

**REGISTERED CHARITY NUMBER: 1165086**

**REPORT OF THE TRUSTEES AND  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019  
FOR  
CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

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FOR THE YEAR ENDED 31 MARCH 2019**

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**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2019**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity Name**

Croydon Voluntary Association for the Blind

**Other Working Name**

Croydon Vision

**Registered Charity number**

1165086

**Principal Charity Office**

Bedford Hall  
72-74 Wellesley Road  
Croydon  
Surrey  
CR0 2AR

The Trustees serving during the year and to the date of this report were as follows: -

**Trustees**

Frances Cullen	- Chair
Richard Wragg	- Vice Chair
Colin Coates	- Treasurer – Resigned December 2018
Alexey (Asher) Persits	- Treasurer – Appointed May 2019
Trevor Aziz	- Trustee – Resigned July 2018
Odette Batteral	- Trustee
Irene Davey	- Trustee – Resigned December 2018
Joy Dell	- Trustee
James Smith	- Trustee
Swarna Pillai	- Trustee – Appointed May 2019
Ketan Jadeja	- Trustee – Appointed May 2019

**Charity Director**

Susanette Mansour

**Senior Team**

Natasha Thompson Campbell	- From May 2018
Katherine Turner	- From September 2018
Nicola Peake	- From September 2019

**Independent Examiner**

Mark Blackwell ACMA  
For and behalf of M H R Consultancy Limited  
Chartered Management Accountants  
Minster House, 126a High Street  
Whitton, Twickenham, Middlesex  
TW2 7LL

**Principal Bankers**

Natwest Bank  
Croydon Whitgift Centre Branch  
40 Whitgift Centre  
Croydon  
Surrey  
CR0 1UQ

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2019**

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The Trustees present their annual report together with the unaudited financial statements of Croydon Voluntary Association for the Blind for the year ended 31 March 2019. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Croydon Voluntary Association for the Blind (Aka Croydon Vision) is a charitable incorporated organisation constituted on 8 January 2016 and registered with the Charity Commission on that date. The formation of this CIO resulted from a decision to restructure the governance of the Charity and convert from an unincorporated trust to a CIO. On 1 May 2017 all of the activities and undertakings of Croydon Voluntary Association for the Blind (registered charity number 200482) were merged with this Charity. Croydon Voluntary Association for the Blind (registered charity number 200482) was removed from the register of charities on 16 November 2017.

**Recruitment and appointment of new Trustees**

The Charity's constitution states that the number of Trustees shall not be less than three and not more than eight. At least two of the Trustees should; if possible, be members who are visually impaired with skills set that complement the board.

At every annual general meeting of the members of the CIO, one-third of the Charity's Trustees shall retire from office. If the number of Charity Trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one Charity Trustee, he or she shall retire. The Charity Trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any Trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

The members or the Charity Trustees may at any time decide to appoint a new Charity Trustee, whether in place of a Charity Trustee who has retired or been removed, or as an additional Charity Trustee, provided that the limit on the number of Charity Trustees would not as a result be exceeded. Trustees who retire by rotation are eligible for reappointment. A Charity Trustee who has served for two consecutive terms may not be reappointed for a third consecutive term but may be reappointed after an interval of one year.

**Induction and training of new Trustees**

In November 2018, Croydon Vision reviewed its process, ensuring that recruitment, induction and training is robust for new/current Trustees. A part of this process was undertaking skills review; to identify gaps for training or recruitment. Trustees are now involved in various appropriate trainings; to further strengthen their role. A Register of Interests for Trustees and paid staff is in place and updated annually. The recruitment of Trustees were organised following bespoke trustee packs and we have since been successful in recruiting 3 new Trustees. Each Trustee at Croydon Vision now has a designated role to drive positive change and sustainability of the charity long term.

There is now a structure in place to recruit, induct and train Trustees as well as continued learning. Croydon Vision has teamed up with The National Council for Voluntary Organisations (NCVO) to provide Trustee effectiveness training. In May-June 2019, each Trustee undertook an induction process, consisting of the following: Trustee welcome pack, policies and procedures; example fire evacuation process, meet and greet the team. In addition, a copy of the CIO's constitution and any amendments made to it and a copy of the CIO's latest Trustees' annual report and financial statements. This is to ensure that Trustees carry out their responsibilities effectively; guided by advice provided from Charity Commission.

Board members are encouraged to spend ½ day at the charity to further understand the operational aspect of the organisation. Furthermore, an annual event calendar is shared with Trustees with encouragement to attend some events. At each board meeting, financial and operational information is supplied together with suitable explanations, including staff presentation at Board meetings from 2019. Board members are expected to be aware of the various Charity Commission publications that can be obtained to assist them with their duties as Trustees.

**Organisation**

The Board of Trustees administers the Charity and generally meets every 12 weeks. Between these meetings, a meeting of the finance and grant-giving sub-committees is held when required. Other task and finish groups are formed based on needs.

An Executive Director, currently Susanette Mansour was appointed (2018) by the Trustees to manage the day-to-day operations of the Charity. To facilitate effective operations, the Director has delegated authority, within the terms of delegation approved by the Board, for operational matters. They and other members of the management team meet quarterly and advise the Trustee Board.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
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**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT - continued**

**Management**

Day to day management and decision making of the Charity is delegated to the Executive Director who works closely with Management and Trustees to fulfil the Charity's objectives and ensure the smooth and effective running of the organisation. The Executive Director reports to the Chair and to the Board of Trustees

The Trustees and the Senior Management team comprise the key management personnel of the Charity in charge of directing and controlling, running and operating the Charity on a day-to-day basis.

All Trustees give of their time freely and no trustee received remuneration in the year. Our Chair leads an activity at Croydon Vision and charges the organisation at a substantially reduced rate. Details of Trustees' expenses and related party transactions are disclosed on pages 22 and 23 in Notes 9 and 13 of the accounts.

The pay of Staff is reviewed annually and normally increased in accordance with average earnings. In view of the nature of the Charity, the Trustees benchmark against pay levels within the voluntary sector across London as well as with the public sector through consideration of NJC pay scales.

**Volunteers**

Croydon Vision is very grateful to the large number of volunteers (53) that give many hours of their time to the Charity. The Trustees would like to record their thanks for their valuable support. A celebrating Volunteers event was recently held (June 2019) to show our thanks and appreciation for all the work done by Volunteers; the event was well attended by over 80 individuals. At the event, each Volunteer was issued a gift bag including thank you card, value you card and a few trophy awards for some Volunteers.

**Related parties and co-operation with other organisations**

None of our Trustees received remuneration from their work with the Charity as Trustees. However, our Chair leads an activity at Croydon Vision and charges the organisation at a substantially reduced rate. Any connection between a Trustee or Senior Manager of the Charity with Service user, external contractor or supplier of services must be disclosed to the full Board of Trustees in the same way as any other contractual relationship with a related party.

**Risk Management**

The Trustees have been reviewing risk management with the aim to implement a formal risk management strategy 2019-20, comprising of:

- An annual review of the risks which the Charity may have to face;
- The establishment of systems and procedures to mitigate those risks; and
- The implementation of procedures designed to report on and minimise any potential impact on the Charity should any of those risks materialise.

The Board of Trustees is confident that these processes will enable them to identify the major risks to which the Charity is exposed and that they have established systems to mitigate those risks.

