

Charity Registration No. 1095904

Company Registration No. 04616526 (England and Wales)

THE TORCH TRUST FOR THE BLIND
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2017

THE TORCH TRUST FOR THE BLIND

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees/Directors	M Baker J Bonser C Eddon R Gibb R Morriss M Townsend A Brown P Simkiss J Chapman	(Appointed 25 January 2017) (Appointed 31 January 2018)
Secretary	M Heaney	
Charity number	1095904	
Company number	04616526	
Principal address	Torch House Torch Way, Northampton Rd Market Harborough Leics LE16 9HL	
Registered office	Torch House Torch Way, Northampton Rd Market Harborough Leics LE16 9HL	
Independent examiner	Philip John Dymond FCCA Cheyettes Ltd 167 London Road Leicester LE2 1EG	
Executive Leadership		
Chief Executive	Dr G Temple	(to 31 March 2018)
Chief Operating Officer	M Heaney	
Chief Development Officer	J Hyde	(appointed Acting CEO 1 April 2018)
Chief Technical Officer	P Wood	

THE TORCH TRUST FOR THE BLIND

CONTENTS

	Page
Trustees' report	1 - 17
Independent examiner's report	18
Statement of financial activities	19
Balance sheet	20
Notes to the accounts	21 - 32

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

The trustees present their report and accounts for the year ended 30 September 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

Objectives and Overview

The objects of Torch Trust are the relief and support of blind and partially sighted people in accordance with the Christian Basis of Faith contained in the charity's governing document.

In seeking to fulfil these objectives, the Trust aims to enable people with sight loss to discover Christian faith and lead fulfilling Christian lives. The Torch Trust provides practical, emotional and spiritual support to the people losing sight and living with sight loss and makes Christian reading available in accessible formats.

Our programmes are delivered primarily in the UK although we reach many other countries with our accessible literature, and have a particular overseas emphasis in Malawi. Here Torch Trust founded, supports and funds an autonomous non-governmental organisation called Torch Trust for the Blind International (Malawi) which has its own board of trustees on which Torch Trust has been represented until March 2018 by Janet Stafford, Torch's International Leader.

The origins of the Torch Trust of today go back to 1959 when the Trust and its eponymous magazine *The Torch* were taken on by Ron and Stella Heath. It now operates from two premises - Torch House, the headquarters and production building in Leicestershire and the Torch Holiday & Retreat Centre in West Sussex. Torch employs around 35 staff and benefits from the skills of many committed volunteers. It has an annual budget of around £1 million and reaches over 10,000 people with sight loss.

Public Benefit

The trustees of the charity have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

The objects of Torch Trust are the relief and support of blind and partially sighted people in accordance with the Christian Basis of Faith contained within the charity's governing document.

The activities, programmes and services provided in furtherance of these objects have been described in this report. They are available to people of all faiths or none who wish to avail themselves of what Torch has to offer.

The Charity is also keen to ensure that cost is not a barrier to participation. Many of its services are free. Publications are provided at no more than a print-equivalent price. Torch also assists Clients whose financial situation prevents them from participating and, where appropriate, will discount the cost.

The Need

The work of Torch Trust in the UK is set against the backdrop of an increasing number of people experiencing appreciable sight loss. The number is estimated at around 2 million and is predicted to grow to 2.7 million by 2030 [Source: RNIB].

There is data that each day across Britain, 250 people begin to lose their sight, that only 17% have someone with them to support them when they receive this devastating news and only one in 12 is ever offered any form of counselling. 31% of people experiencing sight are rarely or never optimistic about the future [Source: RNIB]. Too many struggle for years before discovering all that is available to help them lead lives that are emotionally and spiritually rich, productive and fulfilling.

Worldwide the needs are even greater and in many countries there is a wide prevalence of sight loss from an earlier age, often through disease.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

There are specific issues and challenges faced by many blind and partially sighted people. The activities of the Trust in the UK are shaped to enable people to overcome some of those challenges and to promote wider inclusion within a Christian faith context. These needs include:

Emotional Support

Though the trauma sight loss can be likened to that of a close family bereavement, people experiencing its onset seldom receive much emotional or spiritual support. Time invested with people during these early stages builds confidence and reduces dependency and related costs in subsequent years.

People losing their sight often have a need to relate this traumatic experience to their faith.

Church Inclusion

Blind and partially sighted people frequently find that there are barriers to full inclusion within the life and work of a Christian church, and are too seldom encouraged to contribute their God-given gifting for the benefit of the faith community and wider society. Attitudes to disabled people are a general issue in society and the same general issues can affect church life too.

Social Exclusion

On average, people with sight loss are not as socially active, take fewer holidays and are more likely to experience loneliness than their sighted counterparts. This often leads to a downward spiral into isolation with many expressing great regret at the loss of human contact. Loneliness has been shown to have an enormous impact on health and well-being.

Information Gap

People with sight loss do not have the same access to information as sighted people. Only a small proportion of printed material is ever made available in accessible media. For those who are tech-savvy there are now electronic ways of accessing mainstream publications but the majority of blind and partially sighted people are starved of reading materials, including Christian reading. This is more acute in many of the less-developed countries. Accessible literature is also a great 'companion' for many who live alone.

Our Reach

When people with sight loss become registered users of Torch Trust services we describe them as 'Clients'. During the year the overall number of Clients registered with Torch Trust continued to grow, rising from 6,845 to 6988.

Torch routinely experiences a high 'turnover' of elderly Clients and has long anticipated a decline in new readership registrations as through mainstream technological developments the number of reading options for those who lose their sight is greater than it was. Nevertheless for many who do not have the skills to utilise the new technologies Torch's Christian reading services remain a vital lifeline.

Of the total Clients on record, 4,155 (59.5%) are based overseas and 2,832 (40.5%) in the UK, continuing a rise in the UK proportion of the total (2016: 39%). However, there are many unrecognised Clients for which we do not hold personal details. For example, many who attend local Torch Fellowship Groups in the UK and blind people linked with institutions such as specialist schools abroad where we make bulk deliveries of braille magazines. It is estimated that Torch continues to serve over 10,000 beneficiaries.

Making a Difference

Torch Trust seeks to make a difference in various ways, including:

Working with Christian churches so they can be more welcoming and inclusive to people with sight loss, so that their talents and gifts can be fully developed.

Enabling inclusion and personal development through activities and resources in local Christian fellowship groups, holidays and retreats and closing the information gap through accessible Christian publications.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Starting to provide befriending services to people losing their sight at the times of their greatest need, so helping to garner increased confidence and provide greater independence, leading for those who want it to fuller participation in the Christian faith, both at a personal and church community level.

Values

Torch Trust has a distinctive culture that reflects its Christian ethos and has been shaped by its fifty five year history of seeking to be faithful to God's guidance and follow His ways. The values inform the choices made by Torch Trust and the way it operates. They affect both what it does and the way it is done. The values are:

- Christian
- People-focussed
- Open
- Creative

In addition to these values, Torch Trust upholds the principle that visually impaired people should not be financially disadvantaged, compared to sighted people, because of their disability. To this end, the resources and activities provided by Torch are made available at no more than a sighted person would pay for the equivalent publication or service. Income from Charitable Activities accounts for only a small percentage of Torch Trust's income, with 82.5% of the funding coming as donations, grants and legacies.

