

CHARITY REGISTRATION NUMBER: 207060

The Norfolk & Norwich Association for the Blind
Financial statements
31 March 2019

The Norfolk & Norwich Association for the Blind

Financial statements

Year ended 31 March 2019

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The Norfolk & Norwich Association for the Blind

Board of management's annual report

Year ended 31 March 2019

The Board of management present their report and the financial statements of the charity for the year ended 31 March 2019.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

Reference and administrative details

Registered charity name	The Norfolk & Norwich Association for the Blind	
Charity registration number	207060	
Principal office	Magpie Road Norwich NR3 1JH	
Patron	HER MOST GRACIOUS MAJESTY QUEEN ELIZABETH II	
President	The Right Reverend The Lord Bishop of Norwich	
Vice presidents	The Lord Lieutenant of Norfolk The High Sheriff of Norfolk The Lord Mayor of Norwich The Sheriff of Norwich The Mayor of Great Yarmouth The Mayor of King's Lynn and West Norfolk The Venerable M Handley P Scarfe FCA	
Honorary Consultant Ophthalmologist	Mr N Puvanachandra MB BChir MA FRCOphth	
Honorary Physician	Dr S Pinto MB BS DCH DRCOG MRCPG	
Chaplain	The Reverend H Wright	
Board of Management	R Hanson Canon S Stokes (2) G Gowing MRICS A Orves FCCA FCA Ms E Barnston P Bowerbank (1) Dr D Goldser D Harris T Hirst G Holloway Mrs B Jones Ms A Lockett Mrs K Norton R West MBCS CITP	(Co Chairman) (Co Chairman) (Vice Chairman) (Treasurer) (appointed January 2019) (resigned January 2019)

(1) Appointee of Norfolk County Council

(2) Nominee of the Bishop of Norwich

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Chief Executive Officer	Mrs Gina Dormer
Investment Advisors	Barratt & Cooke Ltd 5 Opie Street Norwich NR1 3DW
Auditor	Lovewell Blake LLP Chartered accountants & statutory auditor Bankside 300 Peachman Way Broadland Business Park Norwich NR7 0LB
Bankers	Barclays Bank Plc 3 St James Court Norwich Norfolk NR3 1RJ
Solicitors	Spire Solicitors Holland Court The Close Norwich NR1 4DX

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Objectives and activities

Policies and objectives

The objects of the Charity are to help blind (severe sight impaired) and partially sighted (sight impaired) people in Norfolk by providing accommodation and care, a community visiting service and educational and recreational facilities.

The Charity now supports over 4,000 people in Norfolk who are registered blind (severe sight impaired) and partially sighted (sight impaired). From estimates published by the RNIB there are approximately 35,000 people in the county with sight loss, many of whom could benefit from the Charity's support.

Activities for achieving objectives

The Charity provides:

- Accommodation and Care
- A Community Visiting Service
- Educational and Recreational Facilities

Public benefit

The Board of Management have paid due regard to the Charity Commission's guidance on public benefit. The Board of Management consider that the main activities of the charity further the charity's purposes for the public benefit, as demonstrated by our achievements and performance set out below.

Achievements and performance

Accommodation and Care

Accommodation and care is provided by Thomas Tawell House, a 35 bed residential care home, and Hammond Court, a scheme of 20 supported flats, both of which are at our base in Magpie Road, Norwich. This year we have reduced our overall capacity at Thomas Tawell House by one place having converted two of our bedrooms into one larger respite suite as there has been increasing demand for this service.

As part of our response to the January 2018 report by the Care Quality Commission (CQC), we have made significant additional investment into Thomas Tawell House. We have also sought to actively involve residents and their families in helping us redefine our services in order to better meet need. We were inspected again by CQC in November 2018 and, as a result of the endeavours of all those working with and for us, were able to achieve an overall "Good" rating.

Hammond Court, having had two vacant units earlier in the year, is now back up to full capacity, with twenty residents. We were successful in facilitating an urgent transfer of one individual into our supported housing who would otherwise have required a lengthy stay in hospital owing to their previous accommodation no longer being suitable for their needs. Our success in achieving this was largely due to the support this individual received into the community and the work undertaken by our staff within the Association who ensured the individual was supported throughout. This individual is now an involved active member of the Hammond Court Community. Owing to the higher-than-ever demand for supported housing, we have updated our assessment and eligibility criteria for Hammond Court to ensure we support those in greatest need. As part of this improvement we have established a panel of staff and Board members who assess and prioritise each individual application. We currently have a substantial waiting list in place for this sought-after facility.

