31,670	32,404
Other pension costs	5,491	5,974
Healthcare costs	894	1,159
	<u>404,758</u>	<u>419,161</u>

No employee was paid in excess of £60,000 (2010 - no employee was paid in excess of £60,000). Trustees receive no remuneration. Expenses reimbursed to Trustees are disclosed in note 29

Particulars of employees:

The average number of full time equivalent staff employed by the charity during the financial year amounted to:

	2011 Number	2010 Number
Fundraising & income generation staff	2	1
Charity shop staff	1	2
Direct charitable staff	11	12
Support staff	2	2
Governance	0	0
	<u>16</u>	<u>17</u>

Other costs:

	2011 £	2010 £
Premises	45,467	41,045
Legal and professional	14,551	10,230
Clubs expenditure	52,050	50,957
Purchases for resale	56,055	62,780
Equipment purchased	24,196	13,448
Other	47,606	63,356
	<u>239,925</u>	<u>241,816</u>

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

NOTE 16 (continued)

Allocation of support costs:

	Costs of generating voluntary income	Fundraising trading	Charitable activity	Charity Shop	Total 2011
	£	£	£	£	£
Support staff	4,637	2,566	38,502	5,305	51,010
Finance	414	229	3,436	473	4,552
Subscriptions	30	17	253	35	335
Meetings	32	18	263	36	349
Office costs	620	343	5,150	710	6,823
Sundry	749	415	6,223	857	8,244
Depreciation	583	321	4,835	667	6,406
	<u>7,065</u>	<u>3,909</u>	<u>58,662</u>	<u>8,083</u>	<u>77,719</u>

All support costs have been allocated by the estimated proportion of hours of staff allocated to each cost category. The relevant proportions are:

	%	%
	2011	2010
Costs of generating voluntary income	9.09	4.33
Fundraising trading	5.03	3.34
Charity shop	10.40	10.21
Charitable activities:		
Listening & information	12.78	12.55
Resource & transcription	8.95	11.17
Contact & read/write service	37.07	31.25
Kitchen & Health Hub	1.60	0.00
POPP	15.08	27.15
	<u>100.00</u>	<u>100.00</u>

17 NET INCOMING RESOURCES

Net incoming resources is stated after charging:

Staff pension contributions	5,491	5,974
Depreciation	25,813	30,780
Auditors' remuneration	4,935	4,600
	<u>36,239</u>	<u>41,354</u>

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

18 TANGIBLE FIXED ASSETS

	Land & Buildings £	Computer Equipment £	Equipment £	Fixtures & Fittings £	Recording Equipment £	Total £
COST						
At 1 Apr 2010	724,584	5,159	12,990	31,125	11,836	785,694
Additions	0	0	0	0	0	0
Disposals	0	0	0	0	0	0
At 31 Mar 2011	724,584	5,159	12,990	31,125	11,836	785,694
DEPRECIATION						
At 1 Apr 2010	37,061	5,159	9,022	24,706	11,836	87,784
Charge for the year	15,968	0	3,428	6,419	0	25,815
Disposals	0	0	0	0	0	0
At 31 Mar 2011	53,029	5,159	12,450	31,125	11,836	113,599
NET BOOK VALUE						
At 31 Mar 2011	671,555	0	540	0	0	672,095
At 31 Mar 2010	687,523	0	3,968	6,419	0	697,910

19 INVESTMENTS

	2011 £	2010 £
Investment in subsidiary trading company 100 ordinary shares at £1 each	100	100

20 STOCKS

	2011 £	2010 £
Stocks of resource goods for resale	4,644	3,093
Stocks of Christmas cards for resale	123	184
	4,767	3,277

21 DEBTORS

	2011 £	2010 £
Trade debtors	1,354	5,709
Income Tax recoverable	2,826	1,049
VAT recoverable	1,730	1,541
Prepayments and accrued income	116,940	116,466
	122,850	124,765

22 CASH AT BANK AND IN HAND

	2011 £	2010 £
COIF Charities Deposit Fund	1,030	1,025
Cash at banks	103,704	96,277
Cash in hand	323	292
Bank and cash balances - clubs	64,061	55,443
	169,118	153,037