Torch is very specifically a faith-based charity. This describes more than its Christian foundation and roots. It also encompasses the belief that in following God's will and doing His work, He will provide the funding and other resources needed for the services and programme He wants us to undertake. For this reason, Torch Trust does not make appeals or run fundraising activities.

Torch Trust uses the term 'Supporters' in a wide sense including those who pray for the Trust's work and those who volunteer alongside those who provide financial support. Many blind and partially sighted people who are Clients are also Supporters, though the majority of Supporters are sighted people. Prayer engagement information is regularly made available in a variety of methods, including with the main Supporter magazine, Torch News.

During the year, the total number of Supporters on record fell slightly to 6,348 (down 5%) reversing the modest rise of the previous year. Nevertheless donation income increased by 31% with over 80% of that income coming from such Supporters.

Torch Charter

In achieving its aims and working out its values Torch Trust will further its objectives by supporting visually impaired people in a Christian context. The Torch Charter is an aspiration to this end; that every blind and partially sighted person should have the opportunity to:

- Explore Christian faith and discover Jesus
- Grow as a Christian
- Enjoy a fulfilling devotional life
- Access the Christian resources and activities they need
- Join a church of their choice
- Develop their invaluable God-given gifting
- Contribute to the life of the church

The Torch Trust regularly runs or participates in many disability or sight loss awareness and training activities for church leaders and members.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Strategy

In order to be effective in meeting its aims and objectives, Torch Trust has recognised and addressed emerging needs, embraced new technologies, fostered stronger links with organisations in the sight loss and Christian sectors and is progressively rebalancing its priorities to better serve the changing needs of blind and partially sighted people and those losing their sight.

This year was the second of five covered by Torch's new Strategic Plan covering a period extending to 2020. The Plan is entitled 'Community to Community'.

Torch Trust strategies are specifically designed to mesh with the sector-wide UK Vision Strategy which was relaunched in 2013 to extend through to 2018. Torch strategies go further in recognising that a holistic – practical, emotional and spiritual - response to sight loss should enable blind and partially sighted people to find their place as part of their 'community'. Torch seeks to apply this in the context of Christian spirituality, the local church and its role in the local community.

The Plan continues the rebalancing the activities of Torch Trust and continues the emphasis on meeting the needs of people losing their sight while streamlining the production of accessible Christian literature.

Four major themes run through the range of strategies and priorities set out in the Strategic Plan. There are ...

Longitudinal: Our work flows with the life experience of people with sight loss

Localised: We are moving ourselves closer to the people we serve

Lean: We use the resources God provides with care and creativity

Linked: We are committed to work in partnerships to help us serve more effectively

Activities and Major Programmes

The activities and programmes of Torch Trust fall into three broad categories ...

Presence: supportive services and activities that express Christian care, counter loneliness and isolation, and enable people to live their potential;

Resources: transcription and production of Christian reading materials to make them accessible to people living with sight loss;

International: the extension of the above activities to other countries, with an emphasis on Africa.

In support of these charitable activities, Torch Trust is represented at many Christian and sight loss exhibitions, events and conferences - with a view to raising its profile both among churches and across the sight loss sector and to meet existing and potential Clients and Supporters.

Presence

To mediate Torch's engagement with both people with sight loss and with churches across the UK, Torch is in the process of recruiting and placing suitable regionally-based staff who can encourage the development of the range of Torch activities delivered locally, often in partnership with churches. There are established regionally-based staff in Northern Ireland and South West England. During the year we were able to add to the team someone to cover the Midlands and more are to added in the year ahead.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Journeying With

This is our 'early reach' programme aiming to meet the needs of people who have just been diagnosed with sight loss. This is run in partnership with local churches and/or local Christian volunteers who work alongside Torch to respond to local needs, linking with local sight loss agencies and eye clinics. Volunteer befrienders who in turn receive a Torch training package.

Within the year new *Journeying With* scheme has been under development and has proved effective in providing practical, emotional and spiritual support to local people struggling with their loss of sight. Now there are the beginnings of additional schemes in a number of other locations.

Journeying With befriending is now also offered by phone on a UK-wide basis. Volunteers are trained by telephone to provide broadly the same sort of support as the face-to-face schemes but is able to reach people wherever they live.

With a growing number of trained volunteers, the combination of *Journeying With* and *Journeying With by Phone* has proved effective in supporting people through a crisis in their sight loss journey.

Church Engagement

Torch Trust seeks to encourage and help churches to become more welcoming and inclusive to people with sight loss, so that their talents and gifts can be fully developed. As a leading partner in the Churches for All network, Torch also works shoulder to shoulder with other Christian disability-focussed Christian charities in campaigning for a UK church that is truly inclusive of disabled people.

Torch *Worship for All* application that automatically converts the song words and other text being presented on a screen in braille and a variety of large print sizes is freely available to churches via the Torch website.

Torch is planning a new initiative by which to engage local churches with the inclusion and support of people with sight loss, both in the congregation and the local community. The *Sight Loss Friendly Church* campaign is to be rolled out during 2018.

Torch Groups

Torch Fellowship Groups have long been the 'local face' of Torch around the UK. They are run by volunteers drawn from local churches and operate autonomously, under the terms of a Partnership Agreement with Torch Trust. The first Torch Fellowship Group started in 1970. The regular monthly meetings provide support, Christian fellowship and social interaction.

At the year-end there were a total of 81 (2016: 82) local Torch Groups including six Torch Book Groups. The closure of Groups has often related to the aging the leadership of the Group many of whom have served for several decades. New types of local Torch Group are envisaged. And TorchTalk telephone friendship groups now complement the work of the local Torch Groups. These reach those who live remotely, those who cannot get to a local Torch Group or those share a common interest but are geographically dispersed.

From the annual returns for the year, we estimate that the Groups routinely bring Christian support and encouragement to many hundreds of blind and partially sighted people, supported by a similar number of sighted volunteers.

Holidays

Torch Trust has been running and developing specialist holidays for people with sight loss for many years. The ambience of the Torch Holiday & Retreat Centre in the village of Hurstpierpoint, West Sussex, is at the same time peaceful and fun-filled.

Torch holidays and retreats are all-inclusive events for people with sight loss, their families and friends. Though varied in style and theme they all run with a Christian ethos and an emphasis on community. The majority of Torch Holidays are run at the Torch Holiday & Retreat Centre, with just an occasional holiday run at other venues.

These Holidays have an enormous impact on many of the guests, frequently people who live alone and often feeling isolated and lonely through sight loss.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Resources

Accessible Christian Literature

This is provided through a free lending library of braille, large print and audio books, Christian courses and books for purchase and a range of periodicals (Bible reading notes and Christian magazines).

