
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 2018

EAST SUFFOLK ASSOCIATION FOR THE BLIND

Charity Number 206886

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TRUSTEES' REPORT FOR THE YEAR END 31 MARCH 2018

Patron:	Mr Stephen Fletcher FRICS FAAV Deputy Lieutenant of Suffolk	
Trustees: * - visually impaired	Mr SWJ Hodgkiss BA MBCS Mrs J Miller Mr C Larter * Mrs S Holmes Mr M Peak * Mrs D Simpkin * 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 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 2018

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 2018.

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

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d) Related party relationships

The Charity maintains close links with both national and other local charities for the visually impaired. 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 the Sensory Team for 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. Blind Veterans UK, the RNIB and Age UK (Suffolk) are referred 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 950 at present) to continue living independent and fulfilling lives within their home community wherever practical.

Within the parameters set by its constitution, the East Suffolk Association for the Blind provides public benefit by supporting visually impaired people in endeavouring to maintain 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
- To raise awareness of the impact and benefits of CVI (Certificate of Visual Impairment) registration for blind or partially sighted people and to signpost/support people to register as appropriate;

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- 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 950 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 yet another year 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 2017, twelve 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 kind and the day was a great success, much enjoyed by all.
2. Started the calendar year with 967 members and ended the year with 948 members. 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 125 new referrals into ESAB, with 80 coming from the Eye Clinic Liaison Officers (ECLLO) at Ipswich and James Paget Hospitals, 45 coming into us directly either through recommendation or through our widely distributed trifold leaflets.
4. The primary activity is supporting visually impaired members through 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 818 home visits. In total they provided 1819 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.
5. Our Community Workers continue to use their magnification training from Optelec to both demonstrate and arrange purchase of simple and electronic hand-held magnifiers. This is an extremely valuable service particularly for those living without easy access to Low Vision clinics at the hospitals.

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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 the RNIB for any of our members who require help getting back into or staying in employment. In addition the RNIB also provides demonstrations and training in the use of computer based products for the visually impaired through their Online volunteer programme.
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 (BWBF) 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 BWBF.
10. Every year we organise two exhibitions for our members (also open to 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 Beccles and Woodbridge.
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 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.

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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

The deficit before exceptional expenditure and gains on investments was £27,053 compared to a deficit of £10,785 last year. This was largely due to a decrease in legacies although restricted donations increased by £13,342 a very commendable result by our fundraiser. Our income from investments totalled £13,099 down £476 from last year, a reduction due to sales.

Overheads excluding fundraising costs totalled £103,370 compared with £100,005 last year, an increase due partly to small increases in salary and pension costs.

The exceptional expenditure of £13,400 relates to a reserve for legal costs in relation to the formation of a Charitable Incorporated Organisation (CIO) and the future transfer of Ipswich Care for the Blind Limited to East Suffolk association for the Blind. This figure is for expenditure up to 31st March 2018 and is expected to be higher when the legal work is completed.

The gains on investments was £3,796 compared to £23,597 last year a reduction partly due to the sale of some investments.

The overall deficit for the year was £36,657 compared with a surplus of £12,812 last year. This disappointing result was largely due to legal costs and a much lower gain on investments.

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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 2018 were £352,457, of which £276,163 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.

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.

Plans for the future

The Trustees are changing the formal structure of the charity from an unincorporated association to a Charitable Incorporated Organisation (CIO). Incorporation gives greater protection to the Trustees and enables the Charity to hold assets and contracts in its name. Work is progressing with all three independent charities working for the visually impaired in Suffolk towards closer ties and 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 9th May 2018 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 2018 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:



Date:-

29/05/2018

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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR END 31 MARCH 2018**