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

23	CURRENT LIABILITIES	2011	2010
	Creditors falling due within one year:	£	£
	Trade creditors	13,135	14,024
	PAYE and social security	7,883	7,916
	Deferred income	49,668	1,600
	Accruals	5,184	4,200
	Flexible business loan	7,431	7,283
		<u>83,301</u>	<u>35,023</u>
24	LONG TERM LIABILITIES	2011	2010
		£	£
	Within 2 to 5 years	39,465	38,681
	After more than 5 years	88,616	96,868
		<u>128,081</u>	<u>135,549</u>
25	COMMITMENTS UNDER OPERATING LEASES		
	At 31 March 2011, the charity had annual commitments under non-cancellable operating leases as set out below.		
		2011	2010
		£	£
	Within 2 to 5 years	3,802	3,802
	After more than 5 years	21,893	21,865
		<u>25,695</u>	<u>25,667</u>
26	DESIGNATED FUNDS	2011	2010
		£	£
	FIXED ASSET FUND	536,583	555,078
	CLUBS RESERVE	2011	
		£	£
	Balance brought forward		55,443
	Total income during the year	48,246	
	HQ funding payments to clubs	<u>8,490</u>	
			56,736
	Less expenses:		
	Travel	(14,184)	
	Hall hire	(6,835)	
	Functions	(22,353)	
	Other expenses	<u>(4,746)</u>	
			<u>(48,118)</u>
	Balance carried forward		<u>64,061</u>

Club activities cover a range of social and activity clubs throughout the county. Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 46

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

27 RESTRICTED FUNDS

MOVEMENT IN RESOURCES

	Balance at 1 Apr 2010	Incoming	Resources Expended	Transfers	Balance at 31 Mar 2011
	£	£		£	£
Listening & information service	0	3,000	(3,000)		0
Crawley development project	601	25,533	(26,134)		0
Contact Officers	8,858	11,965	(18,668)	0	2,155
Assisted holidays	3,949	0	(623)	0	3,326
Clubs	1,346	4,464	(4,746)	0	1,064
Wireless for the Blind	0	12,150	(8,237)	0	3,913
Outreach	0	7,348	(1,199)	0	6,149
Equipment	7,325	16,075	(13,532)	0	9,868
Audio library	8,056	1,000	(806)	0	8,250
Fundraising events	24	1,650	(1,674)	0	0
Kitchen	1,860	0	(121)	0	1,739
Staff and volunteer training	1	0	(1)	0	0
New premises	2,817	1,500	(2,817)	0	1,500
Volunteer Coordinator	0	13,200	(8,471)	0	4,729
Health Hub	0	7,500	(2,306)	0	5,194
POPP	8,378	61,105	(69,483)	0	0
	43,215	166,490	(161,818)	0	47,887

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The description applied to each fund describes the purpose.

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2011

28 ANALYSIS OF NET ASSETS

(Between restricted and unrestricted funds.)

	Tangible fixed assets	Investments	Other net assets	Total
	£	£	£	£
Contact Officers	0	0	2,155	2,155
Holidays	0	0	3,326	3,326
Clubs	0	0	1,064	1,064
Wireless for the Blind	0	0	3,913	3,913
Outreach	0	0	6,149	6,149
Equipment	0	0	9,868	9,868
Tape library	0	0	8,250	8,250
Kitchen	0	0	1,739	1,739
New premises	0	0	1,500	1,500
Volunteer Coordinator	0	0	4,729	4,729
Health Hub	0	0	5,194	5,194
	0	0	47,887	47,887
General fund	0	100	108,917	109,017
Designated funds	536,583	0	64,061	600,644
	<u>536,583</u>	<u>100</u>	<u>220,865</u>	<u>757,548</u>

The charity holds sufficient liquid assets to enable both restricted and designated funds to be applied in accordance with the restrictions and designations.

29 RELATED PARTY TRANSACTIONS

Expenses incurred by Trustees for travel and others costs incurred on behalf of the charity are reimbursed when claimed. The total amount paid to 2 trustees in the year was £50 (2010 - £19).

30 RELATED PARTY DISCLOSURES

The charity owns 100% of the issued share capital of 4SIGHT Trading Limited (company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.

31 COMPANY STATUS

The charity is registered as a company limited by guarantee and has no share capital.

32 PENSION COMMITMENTS

The pension is a defined contribution scheme.

The pension cost charge represents contributions payable by the company and amounted to £5,490 (2010 £5,974).