
EAST SUFFOLK ASSOCIATION FOR THE BLIND

Charity Number: 206886

THE EAST SUFFOLK ASSOCIATION FOR THE BLIND

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

EAST SUFFOLK ASSOCIATION FOR THE BLIND

Charity Number 206886

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TRUSTEES' REPORT FOR THE YEAR END 31 MARCH 2017

Patron:	Mr Stephen Fletcher FRICS FAAV Deputy Lieutenant of Suffolk	
Trustees: * - visually impaired	Mr SWJ Hodgkiss BA MBCS Mrs J Miller Mr C Larter * Mr R Ling * Mrs S Holmes Mr M Peak * Mrs D Simpkin * Lady J Skinner Mrs S Swayze * Dr BWB Williams Mrs P Durrell	Chairman Vice Chairman
Charity Registered No.	206886	
Principal Office:	Mallard House Business Centre The Old Station Little Bealings WOODBIDGE Suffolk IP13 6LT	
Accounts Examiners:	Mr M M Khan F.M.A.A.T. A.C.P.A Staines & Co 629 Foxhall Road Ipswich Suffolk IP3 8NE	
Bankers:	Barclays Bank Plc 4 Church Street Woodbridge Suffolk IP12 1DJ	
Investment managers	CCLA/COIF 85, Queen Victoria Street, London EC4V 4ET	

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TRUSTEES' REPORT FOR THE YEAR ENDED 31st MARCH 2017

The Board of Management who are the Trustees for the purposes of the Charities Act submit their Annual Report and the Financial Statements of the East Suffolk Association for the Blind (the Charity) for the year ending 31 March 2017.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a) Constitution

East Suffolk Association for the Blind (ESAB) activities are governed by its constitution last updated and approved in July 2014 which sets out the nature and limitations of ESAB's work with local blind and partially sighted people.

The management of the charity is the responsibility of the Board of Trustees who are elected, appointed and co-opted under the terms of the Charity Commission Scheme.

b) Recruitment and induction of Trustees

New Trustees are currently appointed for a period of four years on the basis of recommendation and induction which is carried out by the Chairman. A Trustee handbook provides information about ESAB and the roles and responsibilities of its Trustees. It is considered appropriate that a proportion of the Trustees should be service users and currently five out of the eleven Trustees are visually impaired.

c) Organisation, structure and decision making

ESAB is an association of a central paid operational team (overseeing provision of all services and management of all the paid staff) and eight voluntary District Committees that are all self-financing in running local social and activity groups for visually impaired members of ESAB within their geographical areas. These District committees each have their own volunteer management arrangements and whilst they operate their own bank accounts, they operate and report within the registered charity and also operate under the charity's single insurance policy.

ESAB's strategic direction is set by its Board of Trustees which meets quarterly. It has representation from some District Committees. Implementation of the strategy and management of the organisation is the responsibility of the part-time Operations Manager who is also responsible for the organisation's supporting infrastructure, assisted by a part time Administrator and part time Treasurer at the Little Bealings office. The other front-line members of staff are involved directly in the delivery of welfare services to local visually impaired people, and by the nature of the organisation and geography, the three Community Workers have their own Helpline telephones and work from their homes.

The Chairman and Operations Manager meet regularly to share information and consider important issues arising between Board meetings and the headquarters team work together to implement governance and management issues. The Operations manager holds a team meeting

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of all the paid staff once every three months to deal with operational matters.

d) Related party relationships

The Charity maintains close links with both national and other local blind charities. It is an active member of VISIONARY which is a national body that supports local voluntary sight loss charities. It also has a close working relationship with Sensing Change as agents of Suffolk County Council Social Services and the two NHS Hospital Eye Clinics in eastern Suffolk. The Charity administers distribution of wirelesses on behalf of the British Wireless for the Blind Fund. Action for Blind People (who have now been fully absorbed into the RNIB and are not a separate brand), Blind Veterans UK, the RNIB and Age UK (Suffolk) are approached and used to provide information and support for ESAB clients within their remits. The charity recommends suitable people who would benefit from a guide dog to the Guide Dogs for the Blind Association (GDBA).

e) Risk management

The Board of Management have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to manage any exposure to identified major risks, which are subject to regular review. The Trustees have recognised as a prime risk the need for on-going financial stability. Consequently the Operations team has continued to address overheads and work closely with ESAB's commission-based external fund raiser.

