



Providing Support and Social Activities for People Living with Sight Loss

Trustee Report & Financial Statements

For the year ended 30th April 2020

RAB (Reading Association for the Blind)

Company No: 3354127

Charity No: 1062433

Registered address: Walford Hall, Carey Street, Reading RG1 7JS

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Introduction from the Chair of Trustees

The past year has been one of change and challenges for RAB and I am extremely proud of the hard work and commitment from our staff, volunteers, and my fellow Trustees during these testing times. Whilst a great deal has been going on behind the scenes to ensure the charity is fit for the future everyone's focus has been on ensuring the only changes our members and service users see are positive ones.

Funding continues to be a challenge, but I am confident that the organisational changes we are progressing will not only enable us to secure project funding for our valuable work, but also to provide an enhanced service to our members and service users.

The COVID-19 pandemic has overturned our service delivery model. On behalf of the board of trustees I wish to thank our staff for the hard work and innovation and our volunteers for the time and compassion that enabled us to launch two entirely new services in a matter of weeks. The scale of their achievement should not be underestimated. I also thank our members and service users, who have been so willing to give new services a try. So far the feedback has been very positive.

The coming year will also have its changes and challenges, many of which are unknown. Staff are planning how to safely resume in-person services. The trustees are planning to use the unexpected down time in the hall to progress building works to increase our rental capacity and therefore potential income, once it is safe to reopen.

RAB's sense of community has always been our strength, and I believe it is that sense of community and commitment that will enable us to continue to support each other through the pandemic and to ensure that the charity continues to provide support and social activities to people living with sight loss in Reading for many years to come.

Bob Bristow, Chair of Trustees

Objectives and Activities

RAB has been providing support and social activities for people living with sight loss in Reading Borough since 1883. The objectives of the charity, are:

- The relief of blind and partially sighted people living in Reading and the Greater Reading area in any way deemed by law to be charitable;

And

- To provide or assist in the provision of facilities for recreation and other leisure time occupation for the benefit of such people with the object of improving their conditions of life.

In setting our objectives and planning our activities the Trustees are mindful of the Charity Commission's guidance on public benefit.

Sight Loss in Reading



2.5%

of Reading's population are living with sight loss



825

people living in Reading are registered blind or partially sighted



21%

expected increase in number of people with sight loss by 2030

Sight loss and Inequality

People with disabilities experience lower education levels, lower employment rates, fewer household resources and poorer health than people without disabilities. Although sight loss can and does affect people from all backgrounds and walks of life, the risk is higher in some sections of the population. Many of these higher risk groups are already at a societal disadvantage. Sight loss compounds these inequalities.

Sight loss disproportionately affects...



Older People

20% of people aged 75 and over are living with sight loss.

People living in deprived areas

Seven of Reading's 16 council wards are classed as having high or very high levels of deprivation, with five of those having very high deprivation.



People from ethnic minority backgrounds

Black people's risk of developing glaucoma is four to eight times higher than White people's

Asian and Black people are at higher risk of diabetic eye disease than White people - prevalence is as much as three times higher in people of South Asian heritage.

Risk factors for sight loss include being from a Black, Asian, or minority ethnic background (BAME). 35% of Reading's population is BAME, compared to the national average of 15%



Realities of Sight Loss (RNIB National figures)

83%

of people experiencing sight loss have not been offered emotional support in response to their deteriorating vision.

35% of blind and partially

sighted people say they experience negative attitudes from the public in relation to their sight loss.