The Trustees re-appointed Mark Blackwell MHR Consultancy Ltd to carry out an independent examination of the Charity's financial statements for the year ended 31 March 2019.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
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**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**OBJECTIVES AND ACTIVITIES**

Croydon Vision's objects are:

To promote the relief of need of people of all ages who suffer sight loss by:

- Providing quality information and advice, advocacy, training and counselling services, peer support groups and recreational facilities and to enable sight impaired residents to enjoy healthy and independent lives as possible.
- Informing and advising carers and family members and the public about sight loss and how its challenges can best be met.
- Working with hospitals, eye units and local authorities to ensure a timely and effective service that meet the needs of those they serve.

Our objects and funding limit the services we provide to those detailed in our charitable objectives. The Charity's Trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to the guidance published by the Charity Commission. Our primary beneficiaries are those people with sight loss or individuals with an interest in sight loss.

**Strategies for achieving objectives**

We have commenced the process of an organisational review, with the aim of formulating a bespoke business plan with clear strategic objectives over a 3-5 year period. A part of this was an organised away day in November 2018 consisting of internal and external stakeholders. Working alongside NVCO, a new strategy will be published at the next annual general meeting; October 2019. Some of the key focused areas has been :

- How we provide a range of services which meet our members' needs taking into account outreach work.
- To further improve our buildings, making sure they are accessible and better utilised.
- Team development (Volunteers and Staff) - investing time and resources to impact on team and the organisation.
- Development of a sustainable plan, going beyond compliance; to drive positive change from bottom top (externally).
- To further, develop partnerships with private, public and voluntary organisations.

**SWOT on Service Provision & External Engagement (Away Day Report – November 2018)**

<b>Strengths</b>	<b>Weaknesses</b>
Strong sense of community, belonging, inclusive & brings people together. Love the various services on offer.	Accessibility of the building – we need a lift
Staff and volunteers work in a joined up way as a whole team - well organised	Lack of an outreach service – home visits; one to one support.
The new community engagement team – bringing more awareness of Croydon Vision	In historical terms perceived as an organisation for the elderly
A maturing, and productive relationship with Croydon Council particularly the ROVI, also ECLO service and in context of referral pathways	Transport service, does not cover the whole borough and some improvements needed.
<b>Opportunities</b>	<b>Threats</b>
A chance to form more new relationships with schools, voluntary organisations and local businesses	Austerity culture and reduced funding for services
Commercial sale of crafts made by service users – social enterprise activity	Other organisations offering similar activities and claiming to be sight loss friendly
A chance to become more strategic in forming partnerships nationally, statutory bodies and voluntary organisations.	Frequent turnover of leadership
Improvement on service frequency – Low Vision Clinic	Transport costs may increase and reduce viability of the service

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**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**OBJECTIVES AND ACTIVITIES - continued**

**Activities for achieving objectives**

During 2018-19, Croydon Vision focused on organisational transformation and rebuilding engagement with stakeholders. The support from various funders, corporate sponsorship, legacies and donations has given more scope for Croydon Vision to become an integral part of the delivery of health, social, recreational and other services locally. Key areas of focus this year were: Brand development; coming away from the perception of being just for the elderly, instead, promoting our service as for all ages. Secondly, influencing decision making for patient care within the health sector, locally and nationally. In addition, team development, investing time and resources to impact on the team and organisation.

**Brand Development**

Croydon Vision used its revised logo on literature and the outside of the building to give the organisation the professional image it deserved. Passers-by and others who encounter the logo can now easily identify Croydon Vision as a trusted service for supporting people with sight loss. Most recently, Croydon's Mayor chose the organisation as one of its charity for 2019-20. In addition, our branding is building trust; families feeling comfortable before committing their loved ones to us. In addition, Croydon Vision is working internally and within the community; to come away from the perception of an older people's service rather than all ages. We embarked on improving social media platform; featuring the same look, feel and logo, reinforcing the sense that Croydon Vision is reputable and consistent.

**Influencing the Wider Community**

Within Croydon, issues of poverty, discrimination, affordable housing, healthcare and education are evident and on the rise. A person with sight loss experiencing these challenges can feel overwhelmed. Croydon Vision is becoming a critical contributor in sharing best practice to local voluntary services and sight loss organisations nationally. An example of this is our recent participation in a business review; transforming ophthalmology, integrating patient care pathways. The process (9mths) enabled Croydon Vision to have round table discussions with consultants, Optometrists, GP, Clinical Commissioning Group, TPT and RNIB. Following the success of collaborative working, this model is being adopted by other sight loss organisations in London and elsewhere.

**Team Development (Volunteers & Staff)**

Croydon Vision is making sure the team is equipped in working productively as well as understanding the organisation's finance; thereby maintain sustainability. The fundraising team is looking at new forms of revenue-generating modules such as asset based, cooperate sponsorship as well as grants and trust funding. There is also a direction for volunteers and employees, motivated to increase membership within the Children and Young People, Working age Members as well as Over 65. The mission of Croydon Vision is shared and visible to all volunteers and staff. Making sure that we consistently promote joint working, same direction to achieve set goals rather than focusing on roles.

**Other areas of focus:**

- Sharing Impact - Developed the methodology to measure and evaluate service impact through case studies, social value reporting and needs analysis.
- Reviewed our financial systems, much remedial work was undertaken, to prepare management accounts and setup processes. Working towards staff owning their budget; using the value for money approach.
- Engaged with partners nationally whilst rebuilding relationships with statutory and local partners. Croydon Vision now sit on the Children and Families Partnership Board, representing at a strategic level to impact and influence.
- Croydon Vision launched its uplifted website (April 2019), demonstrating that Croydon Vision is a service for all ages, not just the over 65. There is now a featured page of the resource centre and hall hire, thus enabling interested resident to view products before booking an appointment or ask questions via membership page. See website: [www.croydonvision.org.uk](http://www.croydonvision.org.uk)

**Children and Young People Project**

Croydon Vision's Children and Young people initiative offers young visually impaired and blind people the opportunity to take part in a range of fun activities. The activities range from sport, drama, and arts/craft including fun days out. Croydon Vision caters to different ages, interests and abilities and in recognising the importance of supporting the whole family by including places for siblings where possible. With funding support from Croydon Charitable Trust and Children in Need, the Development Officer creates exciting opportunities for children to grow. Since then, over 35 children have been signed up with various activities taking place at weekends, at Croydon Vision's base, summer and other school holidays. In 2018/19, Croydon Vision organised 22 different activities; ranging from educational visits to Kidzania, Godstone Farm, creative art and cookery sessions at our premises Bedford Hall; plus physical activities which include rock climbing, visually impaired cricket, guided running, adaptive cycling, goalball and a tailor made gymnastic session. Croydon Vision's aim is to encourage children and young people to become more independent, developing new skills, which will encourage their confidence and self-esteem to grow. This project aims to provide Children and Young People with equal opportunities and for their sight loss or impairment to not deter them from trying everything and having a go!

## **ACHIEVEMENTS AND PERFORMANCE**

### **Review of activities**

#### **Service Impact – Children and Young People's Project**

Ellie and her younger sister Holly are members of Croydon Vision, attending most of the children and young people's activities. Her family includes Dad who is blind with a guide dog called Nan, Mum and sister who are both visually impaired. When we first met Ellie, she came across as quite shy, but in just 6-months, she has blossomed in confidence; learning new skills through cookery and rock climbing for the first time. Ellie gives 100% in everything she does and is a true inspiration to us all. She is a fantastic role model to her peers and is willing to push herself out of her comfort zone.