	Notes	Restricted £	Unrestricted £	Total £	Last Year £
INCOME & ENDOWMENTS					
DONATIONS AND LEGACIES	3	31120	36848	67968	79194
INVESTMENT INCOME	9.3	0	13099	13099	13575
TOTAL INCOME & ENDOWMENTS		31120	49947	81067	92769
EXPENDITURE 4&5					
EXPENDITURE ON RAISING FUNDS					
Fundraising and Publicity		4431	319	4750	3549
EXPENDITURE ON CHARITABLE ACTIVITIES					
Community Workers & Member Services					
		37552	44925	82477	80977
Lowestoft Activities Officer		2125	8028	10153	10054
TNAUK		0	1288	1288	1525
Equipment		4215	1416	5631	3908
Newsletter		2157	965	3122	2659
Calendars		0	699	699	882
TOTAL EXPENDITURE		50480	57640	108120	103554
Deficit before exceptional expenditure and gains on investments					
		-19360	-7693	-27053	-10785
Exceptional expenditure	4.2	0	-13400	-13400	0
Net gains on investments		0	3796	3796	23597
NET DEFICIT/SURPLUS FOR YEAR		-19360	-17297	-36657	12812
RECONCILIATION OF FUNDS					
Total Funds brought forward		29369	359745	389114	376302
TOTAL FUNDS CARRIED FORWARD		£10,009	£342,448	£352,457	£389,114

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BALANCE SHEET
31st MARCH 2018

	Notes	2018 £	2017 £
Fixed asset investments	9	292931	304,042
Current assets			
District committee bank accounts	14	66285	56279
COIF Deposit Fund		88	20374
Bank balances		9314	10657
Debtors and prepayments	10	303	565
		<u>£75,990</u>	<u>£87,875</u>
Creditors: amounts due within one year	11	16464	2803
Net current assets		59526	85072
Net assets		<u>£352,457</u>	<u>£ 389,114</u>
Reserves			
Unrestricted funds		276163	303466
Restricted funds	12	10009	29369
District committee funds	14	66285	56279
Total funds		<u>£352,457</u>	<u>£ 389,114</u>

The notes on pages 14 – 21 form part of these financial statements.

The financial statements were approved by the Trustees on the 9th May 2018 and signed on their behalf of by:-

Signature of Trustee:



Print Name:

SWJ HODGKISS

EAST SUFFOLK ASSOCIATION FOR THE BLIND

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR 31 MARCH 2018

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 2018

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 £541 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 2018**

NOTE 3 ANALYSIS OF INCOMING RESOURCES

	This year £	Last year £
Donations and Legacies		
Legacies	13100	7500
Restricted Legacies	0	29025
Donations, collections and miscellaneous	13950	16893
Appeal donations	2673	2120
Aldeburgh fishing match	1500	700
Restricted donations	31120	17778
District Committee net income	5625	5178
	£67,968	£79,194
Investment income		
Investments	£13,099	£13,575

NOTE 4 ANALYSIS OF RESOURCES EXPENDED

	This Year		Last Year	
	£	£	£	£
	Service Costs	Service Support Costs (Note 4.1)	Total	Total
Fund raising and publicity	4750		4750	3549
Charitable activities				
Community worker and member services costs	55790	26687	82477	80977
Lowestoft activities officer services costs	9188	965	10153	10054
TNAUK	2	1286	1288	1525
Equipment	4023	1608	5631	3908
Newsletter	2157	965	3122	2659
Calendars	57	642	699	882
Charitable activities sub total	71,217	32,153	103,370	100,005
Total			£108,120	£103,554

NOTE 4.1

On the SOFA (page 12), all of the service support costs (£32,153) 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%	Equipment	5%
Lowestoft activities officer	3%	Newsletter	3%
TNAUK	4%	Calendars	2%

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**NOTES TO THE FINANCIAL STATEMENTS
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Support Costs	This Year	Last Year
	£	£
Central salary costs to support charitable services	16823	16240
Employees expenses	126	110
Rent and rates	9143	9145
Copy costs	338	320
Electricity	532	515
Telephone	609	1577
Stationery	439	317
Postage	268	263
Computer expenses	300	248
Sundries	918	948
Professional fees	0	692
Payroll costs	528	390
Insurance	914	1194
Subscriptions	52	0
Governance costs (See note 5)	1163	1156
Total Support Costs	£32,153	£33,115

NOTE 4.2 EXCEPTIONAL EXPENDITURE

£13400 has been reserved in respect of legal fees in connection with the transfer of Ipswich Care for the Blind Limited to East Suffolk Association for the Blind and for the formation of a Charitable Investment Organisation (CIO).