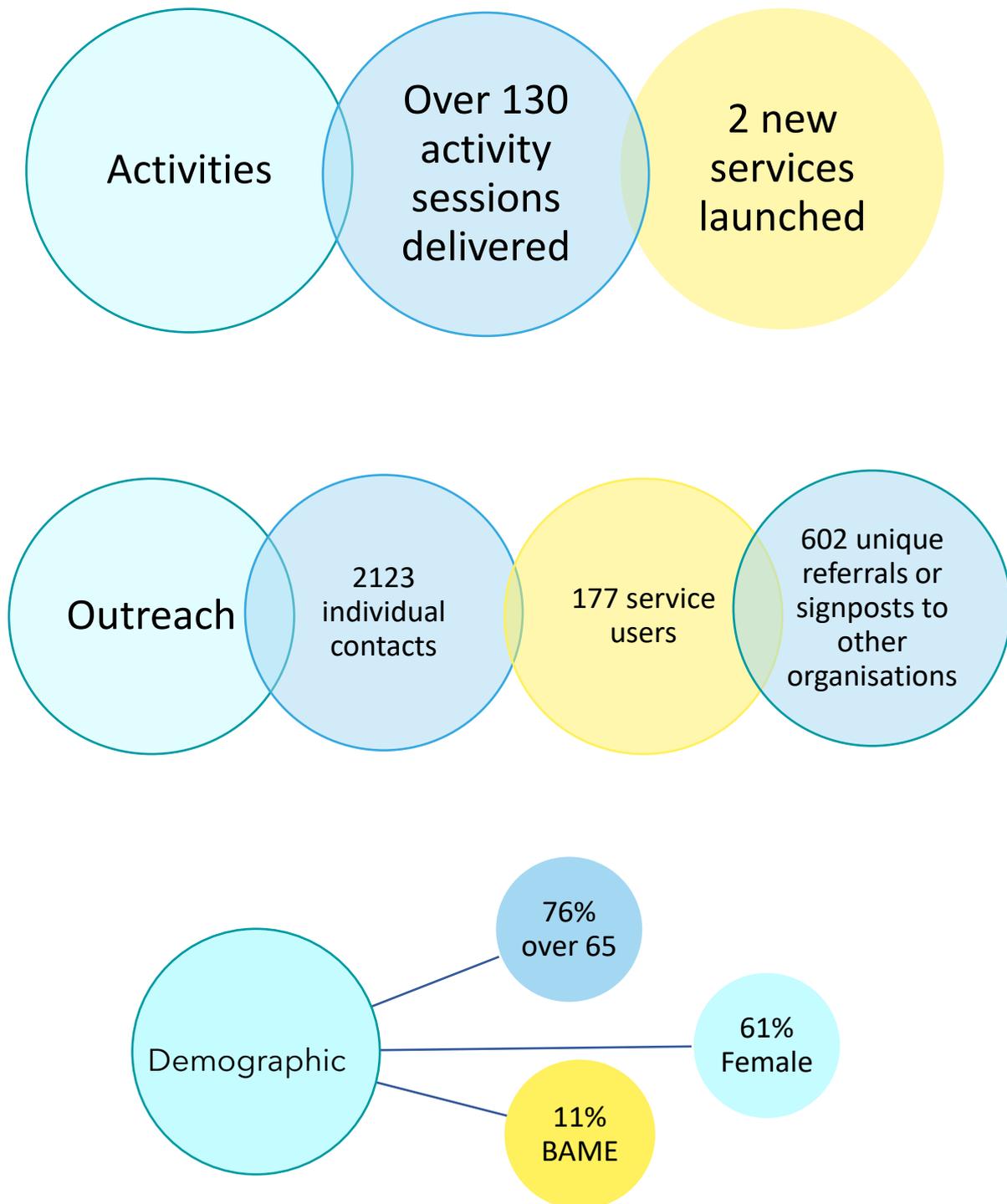
39% of blind and

partially sighted people of working age say they have difficulty making ends meet.

73% of blind and partially sighted people of working age are unemployed.

31% of people with sight loss are rarely or never optimistic about the future.

Our impact in numbers



Our impact in quotes from service users

"You always know who to refer to and what help is available."

Outreach service user

"I used to do lots of hands-on stuff around the house but I'm not capable anymore because of my sight. Coming here makes me feel I can still achieve things."

Walford Hall Club member

"Everyone at Walford Hall is kind and caring. I feel that I'm coming here to see my friends."

Walford Hall Club member

"Thank you for arranging the grant for my new tech. It has made such a difference."

Outreach service user

"The virtual activities are very enterprising. Smashing ideas and I'm looking forward to giving everything a try."

Virtual activities service user

"Thank you so much for sorting out my food and medicine deliveries during lockdown. I didn't know how to begin to do it for myself."

