

**Company Registration Number 3133015**  
**Charity Number 1051674**



**The Barrow & Districts Society for the Blind Limited  
Company Limited by Guarantee**

**Financial Statements**

**Year Ended 31 December 2003**

<b>Contents</b>	<b>Pages</b>
Members of the Board and Professional Advisers	1
Report of the Council of Management	2 to 5
Independent Auditors' Report	6 to 7
Statement of Financial Activities	8 to 9
Summary Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 to 23

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Members of the Board and Professional Advisers**

**31 December 2003**

### **Council of Management**

Mrs M Bargh  
Mrs B M Crellin  
Mrs N J Geere  
Mr G M James  
Mr W D Noall DFM, FRICS  
Mrs M Noall  
Mrs A C Parkinson  
Mr G Postlethwaite  
Mrs J A Quinn  
Mr J M Rennie  
Mrs D Rowley  
Mrs P J M Smith  
Mrs H Tyson MBE  
Mr A S Todd FCIB

### **Honorary President**

Mrs H Tyson, MBE

### **Chairman**

Mr W D Noall DFM, FRICS

### **Vice Chairman**

Mr G M James

### **Company Secretary**

Mr W Proctor

### **Registered Office**

67-69 Cavendish Street  
Barrow in Furness  
Cumbria  
LA14 1QD

### **Finance Director**

Mr A S Todd FCIB

### **Auditors**

R F Miller & Co  
Chartered Accountants  
& Registered Auditors  
Bellevue  
Princes Street  
Ulverston  
LA12 7NB

### **Bankers**

HSBC plc  
Duke Street  
Barrow-in-Furness  
Cumbria  
LA14 1LR

### **Solicitors**

Forresters  
Duke Street  
Barrow in Furness  
Cumbria  
LA14 1XA

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Report of the Council of Management**

### **Year Ended 31 December 2003**

The Council of Management, who are also directors for the purposes of the Companies Act, have pleasure in presenting their report and the Financial Statements of the Society for the year ended 31 December 2003.

Barrow & Districts Society for the Blind Limited is a charitable company, limited by guarantee, and a registered charity governed by its Memorandum and Articles of Association. Charity number 1051674 and company number 3133015.

#### **Company Objectives**

*The object of the Society is the provision of high quality services and support to the Registered Blind and Partially Sighted in Barrow in Furness and the surrounding districts. To achieve this, the Society has four well-defined areas of operation; fundraising, the retail shop, residential care and social work support.*

The Society has been tending to the needs of the Blind and Partially Sighted throughout Furness and South Lakeland since its inception in 1923.

A five-year expansion and programme of improvements at Ostley House was completed in early 2002 with the formal opening of the Nan Taite Suite, together with the new reception and configuration of the drive. The benefits are apparent for all to see.

Our residential home is registered to accommodate 38 and has facilities for day and respite care. The Society would wish to maintain high quality accommodation and keep the staff to residents' ratio at an above average level, thus ensuring the continuation of a first class service.

All five bungalows in Ostley Gardens, our sheltered accommodation, are occupied, providing a safe environment for the tenants within the grounds of Ostley House.

In Barrow, Grange-over-Sands and Millom we operate Social Clubs, and in Barrow and Ulverston the Society runs Craft Classes. Social outings are a popular feature of the Society's activities.

Our retail shop in Barrow is the hub of our activities, it is from here that we produce our fortnightly talking newspaper, producing 220 compact cassette recordings per issue in our studio. The shop is an important part of our fundraising and is the point of contact for the Society.

Our fundraising activities are legendary, and besides flag days and envelope collections we promote shows ranging from Abba tribute groups to the Brighthouse & Rastrick Band.

An objective to be pursued is increasing income from envelope collections in our area. We are agents for the Talking Book Service and the Wireless for the Blind Fund, which provides, on free loan, a radio set for those who have lost their sight.

Finally, and most importantly, our Social Work Team is there to help and support any of the 650 Blind and Partially Sighted people who require help with daily living skills such as form filling, supply of aids and apparatus and teaching Braille for those who request it. This is an area of activity that will be expanded as and when surplus funds become available.