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	870	880
Trustee and AGM meeting costs	293	276

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR 31 MARCH 2018**

NOTE 6 PAID EMPLOYEES

	This year	Last year
	£	£
6.1 Staff costs		
Gross wages and benefits in kind	73853	72086
Employer National Insurance costs	0	0
Employer Pension costs	541	357
6.2 Average number of full-time equivalent employees in year		
Average FTE number	3.5	3.5

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 £20,000

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

	£	£
Market value at 1st April 2017	304042	290445
Disposals at carrying value	(14908)	(10,000)
Increase at revaluation	3797	23597
Market value at 31 st March 2018	<u>£292,931</u>	<u>£304,042</u>

9.2 A breakdown of the market values of investments:

	31-Mar-18	31-Mar-17
	£	£
COIF Investment Fund (6818.32 units)	82737	95,257
COIF Fixed Interest Fund (22,329.30 units)	0	31,308
COIF Property Fund (71,538.43 units)	113993	80,946
COIF Global Equity Fund (57862 units)	96201	96,531
Value	<u>£292,931</u>	<u>£304,042</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR 31 MARCH 2018**

	Market value at year end	Income for year
9.3 A breakdown of income from investments	£	£
Investments listed on a the stock exchange	Nil	NIL
COIF deposit fund	88	13
COIF other funds	178938	7585
COIF property fund	113993	5431
Land at East Bergholt	0	70
Total	<u>£ 293,019</u>	<u>£13,099</u>

9.4 Material investment holdings	£
COIF property fund	113993
COIF global equity fund	96201
COIF investment fund	82737
Total	<u>£292,931</u>

NOTE 10 DEBTORS AND PREPAYMENTS	Amounts falling due within one year	
	This year	Last year
	£	£
Debtors	15	0
Prepayments and accrued income	288	565
Total	<u>£303</u>	<u>£565</u>

NOTE 11 CREDITORS AND ACCRUALS	Amounts falling due within one year	
	This year	Last year
	£	£
Creditors	15557	1,964
PAYE	907	839
Total	<u>£16,464</u>	<u>£2,803</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

EAST SUFFOLK ASSOCIATION FOR THE BLIND

Charity Number 206886

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR 31 MARCH 2018**

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	7180	3775	4215	0	6740	2832
Lowestoft activities development officer	0	2125	2125	0	0	3450
Community worker Felixstowe (note 1)	19313	2550	21863	0	0	19723
Information packs/Newsletters	2876	2550	2157	0	3269	0
Community Workers	0	15689	15689	0	0	0
TOTAL	£29,369	£26,689	£46,049	0	£10,009	£25,996

Note 1 £6881 was paid to the Felixstowe Committee and the balance was spent on the fully allocated cost for the Felixstowe Community worker.

12.3 All restricted funds were held in current or fixed 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/from central	Balance c/fwd
	£	£	£	£	£
Beccles & Bungay	5,588	1252	1838	0	5002
Felixstowe	16,232	6162	4106	-6881	25169
Halesworth	2,743	600	658	0	2685
Lowestoft	8,589	5363	4871	0	9081
Shotley Peninsular	7,586	3761	2033	0	9314
Southwold	5,383	97	489	0	4991
Stowmarket	4,926	2486	1285	1000	5127
Woodbridge	5,232	3454	2270	1500	4916
TOTAL	£56,279	£23,175	£17,550	-£4,381	£66,285