Outreach service user

"It was heartbreaking when Mum lost her sight completely. She went back to your club for the first time today and I was so happy to see her face this evening. She really enjoys her time there, it's her release."

Walford Hall Club member's daughter

"Thank you. I tell everyone you're my angel."

Outreach service user

2019-20: A Year of Change and Challenges

The past year began with the departure of RAB's Charity Manager of five years, and her replacement with our new CEO, Adele Barnett-Ward. Adele has been brought in to the Charity to review our services and practices and ensure that we are making the most of our resources to deliver the best possible support to our service users.

Staff numbers have been reduced from 13 to 10, all part time, and staff have been restructured into three distinct teams: Outreach, (consisting of an Outreach Team Manager and two Outreach and Support Team Members); Activities (Operations Manager, Volunteer Co-ordinator, and Transport and Facilities Staff) and Core (CEO, Community Liaison and Trust Fundraiser, and Office Administrator).

Working on the basis of 'What Works Well / Even Better If', we have conducted a listening exercise with service users to find out what more they would like from their interactions with RAB. We are also working to engage people living with sight loss in the borough who are not currently active service users to discover what we can offer them.

Outreach Before this year, service users needed to be members of the Association, and have a certificate of visual impairment. As many people who live with significant sight loss choose not to register as visually impaired, or may need support with their registration, these criteria were a barrier to people accessing the service and have been dropped. The service is now available and completely free to anyone living with sight loss in Reading Borough.

Support available includes but is not limited to: advice on adaptations; help to choose and order equipment; applying for grants for people on low incomes; signposting and referrals to other organisations; support to understand and come to terms with the service user's sight loss; reading post and helping service users obtain screen readers to do this independently; ensuring service users are accessing the benefits and statutory support they are entitled to, assistance with paperwork; and advocating on service users' behalf with other services.

The service originated as a Home-visiting service and advice and support delivery was based around home visits as the model of engagement. When asked, many service users said they would prefer to be able to access advice and support in a wider variety of ways. We have now shifted the focus of the service so that home visits are still available where appropriate but service users are encouraged to



RAB's Rambling Club

access the service in the way that best suits them: over the phone, by emailing, or by visiting Walford Hall.

The service was not using any assessment or tracking tools to identify need and quantify progress and impact. RAB paired with Berkshire Vision to buy training on the Devon Insight 'Sight Loss MOT' tool, and we will be upgrading our database to CharityLog to tie in with the MOT rollout. We have also begun the process of attaining the Reading Advice Network Quality Mark.

Activities We have created a new role of Operations Manager. This gives service users and volunteers a single point of contact with responsibility for the organisational and health and safety aspect of our services. Current services are the twice-weekly Walford Hall Club which offers a range of craft and social activities with themed days throughout the year; the fortnightly Guided Ramble; our Bowls team; the monthly Social Club; and our Out and About Trips. Most of these activities charge a nominal £4 fee towards the cost of provision. Our two minibuses provide free transport to and from activities for as many people as possible.

These activities are open to Members of the Association and rely heavily on volunteers for delivery. We have a rolling programme of improvements based on feedback from service users, and have conducted a health and safety audit of all activities.



There is a waiting list for transport and for the Walford Hall club. This is managed based on assessed need and we are working to increase capacity.



Walford Hall Club members enjoying themed activities

Core Prior to this year, the charity used two fundraisers: one salaried employee responsible for fundraising in the community, and a second grant bid fundraiser working on commission. The commission arrangement was terminated and the salaried fundraiser has been retained with a broadened role including grant bidding and building relationships with corporate partners. This reduced the Core team from four to three. The team was restructured by removing the Accounts Officer role and replacing it with an Office Administrator. This team has begun to progress efficiency savings by reviewing and streamlining our contracting arrangements.

COVID-19 The COVID-19 pandemic has necessitated a radical rethink of how RAB provides services. In the early stage of the crisis we put hygiene measures in place to enable services to continue for as long as possible but by mid-March all face-to-face services had to cease. Many of our service users are shielding or self-isolating and their sight loss, and in many cases lack of internet access, made the introduction of lockdown a particularly challenging and worrying time. Our initial focus was on telephone welfare checks to establish a priority list of service users who had little or no support to



A staff member preparing a food parcel

access food and medicines. These service users were then linked with the One Reading Coronavirus Support Hub.