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Report of the Council of Management** *(continued)*

### **Year Ended 31 December 2003**

#### **Developments, Activities and Achievements During the Year**

This has been a year of consolidation with no large capital expenditure schemes or unexpected items of expenditure. Activities remain as stated in Company Objectives.

Two very successful National Care Standards Commission inspections were, in part, a result of intensive efforts to upgrade systems and re-write procedures anticipating more stringent rules and regulations. We are trying to keep ahead of bureaucracy whilst saving staff time by computerising much of Ostley House paperwork and records. A bespoke IT system has been commissioned through Furness College and software installation plus staff training is well underway.

Another example of anticipating inspection requirements is the regular testing and documentation of all electrical installations. This project is ongoing and the full testing and recording system will not be completed until 2005.

Our staff at Ostley House has continued to provide a friendly and professional service for residents supported by a relevant training programme. We are pleased to report seven staff members have recently gained NVQ Level 3 qualifications in Care.

Last year, Accountants, R F Miller & Co, suggested a quarterly reconciliation of Society income and expenditure. This exercise has produced figures that now form the basis for a rolling Cash Flow Forecast that combines operational expenditure with any capital expenditure projects included in the Society's Business Plan.

#### **Financial Activities and Affairs**

The Company generated a surplus of £85,066 during the year. The Company's assets are adequate and available to fulfil the obligations of the Company.

#### **Future Strategy**

Following the final phase of building work at Ostley House there will be a period of relative consolidation.

Surplus funds will continue to be used to help improve standards of care and service provided to Registered Blind and Partially Sighted people throughout Furness and South Lakeland.

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Report of the Council of Management** *(continued)*

**Year Ended 31 December 2003**

### **The Society's 2004 Cash and Reserves Position**

*Expenditure outlined in our 2003/2005 business plan is at a level that can be sustained out of cash reserves and ongoing income generation.*

The trustees and directors are of the opinion that there are sufficient free reserves available for the year and do not anticipate disturbing funds under management.

The Council of Management regularly reviews the most appropriate policy for investing funds and continues to develop its investments.

A formal investment policy is in place in conjunction with Benson McGarvey Limited as Independent Financial Advisers and Gerrard Limited as Fund Managers.

A proportion of the Company's short term funds remain under their management in order to maximise the return that can be achieved whilst remaining within the boundaries as stipulated for the investment of funds on behalf of a charitable Company.

### **Council of Management**

The Company's board of directors is known as the Council of Management. As set out in the Articles of Association, the Council shall have power at any time to appoint any person to be a member of the Council up to the maximum number fixed in the Articles. Any member of the Council so appointed shall hold office only until the next following AGM and shall then be eligible for re-election but shall not be taken into account in determining the members of the Council who are to retire by rotation at such meeting.

### **The Council of Management**

The Council of Management who served the Society during the period were as follows:

Mrs M Bargh  
Mrs B M Crellin  
Mrs N J Geere  
Mr G E Hartshorn  
Mr G M James  
Mr W D Noall DFM, FRICS  
Mrs M Noall  
Mrs A C Parkinson  
Mr G Postlethwaite  
Mrs J A Quinn  
Mr J M Rennie  
Mrs D Rowley  
Mrs P J M Smith  
Mrs H Tyson MBE  
Mr A S Todd FCIB

Mr G Postlethwaite was appointed as a trustee and director on 28 February 2003.  
Mr G E Hartshorn passed away on 21 January 2003.

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Report of the Council of Management** *(continued)*

**Year Ended 31 December 2003**

### **Connected Charities and Branches**

There were no connected charities or branches during the year ended 31 December 2003.

### **Council of Management' Responsibilities**

Company law requires the Council of Management to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the Charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those Financial Statements, the Council of Management are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Council of Management must also prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Charity will continue its activities.

The Council of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Council of Management 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.