Media

Audio accounts for the largest share of the accessible media options with 50% of registered accessible media readers and 80% of library borrowers. DAISY audio is a specific MP3-based media with structuring that enables readers to navigate their way easily around an audio book. Memory stick audio has proved very popular. Memory stick players are an affordable digital alternative to obsolescent audio cassettes. During the year Torch Trust completed it phase out of audio cassette with the vast majority of Clients moved across to memory stick services.

Braille represents the nearest equivalent reading (and writing) alternative to print for those who are blind. Though the readership is smaller than audio, Braille readers are hungry for all they can get. Torch along with other UK braille producers has adopted the Unified English Braille code (UEB) This has the potential to greatly increase the amount of English language reading material in this medium and to increase the international audience for Torch's braille products.

Braille is especially important in many less developed countries. *The Torch* magazine has a braille circulation of 4,719 copies (2016: 4,700), making it the braille periodical with the largest known circulation in the world. In addition 3,024 (2016: 2,976) copies are produced in a combination of audio and large print of various sizes. Over 86% of all *The Torch* magazines are mailed overseas.

Some people with sight loss can use residual vision to read large print. In recent years Torch has developed transcription and print on demand technology to offer the option of variable-sized large print for magazines, with a choice of large print text size best suited to their current level of sight. The take up of this facility continues to encourage with notable growth in 17 point large print, though the majority continue with Torch's historic standard 24 or 25 point.

Books

Torch makes available accessible editions of Christian books to *bona fide* people with whom sight loss makes it impossible to read standard print. Books are offered for sale and for loan through the free service offered by the Torch Library.

Torch continues its move away from speculative transcription of books and towards a more demand-led service employing the automatic transcription facilities developed by the Trust in recent years. Books available for transcription and/or production on request by Clients can be ordered directly from Torch but are now also available for order through the mainstream Eden online Christian bookshop.

From the time this new system to support accessible reading came fully into operation in May 2017 to the year end 474 books were sold in a mix of braille, giant print and audio.

In addition to the books sold there were many Bible sales. The new Accessible Edition (in 16pt large print) of the NlrV New Testament born out of a collaboration of Torch and others charities in Churches for All partnership with Bible translators Biblica has been immediately popular with Torch alone selling 109 copies during this 5 month period. And the MegaVoice handheld audio Bible with the Hodder Faith NIV recording of David Suchet reading the entire Bible continues to be popular with 46 sold over the same period.

Torch sources the files for Christian books through developing relationships with key publishers and promotes newly available books to existing clients through its *What's New* magazine. Torch is planning to launch its own online bookshop during 2018.

Library membership continued its overall downward trend at 867 at year end (2016: 978).

Additions to the accessible Library collection are now selected largely from those transcribed in response to Client orders and now includes over 2,700 Christian books in a mix of braille, audio and large print formats.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Book loans during the year totalled 11,262 (2016: 12,358), a decline of 9%. This follows a similar decline last year. The downwards trend is not unexpected in view of both the growth of mainstream options accessible to at least some people living with sight loss and also the growth of the purchase of accessible editions transcribed and produced to Client request.

Magazines

At the year-end subscriptions for our accessible periodicals (mostly provided free) for Clients totalled 13,868 (2016: 16,422) inclusive of growing email distribution. Other sight loss organisations have also experienced a general shift downwards in circulations reflecting a specific change in the way a number of visually impaired people now choose to access literature (electronically through new technology, rather than physically through hard copy media).

The range of magazines offered is has been revised as Torch emphasis has moved to offering accessible editions of mainstream print titles, with the aim of giving blind and partially sighted people more variety in reading with a reading experience that is closer to that of sighted people.

The mainstream Christian magazine Premier Christianity is now offered monthly in audio, braille and in two large print sizes. The large majority of the content of the print edition is included. This has proved popular with Torch clients and now has a readership of 292.

Daily Bible Reading Notes

At the year end the Trust had subscriptions for 1,062 (2016: 1,124) copies of daily Bible Reading Notes in a mix of three titles and three media: audio, braille and large print of various sizes. This modest decline is again unsurprising as there are a growing number of alternatives through increasingly accessible mainstream media technology. The subscriptions are free but Daily Reading Notes Clients are encouraged to make donations comparable to the print subscription price.

Services to other Christian Organisations

Torch also provides accessible literature for other Christian organisations and events on a contract basis. Although not a large part of our daily work, the model is a good one in promoting inclusion with mainstream publishers and organisers.

Radio

Torch produces a weekly 15 minute programme called *Reflections* broadcast on RNIB's Connect Radio and Premier Christian Radio stations. Hosted by blind singer-songwriter Marilyn Baker (who serves as chair of Torch Trust's trustee board, it provides a focus on faith and disability and often informs listeners of resources and services delivered from Torch Trust and other providers.

Once more, a total of more than 25 hours of airtime was broadcast during the year, including some extended Easter and Christmas programmes for RNIB Connect Radio. During the year Sheila Armstrong (a blind person) transferred from Client Services to take on the role of producer for *Reflections*.

Torch also produced an audio 'thought for the week' called *Journey* which is available from the Torch website to follow and for insertion into, for example, Talking Newspapers.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Information and advice

The Client Services team provides information and advice on a wide range of services available from Torch and other providers. Their work is complemented by the information available on the Torch web site. The team has been strengthened through recruitment and training during the year and they now also deal with bookings for Torch Holidays, thereby supporting the work of the Torch Holiday & Retreat Centre.

International

Torch has an international vision that is based on a long history of partnerships and relationships.

Much of what is done arises in response to needs that emerge from those relationships.

Malawi

The Trust has a long involvement in Malawi through the Torch Trust for the Blind International (Malawi) which operates from a compound in Blantyre. Here an African team are engaged in the production and distribution of Bibles and other literature in braille and large print, largely in African languages. From here a network of Torch Fellowship Groups are supported.

Accessible Literature

Our international connections in around 100 countries act as a conduit for accessible Christian literature through magazine subscriptions and local braille sub-libraries in over thirty locations around the world. Torch also has a number of strategic relationships with organisations overseas working with blind and partially sighted people.

African-language Bibles and other Christian literature is also provided free of charge through the braille production facility at Torch Trust for the Blind International in Malawi.

Humanitarian Aid

This is provided for blind and partially sighted people and their families in Malawi in kind and through financial gifts.

Once again a shipping container was sent to Malawi packed with basic commodities, clothing and items for personal hygiene, all more difficult for blind people to obtain, especially in rural communities. Blankets and knitted garments are often provided by Torch Fellowship Groups in the UK.

Fellowship

In a number of countries in Africa Torch has facilitated the setting up of local Fellowship Groups, providing much needed local support and encouragement.

When Janet Stafford, Torch's International Leader, makes her twice annual visits to Malawi she is able to work alongside Africans making visits to blind people in their homes, in Fellowship Groups, in churches and at special overnight worship and prayer meetings.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Achievements and performance

Progress on 2016/17 Objectives

The following objectives were set for the 2016-17 period under review, all with a view to advancing the implementation of Torch Trust's five year Strategic Plan (2016-2020). Progress made is indicated with indented italic text.