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Achievements and performance *(continued)*

Young People

The NNAB YoungEyes Service plays an integral part in the county's support network for vision-impaired children and young people, and their families/carers. Over 50 families have been supported over the past year. We are in the process of reviewing our current provision in consultation with the families who utilise our services, who have told us that direct support via a youth worker role would be more beneficial for them than simply co-ordination of activities. We continue to work closely with the Virtual School Sensory Support (VSSS) within Norfolk County Council Education and the Norfolk & Norwich University Healthcare Trust who continue to run quarterly Vision Clinics within the Bradbury Activity Centre (BAC), supporting young people and their families. Our newly-established YoungEyes panel enables us and our partners to consult with our stakeholders on future developments within the service.

We have continued to provide monthly Rainbow Sparks play/music events at the BAC for families who have vision impaired children under 5. The sessions not only provide fun and interaction for young people and their families, but also enables parents and carers to connect and develop their own peer support networks.

Eye Clinics

The Charity delivers an Eye Clinic Information Service in all four county hospitals. This front line service is seen as an important way of identifying potential clients at the earliest possible stage of their sight loss pathway. Over the past year the departure of some staff within the clinics has created the opportunity for us to review our presence and involvement with our stakeholders whilst still continuing to provide services; this would not have been possible without the incredible support of our volunteers.

In the coming year we will be increasing our presence in eye clinics with the intention of generating better awareness of ways in which the Association can support individuals to live independent and fulfilled lives.

Community Visiting Service and Resource Centres

The NNAB continues to work hard to support visually impaired people living independently.

The community visiting service is provided by Community Workers (CWs) who visit people in their homes offering advice and support. CWs visit anyone who is experiencing problems with their sight, regardless of whether or not they have a registered visual impairment, and who is aged over 18. Caseloads average 370 clients to each CW and in 2018/19 they made a total of almost 7,500 contacts, either in the community or over the telephone.

The work of the CWs is backed up by four Equipment and Information Centres in Norwich, King's Lynn, Great Yarmouth and Cromer. Additionally over the summer months a mobile unit has toured the county raising awareness of sight loss and services available. Through a combination of these services we have supported in the region of 4,000 people.

At the commencement of the year we became aware of the need to seek new accommodation in West Norfolk owing to a change of ownership of our leased shop front. We were able to successfully identify larger premises in close proximity with greater accessibility for our service users and the service was officially launched in November 2018.

Education and Recreation

The charity continues to run a variety of leisure and activity groups, ranging from arts and craft, creative writing and discussion groups to gardening, photography, music, and theatre outings. We continue to run County Audio book clubs at various locations in Norfolk, and a Braille service is run from our Norwich Equipment Centre.

Sailing, tandem cycling, and walking continue to be actively pursued. Walking groups now exist in Norwich, Great Yarmouth and North Norfolk visiting locations all over the county. Our sailing groups, from Norwich and Great Yarmouth, sail on Barton Broad with the Nancy Oldfield Trust.

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Achievements and performance *(continued)*

Golf lessons, horse-riding, short mat bowls, ten-pin bowling, self-defence classes, darts, and tennis continue to be regularly enjoyed from Norwich. In Kings Lynn activities have been extended by our new Sports Coordinator and also include keep fit classes, archery, segway riding and shuffleboard. All these activities are monitored by our staff and also by satisfaction surveys and questionnaires.

We also are proud to have supported a visually impaired volunteer through her yoga training and she now provides yoga sessions to clients both in the community at the BAC and in Thomas Tawell House.

Volunteers and supporters

Without the support of our volunteers we would be unable to achieve all that we do. We have many active volunteers who support our charity in all areas, including: fundraising, the hospital eye clinics, our care home and supported housing, the resource centres, the leisure groups and activities and the YoungEyes service. Volunteers are closely integrated with the work of the Charity and give invaluable help to the dedicated and committed permanent staff. All volunteers are trained in visual awareness before they take on responsibility and some have direct experience of sight loss. We have doubled our investment in volunteer co-ordination, support and development this year and we will be working towards increasing our volunteer base in the coming year.

Now in its 21st year, the NNAB Telefriends service continues in Norwich, King's Lynn and Great Yarmouth, providing a hugely important friendly listening voice and staffed entirely by visually impaired volunteers. This service continues to be of enormous value to clients, with 71 individuals being called once weekly. We are currently operating a waiting list whilst we look to recruit more volunteers.

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Financial review

Net expenditure in unrestricted funds amounted to £338,170, before gains of £88,478 on investment assets. The unrestricted fund balance at 31 March 2019 amounted to £4,573,435 (including designated funds of £323).

Net expenditure in restricted funds amounted to £19,296, before gains of £106 on investment assets. The restricted fund balance at 31 March 2019 amounted to £160,277.

Gains on the investment assets in the permanent endowment fund amounted to £17,111, leaving a balance carried forward on the permanent endowment fund of £568,183.

Investment policy

Investments are under constant review by the Charity's stockbroker who submits monthly returns to the Charity which are reported by the Treasurer to the monthly and bimonthly Boards.