### **Auditors**

A resolution to re-appoint R F Miller & Co as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

### **Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Approved by the Council of Management on 25 June 2004

Signed on behalf of the Council of Management



Mr W D Noall DFM, FRICS  
Chairman

Registered office:  
67-69 Cavendish Street  
Barrow in Furness  
Cumbria  
LA14 1QD

**The Barrow & Districts Society for the Blind Limited  
Company Limited by Guarantee**

**Independent Auditors' Report to the Members**

**Year Ended 31 December 2003**

We have audited the Financial Statements on pages 8 to 23 which have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and the accounting policies set out on pages 12 to 13.

This report is made solely to the Charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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 auditors' 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.

**Respective Responsibilities of the Council of Management and the Auditors**

The Council of Management (who also act as Directors for the charitable activities of the company) responsibilities for preparing the Report of the Council of Management and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Council of Management' Responsibilities on page 5.

Our responsibility is to audit the Financial Statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the Financial Statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Council of Management is not consistent with the Financial Statements, if the Charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Council of Management' remuneration and transactions with the Charity is not disclosed.

We read the Report of the Council of Management and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

**Basis of Audit Opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the Financial Statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the Financial Statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.



**The Barrow & Districts Society for the Blind Limited  
Company Limited by Guarantee**

**Independent Auditors' Report to the Members** *(continued)*

**Year Ended 31 December 2003**

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the Financial Statements.

**Opinion**

In our opinion the Financial Statements give a true and fair view of the Charity's state of affairs as at 31 December 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*R F Miller & Co*

R F Miller & Co  
Chartered Accountants  
And Registered Auditors

Bellevue  
Princes Street  
Ulverston  
Cumbria LA12 7NB

Dated: 1 July 2004

**The Barrow & Districts Society for the Blind Limited  
Company Limited by Guarantee**

**Statement of Financial Activities**

**Year Ended 31 December 2003**

	Note	Total Funds 2003 £	Total Funds 2002 £
<b>Incoming resources</b>			
Donations and legacies	2	57,831	126,090
<b>Activities in furtherance of the charity's objects:</b>			
Grants receivable	3	8,632	8,226
Income from Ostley House	4	569,332	534,039
<b>Activities for generating funds:</b>			
Charity shop income	5	73,483	73,875
Investment income	6	11,705	11,757
Interest receivable	7	3,696	4,303
Fund raising	8	16,021	17,301
Income from shows		20,507	26,625
<b>Total incoming resources</b>		<b>761,207</b>	<b>802,216</b>
<b>Resources expended</b>			
Costs of generating funds:			
Costs of charity shop	5	83,029	85,027
Fund raising	8	11,711	12,819
Cost of shows		18,361	22,174
		<b>113,101</b>	<b>120,020</b>
<b>Charitable expenditure:</b>			
Costs of activities in furtherance of the charity's objects:			
Management and administration	9	47,150	45,781
Support costs	10	79,998	80,885
Grants payable	11	15,665	17,250
Expenses of Ostley House	4	465,184	432,454
<b>Total charitable expenditure</b>		<b>607,997</b>	<b>576,370</b>
<b>Total resources expended</b>	12	<b>721,098</b>	<b>696,390</b>
<b>Net incoming resources for the year</b>	13	<b>40,109</b>	<b>105,826</b>

The notes on pages 12 to 23 form part of these Financial Statements.

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Statement of Financial Activities** *(continued)*

**Year Ended 31 December 2003**

	<b>Total Funds 2003 £</b>	<b>Total Funds 2002 £</b>
Carried forward	<b>40,109</b>	105,826
<b>Other recognised gains and losses</b>		
<b>Unrealised gains/(losses) on revaluation of tangible fixed assets:</b>		
Freehold land & buildings	<b>191,500</b>	(278,272)
Unrealised gains on investments	<b>86,119</b>	(2,967)
Unrealised losses on investments	<b>(41,162)</b>	(59,436)
Net gains/(losses) on disposal of investment assets	<b>44,957</b>	(62,403)
Net movement in funds relating to the year	<b>276,566</b>	(234,849)
Balances brought forward	<b>1,909,880</b>	2,144,729
Balances carried forward	<b>2,186,446</b>	1,909,880

All movements are in Unrestricted Funds

The Statement of Financial Activities incorporates the Statement of Total  
Recognised Gains and Losses required by FRS 3.

