

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

**Report of the Trustees and  
Unaudited Financial Statements  
For The Year Ended 31 March 2012**  
**for**  
**Gloucestershire County Association for the Blind**

## **Report of the Trustees** **for the Year Ended 31 March 2012**

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 2012. 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

#### **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 (retired Sept 2011)

Other Trustees: Tim Rice, David Short, Derek Hiorns, Mary Woolley, Louise Simmonds, Martin Horwood MP, Gill Blake, Hazel Holland, Liz Bristow, David Bennoson (retired 30<sup>th</sup> March 2012), Michael Johnson (elected January 20<sup>th</sup> 2012)

Special Advisor: Patricia Robinson, Sensory Services Team

## **Staff at 31<sup>st</sup> March 2012**

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:.....



## **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 2012 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 the Year ending 31<sup>st</sup> March 2012**

I am once again pleased to say that GCAB has had a positive and productive year.

The number of visitors to our 4 Outreach Sessions has increased and this seems to indicate that we are able to reach more people across the County and offer assistance. We have now extended a service into the Hospitals Eye Departments and this too is allowing more individuals to access information. There will be an extension of the Outreach Services into other areas of Gloucestershire that are not already covered, within the next few months. Our Home Visiting Service continues to offer a valuable resource to those not able to access our help and information in any other way. The Centre has also seen an increase in the number of visitors and still offers a welcoming, helpful and bright atmosphere.

GCAB Volunteers continue to be a valuable resource and I understand there are over 100 individuals who help us, with over 50 acting as befrienders. The Outlook and Theatre Groups continue to thrive; both of which are indebted to our volunteers. Thanks also have to go to those who help out with local Clubs, fund raising and time consuming administrative activities. I would like once more to thank all of those people who give their time for free to help out in whatever way they can.

We were sad to lose the services of two of our Trustees this year. David Bennoson has been involved with GCAB for many years and during that time has contributed many valuable hours of work running and maintaining our IT systems. David Richardson has for the past few years acted as Treasurer and gave the post a methodical and thoughtful approach. Both men are involved in other activities which place great demands on their time and the Trustees thank them for their commitment and work for GCAB. Their input will be missed. The Board has welcomed new Trustees who bring with them areas of expertise which we hope will benefit the organisation.

Like all voluntary organisations we face new challenges concerning funding. This area becomes more and more difficult, particularly as we expand our services and we need to be reviewing our strategies. The Trustees continue to monitor our funds and are acutely aware that they are only a finite resource.

I am proud of the service we offer and I hope that we can continue to offer a valuable resource to VIPs in Gloucestershire reviewing and adapting to their needs and I hope as an organisation we can do this for many years to come.

.....

Date.....

Ann Lightfoot, Chair of Trustees

## **Treasurer's Report for the Year ending 31<sup>st</sup> March 2012**

In line with the latest strategic policy of the Association this year's accounts show a loss. This, however, was planned for as the Association continues to expand and improve its long term services to visually impaired people throughout the County.

Despite the continuing uncertain economic circumstances, incoming resources were £150,680; much reduced from the previous year which benefitted from some significant legacies, fundraising events and donations, with expenditure totalling £208,135,

Legacy income remains unpredictable but the financial position of the Association is strong and the immediate future is secure. However the Trustees are aware that 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 £645,631. 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 2011/12.

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 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.

.....

Date.....

Trustee

**Statement of Financial Activities**  
**for the Year Ended 31 March 2012**

	Unrestricted funds		Restrict funds	31.3.12 Total funds	31.3.11 Total funds
	No	£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		67,155	-	67,155	340,757
Activities for generating funds	2	57,951	-	57,951	71,056
Investment income	3	25,574	-	25,574	21,102
<b>Incoming resources from charitable activities</b>					
Lottery Grant	-	-	-	-	7,939
<b>Other incoming resources</b>	-	-	-	-	1,028
		_____	_____	_____	_____
<b>Total incoming resources</b>		150,680	-	150,680	441,882
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Charitable activities		158,313	-	158,313	184,018
Governance costs		9,435	-	9,435	9,973
Other resources expended		557	-	557	1,058
		_____	_____	_____	_____

The notes form part of these financial statements

<b>Total resources expended</b>	208,135	-	208,135	240,444
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<b>NET INCOMING(OUTGOING) RESOURCES</b>	(57,455)	-	(57,455)	201,438
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**Other recognised gains/  
losses**