The Treasurer and Chief Executive regularly meet the Charity's stockbroker to discuss the portfolio performance, in addition to which the stockbroker briefs the Trustees annually. A medium risk strategy has been adopted, holding a portfolio of fixed interest stocks, equities in FTSE 100, FTSE 250, investment trusts and unit trusts together with other UK quoted entities and overseas stocks quoted on the London Stock Exchange International Retail Service Lists.

The investments are currently held as follows - fixed interest/preference shares 24.86%; unit/investment trusts 22.46%; equities 52.11%; cash on deposit 0.57%.

Ethical statement regarding investments

The Norwich and Norfolk Association for the Blind will not buy, invest or deal in any stocks or shares which are derived solely from, or attributed to, the production and sale of alcohol or tobacco nor those associated with gambling or arms sales.

Reserves Policy

The reasons the NNAB needs reserves

The only activities that ordinarily generate a surplus for the charity are Thomas Tawell House (the residential home) and Hammond Court (the supported housing). Every other aspect of the Association's work costs money. During this year the expenditure on making the necessary improvements to Thomas Tawell House has exceeded income by £471,000.

In the financial year 2018/19, the Charity contributed nearly £673,000 worth of services to the community. This included costs of Community Workers, the Activity Centre, Equipment Centres, Eye Clinic Information Services, Telefriends and transport for the visually impaired.

Without reserves to produce investment income and cover any shortfall, the Association would not be able to maintain its current service levels to the community.

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Financial review *(continued)*

Level of reserves required

Ideally the value of services contributed to the community and the running costs of the Charity should be covered by investments, bequests and donations. The Charity can historically plan on general donations of some £55,000 and general fundraising income of some £100,000 a year, a total of only £155,000 a year. In the past legacies have varied from less than £200,000 to over £1 million and therefore this form of income cannot be predicted with any certainty. Discounting legacies, and before taking account of losses on investments, there was an overall deficit on unrestricted funds in the year of £1,005,340. The Charity, therefore, needs a level of reserves that will cover any such deficit now and in future years.

The Board of Trustees would, at all times, wish to maintain the current level of services carried out in the community. In the absence of any certainty in the level of legacies to be received, the Board considers that the Charity must have substantial reserves. It is therefore the Board's aim for the Charity to hold reserves to support a potential deficit, discounting legacies, for at least two years, in the region of £1.6 million.

The free reserves of the Charity as at 31 March 2019 amounted to £320,397, however the Charity also held unrestricted investments of £1,793,558, giving a total of £2,113,955. Free reserves include free designated reserves of £323.

Restricted funds totalled £160,277 as at 31 March 2019, with endowment funds totalling £568,183.

Principal funding sources

The main sources of income for the charity are income from legacies, fee income for Thomas Tawell House, and rental income from Hammond Court.

Plans for future periods

Over the past year the Charity has invested considerably on addressing key issues including improvements to the organisation's infrastructure, systems and processes to ensure the Association is fit for purpose going forward. The other substantial expenditure has involved the improvements being made with regard to Thomas Tawell House; in return for this additional investment and endeavours by all to improve services we have been successful in achieving an overall "Good" rating from the CQC. There remains a strong determination within the Board of Management to ensure that we provide an outstanding service, not only within our residential home, but throughout all aspects of the Association.

Plans for the coming year include the launch of our strategic five year plan, a review of our constitution, and aims and objectives. We will also be undertaking a root and branch review and rebranding of the service in consultation with our key stakeholders.

We have over the past year taken a more strategic lead regionally in bringing together sight loss organisations in the Eastern Region under the banner of the national Visionary Network. This has enabled the Association to share good practice with other services and develop a better understanding of issues facing the sector. It has also given more of a voice to those affected by sight loss and our intention for the coming year is to strengthen this and ensure awareness raising and eye health promotion is a fundamental part of our work.

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Structure, governance and management

Governing document

The Norfolk & Norwich Association for the Blind (NNAB) is a registered charity, number 207060. It was founded in 1805 and registered as a charity on 9 January 1964. The present charitable scheme dates from 1 November 1983. Its Headquarters are in Magpie Road, Norwich, NR3 1JH. Telephone 01603 573000, e-mail address office@nnab.org.uk and website www.nnab.org.uk.

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

Induction and training of members of the Board of Management

Potential trustees are invited to attend Board meetings as observers before joining. They are given familiarisation tours and briefings covering the wide range of activities carried out by the Charity. A Trustee Handbook is issued to all Trustees, this clarifies the duties and responsibilities of the Board members for both existing Trustees and those considering joining the Board.

Arrangements for setting pay and remuneration of key management personnel

The Board of Management consider that they, together with the Senior Management Team, comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All members of the Board of Management give their time freely and no Board member received remuneration or expenses in the year. Details of related party transactions are disclosed in note 28 to the accounts.

