

**REGISTERED CHARITY NUMBER: 204279 (England and Wales)**

**Report of the Trustees and  
Unaudited Financial Statements For The Year Ended  
31 March 2011  
for  
Gloucestershire County Association for the Blind**

## **Contents of the Financial Statements for the Year Ended 31 March 2011**

	Page
Report of the Trustees.....	3 & 4
Independent Examiner's Report.....	5 & 6
Chair's Report.....	7 & 8
Treasurer's Report.....	9 & 10
Statement of Financial Activities.....	11 & 12
Balance Sheet.....	13 & 14
Notes to the Financial Statements.....	15 – 21
Detailed Statement of Financial Activities.....	22

## **Report of the Trustees for the Year Ended 31 March 2011**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
204279 (England and Wales)

**Registered office**  
81 Albion Street  
Cheltenham  
Gloucestershire  
GL52 2RZ

### **Mission Statement**

GCAB is a registered Charity working in co-operation with others to enhance the independence and quality of life of all visually impaired people (VIPs) in Gloucestershire

## **Trustees, Staff and Advisors**

Chair:	Ann Lightfoot
Treasurer:	David Richardson
Other Trustees:	Tim Rice, David Short, Derek Hiorns, Mary Woolley, Louise Simmonds, Martin Horwood MP, Gill Blake, Hazel Holland, David Bennoson
Special Advisor:	Patricia Robinson, Sensory Services Team

## **Staff at 31<sup>st</sup> March 2011**

General Manager:	Stephen Martin
Assistant to the GM:	Chris Dutson
Fundraising Co-ordinator:	Lucy Gooding
Visual Awareness Advisor:	Celia Kelly
Visiting Advisers:	Pam Graham & Clare Healy
Resource Centre Co-ord.:	Marc Gulwell
Volunteer Co-ordinator:	Susan Gregory
Advocacy & Information Officers:	Corrie Bond & Steph McKeever

## **Independent Examiner**

Louise Newman & Co  
2nd Floor, 2 Bath Mews, 19 Bath Parade  
Cheltenham, Gloucestershire GL53 7HL

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**ON BEHALF OF THE BOARD:**

.....  
Trustee

Date.....

.....  
Trustee

Date.....

## **Independent Examiner's Report to the Trustees of Gloucestershire County Association for the Blind**

I report on the accounts for the year ended 31 March 2011 set out on pages three to nine.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### **Basis of the independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 statements below.

## **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....

Louise Newman & Co  
2nd Floor, 2 Bath Mews  
19 Bath Parade  
Cheltenham  
Gloucestershire  
GL53 7HL

Date: .....

## **Chair's Report for year ending 31<sup>st</sup> March 2011**

It has been another positive and productive year for GCAB.

The Outreach Service continues to expand and has been very successful. The Drop in Centres around the County continue to attract VIPs who can access information relevant to them. The Information Days have also attracted good numbers of visitors. It would appear that by taking these services out and about we enable more people to make use of our services. I feel sure this is one area of our work that will expand. Our Home Visitors also play an important alternative role for those people who, for one reason or another, cannot get out to access services.

At the Centre in Albion Street our equipment area continues to be updated and reviewed. Individuals can also access equipment via our Outreach Workers. Many items remain popular favourites but our staff keep stock up to date with new products. New technology often offers solutions to problems. The knack is spotting a useful gadget or responding to a need. I am pleased to say that the Centre remains bright and welcoming. It is also our central Advice and Information point and is often the first point of contact for people with enquiries. Our VIP Awareness Training project has also proved very successful with its work in local Care Homes.

Our fundraising continues to be diverse and innovative for the organisation. Bark in Pittville Park was once more successful (despite clashing with the World Cup!) We were lucky with good weather and thrilled to have a fly past from the Red Arrows. Our first ever Charity Ball took place this year and it too was very positive. It allowed for enjoyment and fun whilst raising funds which is always a good combination. Thanks go to businesses, volunteers and sponsors who generously donated to making the event so successful.

The Theatre Group continues to thrive and has attended a variety of productions throughout the year. The Club for younger VIPs remains successful and has also offered a variety of activities. The Clubs around the County continue to be well attended. For all of these activities I would



like to thank all those volunteers who give time and effort into making them successful.

Sir Henry Elwes our Patron, retired as Lord Lieutenant for Gloucestershire this year and also stepped down as our Patron. Throughout his relationship with GCAB Sir Henry was generous and supportive. On behalf of everyone involved with GCAB I thank him.