During the rock climbing, she was slightly hesitant at first, but by the end of the session, she had climbed to the very top of the wall. Ellie doesn't allow her visual impairment to deter her, which is testament to her determination and positive outlook on life.

*"I loved the gym session and I got to try the bars and I did it and never thought I would".*

#### **Working Age Project**

This project has been formalised especially since the success of grant funding by Greater London for the Blind. The programme now has clear structure aimed at adults with a visual impairment or who are blind and of a working age. The aim is to give these adults the encouragement to get involved in activities to enhance their physical and emotional well being. This could include a regular social meeting, sporting activities; explore volunteering and employment opportunities. In addition to arranging days out such as visiting the Houses of Parliament and the London Eye. This group has been vital to help combat isolation and social exclusion, maintain their independence and help keep them informed of opportunities to meet fellow peers. There has been an increased demand within this service of 40%. Our aim is to sustain this service whilst ensuring it grows to meet the demand of Croydon residents.

#### **Service Impact – Working Age Programme**

Ramsha was born with Leber Congenital Amaurosis, an inherited eye condition that causes severe tunnel vision. However, she has been able to live independently away from home and successfully complete her Masters. After her studies, she began to feel isolated and moved back with her family. At the time, she did not feel confident to apply for work.

After joining Croydon Vision in 2018, Ramsha has made good friends through various social activities she attends. She feels that she has a lot more drive and ambition, which she did not have before. Ramsha mentioned that Croydon Vision has created an office environment for her, encouraging her to feel more prepared for work in addition to being able to complete tasks independently. She now feels that she has a sense of direction and knows what she wants to get out of life. Ramsha carried out her own makeup workshop in one of the social groups. She felt knowledgeable, confident and realised her potential. She has now created a YouTube makeup channel.

#### **Service Impact – Working Age Programme**

Danielle is a long-term member of Croydon Vision, but has only been an active member for about a year. She has been attending groups, specifically the working age group and found that she was confident enough to wish to become a volunteer for Croydon Vision. Danielle has taken on two different roles as a volunteer: Community Engagement Volunteer and Resource Centre Volunteer. As a Resource Centre Volunteer, she is ready to answer any questions that members may have about equipment or skills; to help make life easier with a Visual Impairment. She says that it is very fulfilling when she sees the positive impact that she has had on someone's life.

As a Community Engagement Volunteer, Danielle has become one of the best sight loss ambassadors Croydon Vision has, spreading passion and first-hand knowledge of sight loss. She views taking part in Community Engagement as a great achievement for her as when she first started; she couldn't see herself where she is now, speaking in front of lots of people. She says that Volunteering has greatly improved her confidence and feels empowered that she is able to help spread awareness and her knowledge. Danielle is constantly looking for ways to develop herself and has lots of ideas and suggestions to put to the table. Danielle has transformed this year; pushing her boundaries and she is excited for the next year to come.



## **ACHIEVEMENTS AND PERFORMANCE**

### **Review of activities – continued**

#### **Resource Centre and IT Training**

Following the success of a Community Fund by BIG Lottery, Croydon Vision appointed a Resource Manager in 2018, to setup and manage the Centre, making sure the centre is a relaxed area where individuals feel comfortable to try out equipment without feeling pressured to buy. The following were undertaken:

- Completed the design and re-furnishing of the Resource Centre. Turned an empty room into an area where equipment could be on permanent display.
- Acquired furnishings for the room, making it an inviting space for individuals to try out equipment's.
- Engaged with various suppliers for equipment, making sure we got the best deal through discount or bulk buying.
- Listen to members' suggestions; on what equipment helps them – from low tech to high. From feedback, Croydon Vision decides on some of the equipment to purchase for the Resource Centre.
- Encourage members to share their experience of the Resource Centre to others.

#### **Service Impact – Resource Centre**

Cris had previously visited the Resource Centre to purchase low-tech items such as bumpons. She booked a formal session with the aim of getting a smartphone. Her first words after sitting down were "I want to be able to use a smartphone like everyone else!" She was aware that there were two big 'types' of smartphone but had never had her hands on one.

Cris left feeling that she knew more but didn't think that she would be able to use a smartphone. However, she persevered and made a booking for the following week. On that visit, Cris came determined to be able to use a smartphone. We watched video demo of the phone online and I explained features of the phone to Cris. This further encouraged Cris and she has since purchased a phone; using it as though she's had it all this while.

#### **IT Training and Support**

Croydon Vision provides one to one IT training to its members. The trainer works together with members to understand what they would like to achieve and then agree on priorities. This could be one or both the fundamentals of using computers, smartphones and tablets. Furthermore, how to best utilise built-in accessibility software within computer or tablet etc. Croydon Vision is keen to promote the service as an all age organisation; with that in mind, the fruit of such promotion is becoming more evident. There is much more project collaboration and interest from our younger members.

#### **Service Impact – IT Training**

The Resource Manager had a first experience of an under 16 visitor at the IT Suite – Abdullah, a member of the Children and Young people. Abdullah has a computer at home, but has never tried to use it. He was so excited about the prospect of using a computer that he arrived over 15 minutes early. He was thrilled to find out how easy using a keyboard was as he already knew the layout from his iPhone.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Review of activities - continued**

#### **Information, Advice and Advocacy Service**

The Information and advice service provides confidential and impartial generalist advice as well as emotional support. This covers a range of subject areas including; coming to terms with sight loss, welfare rights, community care, housing and accessing local services. The Information and advice service was reviewed in 2018; with the aim to effectively meet members' needs; thereby building a firmer foundation. Firstly, the capacity of the role was increased from 2 to 4-days per week, providing access service of 3-5 appointments per day. The Officer is now the first point of contact for new members; supporting with membership forms and the induction process. The Officer meet more regularly with existing members at Bedford Hall and New Addington, offering information tailored to their individual needs and advocate on their behalf when required.

There is now a greater emphasis on networking with other organisations, the Officer actively link with national and local partners to gain greater wealth and depth of knowledge.

#### **Service Impact – Information, Advice and Advocacy**

Emma (resident) contacted Croydon Vision and explained her situation; she wanted to take her ex-employer to tribunal for unfair dismissal. She could not afford legal help and wanted support, someone to accompany her to court.

An initial meeting and subsequent support meetings were held, passed on from reception to the Information and Advice Officer (I&A). The Officer supported Emma to prepare for a court hearing.

A few weeks prior to the tribunal case, her ex-employer, sent an out of court offer. Emma turned down the offer, feeling more confident and empowered. Following on, a second offer was proposed; Emma received a substantial out of court settlement.

#### **Service Impact – Information, Advice and Advocacy**

Peter Ashby is a member of Croydon Vision and attends the Tuesday Puzzle group in the coffee lounge. In 2018, following an assessment of Work Capability Assessment, Peter was declined a grant entitlement and instead told he should return to work, despite not being able to. Peter was so unhappy with this result and became anxious, he felt that they had not assessed him fairly and decided to appeal against their judgment and arranged a meeting with John, the Information and Advice Officer.

Peter visited Croydon Vision and met up with John, Peter stated that he was made to feel relaxed and comfortable as well as help in completing the appeals form. He was even happier when John offered to accompany him to court, upon success of his application for hearing.