The pay of the senior staff is reviewed annually by the Board of Management and normally increased in accordance with average inflationary increases in the locality. The Board of Management, who work in a variety of professions in the area, engage in detailed discussions to determine that the level of pay is appropriate to the position and consistent with the responsibilities of the senior staff.

Organisational structure

The full complement of trustees on the Board of Management of the NNAB is 13. The Board meets every month.

Risk management

The NNAB's risk management plays an integral part in the governance and management of the Charity at a strategic and operational level. This plan is updated and reviewed on an annual basis, overseen by the Board of Trustees.

The Board of Management have assessed the major risks to which the Charity is exposed, in particular those related to the operations and functions of the Charity, and are satisfied that systems are in place to manage its exposure to the major risks.

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Structure, governance and management *(continued)*

The Board of Management have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the Charity faces;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the Charity should those risks materialise.

When identifying, analysing and evaluating risks, the NNAB follows the Charity Commission guidance to put extra weighting on the impact of a potential risk when contrasted with its likelihood.

This work has identified that financial sustainability is the major financial risk for the Charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due. The Charity is dependent on regular receipt of funds from legacies, but with no control over this income stream the Board of Management authorise access to the Charity's investment funds when the need arises.

Attention has also been focussed on non-financial risks arising from fire, health and safety of service users, and food hygiene. A NEBOSH qualified senior member of staff has been appointed to oversee all health and safety matters on a day-to-day basis and a newly appointed Director of Corporate Services is in post with key responsibilities including safeguarding, compliance with all requirements under GDPR and our governance framework. Responsibilities of this role extend to all aspects of the Association's work, both within accommodation/care and in the wider community. Policies and procedures are reviewed annually and a rolling schedule of audits and inspections is in place. The Association has increased its training budget to ensure all staff and volunteers receive the appropriate training relevant to their role.

Related parties

The Charity maintains close links with both national and other local blind charities. The NNAB Chief Executive is the East of England lead for the Visionary network, which links local sight loss charities. It has a close working relationship with the Sensory Support Unit of Norfolk County Council Social Services (who continue to occupy offices in the NNAB site in Norwich), the Virtual School Sensory Support and the four NHS Hospital Eye Clinics in Norfolk. It also works with other Norfolk-based charities through the mechanism of the Norfolk Specialist Partnership. This is a group of charities and others who come together to represent groups of people (usually united through a disability) resident in Norfolk.

The Charity administers a Talking Book Service through Calibre Audio Libraries (on behalf of Norfolk County Council) and also the British Wireless for the Blind Fund. Action for Blind People, Blind Veterans UK and the RNIB are approached and used to provide grants, advice and information. The Charity recommends suitable people who would benefit from a guide dog to the Guide Dogs for the Blind Association (GDBA).

The Norfolk & Norwich Association for the Blind

Board of management's annual report *(continued)*

Year ended 31 March 2019

Structure, governance and management *(continued)*

Fundraising standards information

The board of management supports raising funds from the public in relation to our core activities. No professional fundraisers or third party commercial participators are used. The Charity is registered with the Fundraising Regulator. There have been no complaints about fundraising activity this year.

The fundraising department has signed up to the Fundraising Regulator's Code of Fundraising Practice. All fundraising guidance and working practices have been or are being updated so that they are compliant. Volunteer fundraisers are also given a briefing before they raise funds for the Charity and will also be given annual updates/reminders via communication from the fundraising department.

All direct marketing is undertaken by the fundraising department to ensure it is not unreasonably intrusive or persistent and is only sent to people who have engaged with the Charity. All marketing material or information sent from the Charity contains clear instructions on how a person can be removed from the mailing lists and is GDPR compliant.

Statement of board of management's responsibilities

The Board of Management are responsible for preparing the Board of Management's annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period.

In preparing these financial statements, the Board of Management are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP 2015 (FRS102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Board of Management are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The board of management's annual report was approved on 29 July 2019 and signed on behalf of the board of trustees by:

R Hanson
Co Chairman

Canon S Stokes
Co Chairman

The Norfolk & Norwich Association for the Blind

Independent auditor's report to the members of The Norfolk & Norwich Association for the Blind

Year ended 31 March 2019

Opinion

We have audited the financial statements of The Norfolk & Norwich Association for the Blind (the 'charity') for the year ended 31 March 2019 which comprise the statement of financial activities, balance sheet, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Board of Management have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

The Norfolk & Norwich Association for the Blind

Independent auditor's report to the members of The Norfolk & Norwich Association for the Blind *(continued)*

Year ended 31 March 2019

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Board of Management are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the Board of Management are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Board of Management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board of Management are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Management either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Norfolk & Norwich Association for the Blind

Independent auditor's report to the members of The Norfolk & Norwich Association for the Blind *(continued)*

Year ended 31 March 2019

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Lovewell Blake LLP is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Lovewell Blake LLP
Chartered accountants & statutory auditor
Bankside 300
Peachman Way
Broadland Business Park
Norwich
NR7 0LB