All of the activities of the Charity are classed as continuing.

The notes on pages 12 to 23 form part of the Financial Statements.

**The Barrow & Districts Society for the Blind Limited  
Company Limited by Guarantee**

**Income and Expenditure Account**

**Year Ended 31 December 2003**

	Note	2003 £	2002 £
<b>Income</b>		<b>672,323</b>	<b>712,281</b>
Non-charitable trading activities:			
Income	5	73,483	73,875
Expenses	12	(83,029)	(85,027)
Net income	5	(9,546)	(11,152)
<b>Total expenditure</b>	12	<b>638,069</b>	<b>622,515</b>
<b>Operating surplus</b>		<b>24,708</b>	<b>89,766</b>
<b>Other income</b>			
Income from shares in listed companies	6	11,494	11,757
Income from other fixed asset investments	6	211	—
Interest receivable and similar income	7	3,696	4,303
Net income before investment asset disposals		40,109	105,826
Gain/(Loss) on disposal of fixed asset investments		44,957	(62,403)
<b>Net retained surplus for the financial year</b>		<b>85,066</b>	<b>43,423</b>

All of the activities of the Charity are classed as continuing.

The notes on pages 12 to 23 form part of these Financial Statements.

# The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee

## Balance Sheet

31 December 2003

	Note	2003 £	2002 £
<b>Fixed Assets</b>			
Tangible assets	14	1,607,411	1,426,894
Investments	15	<u>374,876</u>	<u>322,147</u>
		<b>1,982,287</b>	<b>1,749,041</b>
<b>Current Assets</b>			
Stocks	16	32,591	34,111
Debtors	17	37,341	29,096
Cash at bank and in hand		<u>181,375</u>	<u>132,701</u>
		<b>251,307</b>	<b>195,908</b>
<b>Creditors: Amounts Falling due Within One Year</b>	18	<u>(47,148)</u>	<u>(35,069)</u>
<b>Net Current Assets</b>		<b>204,159</b>	<b>160,839</b>
<b>Total Assets Less Current Liabilities</b>		<u><b>2,186,446</b></u>	<u><b>1,909,880</b></u>
<b>Net Assets</b>		<u><b>2,186,446</b></u>	<u><b>1,909,880</b></u>
<b>Funds</b>			
Unrestricted	19	<u><b>2,186,446</b></u>	<u><b>1,909,880</b></u>
<b>Total Funds</b>		<u><b>2,186,446</b></u>	<u><b>1,909,880</b></u>

These Financial Statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These Financial Statements were approved by the members of the committee on the 25 June 2004 and are signed on their behalf by:

  
Mr W D Noall DFM, FRICS

  
Mr A S Todd FCIB,

The notes on pages 12 to 23 form part of these Financial Statements

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 December 2003**

### **1. Accounting Policies**

#### **Basis of accounting**

The Financial Statements have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) and the Companies Act 1985.

#### **Cash flow statement**

The Council of Management have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the Financial Statements on the grounds that the Charity is small.

#### **Income**

Donations and legacies are accounted for when received by the company. Other income is accounted for on an accruals basis as far as it is prudent to do so. Income includes income tax recoverable.

#### **Expenditure**

Expenditure is accounted for on an accruals basis and allocated to the various expense headings. Part of the management and administration costs are apportioned to the shop and the house using the percentages of 20% to the shop and 40% to the house.

#### **Gifts in kind**

The company receives the benefit of work carried out by volunteers, and receives the use of facilities and equipment without charge.

#### **Grants**

Revenue grants are credited to the income and expenditure account as received, unless related to a specific period, when it is placed in a restricted fund until used. Grants for capital expenditure are recognised in full in the SOFA when receivable in accordance with the SORP. The grant is placed in a reserve with a transfer made on an annual basis equal to that of the depreciation on the capital item acquired.