Resources

Transition magazine readers to new line-up: To manage the transition so that clients get choice and no-one is left with nothing.

Done: The new magazine line up is established. The accessible editions of Premier Christianity have been particularly well received.

Greatly increase accessible book choice for client selection: To set up relationships with publishers to assure availability of suitable quality files for on-demand transcription.

Done: Publisher buy-in was boosted by hosting a meeting of the Christian Publishing Group of the Publishers Association at Torch House. Relationships with publishers have yielded a rapid growth in the number of titles available for Torch clients to choose.

Revise *Reading for All* magazine: To simplify its style and content to achieve its purpose in promoting reading choices and other Torch services to UK VI audience.

Done: A new magazine called 'What's New' from Torch has replaced 'Reading for All' and has a straightforward format.

Revise the style and content of *The Torch* magazine: To set the style and content of our core magazine to be suitable and inspirational for its international readership of blind and partially sighted people.

Progress made: With three issues edited a new style with a strong international aspect has been established.

Introduce synthetic audio option for audio on-demand: Adding synthetic audio to the on-demand transcription options to support more client choice - using best available voice(s).

Progress made: A suitable synthetic voice has been selected and necessary variations to sentence and paragraph break timing done in readiness for trials.

Set new quarterly periodicals production plan: Define and implement a 13 week regular cycle for all periodicals covering text availability, transcription and production.

Done: A plan has been developed and implemented to good effect.

Introduce streamlined braille labels solution: Research and set up a simple and routine way of making braille labels for use on book covers and many other situations.

Ongoing: Braille labelling of books is now done more consistently but there is more that could be done to streamline labelling.

Establish maintained literature selection at Torch HRC: Set up a mini accessible edition library and 'rack' of latest magazines and Torch info in various media.

Ongoing: There's now a table at Torch HRC set aside for the latest editions of magazines.

Pursue collaborative Bible projects: Support the completion and launch of the Biblica "Accessible Edition" and nurture the partnership with the Bible Society for other languages.

Progress made: Torch played a major part in shaping the Accessible Edition of the New Testament and was involved in its London launch in May 2017.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Presence

Define a National Presence renewal and growth programme: Develop the policies and plans that will progress the implementation of the Presence structure across the UK as Strategic Plan envisages.

Progress made: The appointment of Julia Hyde as Chief Development Officer has brought new leadership fresh thinking to Torch's national Presence vision.

Refresh Journeying With initiative: Review strengths and weakness and revise the JW initiative with its promotion and training materials and start new schemes.

Ongoing: Aspects of the Journeying With initiative have been clarified and Journeying With by phone has developed strongly during the year.

Initiate new Church engagement programme: Research and establish a fresh Church engagement approach and begin its implementation.

Done: Torch's Sight Loss Friendly Church campaign was conceived and is set for launch early in 2018.

Recruit 2 more Regional staff: Recruit staff to support Torch Presence in more areas of the UK - both nations and regions.

Progress made: Paul Rhodes has taken on the role of Area Development Coordinator for the Midlands.

Develop transitions between Torch services: The 'Longitudinal' aspect of the Strategic Plan envisages that there is always a 'next thing' for clients of Torch services.

Progress made: Through the strengthening of Presence and Client Services we are able to guide clients from one Torch product or service to another.

Redefine Torch Groups: To review the way Groups operate and to reconsider the way they operate - with clarity about what makes them Torch Groups.

Postponed: The refreshing of the impetus for new local Torch Groups is now expected to flow out of the Sight Loss Friendly Church campaign.

Achieve growth in Holidays bookings: Through promotion and follow up, make fuller use of the capacity of the Centre to benefit blind and partially sighted people.

Ongoing: With the loss of some key staff the number of Torch Holidays offered had to be reduced but those that were run were much more consistently filled to capacity. The staff team has been strengthened ready for 2018.

Professionals Open Days: Use Torch House and Torch HRC as venues for Open Days to build awareness with sight loss professionals.

Postponed: A busy programme militated against this intention but it is to be pursued in the year ahead.

International

Alternative arrangement for Aid Africa containers: A sustainable voluntary arrangement to replace the container loading operation done at Torch House after this year.

Done: Linking with a local church this activity has been relocated and will continue independently of Torch's operations.

New arrangements with Torch Malawi: A sustainable basis for the leadership and management of Torch Malawi and relationship with Torch Trust in the UK.

Progress made: Through a series of visits to the country progress is being made with local trustees towards a more independent operation working in partnership with Torch in the UK.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Make decisions over Dezna Torch in Romania: Resolution of options for the future use of Casa Torch working with Romania partners.

Progress made: Dezna Torch governance has changed completely and the process of transferring the Casa Torch premises to a suitable partner is in hand.

Infrastructure

Review and enhance IT security: Check out and improve as necessary access controls to Torch's networks and databases.

Progress made: Improvements have been made and some use of cloud storage has been adopted.

Achieve growth in number of active donors: To develop supporter engagement methods that are effective in recruiting new donors and stimulating income growth.

Ongoing: With difficulty in recruiting suitable communications staff there has been a temporary limitation in resources to apply to this objective.

Renew main Torch website: A comprehensive make-over with new look, refreshed content, e-commerce for book selection with sales order processing.

Progress made: A sales order processing system has been developed in-house, linked to Torch's own CRM. Work on the public website implementation is now set for 2018. Website activity grew during the year.

Torch literature family rationalisation: Simplify Torch informational literature (print & accessible) - detailed information available through website with hard copy options.

Ongoing: The loss of the Communications staff member has delayed progress towards rationalised hardcopy and website informational resources.

Achieve growth in Centre bookings and number of clients: By promotion to churches and by partnership working to grow the number of bookings - especially those involving overnight stays.

Postponed: With staff departures the priority has been on running the Torch Holidays to serve blind and partially sighted guests while recruitment continues.

Implement new finance system: To complete implementation of the Xero accounting system and integrate it with Torch systems.

Done: The Xero cloud-based accounts system has been implemented and integrated with Torch's bespoke CRM system.

Put Torch HRC accommodation to good use: To develop options for Little Torch premises and implement the changes necessary to make effective use of the space.

Done: A tenant now occupies the lower flat and the upper flat has been put into service as resident staff accommodation.

Improve the booking system for Holidays and Centre bookings: Improve internal systems and/or implement a suitable external solution.

Done: Torch Holiday enquiries and bookings are now handled by the Client Services team at Torch's main office.

Governance

Recruit two new trustees: To bring the Torch Trustee board up to its normal complement of eight - as one is stepping down.

Done: The trustee body has been brought to full strength with the appointment of Dr Philippa Simkiss and the extension of the service of Jeff Bonser to 2018. Julia Chapman joined the board early in 2018.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Rejuvenate Torch Council of Reference: To review and renew membership of the Council of Reference and recruit appropriate new members

Postponed: It is more appropriate that this should be led by the new CEO after appointment

Develop a three-year Business Plan: Prepare a three year Business Plan to relate to the changes called for by the Strategic Plan and demonstrate sustainability once implemented.