Although we were able to ensure that all our service users had access to food and medicine it quickly became apparent that isolation was going to be a major challenge for many. Internet usage is low amongst this cohort, which prevented them from accessing most of the lockdown social activities we were gathering information on. We therefore set up a telephone befriending service, recruiting and training over 25 volunteers, each calling between one and three service users at least once a week. By the end of April we had also launched our virtual activities programme, based around conference calling, with no internet access required.



One of our volunteer telephone befrienders

Ethos Our aim is a simple one: to enable our service users to live life to the full, regardless of their sight loss. This incorporates practical support, but also emotional support, understanding, and the opportunity to build confidence and self-esteem by taking part in our social activities. RAB's activities are designed to give attendees the opportunity to have new experiences and build confidence in their abilities whilst also spending time with and developing friendships with other people living with sight loss.

One of RAB's greatest strengths has always been its sense of community. There are staff, service users, and volunteers who have been with the association for many years. We seek to empower our service users and are proud that people living with sight loss are involved throughout the organisation: not only as service users but also as volunteers, as activity leaders, and as staff, as well as serving on the board of Trustees. Through the current process of revaluation and renewal we are seeking to maintain this sense of community but also open RAB up to the wider community by increasing the proportion of service users of working age, and of Black, Asian and ethnic minority heritage, and also by increasing our connections to the wider Reading voluntary sector.

Our Supporters

Our People The people are what make RAB's services so valued by our service users: the expertise, compassion, friendliness and commitment of our staff and volunteers are what create our sense of community. The trustees are grateful to each and every one of them.

Our Corporate Supporters This year we are delighted to have established relationships with local companies who share our values and are generously supporting our work.

Secure Clouds+ Have conducted an IT audit and in the coming year will be generously replacing much of our IT kit.

OpenHealth's Graduate training programme members selected RAB as their Corporate Social Responsibility project and have been supporting us with branding, including our new logo, as well as fundraising activities.

Workday Have delivered training to our service users on phishing and held fundraising events. In the coming year they will be supporting us with the design of our new website.

Our Funders We could not continue our work without the support of grants, donations and bequests. We are so very grateful to those who fundraise for us, donate, choose to remember us in their will, and to families who choose us as the recipient of memorial giving. We were particularly fortunate this year to receive a sizeable bequest, and many generous donations from individuals, including the cost of a defibrillator which is now installed on the outside of Walford Hall to provide a benefit to the wider community as well as RAB.

We continue to have a contract with Reading Borough Council to provide services through their Narrowing the Gap II funding.

We also thank the following organisations for their financial support this year:

Berkshire Community Foundation	Edward Gosling Foundation
Groundwork UK	Reading St Laurence Church Lands
Lord Hanson Foundation	Berkshire Masonic Charity
The Hobson Charity	Tom Gallagher Group
Reading Christadelphians	United Way UK
The Inman Charity	Reading Lions

The trustees would like to thank every organisation and individual who has supported us this year. Everyone at RAB is thankful for the time, money, and practical support we receive: your support enables us to help our service users live life to the full.

Financial Review

The attached Statement of Financial Activities summarises the charity's income and expenditure for the year. Expenditure was down on the previous year and income was up making a minimal £49 surplus (compared with a loss of £31,959 in the previous year). A loss of £49,377 on our reserves (caused by a sharp fall in the stock market in response to the global pandemic) and £7,723 on the purchase of a new minibus and sale of the old one resulted in a financial loss for the year of £57,051.

The trustees have met with the charity's broker to review the position with the charity's investments and global event and been advised that the economic impact has been widespread.

The loss on the minibus purchase and sale was caused by the old minibus having been depreciated to a higher value than its market value. In future the trustees will ensure that depreciation and market value have been considered before replacing large capital items.

Income from donations and bequests was significantly up, thanks largely to a single bequest. This generous gift gave the charity the time to review fundraising procedures and strategy without having to draw down on reserves.