CHARITABLE OBJECTIVES

ESAB's principal objective is to provide support, welfare services and social activities enabling those experiencing sight related difficulties in East Suffolk (approximately 1000 at present) to continue living independent and fulfilling lives within their home community.

Within the parameters set by its constitution, the East Suffolk Association for the Blind provides public benefit by supporting visually impaired people in maintaining independence and quality of life. In the exercise of its powers to that end, the East Suffolk Association for the Blind has paid due regard to the published guidance from the Charity Commission on the operation of the Public Benefit requirement under the Charities Act 2011.

The main aims and objectives of the charity are:

- To provide appropriate help, support, advice and access to daily living aids that contribute to improving the quality of life of blind and partially sighted people; this includes a home visiting service and telephone support where appropriate
- To help people who use the charity's services maintain choice and control over their lives

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- To raise awareness of the impact and benefits of registration for blind or partially sighted people and to signpost/support people to register as appropriate;
- To provide appropriate support to ensure the service users dignity and at all times respecting the choices service users make.
- To provide and facilitate monthly social meeting groups and other activity based and recreational groups across our region

The Charity knows of some 1,000 people in East Suffolk who are registered blind (severely sight impaired) and partially sighted (sight impaired) as well as estimating, from national guidelines, that there are a further 2,750 people with poor sight who could benefit from help in East Suffolk.

MAIN ACTIVITIES AND ACHIEVEMENTS FOR THE YEAR

1. For the third year running the East Anglian Sailing Trust kindly offered a day sailing on their volunteers' yachts to those of our members who wished to take part, so in May 2016, thirteen of our members had a full days yacht sailing out of Levington Marina near Ipswich, sailing firstly out a bit into the North Sea and later up the River Stour. Yet again, the weather was ideal and the day was a great success, much enjoyed by all.
2. Started the calendar year with 1085 members and ended the year with 967 members. This reduction is partly explained by an ongoing data cleanse that we have been undertaking but also by the changing circumstances of new registrations. The average age of new registrations continues to increase, largely due to continuously improved treatments but along with that we are finding that a lot of new registrants are suffering multiple disabilities and hence are being supported by several agencies.
3. During the year, we had 136 new referrals into ESAB, with 80 coming from the Eye Clinic Liaison Officers (ECLO) at Ipswich and James Paget Hospitals and 56 coming into us directly either through recommendation or through our widely distributed trifold leaflets.
4. The primary activity is supporting visually impaired members via our three Community Workers resolving their needs by a combination of home visits and through telephone support offering advice, providing solutions and making referrals to third party agencies where appropriate. During the year, our Community Workers made a total of 852 home visits. In total they provided 1799 services to our members, either through home visiting or through telephone support. Inevitably we only are called upon to serve something like 20% of our members at any one point in time but we endeavour to contact all of our members at least once a year to see if their circumstances have changed thus requiring our attention. Our Community Workers provide their own Help Line phone numbers to all of their members so they can be easily contacted.

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5. During 2016, our three Community Workers attended a training course provided by Optelec teaching them how to assess the best magnifier to enable a visually impaired person to be able to continue fulfilling one or more of their daily living activities. They are now each equipped with a large suitcase storing a range of hand held magnifiers as well as an electronic one. They are now able to provide a magnifier assessment service as part of their home visiting service and help members purchase magnifiers where required.
6. Wherever possible we demonstrate a core set of daily living aids and we provide catalogues and help where necessary to make sure that our members can purchase from a large range of other daily living aids. In an average year, we provide or help with the acquisition of over 1000 items of daily living aids for our members. Where members are financially disadvantaged we are able to assist in the purchase of small items via a fund kindly donated to ESAB by a number of charitable trusts and donors. For this we and the members concerned are very appreciative.
7. We also provide referrals to Action for Blind People (now known as RNIB) for any of our members who require help getting back into or staying in employment. In addition this agency also provides demonstrations and training in the use of computer based products for the visually impaired (also known as assistive technology).
8. We encourage all of our members to receive talking newspapers and magazines from both local and national charities offering this service. In addition we help members get access to talking books either through the RNIB or through a charity called Calibre.
9. We act as agents for a charity called British Wireless for the Blind (BWFB) who provide radios and radio/cassette/CD players as well as internet based radios. These are offered to members who meet the tight criteria set by BWFB.
10. Every year we organise two exhibitions for our members (also open to members of the general public) where they are able to see and have demonstrated a wide range of daily living aids for the visually impaired exhibited by several retailers in the industry. During this past year we had very successful exhibitions in Lowestoft and Stowmarket.
11. We provide a twice yearly informative newsletter which goes out to all of our members either in large print, on CDs, USB Sticks or via Email. These newsletters contain a wide range of helpful information and guidance to our members as well as a bit of light humour.
12. Across East Suffolk we have eight District Committees who run monthly social groups for those of our members who are able to attend. These offer a good social setting around food and drink and more often than not some entertainment. Occasionally there will be an outing and of course at Christmas time a special celebratory meal or party.
13. In Lowestoft and Felixstowe the local District Committees offer directly or in conjunction with other local organisers a range of activity groups for our members to participate in. This