Done: A Business Plan has been prepared that supports implementation of the Strategic Plan and future sustainability.

Financial review

Total income of £847,847 was 5% below the prior year but with a 31% growth in both Donations and Torch Holidays income largely offsetting a 51% drop in legacy income. Income was also supplemented for the first time by the rental of unoccupied space in Torch's two properties. Legacy income is by its nature uneven and so growth in these steadier income sources is particularly welcome.

The delayed arrival of legacy income already recognised and included in opening debtors required the charity to draw against the bank overdraft facility then in place to support operations in the first half of the year. Economies were made then and total expenditure was reduced by 7% to £885,686 (2016 - £952,959).

The Statement of Financial Activities shows a deficit of £37,839 Action was taken to further constrain costs beginning in the prior year and the deficit has been reduced (2016 deficit: £60,914). The Trust, which has operated for 59 years reliant in faith upon God to meet its financial needs, is operating to a budget that is expected to yield a modest surplus for the current year. Income for the first part of the new financial year has been encouragingly strong.

The Trust has the benefit of a generous interest free loan of £3,000 of which £500 was converted to a donation in March 2018. With freehold ownership of two high quality buildings and being debt free the Trust has a strong balance sheet with the funds at year end of £2,781,059 (2016: £2,818,898).

The Board with the CEO and Chief Operating Officer monitors the cash position of the Trust on a regular basis and keep under review options that would allow it to release cash from the ample fixed assets.

The Trustees acknowledge with gratitude all grants received during the year. The Trustees also wish to express their appreciation to the many who support the work of the Torch Trust by making donations, large and small, and honour those who have supported Torch by leaving a legacy gift.

The financial administration of the Trust is overseen by the Chief Operating Officer, Michael Heaney, who reports regularly to the Board on the financial performance of the Trust.

Reserves Policy

As stated above, the Board has a minimum cash reserves policy of two months average expenditure. For the year under review that amounted to £150,000.

At the year end the cash reserves stood at £126,505. Although this fell short of the Reserves Policy requirement, the cash position was much improved from the opening balance of just £11,731. Included within year end debtors is £114,341 of assured legacy income.

Due to general policy changes by CAF Bank the overdraft facility provided to the Torch Trust was not renewed and ceased in June 2017.

Restricted Funds

The net Restricted Funds balances of £16,419 are detailed in note 18 to the Accounts.

All of the funds are likely to be spent during the course of the next financial year.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

Budget

A budget has been agreed with the Trustee Board for the 2017/18 financial year which supports the programme of work to both continue Torch Trust's activities and services and to meet the objectives set out below.

Risk review

The trustees recognise their responsibility to identify the major risks to which the Trust is exposed, to review these risks and establish systems to mitigate them. Accordingly the Trustees have instituted a formal review of risks and controls. These are reviewed on an ongoing basis by the Executive Team and at least annually by the Board.

The principal risks identified are:

- Organisational Structure – Lack of sufficient skills to manage people and/or complex operations and the change process (The recruitment of a Chief Development Officer has contributed significantly to improving this, however the next period will see the beginning of a serious search for a new CEO over the next 1 to 2 years)
- People – Recruiting Personnel – (now deemed high due to loss of Miriam Markham at HRC, and Gordon Temple's changing situation as previous)
- Cash flow - Inadequate Reserves (dialogue with Bank concerning injection of capital for development and restoring reserves)
- Holiday Centre - Remote from Torch House and Adequate staffing (Continuing challenge following resignation of Assistant Holiday Leader needing attention)

The Trustees continue to use Peninsular as health and safety advisors. In addition to providing regular advice they conduct an annual inspection at both premises. The advisors have expressed themselves satisfied with our attention to health and safety and monitor matters requiring our attention to ensure they are dealt with promptly. The trustees receive a health and safety report and risk review at each Board meeting.

During the year policies are reviewed and agreed annually at the AGM these include policies for Safeguarding, Equal Opportunities, Hospitality, Conflicts of Interest and Accepting or Rejecting Donations. As a Christian organisation, the Torch Trust seeks and expects to maintain consistently high standards of conduct in all aspects of its operation.

Plans for future periods

The current five year Strategic Plan came into effect in January 2016 covering the period to December 2020. Accordingly the following objectives have been set for the 2017-18 period, with a view to progressing the implementation of the charity's five year Strategic Plan (2016-2020).

Resources

Continue to grow accessible book choice for client selection:

To develop relationships with publishers to assure availability of suitable quality files for a widening range of Christian reading ready for on-request transcription.

Communicate reading choices to clients:

Establish clear goals, policies and methods for informing clients of the reading choices available to them.

Introduce on-line/smart device delivery of accessible (audio) reading:

Work in partnership with other providers to secure a delivery route for on-line reading.

Establish a sustainable editorial plan for *The Torch* magazine:

Identify the right person(s) to edit our core magazine to be suitable and inspirational for its international blind and partially sighted readership.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Introduce synthetic audio option for audio on-request:

Adding synthetic audio to the on-request transcription options to support more client choice - using best available voice(s).

Refresh our Accessible Bible product line:

Replace large print NIV(1984) with NIV(2011) and update Scripture Text Calendar accordingly, add NIV in braille and large print on-demand.

Review Torch's Library and library service:

Secure the information and insights to support informed planning of the future pathway for the Library service.

Presence

Build a network of Sight Loss Friendly Churches:

Launch and establish the Sight Loss Friendly Church (SLFC) campaign as a programme of awareness raising leading to church and volunteer engagement to the benefit of people with sight loss.

Recruit more regionally-based staff:

Recruit staff to support Torch Presence and the SLFC campaign more areas of the UK - both nations and regions.

Improve volunteer support

Develop and deliver effective encouragement and support for Torch volunteers.

Develop telephone support services:

Including TorchTalk, *Journeying With By Phone* and other 'Torch support' services and develop the links between them and with other Torch services.

Achieve growth in Torch Holidays bookings:

With a new team and more diverse range of Torch Holidays make fuller use of the capacity of the Centre to benefit of people with sight loss.

Develop supportive partnerships with other Christian organisations.

To work in concert with others who have the potential to bring sight loss services like befriending to a wider network of churches.

Communications and Technology

Renew main Torch website:

A comprehensive make-over with new look, refreshed content, e-commerce for book selection with sales order processing.

Develop social-media-based support networks:

Building on the emergence of the Torch Trust Digital Café as a method of on-line engagement and mutual support.

Achieve growth in number of active donors:

To develop supporter engagement methods consistent with Torch policies that are effective in recruiting new donors and stimulating income growth.

Develop the Reflections radio programme:

Refresh and extend the content and format with the emphasis on serving the RNIB Connect audience.