Income from grants was down this year. The fundraising strategy review and consequent changes in staffing took some time to implement, with a consequential impact on capacity to research and submit bids. This process was completed towards the end of this financial year and grant income began to rise.

Income from premises rental was consistent through the year until all hiring was suspended due to lockdown. During the period of closure, the trustees will draw down on reserves to carry out building work designed to increase the rentable area of Walford Hall and thus increase rental income.

There was a break point in our Reading Borough Council contract this year. RBC agreed to continue funding RAB for the last two years of the contract, at £15,000 a year across all services.

The Charity retains reserves to ensure continuity of services and for strategic development needs. These reserves have been accumulated from donations and the sale of fixed assets in previous years.

The charity is entitled to exemption from taxation on income and capital gains to the extent that its funds are applied for charitable purposes.

Structure, Governance & Management

Governing Documents The organization is a charitable company limited by guarantee, incorporated on 17th April 1997. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by its Articles of Association. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of the Management Committee The Association has a membership which is open to anyone with a genuine wish to assist in enhancing the wellbeing of the blind and partially sighted people of the Greater Reading area. A majority of members are either volunteer workers or those with sensory needs.

The constitution states that Trustees are appointed from within the membership. However, if an eligible person is recommended, proposed and seconded by members they can be put forward for election as a Trustee provided that they become a member of the Association.

A Trustee may serve for a maximum period of three years, after which she/he must stand down and, if willing, seek re-election after having been duly proposed and seconded by members. Trustees are appointed at the Annual General Meeting. This is done by a show of hands or a ballot if the number of nominations exceeds the vacancies. All nominated Trustees must be approved by the existing Board of Trustees prior to the Annual General Meeting.

Trustee Induction and Training Prospective trustees are given full details of the aims of the Association and his/her duties and responsibilities, interviewed by the Chair of Trustees and invited to attend a Trustee meeting. All Trustees are issued with copies of the Articles of Association, the Memorandum of Association, the Directors and Secretaries Guide from Companies House and the Responsibilities of Charity Trustees from the Charity Commission and encouraged to take up Trustee training opportunities offered by Reading Voluntary Action.

Organisational structure The Mayor of Reading is the Association's President and the Board of Trustees is responsible for policy decisions. The Articles of Association state that there shall normally be not less than three and not more than twelve Trustees, including a minimum of two visually impaired members where feasible. The CEO takes the role of Company Secretary and attends Trustee meetings but does not have voting rights.

Implementation of policy, human resource issues, financial administration and the day to day operation of the Association are the responsibility of the CEO, assisted by staff and volunteer helpers.

Risk Management With the welfare of vulnerable people being the Association's prime objective, the anticipation and elimination of risk is fundamental to our day to day activities. The particular difficulties presented by supporting people with visual impairments require our working systems and our dedication to the avoidance of unlooked for happenings to be kept under constant review. By law the Association is covered by Public Liability, Employers' Liability and Property Insurance. The building has a security alarm system linked to the local police station.

Financial RAB has an investment portfolio managed by a local broker from a national company. All dealings have to be approved by the broker who liaises with the Board of Trustees. The portfolio is spread over a range of stocks to minimise risk.

A Service Level Agreement with Reading Borough Council funds provision of services to 40 individuals across all the charity's services.

The income of RAB is spread among a number of sources (see Financial Review). This enables the Association to remain viable should circumstances change.

Related parties The only related party is Reading Borough Council with whom RAB has a contract to provide services under the Care in the Community Act. RAB must submit to the Council the Aims and Objectives of the Association which include its duties to the sight impaired and severely sight impaired people of Greater Reading.

This year RAB has built on its working relationship with Berkshire Vision (formerly Berkshire County Blind Society), co-operating to bring the Sight Loss MOT assessment tool to Berkshire. RAB is a member of Reading Voluntary Action and has also joined the Reading Advice Network and the Visionary national network of sight loss charities.