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embraces Blind Bowls, Blind Shooting, Kurling, rambles, sailing and arts & crafts groups.

14. Our long standing web site (www.esab.org.uk) is constructed to be highly user friendly for visually impaired members to access. The Board felt that we also needed to have a web site that was more appealing to sighted users. To this end, we have a new complementary web site which can be found at www.esab.btck.co.uk.

MANAGEMENT AND STAFFING

ESAB employed seven staff in total, all part time, throughout the year.

The day to day operations of the Association are the responsibility of the Operations Manager, who is supported by the Administrator and Treasurer.

There are three Community Workers who each are responsible for a defined part of the East Suffolk area, each working from their own homes and with each having a dedicated telephone Help Line for ESAB members to use to contact them. One member of staff is employed (as a Development Officer) to coordinate all of the leisure and recreational activities taking place in Lowestoft and the immediate surrounding area.

VOLUNTEERS

Volunteers are an essential part of ESAB's overall operation. ESAB is fortunate to be able to call upon around 150 volunteers across East Suffolk to cover a wide range of duties. Volunteers support a number of our services and provide a wide range of practical help including running monthly Social and Activity Groups (including outings), transport, befriending and occasional home visiting. Volunteers are encouraged to be on the Charity's register of those who are entitled to have a vote on matters raised at both AGMs and EGMs.

FINANCIAL REPORT

Review

These financial statements comply with the Charities Act 2011 and conform to the current Statement of Recommended Practice for Charities (SORO 2015) with the accounts being prepared in accordance with FRS 102(Updated Feb 2016).

The deficit before revaluation was £10,785 compared with a surplus of £58,843 last year, a reduction of £69,628. The main reason for the deficit was a reduction in legacy income of £65,025 which this year totalled £36,525 compared to £101,550 last year.

Income totalled £92,769 compared to £168,088 last year and charitable expenditure totalled £100,005 compared with £103,955 last year.

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There was a small increase in total salary cost of £1030 and other overheads reduced by £4,981 and fund raising costs were £1,741 lower. Investment income totalled £13,575 compared to £9,038, the higher income being largely as a result of changing our investments to COIF (Charities Official Investment Funds). Our investments increased in value by £23,597 compared to a loss last year of £39,126.

The eight district committees had an excess of income over expenditure of £5,178.

On the Balance Sheet our reserves increased to £389,114 and the investments were valued at £304,042 compared to £290,445 last year.

Reserves policy

The Trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately eighteen months of unrestricted charitable expenditure. The Trustees consider that this level will provide sufficient funds to respond to ongoing demands for services and ensure that ongoing support and governance costs including any foreseeable cessation costs are covered.

The reserves held at 31st March 2017 were £389,114, of which £303,466 are regarded as free reserves. The current level of reserves meets the Trustees' criterion.

Investment policy and performance

In accordance with the charity's constitution, the Trustees have the power to invest in such stocks, shares and investments as they see fit. The Trustees have continued to invest in the COIF funds and these will hopefully continue to achieve a balance between income and capital growth.

Principle funding

Donations and annual requests for member's support.

Use of an external fundraiser - commission based only

Legacies

Events

District committee contributions to the centre

Income from investments

Assets

Two acres (approx.) of land at East Bergholt which is restricted as to use and currently subject to a long term rental agreement.

Baylham Trust – Land and a house in trust for 11 years, this trust is administered by trustees that have no link to ESAB and operate completely independently under the terms of the benefactor's last will and testament. Income from this commenced as expected during 2016. The freehold of both land & property transfers to ESAB in 2022.

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Plans for the future

The Trustees are seeking to change the formal structure of the charity from a unincorporated charity to a Charitable Incorporated Organisation. This is to allow for the holding of certain assets and contracts in the charities name rather than these be vested. Work is also progressing within all of the three independent charities working for the visually impaired in Suffolk towards the mutual goals of much closer ties and possibly a full merger in the future.