After a few months, Peter received a confirmation letter and a date was arranged. John as promised, went with Peter to the tribunal. Peter was so anxious and worried, but John made him feel at ease and comfortable. At the end of the tribunal, Peter was informed that his appeal was successful; He was so happy and relieved. After a week, he received confirmation of a backdated payment of over £9,000. In addition, he received an increase in his monthly payment. Peter is so grateful for the help received and feels much happier now. Thanks to Croydon Vision.

#### **Low Vision Clinic**

Croydon Vision's Low Vision Clinic, led by experienced optometrist Fiona Hazell, helps people make the most of whatever sight they may have. Free examination and advice on what lighting and aids can be use is available. Croydon Vision is currently looking to work more collaboratively with Moorfields in resource sharing; to further benefit and meet the needs of our members and the community.

#### **Eye condition groups**

There are special eye groups for those with one of the four main conditions leading to sight loss – Glaucoma, Age-related Macular Degeneration, Retinitis Pigmentosa and Nystagmus. These well-attended groups hear about the latest eye health treatments and sharing of experiences which is always uplifting

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**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**ACHIEVEMENTS AND PERFORMANCE**

**Review of activities - continued**

**Lunch Service**

It is difficult to cook when one has little or no sight and our Lunch service offers hot, nutritious meals cooked in our kitchen each day (Tues – Thurs). It's not just a good hot meal (two courses) but also a chance to meet, chat and do other things. Our lunch service was reviewed in 2018 following members' feedback, a campaign of Eat well, Live well and Age well was developed. Since then, we have improved both the lunch and service provided, this has resulted in a 27% increase of members having lunch on site each week.

**Transport**

Croydon Vision encourages people with sight loss to be independent but for those who find travel extremely difficult, there is transport provision at a subsidised rate.

**Service Impact – Lunch and Transport Service**

In 1974, Bryan was working in accountancy, which he found quite enjoyable. One day whilst working, he was unable to see and went to the opticians. The opticians were unable to make a diagnosis so referred Bryan to his GP. It was then, that Bryan was diagnosed with Stargardt's Disease, which caused damage to his Macular. However, Bryan still went back to work for a little while before he left.

Bryan has been a member of Croydon Vision for 12 years and has been using the transport service ever since he joined. He admires the transport service and mentioned that he is well looked after. He is grateful for the support and assistance he receives when boarding and getting off the mini bus. Bryan also enjoys the conversations that take place on the mini bus. If transport was not provided he would not be able to come into Croydon Vision and benefit from the services.

Bryan feels that the lunch provided is really good and has improved. Having specific dietary requirements, Bryan is happy that these are taken into consideration. There is always a selection of choices and the price is affordable for what you get. The social groups that Bryan attends help to challenge his intellect and he likes to get involved in the different activities. Bryan stated that he gets on well with other members and enjoys having a good discussion. He is able to get out and about, building relationships and conversations with other people. The one word Bryan would use to describe Croydon Vision would be "magnificent".

**Healthy Living**

Croydon Vision has always sought to help people with sight loss to be as active and as fit as possible. We provide physical activities such as keep fit, a seating exercise, dance, bowls, yoga and various walks. Following an open day in 2018, we have seen an increase in membership for most of the activities provided and across ages. In April 2019, Croydon Vision organised a walk for members, this has subsequently led to other organised walks planned for summer 2019.

**Keeping In Touch**

Just because a member cannot come to us does not mean they have to be out of contact. For those who are unable to visit Croydon Vision, there is a service of keeping in touch via phone, buddying our members with Volunteers at least once a month. The service has seen a steady increase of members over the past few months. However, we do acknowledge this service is limited; Croydon Vision is therefore looking to develop an outreach service in 2019-20.

**Talking Newspaper**

Croydon Vision has a Talking Newspaper service; with all the news from Croydon plus a special Magazine Section full of interest on a weekly basis - only £10 a year. Croydon Vision also provides a service in supporting our members to get the nationals and their favourite magazines on CDs, emails, in your pocket and online. This service is such a good value for our members and mainly run by Volunteer support.

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**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**ACHIEVEMENTS AND PERFORMANCE**

**Review of activities - continued**

**Volunteer Service**

Croydon Vision relies on a team of over 53 volunteers to assist in offering support to our visually impaired members. Volunteers play a significant part in office administration, leading group activities, preparing and serving lunches and accompanying outings. At Croydon Vision, we always welcome applications from all sections of the community and we are keen to accommodate people with disabilities and those seeking access to work. In October 2018 Croydon Vision held a celebrating volunteers day, to show appreciation to our Volunteers. There was an awards ceremony where volunteers were treated to a meal and presented with certificates; given by the Mayor of Croydon. Special trophy awards were given to volunteers who go the extra mile, chosen by staff. This year the Charity is planning to hold its Celebrating Volunteers event; June 2019, in line with Volunteering week and expect it to be even better than the last.

**Excursions**

In summer 2018, we organised a programme of activities for our members twice weekly, visiting seaside resorts, restaurants, boat rides and trying out new hobbies/experiences. We encouraged an all age activities and saw many new friendships built. An Excursion programme for 2019 has been published and currently taking bookings. This service is enabling members to visit new and interesting places that they would otherwise not be able to do on their own accord.

**New Addington Group**

Timebridge Centre has been home to New Addington's branch of Croydon Vision for over twenty-five years. Over the years there has been an element of segregation of the two groups, however, this has improved considerably, making sure the group at New Addington are actively involved and benefit from the many services provided at Croydon Vision (Bedford Hall). Since 2019, New Addington members visit Bedford Hall once monthly for lunch and activities as well as participating in other weekly services at Bedford Hall.

**Social Groups - Bedford Hall**

There is nothing worse for a person with sight loss than isolation and loneliness in their home. That is why Croydon Vision provide a number of weekly social groups, which are interesting and fun such as The Tuesday Touch, The Puzzlers, Mental Aerobics, Crossword Group Mystery Afternoon and Chaotic Crafters. These Social groups meet every week and experiencing increased membership with potential to further increase. Total increase on membership 2018-19 was 28%; this is quite encouraging and demonstrate team work and commitment.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**FINANCIAL REVIEW**

**Financial Statements**

The financial statements, including the notes, have been prepared in compliance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" 2015 (FRS 102). The analysis of income and expenditure reflects the classification of activities, together with costs relating to administration.

**Statement of Financial Activities**

The Statement of Financial Activities is shown on page 16, with a more detailed analysis of income and expenditure within the notes to the financial statements. The total income for the year was £583,278 (2018: £236,285). This significant increase in income is largely attributable to the receipt of several large legacies in the current year in the amount of £223,344 (2018: £1,197). The receipt of these has enabled the Trustees to designate some funds for a much needed fleet replacement (new minibus) and continued investment in the building. The Charity has also been successful in obtaining new grant funding, most notably for new project: "Seeing the Bigger Picture" from Big Lottery Fund, Working Age Programme GLFB, Children in Need and increased donations.

More information on projects can be found elsewhere within this report and these Financial Statements. Most of these grant funding covers multiple years and has therefore changed the income profile of the Charity in the short to medium term.

Expenditure for the year was £435,119 (2018: £340,897). Expenditure is incurred to enable the Charity to perform its charitable functions and raise additional funds. The main reason for the increase in expenditure is the increased charitable expenditure associated with the new projects funded by the grant funding referred to above including the investment in new and existing staff, the acquisition of assets and increased project expenses as well as building capacity within the organisation.