Trustees' responsibilities in respect of the preparation of financial statements Company law requires the Trustees to prepare financial statements which give a true and fair view of the state of affairs of the charitable company at the end of its financial year and of the surplus or deficiency of the charitable company for the year then ended. In preparing these financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis, unless it is inappropriate to assume that the charitable company will continue in business;

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

This report was approved by the Trustees on 13th November 2020 and signed on their behalf



B BRISTOW - TRUSTEE

DATE: 13th November 2020

Reference & Administrative Details

Trustees

Bob Bristow	Chair
William Kennedy	Resigned in-year
Ron Cutting	
Bob O`Neil	Resigned in-year
Karen Rowland	
Lisa Susanne Hendy	
Steven Bosworth	Appointed in-year

Manager

Ginette Williams	Left May 2019
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CEO

Adele Barnett-Ward	Joined May 2019 (Company Secretary)
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Bankers

HSBC Bank
Broad Street
Reading , Berkshire
RG1 2BU

Solicitors

Field Seymour Parkes
1 London Street
Reading
Berkshire
RG1 4PN

Independent Examiner's Report to the Trustees of the Reading Association for the Blind



CHARITY COMMISSION
FOR ENGLAND AND WALES

**Independent examiner's report
on the accounts**

Section A

Independent Examiner's Report

Report to the trustees/members

Reading Association for the Blind

On accounts for the year ended

30 April 2020

Charity no

1062433

Set out on pages

19-28

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 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.

Signed:



Date: 6th November 2020

Name:

Sheila E Bury

Professional:

Chartered Institute of Management Accountants

Address:

Crest House, Aldworth Rd, Upper Basildon, Reading. Berkshire

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30TH APRIL 2020

	Note	Unrestricted Funds 2020	Restricted Funds 2020	Total 2020	Total 2019
		£	£	£	£
Income and endowments from:					
Donations and legacies	2	86,928	33,712	120,640	58,365
Charitable activities	3	19,750		19,750	49,113
Investments		8,830		8,830	17,816
Total		115,508	33,712	149,220	125,294
Expenditure on:					
Raising funds		3,609	3,130	6,739	14,184
Charitable activities	4	113,061	28,758	141,819	142,569
Governance	5	613		613	500
Total		117,263	31,888	149,171	157,253
Income less expenditure		(1,775)	1,824	49	(31,959)
Net gains/(losses) on investments		(49,377)	-	(49,377)	(6,553)
Net income/(expenditure)	6	(51,152)	1,824	(49,328)	(38,512)
Other recognised gains and losses		(7,723)	-	(7,723)	(2,740)
Net movement in funds		(58,875)	1,824	(57,051)	(41,252)
Funds brought forward		673,110	26,362	699,472	740,724
Transfers between funds	15,16	27,220	(27,220)	-	
Funds carried forward		641,456	966	642,422	699,472

Notes 1 to 16 form part of these financial statements.

Some donations received were subject to conditions relating to the use of such funds, all of which have been fulfilled

None of the charitable company's activities were commenced or discontinued during the above financial years

BALANCE SHEET AS AT 30TH APRIL 2020

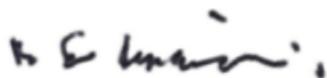
	<i>Note</i>	2020	2019
		£	£
Fixed assets			
Tangible assets	10	192,850	181,871
Investments	11	380,389	431,227
		573,239	613,098
Current assets			
Stocks	12	-	1,493
Debtors	13	7,090	9,153
Cash at bank and in hand		63,350	80,198
		70,440	90,844
Creditors: amounts falling due within one year	14	(1,257)	(4,470)
Net current assets		69,182	86,374
Total assets less current liabilities		642,422	699,472
Net assets		642,422	699,472
The Charity's funds			
Unrestricted funds	15	641,456	673,110
Restricted funds	16	966	26,362
Total funds		642,422	699,472

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller companies. The trustees confirm that the company's accounts are exempt from audit under section 477 of the Companies Act 2006 and that an audit has not been requested under section 476 of the Act. The Trustees acknowledge their responsibility for:

- (i) Ensuring the company keeps accounting records which comply with section 386; and
- (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

Approved by the Trustees on 13th November 2020 and signed on their behalf.