Grants payable are made on an annual basis and are allocated to the income and expenditure account in the period to which the expenditure relates.

#### **Taxation**

*As a registered charity the company benefits from rates relief and is generally exempt from corporation tax and capital gains tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates*

#### **Investments**

Investments are stated at market value. Market value is the mid market price on the balance sheet date. Realised and unrealised gains and losses are taken to the income and expenditure account. Investment income has been taken into account on the basis of the due date of payment.

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 December 2003**

### **1. Accounting Policies *(continued)***

#### **Depreciation**

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

Fixtures, fittings and equipment 15-25% reducing balance

Where donations are received for specific equipment, the donation is included in income and depreciation is charged on the full amount.

No depreciation is provided on freehold land & buildings as in the opinion of the Council of Management the property is maintained in such a manner that its estimated residual value exceeds cost. An impairment review in accordance with FRS11 is carried out to ensure that the net realisable of the property is not lower than its carrying value

#### **Stocks**

Stocks consist of provisions at Ostley House and gifts and crafts sold at the shop held for resale and are shown at the lower of cost and net realisable value after making due allowance for obsolete and slow moving items.

#### **Capital commitments**

Commitments are disclosed where they are authorised by the year end date. The amount stated is to be financed through the use of general funds already held.

#### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line basis over the period of the lease.

#### **Pension costs**

Retirement benefits to the employees of Barrow & Districts Society for the Blind Limited are provided by the Local Government Pension Scheme (LGPS). This is a defined benefit scheme and is externally funded. Contributions to the schemes are charged to the income and expenditure account in accordance with contributions due. The contributions are determined by qualified actuaries. This scheme ceased for new employees as of 1 November 2002. A group defined contribution pension scheme is now available to both new employees and existing employees not in the defined benefit scheme.

# The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee

## Notes to the Financial Statements

Year Ended 31 December 2003

### 2. Donations and legacies

	<b>Total Funds 2003 £</b>	<b>Total Funds 2002 £</b>
<b>Donations</b>		
General	13,348	15,990
Ostley House	473	894
Newstape	618	70
Payroll Giving	389	2,185
	<u>14,281</u>	<u>19,139</u>
<b>Legacies</b>		
General	42,503	-
Ostley House	500	106,951
	<u>57,284</u>	<u>126,090</u>

### 3. Grants receivable

	<b>Total Funds 2003 £</b>	<b>Total Funds 2002 £</b>
Cumbria County Council	<u>8,632</u>	<u>8,226</u>

### 4. Income from Ostley House

	<b>2003 £</b>	<b>2002 £</b>
Ostley House income	540,464	506,943
Bungalow rentals	28,868	27,096
<b>Total income</b>	<u>569,332</u>	<u>534,039</u>
<b>Operating costs</b>		
Wages & national insurance	291,643	270,092
Staff pension	13,274	11,704
Purchase of provisions	22,517	19,403
Occupancy costs	58,744	56,211
Depreciation	15,516	18,319
Loss on sale of assets	714	2,790
Sundry expenses	8,415	7,584
Training allowance	7,211	570
	<u>418,034</u>	<u>386,673</u>
<b>Administrative expenses</b>	<u>47,150</u>	<u>45,781</u>
<b>Total expenditure</b>	<u>465,184</u>	<u>432,454</u>
<b>Surplus from Ostley House</b>	<u>104,148</u>	<u>101,585</u>