16 September 2019

The Norfolk & Norwich Association for the Blind

Statement of financial activities

Year ended 31 March 2019

		2019			2018
	Note	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Income and endowments					
Donations and legacies	4	707,045	36,078	–	743,123
Charitable activities	5	956,442	–	–	956,442
Other trading activities	6	90,584	–	–	90,584
Investment income	7	129,378	–	–	129,378
Other income	8	311,542	–	–	311,542
Total income		<u>2,194,991</u>	<u>36,078</u>	<u>–</u>	<u>2,231,069</u>
Expenditure					
Expenditure on raising funds:					
Cost of raising funds	9	(107,423)	–	–	(107,423)
Expenditure on charitable activities	10	(2,425,738)	(55,374)	–	(2,481,112)
Total expenditure		<u>(2,533,161)</u>	<u>(55,374)</u>	<u>–</u>	<u>(2,588,535)</u>
Net expenditure and net movements in funds before gains and losses on investments					
		(338,170)	(19,296)	–	(357,466)
Net gains/(losses) on investments					
		88,478	106	17,111	105,695
Net expenditure and net movement in funds		<u>(249,692)</u>	<u>(19,190)</u>	<u>17,111</u>	<u>(251,771)</u>
Reconciliation of funds					
Total funds brought forward		4,823,127	179,467	551,072	5,553,666
Total funds carried forward		<u>4,573,435</u>	<u>160,277</u>	<u>568,183</u>	<u>5,553,666</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 17 to 29 form part of these financial statements.

The Norfolk & Norwich Association for the Blind

Balance sheet

31 March 2019

	Note	2019		2018	
		£	£	£	£
Fixed assets					
Tangible fixed assets	16		2,552,002		2,666,632
Investments	17		2,398,777		2,343,299
			<u>4,950,779</u>		<u>5,009,931</u>
Current assets					
Stocks	18	19,867		25,601	
Debtors	19	376,242		525,189	
Cash at bank and in hand		143,001		176,377	
		<u>539,110</u>		<u>727,167</u>	
Creditors: Amounts falling due within one year	21	<u>137,804</u>		<u>133,072</u>	
Net current assets			<u>401,306</u>		<u>594,095</u>
Total assets less current liabilities			<u>5,352,085</u>		<u>5,604,026</u>
Creditors: Amounts falling due after more than one year	22		<u>50,190</u>		<u>50,360</u>
Net assets			<u><u>5,301,895</u></u>		<u><u>5,553,666</u></u>
Funds of the charity					
Endowment funds			568,183		551,072
Restricted funds			160,277		179,467
Unrestricted funds			4,573,435		4,823,127
Total charity funds			<u><u>5,301,895</u></u>		<u><u>5,553,666</u></u>

These financial statements were approved by the Board of Management and authorised for issue on 29 July 2019 and are signed on behalf of the board by:

R Hanson
Co Chairman

Canon S Stokes
Co Chairman

The notes on pages 17 to 29 form part of these financial statements.

The Norfolk & Norwich Association for the Blind

Statement of cash flows

Year ended 31 March 2019

		2019	2018
	Note	£	£
Reconciliation of net income to net cash flow from operating activities	27	(545,367)	(701,931)
Interest received		1,017	2,630
Net cash used in operating activities		<u>(544,350)</u>	<u>(699,301)</u>
Cash flows from investing activities			
Dividends, interest and rents from investments		128,361	134,128
Proceeds from sale of tangible assets		334,790	2,752
Purchases of other investments		(491,093)	(213,576)
Proceeds from sale of other investments		541,310	513,651
Net cash from investing activities		<u>513,368</u>	<u>436,955</u>
Cash flows from financing activities			
Proceeds from borrowings		(170)	(315)
Net cash used in financing activities		<u>(170)</u>	<u>(315)</u>
Net decrease in cash and cash equivalents		(31,152)	(262,661)
Cash and cash equivalents at beginning of year		174,153	436,814
Cash and cash equivalents at end of year	20	<u>143,001</u>	<u>174,153</u>

The notes on pages 17 to 29 form part of these financial statements.

The Norfolk & Norwich Association for the Blind

Notes to the financial statements

Year ended 31 March 2019

1. General information

The charity is a public benefit entity and a registered charity in England and Wales and is unincorporated. The address of the principal office is Magpie Road, Norwich, NR3 1JH.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity constitutes a public benefit entity as defined by FRS 102.

3. Accounting policies

(a) Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets.

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

(b) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less.

(c) Going concern

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

(d) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(e) Loans and borrowings

Loans and borrowings are initially recognised at the transaction price including transaction costs. Subsequently, they are measured at amortised cost using the effective interest rate method, less impairment. If an arrangement constitutes a finance transaction it is measured at present value.