**Principal funding sources**

The Charity is dependent upon grants and donations from individual donors and institutions. Details of the Charity's income is set out in Notes 2 and 3 on page 20 of the accounts.

**Balance Sheet**

The above result led to a surplus of £148,159 (2018: deficit £104,612), which has resulted in a combined fund balance of £1,875,802 (2018: £1,727,643) at the period-end. An analysis of the funds can be found in Note 18, with the movements within each fund detailed in Note 19.

**Investment policy**

The Trustees are responsible for the safekeeping of all assets of the Charity and may invest funds as they see fit.

**Reserves Policy**

Croydon Vision adopts the following principles in relation to ongoing project funding:

- Planning for staffing changes will align with project-funding timeline; staffing expenditure will not be met by reserves.
- In exceptional circumstances when Trustees expressly wish that a specific activity continues and have a strong and realistic expectation that new funds will be received, designated funds will be used to sustain posts for a defined period
- The level of core infrastructure of the organisation (Telephones, IT, Premises, admin support etc.) will be considered when project funding is coming to an end such that where possible the infrastructure in place does not exceed activity requirement.
- It is prudent for project/services funding bids to include provision for redundancy costs, if applicable.

Croydon Vision considers some of its fixed assets to be freely convertible and does include the value of fixed assets in its calculation of working capital, assessment of reserves level and general Reserves. The Trustees undertake a yearly assessment of its general Reserves (May 2019) to include the following:

- Redundancy for all members of staff for whom redundancy is applicable.
- Staff long-term sickness.
- Contracts and commitments.
- Telephones, IT.
- Accountant, HR Contract and legal costs.
- 9 months operating cost of core (£28k per month, totalling £252k).

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**FINANCIAL REVIEW - continued**

Following the merger November 2017, the Trustees have been made aware that some of the assets of Bedford Hall Trust are subject to a permanent endowment. The Trustees have no current intention to sell such assets; however, Trustees take into consideration the future requirements of the charity and preferring to operate flexibly. Accordingly, the Trustees have resolved to release the assets from the permanent endowment, subject to approval by the Charity Commission. This request was submitted to Charity Commission July 2018. However, Charity Commission's response was that they do not hold record of this; the permanent endowment matter is still outstanding, further investigation will be required.

**Forward Planning 2019 and Beyond:**

Croydon Vision embarked on a trustee recruitment process this year, to help ensure that the organisation is governed effectively. This was undertaken as part of the building capabilities project. Individual trustee pack were publicised and have since been successful on 3 out of 4 roles. HR Management, Health & Social Care and Treasurer. A Business Development role is still vacant.

However, the Charity is aware that sitting a group of people around a table and assume that they will automatically become a highly effective governing body is non-factual. Croydon Vision wants to create a culture that grows good governance and enables Trustees to work together as a team. With that in mind, the organisation has teamed up with NCVO, to provide effective trustee training. The process will commence July 2019; with the aim of formulating a 3yr strategy plan. The away day held November 2018 (members, volunteers, staff and external stakeholders) will feed into this process, to ensure beneficiaries participation is fully captured. Upcoming training content for Trustees will include the following:

- What do Trustees want – knowing what motivates our Trustees when devising a development plan.
- Enhancing board capacity.
- Governance manual consisting of "know your organisation".
- Building skills and experience.
- Planning and performance review – as part of the culture.

**Fundraising Strategy**

Croydon Vision has in recent months saw the need to develop its strategic focus to ensure that fundraising plays an important role, and is practically paramount, in ensuring the vision and objectives of the organisation are met. The initial step in this strategic process is the establishment of a fundraising team (2018), whose overarching remit is to increase and diversify income; to meet the priority needs identified by members for 2019/20 and beyond. To achieve this aim the team has already begun to apply several techniques and tools to identify and focus on key priority areas/activities; that requires necessary funding for development. These priority areas and activities are outlined below.

Croydon Vision also aims to retain its existing approach to partnership working (with access to related funding streams), which includes its support from key local partners such as Croydon Council (the local authority) and other partners, e.g. CCG, over the next three-year cycle of this strategy. In addition, external partners, e.g. Big Lottery Fund, Trusts and Corporate sponsorship.

The organisation will diversify its funding sources to include:

- Attracting new support from hall lettings and other rental income, working with local voluntary services and NHS.
- Fundraising; large and multi-year grants from Trusts and Foundations to raise funds for projects and building improvement
- Sustaining the Working Age Programme.
- Raising donations and corporate sponsorship – building stronger business relations through sight loss awareness and Corporate sponsorship
- Raising Croydon Vision's 's profile to attract more individual donors and legacy giving.

**Outreach Project (\*2 Officers £50k p/a)**

Development of an outreach service that improves the lives of blind and visually impaired people with limited mobility or health matters. Currently, services are only accessible if an individual can come into Croydon Vision. We want to meet identified needs; reaching people who are isolated, can't get out and about, thereby reducing the effects of depression, reduced wellbeing whilst promoting community cohesion. We would like some of our services to become accessible in the community such as IT training and equipment display, working age flexibility programmes and so on. Our ultimate goal is for Croydon Vision services to be fully accessible to all its members regardless of their physical capabilities or other deterrent such as confidence. This Outreach project aims to bridge that identifiable gap in current service provision.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**FINANCIAL REVIEW - continued**

**Forward Planning 2019 and Beyond:**

**Fireproof Lift (Approximately £150k based on assessment)**

We are presently seeking funding towards the cost of purchasing and installing a fireproof lift in our purpose building. At present, the building is underutilised due to accessibility requirement; approximately 40% of our members who regularly attend our activities rely on a walking aid or a wheelchair to get around. Having a lift will open up the possibility to utilise 2 under used floors, making it fully inclusive whilst encouraging members independence. In addition, to support start up community organisations; by providing hot desk service and activity space.

**Quality Assurance**

In 2019-20, we plan to obtain a quality assurance in Investing in Volunteers. This processes commenced May 2019, an assessment is scheduled for November 2019. Award of the kite mark will be announced February 2020.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**REPORT OF THE TRUSTEES - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The Trustees are responsible for preparing the Report of the Board of Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provision of the constitution requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the SORP 2015 FRS102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions 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 United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**ON BEHALF OF THE BOARD OF TRUSTEES**



**Frances Cullen (Chair)**

For and on behalf of the Board of Trustees

**31 July 2019**



**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND**

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I report to the Trustees on my examination of the accounts of the Croydon Voluntary Association for the Blind (the Charity) for the year ended 31 March 2019.

**Responsibilities and basis of report**

As the Charity Trustees 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 Charities 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**

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 Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
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.