Review and enhance IT security:

To improve as necessary access controls to Torch's networks and databases.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

International

Define a new basis for Torch's International activities:

Define and implement a partnership model supported by a Partnership Agreement for use in Malawi and elsewhere as appropriate.

New arrangements with Torch Malawi:

Establish a sustainable basis for the operation of Torch Trust Malawi in relationship with Torch Trust in the UK.

Scale up Audio Bible outreach:

From income from UK MegaVoice sales and other sources, grow distribution of MegaVoice audio Bibles to those who have no other access to the Bible.

Braille Bibles for Everyone:

Pursue the automation of foreign language Bibles and the prospect of more production work for the Malawi unit.

Share our knowhow and experience with Christian sight loss agencies:

As opportunity allows support to other Christian work with blind and partially sighted people around the world from our knowledge and experience.

Operations

Compliance with new GDPR regulations:

Manage the timely introduction of GDPR without compromising Torch's service and in a manner that encourages donor support and is consistent with Torch's ethos.

Funding Torch:

Facilitate the funding of Torch activities through seeking best practise within the framework of Torch funding ethos and policies.

Develop the role of Client Services as an enabler of Torch's services:

To make best use of the Client Services team to effectively support the variety of Torch services.

Support remote working:

Implement those things which promote the spiritual and operational cohesion of a dispersed team.

Review and improve the effective use and maintenance of Torch premises:

To ensure that Torch premises, their use and their maintenance supports Torch's programme across the UK.

Governance

Recruit to replace retiring trustees:

To sustain the Torch Trustee board at its normal complement of eight – replacing those coming to the end of their service and thereby strengthen the board.

Recruit new Chief Executive:

Advertise, short-list, interview and select a suitable person to lead the Torch Trust to realise its potential under God as a distinctive Christian organisation.

Structure, governance and management

Constitution

The Torch Trust for the Blind was incorporated on 13th December 2002 as a company limited by guarantee to carry on the activities of the unincorporated charity of the same name (registered charity no. 208678). The company was registered as a charity with aims equivalent to those of the unincorporated trust and was constituted under a trust deed dated 17th January 1952.

The Torch Trust for the Blind is commonly identified as the Torch Trust and frequently referred to as Torch.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Board

At the year end the Board of trustees comprised eight members, four of whom are blind people.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of approval of this Report were:

M Baker

J Bonser

C Eddon

R Gibb

R Morriss

M Townsend

A Brown

P Simkiss

(Appointed 25 January 2017)

J Chapman

(Appointed 31 January 2018)

There is a recognition of a need to continue to increase the range of skills on the Board and candidates are actively considered and approached as appropriate. New trustees, who also become directors, are appointed by the board after interviewing by trustees and members of the Executive team and after the taking up of references. Accordingly Dr Philippa Simkiss was appointed to the trustee board in January 2017 and Julia Chapman was appointed following the trustees meeting in January 2018.

In taking up their responsibilities the new trustees are required to attend an induction day during which they are advised of their responsibilities under charity law and the Torch Trust's governing documents and introduced to the work and leadership of the Trust. Ongoing training is also provided.

The Board make significant policy decisions including the direction of the Strategic Plan, have the final say on the appointment of senior staff and agree the annual budget. They take an active interest in the work, staff, volunteers, clients and supporters of the Trust, and support the Chief Executive and Executive team in the day to day management of the Trust.

Leadership

The supervision of the Trust's operations and activities has been delegated by the Board to the Chief Executive who, in consultation with Executive team makes day to day decisions to ensure the Trust runs in a manner consistent with its charitable purpose, its aims, values and strategic objectives and with the strategies and policies agreed by the trustees.

The Chief Executive with the Operating Officer/Company Secretary attend all Board Meetings and from time to time other Leaders also attend Board meetings as appropriate to agenda topics. The names are listed in the Reference and Administrative Details section at the beginning of this Report.

The Executive Team was strengthened by the appointment of a Chief Development Officer in February 2017. In April 2018 the Trustees appointed her as Acting Chief Executive, taking over the leadership of the Trust's activities from Dr Gordon Temple who had served as Chief Executive since April 2002.

Staff

Torch's diverse programme of activities and services depends on the expertise and commitment of a loyal team of staff. Torch Trust seeks always to apply the Christian attitudes and values that underpin its work to the employment and management of staff.

THE TORCH TRUST FOR THE BLIND

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 30 SEPTEMBER 2017

Volunteers

In making a difference to the lives of blind and partially sighted people, Torch relies on a large number of willing volunteers to support the delivery of its services.

In the context of local Torch Fellowship Groups around the UK, usually meeting monthly, an estimated 1,000 volunteers are involved. Work at the Torch headquarters, Torch Holiday & Retreat Centre and those working from home involves up to 50 people. Volunteers are engaged in the reading and editing of audio books and are also essential to many of Torch's newer activities like TorchTalk and *Journeying With* and as these grow the number of volunteers involved in delivering these services will need to grow, with training and support from Torch Trust.

The Trustees are grateful for the diligence and enthusiasm of the large number of people, both staff and volunteers, working to deliver Torch's vision for people with sight loss.

Council of Reference

The Council of Reference comprises well-known and respected Christian leaders who not only lend credibility to the Trust through the inclusion of their names on Torch's literature and website, but provide the trustees and leadership with expert advice and counsel. They have no decision-making remit.

The Council currently comprises Revd Dr Steve Brady, Principal of Moorlands College, Revd Dr David Coffey OBE, former President of the World Baptist Alliance, Revd Malcolm Duncan, Senior Pastor at Dundonald Elim Church, Jonathan Lamb, Minister-at-Large for Keswick Ministries, Revd Roy Searle, Leader of the Northumbria Community, Dr Elaine Storkey, former President of TEARfund and Revd Dr Derek Tidball, author, former Principal, London School of Theology.

Affiliations

Torch is part of a wider Christian disability network called Churches for All. This helps to ensure that Torch is consistent in its approach to Clients who may also have other disabilities, as well as sight loss.

Torch is also a member of a wide range of:

- Sight loss organisations and networks, helping it to keep in touch with sector developments and providing opportunities to work with other organisations on specific projects where that is in the interests of Torch
- Christian organisations and networks, seeking to be an influence in churches thus enabling them to be a key component in enabling blind and partially sighted people to have a fulfilling Christian life and, with appropriate volunteer training, support people locally who are going through the trauma of sight loss
- Torch has an international reach and so seeks to maintain contact with Christian organisations working with visually impaired people around the world.

This Report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

The trustees' report was approved by the Board of Trustees.