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

(f) Employee benefits

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

(g) Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(h) Fund accounting

Unrestricted funds are available for use at the discretion of the Board of Management in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Board of Management for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(i) Income

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- Income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- Legacy income is recognised when receipt is probable and entitlement is established.
- Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

(j) Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

- Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

- Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

(k) Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

(l) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	2% - 5% straight line
Minibuses	-	33% straight line and 25% reducing balance
Office equipment	-	33% straight line
Mobile resources centre	-	25% reducing balance

(m) Investments

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

(n) Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

(o) Stocks

Stocks are measured at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing the stock to its present location and condition.

(p) Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

(q) Redundancy

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included within employee benefits.

4. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations	43,642	26,078	69,720
Legacies			
Legacies	663,403	10,000	673,403
	<u>707,045</u>	<u>36,078</u>	<u>743,123</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations			
Donations	47,280	48,744	96,024

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

4. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Legacies			
Legacies	500,727	–	500,727
	<u>548,007</u>	<u>48,744</u>	<u>596,751</u>

5. Charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Thomas Tawell House	769,340	769,340	829,690	829,690
Hammond Court	124,202	124,202	134,805	134,805
Equipment centres	44,539	44,539	52,513	52,513
Group holiday income	2,772	2,772	5,540	5,540
Other income from charitable activities	15,589	15,589	13,266	13,266
	<u>956,442</u>	<u>956,442</u>	<u>1,035,814</u>	<u>1,035,814</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Community fundraising	30,316	30,316	34,048	34,048
Fundraising events income	33,219	33,219	50,095	50,095
Voluntary events income	23,091	23,091	27,000	27,000
Christmas card income	3,958	3,958	3,397	3,397
Magdalen Street shop income	–	–	32	32
	<u>90,584</u>	<u>90,584</u>	<u>114,572</u>	<u>114,572</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Rent received	28,617	28,617	33,594	33,594
Dividends	94,448	94,448	99,784	99,784
Income from generated electricity	5,296	5,296	750	750
Bank interest receivable	1,017	1,017	2,630	2,630
	<u>129,378</u>	<u>129,378</u>	<u>136,758</u>	<u>136,758</u>

8. Other income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Gain on disposal of tangible fixed assets held for charity's own use	311,542	311,542	1,598	1,598

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

9. Cost of raising funds

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Shop trading expenses	197	197	1,803	1,803
Fundraising events costs	7,734	7,734	10,459	10,459
Stationery and printing	2,440	2,440	3,126	3,126
Advertising and sundries	19,551	19,551	15,842	15,842
Rental property costs	2,850	2,850	4,583	4,583
Staff costs	74,466	74,466	71,910	71,910
Depreciation	185	185	741	741
	<u>107,423</u>	<u>107,423</u>	<u>108,464</u>	<u>108,464</u>

10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Establishment	387,001	42,149	429,150
Publicity	12,972	–	12,972
Legal and professional	43,260	–	43,260
Administration	37,586	–	37,586
Maintenance	292,711	–	292,711
Computer costs	54,272	–	54,272
Staff training, advertising and expenses	24,827	–	24,827
Wages and salaries	1,486,377	–	1,486,377
Depreciation	77,972	13,225	91,197
Governance costs	8,760	–	8,760
	<u>2,425,738</u>	<u>55,374</u>	<u>2,481,112</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Establishment	357,700	49,045	406,745
Publicity	4,684	–	4,684
Legal and professional	18,843	–	18,843
Administration	35,768	–	35,768
Maintenance	328,692	–	328,692
Computer costs	30,120	–	30,120
Staff training, advertising and expenses	15,093	–	15,093
Wages and salaries	1,326,613	–	1,326,613
Depreciation	78,843	18,358	97,201
Governance costs	8,711	–	8,711
	<u>2,205,067</u>	<u>67,403</u>	<u>2,272,470</u>

Included within costs of charitable activities is £466,774 relating to support costs (2018: £364,389).

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

11. Analysis of governance costs

	2019	2018
	£	£
Audit fees	6,000	5,880
AGM and Annual Report costs	2,760	2,831
	<u>8,760</u>	<u>8,711</u>

12. Net expenditure

Net expenditure is stated after charging/(crediting):

	2019	2018
	£	£
Depreciation of tangible fixed assets	91,382	97,942
Gains on disposal of tangible fixed assets	(311,542)	(1,598)
	<u></u>	<u></u>

13. Auditors remuneration

	2019	2018
	£	£
Fees payable for the audit of the financial statements	6,000	5,880
	<u></u>	<u></u>

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2019	2018
	£	£
Wages and salaries	1,381,134	1,373,579
Social Security costs	93,767	94,088
Employer's pension costs	43,364	45,026
	<u>1,518,265</u>	<u>1,512,693</u>

The average head count of employees during the year was 83 (2018: 82).

1 employee received employee benefits of more than £60,000 (£100,000 - £110,000) during the year (2018: Nil).