Mark Blackwell ACMA  
M H R Consultancy Limited  
Chartered Management Accountants  
Minster House  
126a High Street, Whitton  
Twickenham  
Middlesex  
TW2 7LL

**31 July 2019**

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

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

				<b>2019</b>	<b>2018</b>
	<b>Notes</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total £</b>	<b>Total £</b>
<b>INCOMING AND ENDOWMENT FROM:</b>					
Donations and Legacies	2	321,042	-	321,042	89,978
Charitable activities	3	64,493	143,235	207,728	122,536
Other trading activities	4	54,488	-	54,488	23,761
Investments	5	20	-	20	10
Other Income		-	-	-	-
		<u>440,043</u>	<u>143,235</u>	<u>583,278</u>	<u>236,285</u>
<b>EXPENDITURE ON:</b>					
Raising funds	6	7,802	10,047	17,849	7,113
Charitable activities	7	<u>264,573</u>	<u>137,291</u>	<u>417,270</u>	<u>333,784</u>
Total Expenditure		<u>272,375</u>	<u>147,338</u>	<u>435,119</u>	<u>340,897</u>
Operating Surplus/(Deficit)		167,668	(4,103)	148,159	(104,612)
Net gains/(losses) on Investments		-	-	-	-
Net Income/(Expenditure)		167,668	(4,103)	148,159	(104,612)
Transfer between funds		-	-	-	-
Net Movement In Funds		167,668	(4,103)	148,159	(104,612)
<b>RECONCILIATION OF FUNDS 19/20</b>					
TOTAL FUNDS BROUGHT FORWARD		<u>471,628</u>	<u>25,000</u>	<u>1,231,015</u>	<u>1,832,255</u>
TOTAL FUNDS CARRIED FORWARD		<u>639,296</u>	<u>20,897</u>	<u>1,875,802</u>	<u>1,727,643</u>

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**BALANCE SHEET  
AT 31 MARCH 2019**

		2019	2018
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible assets	14	1,455,781	1,440,525
Investments	15	<u>458</u>	<u>458</u>
		<b>1,456,239</b>	<b>1,440,983</b>
<b>CURRENT ASSETS</b>			
Stock		2,000	1,000
Debtors: amounts falling due within one year	16	96,751	31,818
Cash at bank		<u>372,703</u>	<u>275,795</u>
		<b>471,454</b>	<b>308,613</b>
<b>LIABILITIES</b>			
Creditors: Amounts falling due within one year	17	<u>(51,891)</u>	<u>(21,953)</u>
<b>NET CURRENT ASSETS</b>		<b>419,563</b>	<b>286,660</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>1,875,802</b>	<b>1,727,643</b>
<b>NET ASSETS</b>		<b>1,875,802</b>	<b>1,727,643</b>
<b>TOTAL FUNDS OF THE CHARITY</b>	19		
Unrestricted funds		639,296	471,628
Restricted funds		20,897	25,000
Endowment funds		<u>1,215,609</u>	<u>1,231,015</u>
<b>TOTAL FUNDS</b>		<b>1,875,802</b>	<b>1,727,643</b>

The financial statements were approved by the Board of Trustees on **31 July 2019** and were signed on its behalf by:

  
.....  
**Frances Cullen - Chair/Trustee**

  
.....  
**Alexey Persits - Treasurer/Trustee**

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2018**

	<b>2019 £</b>	<b>2018 £</b>
<b>Cash flows from operating activities:</b>		
Net cash provided by (in use) operating activities	<u>142,515</u>	<u>(62,937)</u>
	142,515	(62,937)
<b>Cash flows from investing activities</b>		
Sale of investments	-	121,411
Sale of fixed assets	1	-
Purchase of fixed assets	<u>(45,608)</u>	<u>-</u>
<b>Cash provided by (used in) investing activities</b>	<u>(45,607)</u>	<u>121,411</u>
	96,908	58,474
Increase in cash and cash equivalents in the year expended		
<b>Cash and cash equivalents at the start of the year</b>	<u>275,795</u>	<u>217,321</u>
<b>Cash and cash equivalents at the end of the year</b>	<u>372,703</u>	<u>275,795</u>

**CASH FLOW NOTES**

	<b>2019 £</b>	<b>2018 £</b>
<b>Reconciliation of net movement in funds to net cash flow from operating activities</b>		
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	148,159	(104,612)
Adjustments for:		
Add back depreciation charge	30,351	18,333
(Increase)/decrease in stock	(1,000)	-
(Increase) /decrease in debtors	(64,933)	20,551
Increase/(decrease) in creditors	<u>29,938</u>	<u>2,791</u>
<b>Net cash used in operating activities</b>	<u>142,515</u>	<u>(62,937)</u>

	<b>2019 £</b>	<b>2018 £</b>
<b>Analysis of cash and cash equivalents</b>		
Cash in hand	<u>372,703</u>	<u>275,795</u>
<b>Total cash and cash equivalents</b>	<u>372,703</u>	<u>275,795</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019**

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**1. ACCOUNTING POLICIES**

A summary of the principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

**Basis of preparation of the Financial Statements**

The financial statements have been prepared in accordance with Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

Croydon Voluntary Association for the Blind meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are prepared in sterling which is the functional currency of the Charity and rounded to the nearest £.

**Judgement and key sources of estimation uncertainty**

In the application of the Charity's accounting policies, the Charity is 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 on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**Fund Accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees. Unrestricted funds may include designated funds where the Trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Where required, a monitoring report is sent to the donor or funder detailing expenditure. Further explanation of the nature and purpose of each fund is included in Note 20 on 27.

**Income**

All incoming resources are included on the Statement of Financial Activities (SoFA) when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grants and donations are only included in the SoFA when the general income recognition criteria are met.

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

**Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Costs of raising funds is detailed in Note 6, and comprises the costs associated with attracting voluntary income and any fundraising events. Charitable expenditure is detailed in Note 7, and comprises those costs incurred by the Charity in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature to support them.

All expenditure is accounted for on an accruals basis.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS -- continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**1. ACCOUNTING POLICIES -- continued**

**Going concern**

The financial statements have been prepared on a going concern basis, as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements and consider these sufficient for the Charity to be able to continue as a going concern.

**Tangible fixed assets**

Tangible fixed assets are stated at cost or valuation less depreciation. Individual fixed assets costing £1,000 or more are capitalised.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

<b>Asset Category</b>	<b>Annual Rate</b>
Motor Vehicles	25% on cost
Specialist Equipment	25% on cost
Computer Equipment	33.33% on cost
Fixtures and Fittings	20% on cost
Freehold Buildings	2% on cost
Land	No depreciation

**Investments**

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price when the amount is material. The income arising on the investments is shown under investment income in the Statement of Financial Activities.

Gains and losses on investment assets disposed of are shown as gains and losses in the Statement of Financial Activities.

**Cash at bank and in hand**

Cash at bank and in hand represents bank accounts where funds are available on demand.

**Stocks**

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

**Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are recognised at the invoiced cost prepaid.

**Creditors and Provisions**

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

**Taxation**

The Charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010. Accordingly it is potentially exempt from taxation in respect of income and capital gains received to the extent that such income or gains are applied to exclusively charitable purposes. No provision for taxation has been made in these financial statements.