I would also like to once more thank all the volunteers who help us out week by week for their tireless work. Thank you to all the Trustees who give up their time to support us. Over the year we have had much generous input from businesses large and small, who have supported our efforts one way or another. Thank you to you all. Congratulations to Steve Martin and his staff for another positive year.

I am very aware of the pressure that will inevitably fall on organisations such as GCAB by the funding restrictions placed on the statutory sector. Our future role may well be to approach need from an imaginative angle, not replacing statutory obligations but being flexible in our approach to the needs of VIPs in the County. Our increasing profile in the area and the good relationship we have with voluntary and statutory agencies has allowed us some input into discussions on services and I hope we are able to carry on lobbying, identifying and assisting with provision for VIPs.

I believe we can be proud of the work GCAB is doing. We should carry on asking ourselves difficult questions. I suspect that the year ahead may present voluntary organisations with some interesting times but I believe, as an association we are capable of meeting change and challenges. The last few years have seen changes within the organisation and I am very proud to continue to be associated with and part of GCAB.

.....

Ann Lightfoot  
Chair of Trustees

Date.....

## **Treasurer's Report for the Year ending 31<sup>st</sup> March 2011**

A successful year in fundraising enabled GCAB to expand its charitable activities and services in line with the Association's objectives.

In contrast to the deficit experienced in 2009/10 and despite the continuing uncertain economic circumstances, incoming resources were £444,150 after benefiting from some significant legacies, fundraising events and donations. With expenditure totalling £242,712 net incoming resources were £201,438.

Legacies exceeded our expectations and, whilst we are aware that this source of funding is unpredictable, the financial position of the Association is strong and the immediate future is secure. However the Trustees are aware that, over the last five years, GCAB has seen three years of deficit and two years of exceptionally good surplus. Hence there is a need to carry some reserves to be able to contend with this uncertainty.

Costs were controlled in line with the budget with expenditure focused on the many services provided to the visually impaired community, the purchase of equipment for resale and fundraising expenses.

Overall the Association's investments and cash at bank carried forward totalled £612,396. The Trustees continued to endorse the strategy of spreading the investments across property funds (for income), bonds (for income and some growth), equity funds (for longer term growth) and easily accessible cash and deposit accounts. The policy of mainly investing in funds open only to charitable organisations was again followed in 2010/11.

There is a compelling need to spend some of these reserves in maintaining the property in Albion Street where deterioration of part of the roof and of some windows is causing problems in addition to excessive energy costs. In 2011/12 the cost of this work has been budgeted at £40,000.

The Independent Examiner, Louise Newman & Co., carried out her examination in accordance with the Charity Commission's directions for organisations of our size. This included reviewing the accounting records and preparing the annual statement of accounts. No concerns or major risks were identified by Louise Newman at the end of year review meeting with the Treasurer and General Manager. The implementation of the Sage accounting software and staff training in its use has progressed well and has enabled monthly management accounts to be compared against the budget. The capability of the staff in operating these procedures allows the General Manager and Trustees to monitor the financial well-being of the Association on a monthly basis.

The continuing support of the General Manager, the staff and volunteers in their diligent care of GCAB's assets and in the fundraising activities is very much appreciated. Their hard work and commitment is vital to the financial well-being of the organisation and hence to the objectives of enhancing the quality of life of the visually impaired people in Gloucestershire.

.....  
David Richardson  
Treasurer

Date.....

# Statement of Financial Activities for the Year Ended 31 March 2011

	Unrestricted		Restricted	31.3.11	31.3.10
	funds		ed	Total	Total
	£		funds	funds	funds
	No	£	£	£	£
	tes				
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		340,757	-	340,757	54,316
Activities for generating funds	2	71,056	-	71,056	70,396
Investment income	3	21,102	-	21,102	19,924
<b>Incoming resources from charitable activities</b>					
Lottery Grant	-		7,939	7,939	-
<b>Other incoming resources</b>		3,296	-	3,296	1,969
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		436,211	7,939	444,150	146,605

**RESOURCES EXPENDED**

Cost of generating funds	45,395		45,395	44,331
Charitable activities	165,046	21,240	186,286	138,784
Governance costs	9,973	-	9,973	8,574
Other resources expended	1,058	-	1,058	-
	_____	_____	_____	_____
<b>Total resources expended</b>	<b>221,472</b>	<b>21,240</b>	<b>242,712</b>	<b>191,690</b>
	_____	_____	_____	_____