B Bristow – Chair of Trustees

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH APRIL 2020

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015), Financial Reporting Standard FRS 102, and in accordance with charity law in the jurisdiction of England. The Charity is a public benefit entity.

A summary of the more important accounting policies, which have been consistently applied, is set out below.

- Donations, legacies and bequests, and grants are included in income in the year they are receivable.
- Investment income is recognized when it is receivable.
- Investments are included at market value
- Stocks are stated at the lower of cost and net realisable value
- Depreciation is provided in equal annual instalments over the estimated useful economic lives of the assets. Rates of depreciation per annum (on straight line basis) are as follows:

Freehold property	2%
Minibus	25%
Equipment	25%
Furniture and fittings	25%

The company has taken advantage of the exception in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

These accounts have been prepared on the going concern basis since the company has sufficient in unrestricted reserves to cover a deficit in the two-year period running to 30th April 2020, should fund-raising efforts fall short of expectations. The grant funding from Reading Borough Council has been guaranteed over this period.

2. DONATIONS AND LEGACIES

	Year ended 30 April 2020			2019
	Unrestricted £	Restricted £	Total £	Total £
Donations from individuals & organisations	11,082	33,712	44,794	40,317
Legacies and bequests	75,846	-	75,846	18,048
	86,928	33,712	120,640	58,365

Further details on donations received are provided in the Trustees' annual report.

3. CHARITABLE ACTIVITIES INCOME

Income from Operating Activies - Bowls Club	54
Income from Operating activities - Catering	1,228
Income from Operating Activities - Hall Bookings	7,861
Income from Operating Activities - Membership Fees	246
Income from Operating Activities - Raffles & Handicrafts	2,369
Income from Operating Activities - Rambles	1,392
Income from Operating Activities - Resources	74
Income from Operating Activities - Social Club	514
Income from Operating Activities - Wolford Hall Subscriptions	5,552
Income from Operating Activities -Young at Heart, Out& About	157
Miscellaneous Income	303
TOTAL	19,750

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH APRIL 2020
(continued)**

4. COST OF CHARITABLE ACTIVITIES

Accountancy Fees	823
Bad and doubtful debt expense	1,196
Catering	1,714
Cleaning	3,578
Computers & Software	2,994
Consultancy Fees	30
Costs associated with donations	2,858
Credit Charges	27
Depreciation - Furniture/Fitting	654
Depreciation - Office Equipment	1,522
Depreciation - Property 50 year Straight Line	4,929
Depreciation - Vehicle	9,258
Electricity	367
Employers N.I. (Non-Directors)	1,822
Employers NI	623
Employers Pensions	523
Functions - Christmas party& Others	148
Fundraising	2,486
Gas	1,514
General Rates	135
Gross Wages - Admin	38,606
Gross wages - Drivers	7,870
Gross Wages - Operations	6,514
Gross Wages - Volunteer Co-ordinator	4,144
Gross Wages - VO'S	17,801
Handicrafts	1,604
Insurance	1,683
Internet Charges	436
Legal Fees	29
Miscellaneous Expenses	678
Miscellaneous Motor Expenses	84
Office & general expenses (including postage&stationery)	2,481
Office Machine Maintenance	580
Out and About	164
Postage and Carriage	118
Premises Expenses	1,612
Printing	1,356
Professional Fees	3,329
Recruitment Expenses	824
Refreshments	11
Repairs and Renewals	139
Resources	1,412
Sanitation	341

**TES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH
APRIL 2020(continued)**

Social Club	351
Telephone and Fax	3,774
Training Costs	1,430
Travelling	23
Vehicle Fuel	1,334
Vehicle Insurance	2,624
Vehicle Repairs and Servicing	2,159
VO Mileage Claims	553
Water Rates	513
Young at Heart	44
Total	141,819

5. GOVERNANCE COST

	2020 £	2019 £
Independent examination fee and accounts production	613	500
Trustees indemnity insurance is included in general insurance cost		
	613	500

6. NET OUTGOING RESOURCES FOR THE YEAR

	2020 £	2019 £
Stated after charging depreciation of:	16,363	20,205

7. TRUSTEES REMUNERATION AND EXPENSES

The Trustees received no remuneration during the year for their services (2017: £nil); and no expenses were paid to the Trustees in the year (2017: £nil).