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STATEMENT OF DISCLOSURE TO THE INDEPENDENT EXAMINER

The Trustees have taken all steps that they ought to have taken in order to make themselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

As far as each of the Trustees is aware at the time the report is approved, there is no relevant information of which the charity's Independent Examiner is unaware.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgments and estimates that are reasonable and prudent
- State whether policies adopted are in accordance with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume the charity will continue in operation.

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

INDEPENDENT EXAMINER

Mr M. M. Khan of Staines & Co. has been appointed as Independent Examiner for the year under review. A resolution proposing his re-appointment as examiners of the charity's accounts will be put to the next Annual General Meeting.

This report was approved by the Trustees on **11th May 2017** and signed on their behalf, by:



S.W.J. Hodgkiss, Chairman

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INDEPENDENT EXAMINER'S REPORT

Report to the Trustees of the East Suffolk Association for the Blind on the accounts for the year ended 31st March 2017 which are set out on pages 12-13.

Respective responsibilities of the Trustees and Examiner

The charity's Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion given as to whether the accounts present a "true and fair view" and the report is limited to matters set out in the statement 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 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Staines & Co
629 Foxhall Road
Ipswich, Suffolk IP3 8NE


Signed by: *Ma. M. M. Kama*

Date: *6/6/2017*

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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR END 31 MARCH 2017**

	Notes	Restricted £	Unrestricted £	Total £	Last Year £
INCOME & ENDOWMENTS					
DONATIONS AND LEGACIES	3	46803	32391	79194	159050
INVESTMENT INCOME	9.3	0	13575	13575	9038
TOTAL INCOME & ENDOWMENTS		46803	45966	92769	168088
EXPENDITURE					
EXPENDITURE ON RAISING FUNDS	4&5				
Fundraising and Publicity		2667	882	3549	5290
EXPENDITURE ON CHARITABLE ACTIVITIES					
Community Workers		19723	61254	80977	82519
Lowestoft Activities Officer		3450	6604	10054	9171
TNAUK		0	1525	1525	2096
Equipment		2823	1085	3908	5335
Newsletter		0	2659	2659	2781
Calendars		0	882	882	1265
Information Packs		0	0	0	788
TOTAL EXPENDITURE		28663	74891	103554	109245
Net Income(expenditure) before gains and losses on investments		18140	-28925	-10785	58843
Net gains(losses) on investments		0	23597	23597	-39126
NET INCOME (EXPENDITURE) FOR YEAR		18140	-5328	12812	19717
RECONCILIATION OF FUNDS					
Total Funds brought forward		11229	365073	376302	356585
TOTAL FUNDS CARRIED FORWARD		29369	359745	389114	376302

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BALANCE SHEET
31st MARCH 2017

	Notes	2017	2016
		£	£
Fixed asset investments	9	304,042	290445
Current assets			
District committee bank accounts	14	56279	53601
COIF Deposit Fund		20374	30294
Bank balances		10657	4986
Debtors	10	<u>565</u>	<u>320</u>
		£ 87,875	£ 89201
Creditors: amounts due within one year	11	<u>2803</u>	<u>3344</u>
Net current assets		85,072	85857
Net assets		<u>£ 389114</u>	<u>£ 376302</u>
Reserves			
Unrestricted funds		303466	311472
Restricted funds	12	29369	11229
District committee funds	14	56279	53601
Total funds		<u>£ 389114</u>	<u>£ 376302</u>

The notes on pages 15 – 23 form part of these financial statements.

The financial statements were approved by the Trustees on the **11th May 2017** and signed on their behalf of by:-

Signature of Trustee:



Print Name:

SWJ HODGKISS

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR 31 MARCH 2017

NOTE 1 BASIS OF PREPARATION

1.1 Basis of Accounting

The financial statements have been prepared in accordance with the Charities Statement of Recommended Practice SORP FRS 102 for smaller charities as updated February 2016

1.2 Change in basis of accounting

There have been no changes to the accounting policies since last year.

1.3 Change to previous accounts

There have been no changes to accounts for previous years.

1.4 Incoming Resources

The charity derives its income from donations, legacies and other voluntary income and grants that provide core funding.

Donation income is included within the Statements of Financial Activities as it is received. Legacies are recognised when the three principles of entitlement, measurability and certainty are met. Grants are recognised in the period to which they relate.