Gains/losses on investment assets	8,625	-	8,625	6,595
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<b>Net movement in funds</b>	(48,830)	-	(48,830)	208,033
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**RECONCILIATION OF  
FUNDS**

<b>Total funds brought forward</b>	615,783	78,678	694,461	486,428
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<b>TOTAL FUNDS CARRIED FORWARD</b>	566,953	78,678	645,631	694,461
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**Balance Sheet**  
**At 31 March 2012**

	Unrestricted funds		Restrict funds	31.3.12 Total funds	31.3.11 Total funds
	No	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	8	115,195	-	115,195	88,892
Investments	9	<u>420,328</u>	<u>83,897</u>	<u>504,225</u>	<u>487,148</u>
		535,523	83,897	619,420	576,040
<b>CURRENT ASSETS</b>					
Stocks		10,177	-	10,177	-
Debtors		10341	-	341	221
Cash at bank and in hand		<u>21,146</u>	<u>-</u>	<u>21,146</u>	<u>125,248</u>
		31,664	-	31,664	125,469
<b>CREDITORS</b>					
Amounts falling due within one year	11	(234)	(5,219)	(5,453)	(7,048)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS/ (LIABILITIES)</b>		<u>31,430</u>	<u>(5,219)</u>	<u>26,211</u>	<u>118,421</u>

<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	566,953	78,678	645,631	694,461
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	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>NET ASSETS</b>	566,953	78,678	645,631	694,461

<b>FUNDS</b>	12			
Unrestricted funds	566,953			615,783
Restricted funds	78,678			78,678

<b>TOTAL FUNDS</b>	645,631			694,461
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## **Balance Sheet - continued**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2012 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> September 2012 and were signed on its behalf by:

.....  
Trustee

.....  
Date

The notes form part of these financial statements

# **Notes to the Financial Statements** **for the Year Ended 31 March 2012**

## **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, 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

### **Stocks**

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

### **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**

	31.3.12	31.3.11
	£	£
Fundraising events	13,242	22,478
Equipment Sales	24,266	28,839
Grants from Charitable Trusts	19,390	19,739
Transcription service	90	-
Outlook Income	963	-
	_____	_____

57,951

71,056

### **3. INVESTMENT INCOME**

	31.3.12	31.3.11
	£	£
and unit trusts in UK	<u>25,574</u>	<u>21,102</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2012**

**4. COSTS OF GENERATING VOLUNTARY INCOME**

	31.3.12		31.3.11
	£		£
Equipment for resale	8,815	-	
	_____		_____
8,815		-	
	_____		_____

**5. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.12		31.3.11
	£		£
Depreciation - owned assets	-	210	
	_____	_____	_____

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2012 nor for the year ended 31 March 2011.

**7. STAFF COSTS**

31.3.12	31.3.11
£	£

Wages and salaries	120,787	123,499
Social security costs	8,615	9,320
	<u>          </u>	<u>          </u>
129,402		132,819
	<u>          </u>	<u>          </u>

## 8. TANGIBLE FIXED ASSETS

	Land and building s £	Plant and machin ery etc £	Totals £
<b>COST</b>			
At 1 April 2011	88,892	23,761	112,653
Additions	-	<u>26,303</u>	<u>26,303</u>
At 31 March 2012	<u>88,892</u>	<u>50,064</u>	<u>138,956</u>
<b>DEPRECIATION</b>			
At 1 April 2011 and 31 March 2012	-	<u>23,761</u>	<u>23,761</u>
<b>NET BOOK VALUE</b>			
At 31 March 2012	<u>88,892</u>	<u>26,303</u>	<u>115,195</u>
At 31 March 2011	<u>88,892</u>	-	<u>88,892</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2012**

**9. FIXED ASSET INVESTMENTS**

	Listed investmen ts
	£
<b>MARKET VALUE</b>	
At 1 April 2011	574,225
Additions	100,962
Disposals	(86,884)
At 31 March 2012	<u>588,303</u>
<b>PROVISION</b>	
Provision b/f	87,077
Provision for year	(2,999)
At 31 March 2012	<u>84,078</u>
<b>NET BOOK VALUE</b>	
At 31 March 2012	<u>504,225</u>
At 31 March 2011	<u>487,148</u>

There were no investment assets outside the UK.