The Board of Management consider the key management personnel to be the CEO, the Business Development Director, Corporate Services Director and the SEO. The SEO was made redundant in August 2018. The Business Development Director and Corporate Services Director were appointed in February 2019. The total compensation paid to key management personnel for services provided to the charity was £135,789 (2018: £95,886).

15. Trustee remuneration and expenses

No members of the Board of Management received any remuneration or were entitled to any expenses during the year.

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

16. Tangible fixed assets

	Freehold property £	Mobile resources centre £	Minibuses £	Office equipment £	Total £
Cost					
At 1 April 2018	3,803,108	63,767	105,944	144,223	4,117,042
Disposals	(37,071)	–	–	–	(37,071)
At 31 March 2019	<u>3,766,037</u>	<u>63,767</u>	<u>105,944</u>	<u>144,223</u>	<u>4,079,971</u>
Depreciation					
At 1 April 2018	1,193,346	63,517	49,913	143,634	1,450,410
Charge for the year	76,760	62	14,008	552	91,382
Disposals	(13,823)	–	–	–	(13,823)
At 31 March 2019	<u>1,256,283</u>	<u>63,579</u>	<u>63,921</u>	<u>144,186</u>	<u>1,527,969</u>
Carrying amount					
At 31 March 2019	<u>2,509,754</u>	<u>188</u>	<u>42,023</u>	<u>37</u>	<u>2,552,002</u>
At 31 March 2018	<u>2,609,762</u>	<u>250</u>	<u>56,031</u>	<u>589</u>	<u>2,666,632</u>

17. Investments

	Listed investments £
Cost or valuation	
At 1 April 2018	2,343,299
Additions	491,093
Disposals	(541,310)
Other movements	105,695
At 31 March 2019	<u>2,398,777</u>
Impairment	
At 1 April 2018 and 31 March 2019	
Carrying amount	
At 31 March 2019	<u>2,398,777</u>
At 31 March 2018	<u>2,343,299</u>

All investments shown above are held at valuation.

Financial assets held at fair value

The fair value of listed investments is determined by reference to the quoted price for identical assets in an active market at the balance sheet date.

Investments in individual entities held at 31 March 2019 which are over 5% of the portfolio by value are:

M & G Charifund Income Units - £372,438 (2018: £369,582).

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

18. Stocks

	2019	2018
	£	£
Equipment for resale	17,419	18,114
Provisions and consumables	2,448	7,487
	<u>19,867</u>	<u>25,601</u>

19. Debtors

	2019	2018
	£	£
Trade debtors	21,321	6,752
Prepayments and accrued income	32,899	17,074
Legacies receivable	316,000	493,999
Other debtors	6,022	7,364
	<u>376,242</u>	<u>525,189</u>

20. Cash and cash equivalents

Cash and cash equivalents comprise the following:

	2019	2018
	£	£
Cash at bank and in hand	143,001	176,377
Bank overdrafts	–	(2,224)
	<u>143,001</u>	<u>174,153</u>

21. Creditors: Amounts falling due within one year

	2019	2018
	£	£
Bank loans and overdrafts	–	2,224
Trade creditors	43,294	42,851
Accruals and deferred income	61,995	60,502
Social security and other taxes	25,931	21,492
Other creditors	6,584	6,003
	<u>137,804</u>	<u>133,072</u>

22. Creditors: Amounts falling due after more than one year

	2019	2018
	£	£
Bank loans and overdrafts	<u>50,190</u>	<u>50,360</u>

There are two loans, for which the interest rates are 15% and 9.5%. They are repayable over 60 years with the final instalments falling due in 2040 and 2046 respectively. The loans are secure by a legal charge over the properties concerned.

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

23. Deferred income

	2019	2018
	£	£
Deferred income at 1 April 2018	4,614	5,622
Resources deferred during the year	4,823	4,614
Amounts released from previous years	<u>(4,614)</u>	<u>(5,622)</u>
Deferred income at 31 March 2019	<u>4,823</u>	<u>4,614</u>

Deferred income relates to events taking place in 2019/20.

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

24. Analysis of charitable funds

2019

Unrestricted funds

	At 1 April 2018 £	Income £	Expenditure £	Gains and losses £	At 31 March 2019 £
General funds	4,822,804	2,194,991	(2,533,161)	88,478	4,573,112
Publicity	323	–	–	–	323
	<u>4,823,127</u>	<u>2,194,991</u>	<u>(2,533,161)</u>	<u>88,478</u>	<u>4,573,435</u>

Restricted funds

	At 1 April 2018 £	Income £	Expenditure £	Gains and losses £	At 31 March 2019 £
Thomas Tawell House legacy	–	10,000	–	–	10,000
Committed donation funds	88,943	26,078	(42,149)	–	72,872
Funded investments	36,069	–	–	106	36,175
Norwich minibus	54,455	–	(13,225)	–	41,230
	<u>179,467</u>	<u>36,078</u>	<u>(55,374)</u>	<u>106</u>	<u>160,277</u>