1.5 Operating leases

Rent payable on operating leases is accounted for in the year to which it relates.

1.6 Resources expended

Expenditure is recognised in the period to which it relates and liabilities are recognised in the period in which they arise. All expenditure is directed at the provision of charitable services in line the Association's objectives.

1.7 Governance costs

Governance costs are those costs associated with maintaining the governance of the charity as opposed to the management of the charity's activities.

1.8 Fixed asset investments

Investments are stated at market value at the balance sheet date. All gains and losses (realised and unrealised) are recognised in the SOFA in the period to which they relate.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR 31 MARCH 2017

1.9 Stock

Stocks are recognised at the lower of cost or net realisable value less any provision for slow-moving or obsolete stock.

1.10 Voluntary assistance

The charity receives help and support in the form of voluntary assistance. This is not included in the accounts in accordance with the SORP.

1.11 Fund accounting

Unrestricted funds are those funds available for the general running of the charity and the use of those funds is limited only by the objects of the charity. Restricted funds are those funds that have been donated for a purpose specified by the donor. The use of restricted funds is not at the discretion of the trustees. Permanent endowments are funds that have been set up for the long term use of the charity and the assets of these funds cannot be expended.

NOTE 2 ACCOUNTING POLICIES

INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none">- the charity becomes entitled to the resources- the trustees are virtually certain they will receive the resources,- the monetary value can be measured with sufficient reliability.
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA when received.
Contractual income and performance related grants.	Included in the SoFA once the related goods or services have been delivered.

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Gifts in kind	Are accounted for at a reasonable estimate of their value or the amount realised. For sale or distribution are included as gifts when sold or distributed. For use by the charity are included in the SoFA when received.
Donated services and facilities	These are included (with an equivalent amount in resources expended) where the benefit is reasonably quantifiable, measurable and material. The value is the estimated value of the service or facility received.
Volunteer help	The value is not included but is described in the trustees' annual report.
Investment income	Is included in the accounts when received.
Investment gains and losses	Includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the year end.

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing resources to be paid.
Governance costs	The cost of examination of statutory accounts, the costs of trustee meetings and cost of legal advice to trustees on governance or constitutional matters.
Staff pensions	The Association made contributions of £357 to a pension fund for the benefit of four employees.

ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year and cost at least £500. They are valued at cost or if gifted at the value on receipt.
Investments	Investments in COIF funds are valued at market value at the year end. Other investment assets are included at Trustees' best estimate of market value.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR 31 MARCH 2017**

NOTE 3 ANALYSIS OF INCOMING RESOURCES

	This year £	Last year £
Donations and Legacies		
Legacies	7500	101550
Restricted Legacies	29025	0
Donations, collections and miscellaneous	16893	15958
Appeal donations	2120	3222
Aldeburgh fishing match	700	1100
Restricted donations	17778	28310
District Committee income	5178	8910
	<u>£79,194</u>	<u>£159,050</u>

Investment income		
Investments	13575	9038

NOTE 4 ANALYSIS OF RESOURCES EXPENDED

	This Year £	Last Year £
Salaries & NI		
Community workers	47244	47922
Lowestoft activities officer	8959	7938
Community Workers & Member Services	16240	15553
Total	<u>72443</u>	<u>71413</u>
Employees and volunteers expenses	6459	6411
Rent and rates	9145	9140
Copy costs	320	482
Electricity	515	418
Telephone	1577	1589
Stationery	317	371
Postage	263	502
Computer expenses	248	1112
Sundries	948	1110
Talking newspaper	200	667
Equipment supplied	2252	3549
Newsletters	1666	1710
Information packs	0	74

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**NOTES TO THE FINANCIAL STATEMENTS
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Calendars	220	194
Professional fees	692	1729
Payroll costs	390	252
Collection Boxes	0	630
Insurance	1194	1349
Subscriptions	0	0
Governance costs	1156	1252
	<u>£27562</u>	<u>£ 32542</u>

Gain on investment assets/(loss) £ 23,597 (£39126)

PLEASE NOTE

On the SOFA on page 12, all of the support costs above and governance costs (note 5.2) are fully apportioned across all of the Association's charitable activities using the following percentages, which reflect the estimated resource allocation to supporting these activities:

Community Workers	83%
Lowestoft activities officer	3%
TNAUK	4%
Equipment	5%
Newsletter	3%
Calendars	2%
Information Packs	0%

NOTE 5 DETAILS OF CERTAIN ITEMS OF EXPENDITURE**5.1 Trustee expenses**

Number of trustees paid expenses	Nil	Nil
Amount paid for travel	Nil	Nil

5.2 Governance costs

Independent examiner's fee	880	960
Trustee and AGM meeting costs	276	292

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR 31 MARCH 2017**

NOTE 6 PAID EMPLOYEES

	This year £	Last year £
6.1 Staff costs		
Gross wages and benefits in kind	72086	71206
Employer National Insurance costs	0	207
Employer Pension costs	357	0
6.2 Average number of full-time equivalent employees in year		
Average FTE number	3.5	4.1

NOTE 7 GRANT MAKING

The charity made no grants in the year.