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

	31.3.12	31.3.11
	£	£
Other debtors	341	221

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

	31.3.12	31.3.11
	£	£
Bank loans and overdrafts	5,219	5,219
Trade creditors	234	42
Other creditors	-	1,787
	5,453	7,048

## 12. MOVEMENT IN FUNDS

At	Net	At
1.4.11	movem	31.3.12
	ent in	
	funds	
£	£	£

### Unrestricted funds

General fund	615,783	(48,830)	566,953
<b>Restricted funds</b>			
Designated	78,678	-	78,678
	_____	_____	_____
<b>TOTAL FUNDS</b>	<u>694,461</u>	<u>(48,830)</u>	<u>645,631</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2012**

**12. MOVEMENT IN FUNDS - continued**

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	150,680	(208,135)	8,625	(48,830)
	_____	_____	_____	_____
<b>TOTAL FUNDS</b>	150,680	(208,135)	8,625	(48,830)
	_____	_____	_____	_____

### 13. ANALYSIS OF FUNDS :-

Original Market Cost in £'s	Description	Value 2012	Value 2011
General Fund:			
496	Shell B shares	13084	11160
150000	Charities Property Fund	145290	144330
78607.76	CCLA Coif Charity Fund	103322	73552
75000	CCLA Property Fund	72072	--
171714	Scottish Widows	84831	171714
Designated Fund:			
8515	COIF Investment Fund	85625	86391
		<b><u>504225</u></b>	<b><u>487148</u></b>

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.

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2012**

	31.3.12	31.3.11
	£	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts	-	(1)
Donations	16,392	16,656
Legacies	50,763	324,102
		<u>340,757</u>
67,155		
<b>Activities for generating funds</b>		
Fundraising events	13,242	22,478
Equipment Sales	24,266	28,839
Grants from Charitable Trusts	19,390	19,739
Transcription service	90	-
Outlook Income	963	-
		<u>71,056</u>
57,951		
<b>Investment income</b>		
and unit trusts in UK	25,574	21,102
<b>Incoming resources from charitable activities</b>		
Lottery Grant	-	7,939
<b>Other incoming resources</b>		
Gardners Pension fund	-	1,025

Iris Club	-	3
		1,028
<b>Total incoming resources</b>	150,680	441,882

## RESOURCES EXPENDED

### Costs of generating voluntary income

Equipment for resale	8,000	-
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### Fundraising trading: cost of goods sold and other costs

No description	37	-
Fundraising Salaries	405	11,280
Fundraising Expenses	7,285	12,585
Directors / Office Salaries	5,712	6,008
Administration	6,180	6,260
Premises	11,396	9,230
Depreciation	-	32
31,015		45,395

### Detailed Statement of Financial Activities for the Year Ended 31 March 2012

	31.3.12	31.3.11
	£	£
<b>Charitable activities</b>		
Visiting Service Salary Costs	38,915	36,742

Social security	8,615	9,320
Insurance	1,509	1,478
Sundries	38	99
Equipment & Aids	-	28,530
Hospital Service Salary costs	10,028	8,677
Newsletter	6,227	3,303
Blind Clubs	809	-
Directors /Office salaries	28,559	38,565
Administration	41,053	36,061
Premises	-	97
Depreciation	-	21
Subscriptions	867	695
Expenses	11,251	10,696
Volunteers Costs	7,201	5,691
Transcription Service	-	103
Grants to institutions	-	<u>3,662</u>
155,072		183,740
<b>Governance costs</b>		
CRB Checks	470	20
Accountancy	503	959
Payroll service	444	413
Legal fees	90	470
Support Costs	<u>7,928</u>	<u>8,111</u>
9,435		9,973
<b>Other resources expended</b>		
200 Club	516	260
Mail shot	-	216
Snow drops	-	582
No description	<u>41</u>	<u>-</u>

557		1,058
<b>Support costs</b>		
<b>Management</b>		
Advertising	438	-
<b>Finance</b>		
Bank charges	610	278
<b>Information technology</b>		
Repairs and renewals	815	-
Computer training	2,193	-
	_____	_____
3,008		-
	_____	_____
<b>Total resources expended</b>	208,135	240,444
	_____	_____
<b>Net (expenditure)/ income before gains and losses</b>	(57,455)	201,438

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2012**

	31.3.12	31.3.11
	£	£
<b>Realised recognised gains and losses</b>		
Realised gains/(losses) on fixed asset investments	8,625	-
	_____	_____
<b>Net (expenditure)/income</b>	<b>(48,830)</b>	<b>201,438</b>