Endowment funds

	At 1 April 2018 £	Income £	Expenditure £	Gains and losses £	At 31 March 2019 £
Endowment funds	551,072	–	–	17,111	568,183

2018

Unrestricted funds

	At 1 April 2017 £	Income £	Expenditure £	Gains and losses £	At 31 March 2018 £
General funds	5,391,077	1,836,749	(2,312,380)	(92,642)	4,822,804
Publicity	1,474	–	(1,151)	–	323
	<u>5,392,551</u>	<u>1,836,749</u>	<u>(2,313,531)</u>	<u>(92,642)</u>	<u>4,823,127</u>

Restricted funds

	At 1 April 2017 £	Income £	Expenditure £	Gains and losses £	At 31 March 2018 £
Committed donation funds	89,919	48,744	(49,720)	–	88,943
Funded investments	36,175	–	–	(106)	36,069
Norwich minibus	72,138	–	(17,683)	–	54,455
	<u>198,232</u>	<u>48,744</u>	<u>(67,403)</u>	<u>(106)</u>	<u>179,467</u>

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

Endowment funds	At 1 April 2017 £	Income £	Expenditure £	Gains and losses £	At 31 March 2018 £
Endowment funds	<u>571,372</u>	<u>–</u>	<u>–</u>	<u>(20,300)</u>	<u>551,072</u>

Committed donations represent funds received from individuals and organisations with restrictions placed on their use.

Funded investments represent specific schemes regulated by the Charity Commissioners for which the Board of Management of the Norfolk and Norwich Association for the Blind were appointed Trustees in 1986. The fund is represented by investments as shown in note 17 to the accounts.

The Norwich Minibus fund represents funds to be used for the running and maintenance of the minibuses used for charitable activities.

25. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2019 £
Tangible fixed assets	2,509,670	42,332	–	2,552,002
Investments	1,793,558	37,036	568,183	2,398,777
Current assets	320,397	80,909	–	401,306
Creditors greater than 1 year	<u>(50,190)</u>	<u>–</u>	<u>–</u>	<u>(50,190)</u>
Net assets	<u>4,573,435</u>	<u>160,277</u>	<u>568,183</u>	<u>5,301,895</u>

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2018 £
Tangible fixed assets	2,612,177	54,455	–	2,666,632
Investments	1,756,159	36,068	551,072	2,343,299
Current assets	505,151	88,944	–	594,095
Creditors greater than 1 year	<u>(50,360)</u>	<u>–</u>	<u>–</u>	<u>(50,360)</u>
Net assets	<u>4,823,127</u>	<u>179,467</u>	<u>551,072</u>	<u>5,553,666</u>

26. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2019 £	2018 £
Financial assets measured at fair value through income and expenditure		
Fixed asset listed investments (note 17)	<u>2,398,777</u>	<u>2,343,299</u>

The Norfolk & Norwich Association for the Blind

Notes to the financial statements *(continued)*

Year ended 31 March 2019

26. Financial instruments *(continued)*

	2019 £	2018 £
Financial assets that are debt instruments measured at amortised cost		
Trade debtors (note 19)	21,321	6,752
Other debtors (note 19)	6,022	7,364
Legacies receivable (note 19)	316,000	493,999
	<u>343,343</u>	<u>508,115</u>
Financial liabilities measured at amortised cost		
Bank overdraft (note 21)	–	2,224
Bank loans (note 22)	50,190	50,360
Trade creditors (note 21)	43,294	42,851
Other creditors (note 21)	6,584	6,003
Accruals (note 21)	57,172	56,001
	<u>157,240</u>	<u>157,439</u>

27. Reconciliation of net income to net cash flow from operating activities

	2019 £	2018 £
Net expenditure	(251,771)	(608,489)
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	91,382	97,942
Net gains/(losses) on investments	(105,695)	113,048
Dividends, interest and rents from investments	(128,361)	(134,128)
Other interest receivable and similar income	(1,017)	(2,630)
Gains on disposal of tangible fixed assets	(311,542)	(1,598)
<i>Changes in:</i>		
Stocks	5,734	2,756
Trade and other debtors	148,947	(167,910)
Trade and other creditors	6,956	(922)
	<u>(545,367)</u>	<u>(701,931)</u>

28. Related parties

G Gowing, a member of the Board of Management, is a partner in Arnolds Keys LLP, who provide professional services to the Charity. During the year Arnolds Keys charged £10,875 (2018: £2,762) in respect of letting and conveyancer fees (sale of Magdalen street property), at arms length, for the Charity's properties.

29. Pensions and other post-retirement benefits

The charity operates a defined contribution pension plan for its employees. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £43,364 (2018: £45,026). Contributions totalling £6,334 (2018: £6,003) were payable to the fund at the balance sheet date and are included in creditors.