**NET INCOMING/  
(OUTGOING)  
RESOURCES**

214,739 (13,301) 201,438 (45,085)

**Other recognised gains/  
losses**

Gains/losses on investment assets	6,595	-	6,595	3,088
	_____	_____	_____	_____

**Net movement in funds** 221,334 (13,301) 208,033 (41,997)

**RECONCILIATION OF FUNDS**

<b>Total funds brought forward</b>	394,449	91,979	486,428	528,425
	_____	_____	_____	_____
<b>TOTAL FUNDS CARRIED FORWARD</b>	615,783	78,678	694,461	486,428
	_____	_____	_____	_____

## Balance Sheet

### At 31 March 2011

		Unrestricted funds	Restrict funds	31.3.11 Total funds	31.3.10 Total funds
	No tes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	7	88,892	-	88,892	89,102
Investments	8	403,251	83,897	487,148	378,839
		492,143	83,897	576,040	467,941
<b>CURRENT ASSETS</b>					
Debtors	9	221	-	221	-
Cash at bank and in hand		125,248	-	125,248	25,732
		125,469	-	125,469	25,732
<b>CREDITORS</b>					
Amounts falling due within one year	10	(1,829)	(5,219)	(7,048)	(7,245)
<b>NET CURRENT ASSETS/ (LIABILITIES)</b>		123,640	(5,219)	118,421	18,487
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		615,783	78,678	694,461	486,428

<b>NET ASSETS</b>	615,783	78,678	694,461	486,428
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**FUNDS**

Unrestricted funds	615,783		394,449
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Restricted funds	78,678		91,979
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<b>TOTAL FUNDS</b>	694,461		486,428
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## **Balance Sheet - continued**

### **At 31 March 2011**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 26<sup>th</sup> August 2011 and were signed on its behalf by:

.....  
Trustee

Date.....

.....  
Trustee

Date.....



# **Notes to the Financial Statements for the Year Ended 31 March 2011**

## **1. ACCOUNTING POLICIES**

### **Accounting convention**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 10% on cost
etc	

## **Taxation**

The charity is exempt from corporation tax on its charitable activities.

## **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## **2. ACTIVITIES FOR GENERATING FUNDS**

	31.3.11	31.3.10
	£	£
Fundraising events	22,478	14,685
Equipment Sales	28,839	18,852
Grants from Charitable Trusts	19,739	36,859
	<u>          </u>	<u>          </u>
71,056	<u>          </u>	<u>70,396</u>

## **3. INVESTMENT INCOME**

	31.3.11	31.3.10
	£	£
and unit trusts in UK	21,102	19,924
	<u>          </u>	<u>          </u>

## **Notes to the Financial Statements - continued for the Year Ended 31 March 2011**

### **4. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.11	31.3.10
	£	£
Depreciation - owned assets	210    —	210    —

### **5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010.

#### **Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2011 nor for the year ended 31 March 2010.

### **6. STAFF COSTS**

	31.3.11	31.3.10
	£	£
Wages and salaries	123,499	103,700
Social security costs	9,320    —	7,547    —
	132,819	111,247

## 7. TANGIBLE FIXED ASSETS

	Land and building s £	Plant and machin ery etc £	Totals £
<b>COST</b>			
At 1 April 2010 and 31 March 2011	88,892	23,761	112,653
	_____	_____	_____
<b>DEPRECIATION</b>			
At 1 April 2010	-	23,551	23,551
Charge for year	-	210	210
	_____	_____	_____
At 31 March 2011	-	23,761	23,761
	_____	_____	_____
<b>NET BOOK VALUE</b>			
At 31 March 2011	88,892	-	88,892
	_____	_____	_____
At 31 March 2010	88,892	210	89,102
	_____	_____	_____

## 8. FIXED ASSET INVESTMENTS

	Listed investm ents £
<b>MARKET VALUE</b>	
At 1 April 2010	472,511
Additions	171,714
Disposals	(70,000)
	—
At 31 March 2011	574,225
<b>PROVISION</b>	
Net fall in Market Value at 31 March 2011	87,077
<b>NET BOOK VALUE</b>	
At 31 March 2011	487,148
At 31 March 2010	378,839

There were no investment assets outside the UK.