M Heaney
Company Secretary
Dated: 2 May 2018

M Baker
Trustee director
Dated: 2 May 2018

THE TORCH TRUST FOR THE BLIND

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE TORCH TRUST FOR THE BLIND

I report on the accounts of the charity for the year ended 30 September 2017, which are set out on pages 19 to 32.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of The Torch Trust for the Blind for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of Association of Chartered Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Philip John Dymond FCCA
Independent Examiner
Cheyettes Ltd
Chartered Certified Accountants
167 London Road
Leicester
LE2 1EG

Dated:

THE TORCH TRUST FOR THE BLIND

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2017

	Notes	Unrestricted funds £	Endowment funds designated £	Restricted funds £	Total 2017 £	Total 2016 £
Income from:						
Donations and legacies	3	614,896	-	85,046	699,942	787,492
Charitable activities	4	120,516	-	167	120,683	104,457
Investments	5	27,222	-	-	27,222	96
Total income		762,634	-	85,213	847,847	892,045
Expenditure on:						
Raising funds	6	13,237	-	-	13,237	21,910
Charitable activities	7	781,683	-	83,194	864,877	925,300
Residential letting costs	10	2,251	-	-	2,251	-
Other	11	5,321	-	-	5,321	5,749
Total resources expended		802,492	-	83,194	885,686	952,959
Net (outgoing)/incoming resources before transfers		(39,858)	-	2,019	(37,839)	(60,914)
Gross transfers between funds		(2,048)	(4,229)	6,277	-	-
Net (expenditure)/income for the year/ Net movement in funds		(41,906)	(4,229)	8,296	(37,839)	(60,914)
Fund balances at 1 October 2016		2,806,546	4,229	8,123	2,818,898	2,879,812
Fund balances at 30 September 2017		2,764,640	-	16,419	2,781,059	2,818,898

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE TORCH TRUST FOR THE BLIND

BALANCE SHEET

AS AT 30 SEPTEMBER 2017

	Notes	2017		2016	
		£	£	£	£
Fixed assets					
Tangible assets	12		2,575,329		2,612,733
Current assets					
Stocks	13	6,673		5,318	
Debtors	14	132,304		239,044	
Cash at bank and in hand		126,505		11,731	
		<u>265,482</u>		<u>256,093</u>	
Creditors: amounts falling due within one year	15	<u>(59,752)</u>		<u>(49,928)</u>	
Net current assets			205,730		206,165
Total assets less current liabilities			<u>2,781,059</u>		<u>2,818,898</u>
Income funds					
Restricted funds	18		16,419		8,121
Unrestricted funds			2,764,640		2,810,777
			<u>2,781,059</u>		<u>2,818,898</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Trustees on 2 May 2018

M Baker
Trustee

Company Registration No. 04616526

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

Charity information

The Torch Trust for the Blind is a private company limited by guarantee incorporated in England and Wales. The registered office is Torch House, Torch Way, Northampton Rd, Market Harborough, Leics, LE16 9HL.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The accounts have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Charitable funds

Unrestricted funds comprise the accumulated surplus or deficit on the Statement of Financial Activities. They are available for use at the discretion of the trustees in furtherance of the general objectives of the charity unless the funds have been designated for other purposes.

Designated funds are those sums set aside by the trustees for specific purposes.

Restricted funds are subject to specific restricted conditions imposed by donors. The areas of use of the restricted funds are set out in the notes to the accounts.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income received in respect of holidays and retreats to be fulfilled in a future accounting period is deferred.

1.5 Resources expended

Expenditure is included on an accruals basis.

Costs are classified under the charity's functional categories of expenditure and type of expense in order to provide more useful information.

The functional costs comprise direct costs attributable to the activity, including irrecoverable VAT. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with budgeted use of resources.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	Straight line over one hundred years
Plant and equipment	25% per annum on a straight line basis
Fixtures and fittings	25% per annum on a straight line basis
Motor vehicles	25% per annum on a straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

1 Accounting policies

(Continued)

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Donations and gifts	420,666	58,690	479,356	366,100
Legacies receivable	185,230	6,356	191,586	389,392
Grants	9,000	20,000	29,000	32,000
	<u>614,896</u>	<u>85,046</u>	<u>699,942</u>	<u>787,492</u>
For the year ended 30 September 2016	<u>696,521</u>	<u>90,971</u>		<u>787,492</u>

4 Charitable activities

	2017 £	2016 £
Sales of Braille, giant print and audio	19,174	24,067
Holidays and retreats	88,013	67,058
Other income	13,496	13,332
	<u>120,683</u>	<u>104,457</u>
Analysis by fund		
Unrestricted funds	120,516	
Restricted funds	167	
	<u>120,683</u>	
For the year ended 30 September 2016		
Unrestricted funds		<u>104,457</u>

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2017

5 Investments

	2017	2016
	£	£
Rental income	27,221	-
Interest receivable	1	96
	<u>27,222</u>	<u>96</u>

6 Raising funds

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
<u>Fundraising and publicity</u>				
Literature	11,072	-	11,072	16,289
Exhibitions and events	500	-	500	173
Professional and consultancy fees	-	-	-	3,225
Advertising and promotions	1,133	-	1,133	1,077
Other supporter activity and donations	532	-	532	1,146
	<u>13,237</u>	<u>-</u>	<u>13,237</u>	<u>21,910</u>
Fundraising and publicity	<u>13,237</u>	<u>-</u>	<u>13,237</u>	<u>21,910</u>
	<u>13,237</u>	<u>-</u>	<u>13,237</u>	<u>21,910</u>
For the year ended 30 September 2016				
Fundraising and publicity	<u>21,410</u>	<u>500</u>	<u>21,910</u>	<u>21,910</u>

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

7 Charitable activities

	UK outreach	Production and distribution costs	Overseas outreach	Holidays and retreats	Staff remuneration and costs	Establishment costs	Support costs	Total 2017	Total 2016
	£	£	£	£	£	£	£	£	£
Staff costs	-	-	-	-	527,453	-	-	527,453	567,391
Depreciation and impairment	-	-	-	-	-	37,404	-	37,404	49,580
Overseas outreach	-	-	54,810	-	-	-	-	54,810	63,900
Radio	4,894	-	-	-	-	-	-	4,894	5,252
Fellowship groups	-	-	-	-	-	-	-	-	716
Literature	1,712	-	-	-	-	-	-	1,712	4,648
Exhibitions and events	2,894	-	-	-	-	-	-	2,894	4,261
Advertising and promotions	414	-	-	-	-	-	-	414	6
Braille	-	6,666	-	-	-	-	-	6,666	5,836
Giant print	-	13,011	-	-	-	-	-	13,011	17,073
Audio	-	13,559	-	-	-	-	-	13,559	11,142
Packaging and miscellaneous	-	-	-	-	-	-	-	-	490
Holidays and retreats	-	-	-	39,192	-	-	-	39,192	34,698
Rates and insurance	-	-	-	-	-	18,877	-	18,877	10,013
Power and water	-	-	-	-	-	28,054	-	28,054	31,372
Internet and website	-	-	-	-	-	772	-	772	1,082
Health and safety and security	-	-	-	-	-	6,059	-	6,059	7,529
Equipment maintenance	-	-	-	-	-	6,434	-	6,434	5,657
Premises and grounds maintenance	-	-	-	-	-	15,238	-	15,238	15,990
Hospitality and sundry	-	-	-	-	-	5,878	-	5,878	4,460
Miscellaneous purchase HRC	-	-	-	-	-	-	67	67	1,890
Travel and motor expenses	-	-	-	-	-	-	25,419	25,419	31,092
Professional and consultancy fees	-	-	-	-	-	-	9,510	9,510	5,378
Postage and stationery	-	-	-	-	-	-	25,223	25,223	22,028
Telephone	-	-	-	-	-	-	6,749	6,749	12,677