NOTE 8 TANGIBLE FIXED ASSETS

No value has been attributed to the two acres of freehold land at East Bergholt which is restricted as to use and the value of which is considered to be less than £10,000

NOTE 9 INVESTMENT ASSETS**9.1 Fixed asset investments**

	£	£
Market value at 1st April 2016	290,445	296483
Additions to investments at cost	0	285000
Disposals at carrying value	(10,000)	(224650)
Profit on valuation(loss)	23597	(39126)
Market value at 31 st March 2017	<u>£304042</u>	<u>£ 290,445</u>

9.2 A breakdown of the market values of investments:

	31-Mar-17 £	31-Mar-16 £
COIF Investment Fund (6818.32 units)	95257	82,711
COIF Fixed Interest Fund (22,329.30 units)	31308	39,979
COIF Property Fund (71,538.43 units)	80946	83,271
COIF Global Equity Fund (57862 units)	96531	84,484
Value	<u>£304042</u>	<u>£290,445</u>

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	Market value at year end	Income for year
9.3 A breakdown of income from investments	£	£
Investments listed on a the stock exchange	Nil	190
COIF deposit fund	20374	80
COIF other funds	223096	8727
COIF property fund	80946	4578
Land at East Bergholt	0	140
Total	<u>£ 324416</u>	<u>£ 13715</u>

9.4 Material investment holdings	£
COIF property fund	80946
COIF global equity fund	96531
COIF investment fund	95257
COIF fixed interest fund	31308
Total	<u>£ 304042</u>

NOTE 10 DEBTORS AND PREPAYMENTS	Amounts falling due within one year	
	This year	Last year
	£	£
Debtors	0	0
Prepayments and accrued income	565	320
Total	<u>£ 565</u>	<u>£ 320</u>

NOTE 11 CREDITORS AND ACCRUALS	Amounts falling due within one year	
	This year	Last year
	£	£
Creditors	1964	2531
PAYE	839	814
Total	<u>£ 2803</u>	<u>£ 3345</u>

NOTE 12 RESTRICTED FUNDS**12.1 Funds held**

<i>Fund name</i>	<i>Type</i>	<i>Purpose and restrictions</i>
Aids & equipment	Restricted	Provide aids free to needy members
Lowestoft activities development officer	Restricted	To fund the salary and expenses.
Community workers	Restricted	To fund the salaries and expenses of community workers
Information packs	Restricted	Fund information packs for members

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12.2 Movement of major funds

Funds	Fund Balance b/fwd	Incoming Resources	Spent This Year	Transfers	Carried forward	Spent Last Year
	£	£	£	£	£	£
Aids and equipment	7453	2550	2823	0	7180	3072
Lowestoft activities development officer	900	2550	3450	0	0	8100
Community workers	0	39036	19723	0	19313	12010
Information packs	2876	0		0	2876	74
Total	£ 11229	£ 44136	£ 25996	0	£ 29369	£23256

12.3 All the funds were restricted and were held in current assets.

NOTE 13 TRANSACTIONS WITH RELATED PARTIES

13.1 There were no loans or other transactions with trustees or related parties other than receipts from district committees as shown below

NOTE 14 SUMMARY OF DISTRICT COMMITTEE ACCOUNTS

	Balance b/fwd	Receipts	Payments	To central	Balance c/fwd
	£	£	£	£	£
Beccles and Bungay	4782	3065	2259		5588
Felixstowe	13915	9948	6881	750	16232
Halesworth	2862	551	670		2743
Lowestoft	9442	4805	5658		8589
Shotley peninsular	7200	2651	2265		7586
Southwold	6382	51	50	1000	5383
Stowmarket	4563	2329	1466	500	4926
Woodbridge	4455	2848	1821	250	5232
Total	£ 53601	£ 26248	£ 21070	£ 2500	£ 56279

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