# The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee

## Notes to the Financial Statements

Year Ended 31 December 2003

### 5. Costs of charity shop

	<b>Total Funds 2003 £</b>	<b>Total Funds 2002 £</b>
<b>Sales</b>	<b><u>73,483</u></b>	<b><u>73,875</u></b>
<b>Cost of sales</b>		
Opening stock	<b>32,402</b>	32,425
Purchases & carriage	<b><u>37,770</u></b>	<u>42,819</u>
	<b>70,172</b>	75,244
Closing stock	<b><u>30,741</u></b>	<u>32,402</u>
	<b>39,431</b>	42,842
<b>Gross profit</b>	<b>34,052</b>	31,033
<b>Selling costs</b>		
Wages	<b>18,112</b>	17,080
Advertising	<b>-</b>	60
Sundries	<b>942</b>	1,038
Trailer depreciation	<b><u>394</u></b>	<u>464</u>
	<b>19,448</b>	18,642
<b>Administrative costs</b>		
Management expenses	<b>23,575</b>	22,891
Repairs and renewals	<b>295</b>	527
Cleaning	<b><u>280</u></b>	<u>125</u>
	<b>24,150</b>	23,543
<b>Total costs</b>	<b><u>83,029</u></b>	<u>85,027</u>
<b>Net loss</b>	<b><u>(9,546)</u></b>	<u>(11,152)</u>

### 6. Investment income

	<b>Value 2003 £</b>	<b>Value 2002 £</b>	<b>Income 2003 £</b>	<b>Income 2002 £</b>
UK quoted investments	<b>368,100</b>	319,615	<b>11,494</b>	11,757
UK portfolio cash	<b>6,676</b>	2,432	<b>211</b>	-
Other UK investments	<b>100</b>	100	<b>-</b>	-
	<b><u>374,876</u></b>	<u>322,147</u>	<b><u>11,705</u></b>	<u>11,757</u>

**The Barrow & Districts Society for the Blind Limited  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 December 2003**

**7. Interest receivable**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Bank interest receivable	<b>2,964</b>	<b>3,646</b>
Loan interest	<b>732</b>	<b>657</b>
	<b><u>3,696</u></b>	<b><u>4,303</u></b>

**8. Fund raising**

**Appeals**

Boxes	<b>2,028</b>	<b>1,720</b>
Races, shows, sales etc.	<b>6,802</b>	<b>7,119</b>
Appeals donations	<b>576</b>	<b>526</b>
Flag days, envelope collections	<b>6,615</b>	<b>7,936</b>
	<b><u>16,021</u></b>	<b><u>17,301</u></b>

**Costs**

Wages & national insurance	<b>9,065</b>	<b>9,270</b>
Travelling expenses	<b>1,814</b>	<b>1,935</b>
Materials	<b>330</b>	<b>1,324</b>
Printing, stationery, advertising & postage	<b>502</b>	<b>290</b>
	<b><u>11,711</u></b>	<b><u>12,819</u></b>

**The Barrow & Districts Society for the Blind Limited  
Company Limited by Guarantee**

**Notes to the Financial Statements**

**Year Ended 31 December 2003**

**9. Management and administration**

	<b>Total Funds 2003 £</b>	<b>Total Funds 2002 £</b>
Salaries and national insurance	<b>67,468</b>	64,481
Staff pension	<b>7,082</b>	6,536
Printing, stationery & postage	<b>2,542</b>	5,081
Computer maintenance	<b>2,331</b>	2,123
Water rates	<b>2,096</b>	1,504
Light, heat and power	<b>1,754</b>	1,842
Photocopier costs	<b>4,499</b>	3,110
Telephone	<b>1,369</b>	1,378
Insurance	<b>11,229</b>	8,564
Advertising	-	149
Travelling expenses	<b>967</b>	977
Audit & accountancy charges	<b>5,304</b>	5,000
Bank charges	<b>2,037</b>	1,597
Investment fees	<b>3,540</b>	3,948
Direct mail campaign	-	3,392
Sundries	<b>1,705</b>	428
Copier leasing	<b>270</b>	-
Depreciation of equipment	<b>3,682</b>	4,343
	<b>117,875</b>	114,453
Allocated: shop	<b>23,575</b>	22,891
home	<b>47,150</b>	45,781
management	<b>47,150</b>	45,781