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

7 Charitable activities	(Continued)								
Bank charges and interest	-	-	-	-	-	-	3,280	3,280	4,584
Subscriptions	-	-	-	-	-	-	2,994	2,994	2,931
Software and sundry expenses	-	-	-	-	-	-	8,314	8,314	3,624
	9,914	33,236	54,810	39,192	527,453	118,716	81,556	864,877	925,300
	9,914	33,236	54,810	39,192	527,453	118,716	81,556	864,877	925,300
Analysis by fund									
Unrestricted funds	9,914	33,236	3,479	36,668	505,760	118,716	73,910	781,683	
Restricted funds	-	-	51,331	2,524	21,693	-	7,646	83,194	
	9,914	33,236	54,810	39,192	527,453	118,716	81,556	864,877	
	9,914	33,236	54,810	39,192	527,453	118,716	81,556	864,877	
For the year ended 30 September 2016									
Unrestricted funds	14,727	34,211	17,094	34,618	544,688	125,076	78,161		848,575
Restricted funds	155	330	46,807	80	22,703	606	6,044		76,725
	14,882	34,541	63,901	34,698	567,391	125,682	84,205		925,300
	14,882	34,541	63,901	34,698	567,391	125,682	84,205		925,300

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year. Two trustees were reimbursed travel expenses amounting to £505 (2016 - two trustees £891).

9 Employees

Number of employees

The average monthly number employees during the year was:

	2017	2016
	Number	Number
Management and operational	34	37

Employment costs

	2017	2016
	£	£
Wages and salaries	475,900	522,206
Social security costs	27,948	31,301
Other pension costs	3,767	3,874
Staff training	997	686
Other staff costs	18,841	9,324
	<u>527,453</u>	<u>567,391</u>

No employee received emoluments amounting to more than £60,000 in the year.

10 Residential letting costs

Residential letting costs primarily comprise agents fees and repairs.

11 Other

	2017	2016
	£	£
Trustees meeting expenses	505	261
Trustees indemnity insurance	633	610
Legal and professional	933	1,078
Independent Examiner's fees	3,250	3,800
	<u>5,321</u>	<u>5,749</u>

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

12 Tangible fixed assets

	Freehold land and buildings £	Plant and equipment £	Fixtures and fittings £	Motor vehicles £	Total £
Cost					
At 1 October 2016	2,899,644	287,016	90,414	41,000	3,318,074
At 30 September 2017	2,899,644	287,016	90,414	41,000	3,318,074
Depreciation and impairment					
At 1 October 2016	303,139	282,672	78,531	41,000	705,342
Depreciation charged in the year	27,894	4,344	5,165	-	37,403
At 30 September 2017	331,033	287,016	83,696	41,000	742,745
Carrying amount					
At 30 September 2017	2,568,611	-	6,718	-	2,575,329
At 30 September 2016	2,596,505	4,345	11,883	-	2,612,733

Freehold land and buildings includes non-depreciable land in the sum of £110,309.

13 Stocks

	2017 £	2016 £
Finished goods and goods for resale	6,673	5,318

14 Debtors

	2017 £	2016 £
Amounts falling due within one year:		
Trade debtors	6,669	5,915
Other debtors	115,696	230,200
Prepayments and accrued income	9,939	2,929
	132,304	239,044

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

15 Creditors: amounts falling due within one year

	2017 £	2016 £
Borrowings	3,000	3,000
Other taxation and social security	4,501	1,814
Trade creditors	28,791	26,396
Accruals and deferred income	23,460	18,718
	<u>59,752</u>	<u>49,928</u>

16 Deferred income

Deferred income relates to payments for Torch holidays that are recognised in the year the holiday takes place.

	2017 £	2016 £
Balance at start of year	13,544	13,085
Amounts released to incoming resources	(13,544)	(13,085)
Amounts deferred in year	13,368	13,544
	<u>13,368</u>	<u>13,544</u>

17 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £11,572 (2016 - £19,687).

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 October 2016 £	Movement in funds		Transfers £	Balance at 30 September 2017 £
		Income £	Expenditure £		
Africa - general	4,873	37,213	(41,924)	(26)	136
African Braille Bibles	(882)	2,426	(1,544)	-	-
Eastern Europe	18	480	(41)	-	457
Malawi Lapson Mbewe	1,371	10,670	(11,378)	(10)	653
Other UK restricted	1,029	6,800	(5,783)	8,027	10,073
Torch HRC	1,714	27,624	(22,524)	(1,714)	5,100
	<u>8,123</u>	<u>85,213</u>	<u>(83,194)</u>	<u>6,277</u>	<u>16,419</u>

The areas of operation in respect of these funds are as set out in the Trustees' Report.

The transfers represent charges payable towards the administration of gifts together with any capital costs incurred by restricted projects.

19 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 October 2016 £	Movement in funds		Transfers £	Balance at 30 September 2017 £
		Income £	Expenditure £		
Megavoice Africa	4,229	-	-	(4,229)	-
	<u>4,229</u>	<u>-</u>	<u>-</u>	<u>(4,229)</u>	<u>-</u>

20 Analysis of net assets between funds

	Restricted £	Designated £	Unrestricted £	Total £
Fund balances at 30 September 2017 are represented by:				
Tangible assets	-	-	2,575,329	2,575,329
Current assets/(liabilities)	16,419	-	189,311	205,730
	<u>16,419</u>	<u>-</u>	<u>2,764,640</u>	<u>2,781,059</u>

THE TORCH TRUST FOR THE BLIND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2017

21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2017 £	2016 £
Within one year	9,000	9,000
Between two and five years	11,250	20,250
	<u>20,250</u>	<u>29,250</u>

The operating leases represent leases of equipment to third parties. The leases are negotiated over terms of five years and rentals are fixed for that period.

22 Related party transactions

Marilyn Baker, a trustee of The Torch Trust for the Blind, is an employee of the charity MBM. The Torch Trust for the Blind has a contract in place with MBM for the provision of speakers, music and programme for retreats and away days, speakers and music for Torch events, advice in connection with and presenter of the Torch Reflections Radio programme and other specific duties appropriate to the work of MBM on request. Expenditure amounted to £1,841 in the year (2016 - £1,486). At 30th September 2017 the amount owed to MBM by The Torch Trust for the Blind was in the sum of £742 (2016 -£986).

Dr. Michael Townsend, a trustee of The Torch Trust for the Blind, is also a trustee director of Through the Roof Charitable Trust. During the year the charitable company recharged various expenses of £101 (2016 - £458) in connection with Churches for All network. At 30th September 2017 the amount owed to Torch Trust for the Blind was £101 (2016 - £303).