**Pension costs and other post-retirement benefits**

The Charity operates a defined contribution pension scheme and was offered to all staff. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS – continued  
FOR THE YEAR ENDED 31 MARCH 2019**

**2. INCOME FROM DONATIONS AND LEGACIES**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Donations	23,266	17,678
Grants and Service Level fees	35,378	36,244
Legacies, Bequests and In Memory	223,344	1,197
Notional salary costs for CEO support	-	28,350
Salary Contribution	39,054	6,509
	<b>321,042</b>	<b>89,978</b>

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

		<b>2019</b>	<b>2018</b>
	<b>Activity</b>	<b>£</b>	<b>£</b>
Grants	Seeing the Bigger Picture	121,937	-
Grants	Core Services	30,501	55,197
Grants	Children and Young People's Programme	17,548	25,000
Grants	Working Age	3,750	-
Grants	Glaucoma Project	-	12,000
Grants	IT Project	-	5,000
Client Income	Core Services	28,115	22,256
Goods for resale	Core Services	2,626	2,576
Sundry Income	Core Services	3,251	507
		<b>207,728</b>	<b>122,536</b>

**4. INCOME FROM TRADING ACTIVITIES**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Fund raising	3,157	3,682
Hall hire	23,631	9,809
Rent received	27,700	10,270
	<b>54,488</b>	<b>23,761</b>

**5. INVESTMENT INCOME**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Investment income	20	10

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS – continued  
FOR THE YEAR ENDED 31 MARCH 2019**

**6. RAISING FUNDS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
AGM, Marketing costs and Rebrand	<b>14,928</b>	6,202
Direct fundraising costs	<b>2,921</b>	911
	<b><u>17,849</u></b>	<b><u>7,113</u></b>

**7. CHARITABLE ACTIVITIES COSTS**

	<b>Direct costs</b>	<b>Governance (See note 8)</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>	<b>Totals £</b>	<b>Totals £</b>
Seeing the Bigger Picture	108,010	2,500	<b>108,510</b>	-
Core Services	264,110	15,869	<b>279,979</b>	296,585
Children and Young People Project	24,171	-	<b>24,171</b>	18,817
Working Age	4,610	-	<b>4,610</b>	-
Glaucoma Project	-	-	-	13,382
IT Project	-	-	-	5,000
	<b><u>398,901</u></b>	<b><u>18,369</u></b>	<b><u>417,270</u></b>	<b><u>333,784</u></b>

**8. GOVERNANCE COSTS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Accountancy fees	<b>7,150</b>	4,170
Health & Safety	<b>2,437</b>	13,402
HR fees	<b>3,076</b>	2,176
Independent Examiner fee	<b>990</b>	990
Legal fees	<b>840</b>	11,075
Other professional fees	<b>2,837</b>	-
Payroll fees	<b>1,039</b>	431
	<b><u>18,369</u></b>	<b><u>32,244</u></b>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

The Charity Trustees were not paid or received any other benefits from employment with the Charity in the year (2018: £nil) neither were they reimbursed expenses during the year (2018: £nil). No Charity Trustee received payment for professional or other services supplied to the Charity (2018: £nil).



**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS – continued  
FOR THE YEAR ENDED 31 MARCH 2019**

**10. STAFF COSTS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>203,915</b>	<b>160,407</b>
Social security costs	<b>12,692</b>	<b>8,150</b>
Pension costs	<b><u>3,778</u></b>	<b><u>1,099</u></b>
	<b><u>220,285</u></b>	<b><u>169,656</u></b>

No employees had employee benefits in excess of £60,000 (2018: nil). Pension costs are allocated to activities in proportion to the related staffing costs incurred.

The Senior Management Team of the Charity comprises of the Trustees and those detailed on page 1 of the Trustees report. The total employee benefits of the key management personnel of the Charity were £92,542 (2018: £51,414).

**11. STAFF NUMBERS**

The average monthly number of employees (including casual and part time staff) during the year was as follows:

	<b>2019</b>	<b>2018</b>
	<b>Numbers</b>	<b>Numbers</b>
Senior Management Team	<b>3</b>	<b>2</b>
Other Direct Charitable Staff	<b><u>9</u></b>	<b><u>4</u></b>
	<b><u>12</u></b>	<b><u>6</u></b>

**12. PENSION COSTS**

The company has a defined contribution pension scheme, which all employees are entitled to join. The company contributes 2% and the employees contributed 3% and employees may make further additional voluntary contributions.

During the year ended 31 March 2019, the Charity's total contributions amounted to £3,778 (2018: £1,099).

The Trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the Charity's on-going activities.

**13. TRANSACTIONS AND RELATED PARTIES**

None of the Trustees received remuneration from their work with the Charity as Trustees. However, the Charity's Chair leads an activity at Croydon Vision and charges the organisation at a substantially reduced rate. Any connection between a Trustee or Senior Manager of the Charity with Service User, external contractor or supplier of services must be disclosed to the full Board of Trustees in the same way as any other contractual relationship with a related party.

There were no other material related party transactions during the period.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS – continued  
FOR THE YEAR ENDED 31 MARCH 2019**

**14. TANGIBLE FIXED ASSETS**

	Freehold Property Unrestricted £	Freehold Property Endowment £	Other Assets £	Totals £
<b>COST/VALUATION</b>				
At 1 April 2018	344,581	1,155,419	101,176	1,601,176
Additions	-	-	45,608	45,608
Disposal	-	-	(6,475)	(6,475)
At 31 March 2019	<u>344,581</u>	<u>1,155,419</u>	<u>140,309</u>	<u>1,640,309</u>
<b>DEPRECIATION</b>				
At 1 April 2018	13,664	45,815	101,172	160,651
Charge for year	4,594	15,406	10,351	30,351
Eliminated on disposal	-	-	(6,474)	(6,474)
At 31 March 2019	<u>18,258</u>	<u>61,221</u>	<u>105,049</u>	<u>184,528</u>
<b>NET BOOK VALUE</b>				
At 31 March 2019	<u>326,323</u>	<u>1,094,198</u>	<u>35,260</u>	<u>1,455,781</u>
At 31 March 2018	<u>330,917</u>	<u>1,109,604</u>	<u>4</u>	<u>1,440,525</u>

**Valuation of the Freehold Property**

A revaluation of the freehold property was carried out in May 2015 by an external firm of valuers and property was valued on an "existing use" basis at £1,500,000. This was split between £500,000 land and £1,000,000 buildings.

**Restricted Funds**

In previous years, £500,000 of the freehold property was originally regarded by the Charity Commission as a permanent endowment and therefore restricted. At the time of the last valuation before May 2015, the freehold buildings had a total net book value of £649,115. So using the fraction £500,000/£649,115 the restricted proportion is calculated at £1,094,198 net book value as at 31 March 2019 (2018: £1,109,604).

**15. FIXED ASSET INVESTMENTS**

	£ Listed Investments	£ Totals
<b>MARKET VALUE</b>		
At 1 April 2018	458	458
Additions	-	-
Disposals	-	-
Revaluation	-	-
At 31 March 2019	<u>458</u>	<u>458</u>

During the previous period the portfolio of UK listed investments were sold for £121,411. These investments were originally bought from the proceeds of a property originally owned by the old unincorporated trust. The original proceeds of £110,000 from the sale of this property were put into investments at the time of the sale and were regarded as a permanent endowment, which was non-distributable. The proceeds of £121,411, although held in the Charity's bank account, are still ring fenced as a permanent endowment.

The remaining non-UK listed investments are 135 shares in Banco Santander, S.A. shares of €0.50 nominal value. Revaluation was considered to be immaterial due the small value of the shares held.