8. EMPLOYEE REMUNERATION

	2020 £	2019 £
Employee costs were as follows:		
Gross wages, salaries and benefits in kind	81,674	91,713
Employer Social Security contributions	2,445	-
Employer superannuation contributions	523	483
	84,642	92,196

The average number of persons employed was 11 (2019:13), which is equivalent to 4 full-time staff (2019: 4)

No employee earned more than £60,000 (2019: none); and, in the Trustees' opinion, no employee was able to exert significant influence over the running of the Charity.

9. TRANSACTIONS WITH RELATED PARTIES

The Company's transactions were all with unconnected individuals and organisations, and there were no amounts owed to or by such related parties either at 30th April 2019 or 2020.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH APRIL 2020 (continued)

10. FIXED ASSETS – TANGIBLE ASSETS

	Freehold Property £	Furniture & fittings £	Equipment £	Minibus £	Total £
Cost or valuation					
At 1st May 2019	246,440	8,821	10,462	43,124	308,847
Additions	-	-	-	55,565	55,565
Disposals	-	-	-	53,374	53,374
At 30th April 2020	246,440	8,821	10,462	45,315	311,038
Depreciation					
At 1st May 2019	91,149	7,284	6,986	21,557	126,976
Disposals	-	-	-	(25,151)	(25,151)
Charge for the year	4,929	655	1,522	9,258	16,364
At 30th April 2020	96,078	7,939	8,508	5,664	118,189
Net book value					
At 30th April 2020	150,362	882	1954	39,651	192,850
At 30th April 2019	155,291	1,537	3,476	21,567	181,871

11. FIXED ASSETS – INVESTMENTS

	Listed investments
	Total £
At market valuation	
At 1st May 2019	431,227
Additions	
Cash returned to general funds	(1,461)
Disposals	
Gain/(Loss) on revaluation	(49,377)
At 30th April 2020	380,389
At cost	
At 30th April 2020	405,850
At 30th April 2019	405,850

12. STOCKS

	2020 £	2019 £
Consumables and goods for resale	-	1,493

13.DEBTORS

	2020	2019
	£	£
Accrued Income	827	
Debtors for fees and charges	5,473	4,104
Less provision for doubtful debts	(1,196)	-
VAT recoverable	955	558
Prepayments	1,031	4,491
	7,090	9,153

14.CREDITORS: AMOUNT FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Supplies and services	86	2,891
Credit card account	65	520
Pension contributions	-	118
Income received in advance	-	-
Accruals	1,106	941
	1,257	4,470

15.UNRESTRICTED FUNDS

	Designated Reserves			Total	Operating Reserve	Total
	Asset funding	Development of services	6 month strategic			
	£	£	£	£	£	£
At 1st May 2019	80,638	435,000	75,000	590,638	82,472	673,110
Net deficit income from SOFA					(58,875)	(58,875)
Purchase of Fixed Asset(using minibus fund)					27,220	27,220
At 30th April 2020	80,638	435,000	75,000	590,638	50,818	641,456

It is the Association's policy that general reserves should be, at minimum, equivalent to 6 months' operating costs, which are currently estimated at £75,000. The earmarked development reserves are amounts set aside to provide continuity and enable development of the Association's unrestricted funds (over a 5-year period). The charity is currently reviewing its use of its unrestricted funds.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH APRIL 2019 (continued)

16.RESTRICTED RESERVES

	May-19	Receipts	Payments	Purchase of Minibus	Apr-20
	£	£	£	£	£
Minibus	16,220	11,000		(27,220)	-
Office repairs	-	1000	(34)		966
Misc grants		1,711	(1,711)		
RBC grant		20,000	(20,000)		
Volunteer Co-Ordinator	5,742		(5,742)		-
Visiting Officers	4,400		(4,400)		-
	26,362	33,711	(31,888)	(27,220)	966

Members prepay £1 as a payment of their obligation to contribute a maximum of £1 in the event of the company being unable to meet its financial obligations