**10. Support costs**

Necessitous blind wages & NI	<b>47,347</b>	48,260
Necessitous blind consumables	<b>13,889</b>	14,775
Wireless equipment - talking books	<b>10,713</b>	9,058
Embossed literature	<b>24</b>	24
Socials and outings	<b>7,545</b>	7,463
Newstape depreciation	<b>215</b>	288
Newstape expenses	<b>265</b>	1,017
	<b>79,998</b>	80,885

**11. Grants payable**

Blind and partially sighted	<b>15,665</b>	17,250
-----------------------------	---------------	--------

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 December 2003**

### **12. Total Resources Expended**

	<b>Staff costs</b>	<b>Depreciation</b>	<b>Other costs</b>	<b>Total Funds 2003</b>	<b>Total Funds 2002</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Direct charitable expenditure	382,084	2,209	176,554	560,847	530,589
Fundraising and publicity	42,087	394	52,259	94,740	97,846
Management and administration	29,820	1,473	15,857	47,150	45,781
Cost of shows	—	—	18,361	18,361	22,174
	<u>453,991</u>	<u>4,076</u>	<u>263,031</u>	<u>721,098</u>	<u>696,390</u>

#### **The aggregate payroll costs were:**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Wages and salaries	409,492	387,305
Social security costs	24,143	21,878
Other pension costs	20,356	18,240
	<u>453,991</u>	<u>427,423</u>

No employee received remuneration above £50,000.

No member of the Council of Management received any remuneration.

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 December 2003**

### **Particulars of employees:**

The average number of staff employed by the Charity during the financial year amounted to:

	<b>2003</b>	2002
	<b>No</b>	No
Ostley House staff	<b>30</b>	28
Shop staff	<b>4</b>	4
Administrative staff	<b>3</b>	3
Fund raising staff	<b>2</b>	2
Social workers	<b>4</b>	4
Other	<b>1</b>	1
	<b><u>44</u></b>	<u>42</u>

The majority of staff employed by the company work on a part time basis.

# The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee

## Notes to the Financial Statements

Year Ended 31 December 2003

### 13. Operating surplus

Operating surplus is stated after charging:

	2003 £	2002 £
Staff pension contributions	20,356	18,240
Depreciation	4,076	4,807
Auditors' fees	980	950

### 14. Tangible fixed assets

	Freehold land and buildings £	Fixtures, fittings and equipment. £	Total £
<b>Cost or valuation</b>			
At 1 January 2003	1,355,500	214,193	1,569,693
Additions	–	9,539	9,539
Disposals	–	(3,012)	(3,012)
Revaluation	191,500	–	191,500
<b>At 31 December 2003</b>	<b>1,547,000</b>	<b>220,720</b>	<b>1,767,720</b>
<b>Depreciation</b>			
At 1 January 2003	–	142,800	142,800
Charge for the year	–	19,807	19,807
On disposals	–	(2,298)	(2,298)
<b>At 31 December 2003</b>	<b>–</b>	<b>160,309</b>	<b>160,309</b>
<b>Net Book Value</b>			
<b>At 31 December 2003</b>	<b>1,547,000</b>	<b>60,411</b>	<b>1,607,411</b>
At 31 December 2002	1,355,500	71,393	1,426,893

A valuation was carried out in May 2004 by an independent valuer Howard M Whitaker, FRICS, and was based on the present open market value of various properties. Due to inherent uncertainties in valuing such as a residential home a range of values was provided by Mr Whitaker. The revaluation reflects the mid point of his valuation. The unrealised gain in the accounts is £191,500 (2002 – unrealised loss £278,272).

Tangible fixed assets are held for use by the company.

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 December 2003**

### **15. Investments**

#### **Movement in market value**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Market value at 1 January 2003	<b>322,147</b>	377,487
Acquisitions at cost	<b>41,866</b>	59,021
Disposals at opening book value	<b>(34,094)</b>	(52,308)
Net gains on revaluations in the year ended 31 December 2003	<b>44,957</b>	(62,053)
Market value at 31 December 2003	<b><u>374,876</u></b>	<u>322,147</u>
Historical cost at 31 December 2003	<b><u>332,387</u></b>	<u>318,613</u>

#### **Analysis of investments at 31 December 2003 between funds**

	<b>Total Funds 2003 £</b>	<b>Total Funds 2002 £</b>
<b>Listed investments</b>		
UK quoted shares	<b>368,100</b>	319,615
Other UK investments	<b>100</b>	100
UK cash held as part of portfolio	<b>6,676</b>	2,432
	<b><u>374,876</u></b>	<u>322,147</u>

The above investment are all held in the UK.