### Listed Investments by Fund:

Original Market Cost		Market	
<u>General</u>	<u>Description</u>	<u>Value</u>	<u>Value</u>
<u>Fund</u>		<u>2011</u>	<u>2010</u>
£		£	£

496	Shell Transport & Trading B shares	11,160	9,176
150,000	Charities Property Fund Income Units	144,330	141,360
58,855.84	CCLA COIF Charity Funds	73,552	74,406
100,000	Cash on Deposit	-	70,000
171,714	Scottish Widows	171,714	-

The Designated fund was provided by Gloucestershire County Council, following the sale of Fereny Hill House, for the specific purpose of developing the Association's visiting service. The Funds are separately invested by the Trustees to provide income for this purpose.

## 9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR



	31.3.11	31.3.10
	£	£
Other debtors	221	-
	_____	_____

## 10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.11	31.3.10
	£	£
Bank loans and overdrafts		5,219
Trade creditors	42	1
Other creditors	<u>1,787</u>	<u>7,244</u>

**7,048**

**7,245**

## 11. MOVEMENT IN FUNDS

	At 1.4.10 £	Net movem ent in funds £	At 31.3.11 £
<b>Unrestricted funds</b>			
General fund	394,449	221,334	615,783
<b>Restricted funds</b>			
Designated	91,979	(13,301)	78,678
	_____	_____	_____
<b>TOTAL FUNDS</b>	486,428	208,033	694,461

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

	Incomin g resourc es £	Resourc es expend ed £	Gains and losses £	Movem ent in funds £
<b>Unrestricted funds</b>				
General fund	436,211	(221,472 )	6,595	221,334
<b>Restricted funds</b>				
Designated	7,939	(21,240)	-	(13,301)
	_____	_____	_____	_____
<b>TOTAL FUNDS</b>	444,150	(242,712 )	6,595	208,033
	_____	_____	_____	_____

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2011**

31.3.11	31.3.10
£	£

## INCOMING RESOURCES

### Voluntary income

Gifts	(1)	1
Donations	16,656	17,456
Legacies	324,102	36,859

340,757	54,316
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### Activities for generating funds

Fundraising events	22,478	14,685
Equipment Sales	28,839	18,852
Grants from Charitable Trusts	19,739	36,859

71,056	70,396
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### Investment income

and unit trusts in UK	21,102	19,924
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### Incoming resources from charitable activities

Lottery Grant	7,939	-
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### Other incoming resources

Gardners Pension fund	1,036	831
Training courses	-	540
Iris Club	400	598
Charity Ball	1,860	-

3,296	1,969
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<b>Total incoming resources</b>	444,150	146,605
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**RESOURCES EXPENDED****Fundraising trading: cost of goods sold and other costs**

Fundraising Salaries	11,280	9,499
Fundraising Expenses	12,585	8,736
Directors / Office Salaries	6,008	5,433
Administration	6,260	6,828
Premises	9,230	13,803
Depreciation	32	32
45,395		44,331

**Charitable activities**

Visiting Service Salary Costs	36,742	23,990
Social security	9,320	7,547
Visiting Service Expenses	54	-
Insurance	1,478	1,451
Sundries	99	217
Carried forward	47,693	33,205

	31.3.11 £	31.3.10 £
<b>Charitable activities</b>		
Brought forward	47,693	33,205
Equipment & Aids	28,530	14,080
Hospital Service Salary costs	8,677	8,351
Newsletter	3,303	677
Blind Clubs	2,268	-
Directors /Office salaries	38,565	33,109
Administration	36,061	36,606
Premises	97	263
Depreciation	21	21
Subscriptions	695	62
Expenses	10,696	9,071
Volunteers Costs	5,637	2,115
Transcription Service	103	-
Grants to institutions	3,662	887
186,008		138,447
<b>Governance costs</b>		
CRB Checks	20	-
Accountancy	959	1,236
Payroll service	413	302
Legal fees	470	100
Support Costs	8,111	6,936
9,973		8,574
<b>Other resources expended</b>		
200 Club	260	-
Mail shot	216	-

Snow drops	582	-
	<u>          </u>	<u>          </u>

1,058	-
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**Support costs**

**Management**

Wages	-	28
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**Finance**

Bank charges	278	310
	<u>          </u>	<u>          </u>

<b>Total resources expended</b>	242,712	191,690
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<b>Net income/(expenditure)</b>	201, <u>438</u>	(45, <u>085</u> )
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