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

**16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Other debtors	<b>33,022</b>	<b>25,309</b>
Accrued income	<b><u>63,729</u></b>	<b><u>6,509</u></b>
	<b><u>96,751</u></b>	<b><u>31,818</u></b>

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>16,395</b>	<b>-</b>
Deferred income	<b>28,821</b>	<b>-</b>
Other creditors and accrued expenses	<b><u>8,675</u></b>	<b><u>21,953</u></b>
	<b><u>51,891</u></b>	<b><u>21,953</u></b>

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Endowment Funds</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	352,902	8,681	1,094,198	1,455,781	1,440,525
Investments	458	-	-	458	458
Current assets	311,006	39,037	121,411	471,454	308,613
Current liabilities	<u>(25,070)</u>	<u>(26,821)</u>	<u>-</u>	<u>(51,891)</u>	<u>(21,953)</u>
	<b><u>639,296</u></b>	<b><u>20,897</u></b>	<b><u>1,215,609</u></b>	<b><u>1,875,802</u></b>	<b><u>1,727,643</u></b>

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 31 MARCH 2019**

**19. MOVEMENT IN FUNDS**

	At 1/4/18 £	Net movement in funds £	Transfers between funds £	At 31/3/19 £
<b>Unrestricted funds</b>				
General fund – Free reserves	140,711	172,262	(80,000)	232,973
General fund – Freehold building	330,917	(4,594)	-	326,323
Designated fund - Minibus	-	-	50,000	50,000
Designated fund – Building projects	-	-	30,000	30,000
	471,628	167,668	-	639,296
<b>Restricted funds</b>				
Children and Young People's Project	25,000	(6,623)		18,377
Seeing the Bigger Picture	-	3,440		3,440
Working Age	-	(920)	-	(920)
	25,000	(4,103)	-	20,897
<b>Endowment funds</b>				
Freehold Building	1,109,604	(15,406)	-	1,094,198
Investment fund	121,411	-	-	121,411
	1,231,015	(15,406)	-	1,215,609
<b>TOTAL FUNDS</b>	<u>1,727,643</u>	<u>148,159</u>	<u>-</u>	<u>1,875,802</u>

Net movement in funds, included in the above are as follows:

	Income £	Expenses £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	440,043	(267,781)	172,262
General fund – Freehold building	-	(4,594)	(4,594)
	440,043	(272,375)	167,668
<b>Restricted funds</b>			
Children and Young People's Project	17,548	(24,171)	(6,623)
Seeing the Bigger Picture	121,937	(118,497)	3,440
Working Age	3,750	(4,670)	(920)
	143,235	(147,338)	(4,103)
<b>Endowment funds</b>			
Freehold Building	-	(15,406)	(15,406)
Investment fund	-	-	-
	-	(15,406)	(15,406)
<b>TOTAL FUNDS</b>	<u>583,278</u>	<u>(435,119)</u>	<u>148,159</u>

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**NOTES TO THE FINANCIAL STATEMENTS – continued  
FOR THE YEAR ENDED 31 MARCH 2019**

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**20. FUND DESCRIPTION**

**Unrestricted Funds**

**General Fund**

This fund is held to meet the day-to-day activities of the Charity in line with the Charity's objectives. This fund has been raised through donations, legacies and grants from Trusts and Foundations.

**General Fund – Freehold Building**

This fund is held to match the unrestricted element of the Charity's freehold buildings. The unrestricted portion of the building has a net book value at 31 March 2019 of £326,323 (see note 14, page 19 for further details).

**Designated Funds**

The Trustees have designated £80,000 of free reserves this year and set up two funds to provide £50,000 for a new minibus, which is needed, and £30,000 funds towards various building improvement projects, which are currently being planned.

**Endowment Funds**

Freehold Building

In previous years, £500,000 of the freehold property was originally regarded by the Charity Commission as a permanent endowment and therefore restricted. At the time of the last valuation before May 2015, the freehold buildings had a total net book value of £649,115. So using the fraction £500,000/£649,115 the restricted proportion is calculated at £1,094,198 net book value as at 31 March 2019.

Investment fund

Investments were originally bought from the proceeds of a property originally owned by the old unincorporated trust. The original proceeds of £110,000 from the sale of this property were put into investments at the time of the sale and were regarded as a permanent endowment, which was non-distributable. The investments have been sold during the previous period and the proceeds of £121,411, although held in the Charity's bank account, are still ring fenced as a permanent endowment.

**Restricted Funds**

Children and Young People's Project

Funding received from Croydon Charitable Trust of £25,000 in the previous period help fund the Charity's Children and Young People's Programme. During the current year a three-year grant was received from BBC Children in Need to develop this project further. The project is aimed at children aged 3-18 who are visually impaired or blind and the project gives these children the opportunity to access activities which meet their needs, building their self-esteem, independence and confidence.

Seeing the Bigger Picture

A three-year grant was received during this year from the Big Lottery Fund to fund a new project – Seeing the Bigger Picture. This project is focused on developing a resource centre, formalising volunteering service and creating a sight loss champion/ambassador programme in the community. This fund will bring new opportunities, to both maintain service provision as well as reach out to support more people with sight loss.

Working Age

A grant of £15,000 was received in January 2019 from Greater London Fund for the Blind to enable the Charity to employ a Working Age Officer to oversee the Working Age Project which is designed to support visually impaired members build confidence, establish a career status and gain sustainable employment or volunteer work.

**21. CAPITAL COMMITMENTS**

The Charity has authorised and contracted for expenditure of £Nil. The Charity has authorised but not contracted for expenditure of £Nil in its capital budget for the upcoming year.

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**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Voluntary income</b>		
Donations	23,266	17,678
Grants and service level contracts	35,378	36,244
Legacies, Bequests, and in Memory	223,344	1,197
Notional salary costs for CEO support	-	28,350
Salary contribution	<u>39,054</u>	<u>6,509</u>
	321,042	89,978
<b>Incoming resources from charitable activities</b>		
Client income	28,115	22,256
Grants	173,736	97,197
Goods for resale	2,626	2,576
Sundry income	<u>3,251</u>	<u>507</u>
	207,728	122,536
<b>Activities for generating funds</b>		
Fundraising events	3,157	3,682
Hall hire	23,631	9,809
Rent received	<u>27,700</u>	<u>10,270</u>
	54,488	23,761
<b>Investment income</b>		
Dividends	<u>20</u>	<u>10</u>
	20	10
<b>Other income</b>		
Sundry income	<u>-</u>	<u>-</u>
<b>Total incoming resources</b>	<b>583,278</b>	<b>236,285</b>
<b>Fundraising costs</b>		
AGM, Marketing costs and Rebrand	14,928	6,202
Direct fundraising costs	<u>2,921</u>	<u>911</u>
	17,849	7,113
<b>Charitable activities</b>		
Staff Salaries	220,285	169,656
Notional salary costs for CEO support	-	28,350
Staff Training	6,265	376
Staff Recruitment	619	994
Contract Staff	4,533	-
Staff Travelling and Meetings	2,029	238
Depreciation	30,351	18,333
Direct Projects expenses	48,344	27,516
Flat expenses	11,065	1,174
Hall expenses	3,088	-
IT and website	18,925	10,446
Office Administration	25,959	9,784
Premises expenses	25,482	34,418
Volunteer expenses	<u>1,956</u>	<u>255</u>
	398,901	301,540

This page does not form part of the statutory financial statements

**CROYDON VOLUNTARY ASSOCIATION FOR THE BLIND  
(A CHARITABLE INCORPORATED ORGANISATION)**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Governance costs</b>		
Accountancy fees	7,150	4,170
Health & Safety	2,437	13,402
HR fees	3,076	2,176
Independent Examiner fee	990	990
Legal fees	840	11,075
Other professional fees	2,837	-
Payroll fees	1,039	431
	<u>18,369</u>	<u>32,244</u>
<b>Total resources expended</b>	<b>435,119</b>	<b>340,897</b>
	<u></u>	<u></u>
<b>Operating Surplus/(Deficit)</b>	<b><u>148,159</u></b>	<b><u>(104,612)</u></b>

This page does not form part of the statutory financial statements