Three investments represent more than 5% of the total, these are held in Glaxo Wellcome, M&G Charifund and 2012 Treasury Stock. The holdings are 7.25%, 5.79% and 5.51% of the total respectively

### **16. Stocks**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Goods for resale	<b>30,741</b>	32,402
Food stocks	<b>1,850</b>	1,709
	<b><u>32,591</u></b>	<u>34,111</u>

# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 December 2003**

### **17. Debtors**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>10,493</b>	8,358
Staff loan	<b>18,894</b>	13,662
Taxation recoverable	<b>1,116</b>	1,149
Other debtors	<b>696</b>	443
Prepayments	<b>6,142</b>	5,484
	<b><u>37,341</u></b>	<b><u>29,096</u></b>

The staff loan is repaid in variable amounts and it is expected that approximately £4,000 will be settled within one year. This loan is to the Company Secretary to finance the purchase of vehicles for business use. The applicable rate of interest is 4.55%

### **18. Creditors: Amounts falling due within one year**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>9,746</b>	2,249
Other creditors	<b>7,005</b>	11,055
PAYE and social security	<b>7,973</b>	1,947
Accruals	<b>22,424</b>	19,818
	<b><u>47,148</u></b>	<b><u>35,069</u></b>

### **19. Analysis of net assets in unrestricted funds**

	<b>Tangible fixed assets</b>	<b>Investments</b>	<b>Other net assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted funds	<b><u>1,607,411</u></b>	<b><u>374,876</u></b>	<b><u>204,159</u></b>	<b><u>2,186,446</u></b>

### **20. Related party transactions**

The Company is controlled by the Council of Management.

### **21. Company Limited By Guarantee**

The Company is registered under the Companies Act 1985 as a Company limited by guarantee and does not have a share capital. As at the 31 December 2003 there were 14 members. The liability of each member in the event of the company being wound up is restricted to £1.



# **The Barrow & Districts Society for the Blind Limited Company Limited by Guarantee**

## **Notes to the Financial Statements**

**Year Ended 31 December 2003**

### **22. Capital commitments and contingent liabilities**

<b>Operating leases</b>	<b>2003</b>	<b>2002</b>
The following payments are committed to be paid in the following	<b>£</b>	<b>£</b>
year under operating leases		
Plant and machinery		
Expiring within one year	813	-
Expiring in two to five years	610	-
	<hr/>	<hr/>

Amounts contracted for but not provided in the accounts amounted to £3,604 (2002 - £Nil).

### **23. Pension commitments**

The Company operates a defined benefit pension scheme, this is administered through Cumbria County Council Pension Fund and is a multi-employer scheme.

Barrow and Districts Society for the Blind Limited is unable to identify its share of the underlying assets and liabilities and therefore disclosure requirements are as for a defined contribution scheme.

The latest valuation of the Cumbria County Council Pension Fund was for the period 1 April 1998 to 31 March 2001 and disclosed that the fund's assets stood at £761 million and covered 94% of the total liabilities in line with Government requirements. Funding levels have been adjusted to aim towards 100% funding.

Currently all members pay six percent, whilst their employers pay the balance of the normal contribution. The current rate of the employer's contributions for Barrow and District Society for the Blind Limited is 13.4% of salary. The charge for the period included within the SOFA is £20,145 and outstanding contributions at the year end amount to £1,144.

The scheme was closed to new employees from 1 November 2002. A new group defined contribution scheme is now available to new employees. There is currently one member of staff within this scheme. The charge for the period included within the SOFA is £211 and outstanding contributions at the year end amount to £86.