

Shine (West Bowling)

Charity number 1153518

Annual Report and Financial Statements for the year ended 31 March 2020



West Yorkshire Community Accounting Service

Shine (West Bowling)

Annual Report and Financial Statements for the year ended 31 March 2020

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Prepared by West Yorkshire Community Accounting Service

Shine (West Bowling)

Trustees' report for the year ended 31 March 2020

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position
Luke Owens	Chair
Shaeron Caton-Rose	Secretary
Rev James Hinton	
Ian Thorpe	
Peter Stewart	Treasurer
Linda Baines	Safeguarding Officer
Helen Loughlin	

Charity number 1153518 Registered in England and Wales

Registered and principal address

48 Newton Street
Bradford
BD4 7BH

Bankers

HSBC Bank plc
64 Tong Street
Dudley Hill
Bradford
BD4 9LX

Independent examiner

Stephen Procter

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) formed on 22 August 2013.

Method of recruitment and appointment of trustees

Potential trustees are interviewed by the Chair and one other trustee and then voted and appointed at the next trustees meeting.

Shine (West Bowling)

Trustees' report (continued) for the year ended 31 March 2020

Objectives and activities

The charity's objects

To develop the capacity and skills of the members of the socially and economically disadvantaged community of West Bowling in such a way that they are better able to identify, and help address their needs and to participate more fully in society.

The charity's main activities

Shine delivers a range of community services to bring renewal to one of the UK's most deprived neighbourhoods. These include Job Clubs, Life Skills courses, a Children's Clothes Bank, parenting groups and family support, art and creative activities, wellbeing groups, youth work, care of the homeless and support for the marginalised, asylum seeker and refugee support, English Classes, community events and the provision of a large community green space.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the improvement in community wellbeing.

Achievements and performance

On an average month Shine helps over 130 individuals who attend activities over 250 hours; some coming every day to drop in and socialise, others to specific groups. These people are from over 40 different ethnicities, and span all ages and faith groups.

At the end of December 2018 the church where Shine operated many of its activities closed while a new heating system was installed. All activities and office space during this time operated from the smaller church hall, which impacted on the number of larger groups that could be undertaken. Staff and volunteers worked hard to manage under these circumstances and continue the majority of services provided.

The church building reopened in July 2019, offering a warm and welcoming area and capacity for large gatherings. There are now fewer small rooms which has led to some reconfiguring of where the varying services take place but has enabled celebrations at key moments such as Christmas to happen in a warm and inviting building.

We have developed a woodland wild area with our gardening group and young people through the National Citizenship Service scheme and have created plans for a further nature area within the churchyard.

The Eden bus has been for 5 days over the year, offering activities for young people close to their homes. In November there was a restructure of the management of Shine with the creation of an Operations Manager post, and the present Manager moving to the position of Charity Lead.

We retained one of our ILM placements on a sessional basis to help with English Chat and Little Dots. We had one final ILM placement before the scheme came to an end.

We joined with women from Madni Centre to form a group 'Together We Can' to speak out and highlight the issues of drug dealing and littering in West Bowling.

We hosted a visit from the Chief Superintendent of the Police as he began his role in the area.

In January two members of staff plus some Little Dots families and a volunteer joined Better Start Bradford in meeting the Duke and Duchess of Cambridge during their visit to Bradford.

The Charity Lead was asked by Better Start Bradford to help lead a community group to look at Adverse Childhood Experiences.

Shine operated under government guidelines for Covid 19 and stopped all groupwork in March. It has continued to support the community through phone calls, social media and the distribution of food (meals and parcels) and activities to individuals and families in the area.

The Trustees met 5 times during the year.

Shine (West Bowling)

Trustees' report (continued) for the year ended 31 March 2020

Objectives and activities

COVID-19

The coronavirus pandemic has impacted the way Shine operates but has not changed it supporting the community, resources moving to providing telephone calls, online activities and ideas, and delivering food and activities out to the most vulnerable. Grant providers have been happy to continue funding Shine for these activities and consequently no staff have been furloughed. We have received extra grants to provide food and activities etc.

The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to meet its liabilities as they fall due.

Financial review

The net income for the year was £20,042, including net income of £13,471 on unrestricted funds and net income of £6,571 on restricted funds (after transfers).

Reserves policy

The charity's free reserves at the year end were £93,112.

The Trustees have reviewed the charity's need for reserves in line with guidance issued by the Charities Commission and consider it prudent that free, unrestricted reserves need to be sufficient to meet four to six months running costs. This policy is reviewed by the Trustees annually in line with the risk analysis and financial management situation.

The Trustees are aware the reserves held at present are above the amount in our policy.

Since the renovations in the main building used for Shine purposes there is a need for a new office to be erected and it is our expectation that we will use reserves money on this in the year ahead.

Signed on behalf of the board of trustees:

Signed: L Owens (Trustee)

Name: LUKE OWENS

Date: 27/06/2020

Shine (West Bowling)

Independent examiner's report to the trustees of Shine (West Bowling)

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2020, which are set out on pages 6 to 11.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts as carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: S Procter Name: Stephen Procter

Date: 1 July 2020

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Shine (West Bowling)

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2020

	Notes	2020 Unrestricted funds £	2020 Restricted funds £	2020 Total funds £	2019 Total funds £
Income from:					
Grants and donations	(2)	25,997	147,977	173,974	160,855
Fees and charges		2,400	-	2,400	969
Other income		155	-	155	88
Total income		<u>28,552</u>	<u>147,977</u>	<u>176,529</u>	<u>161,912</u>
Expenditure on:					
Salaries, NIC and pensions	(3)	4,615	95,133	99,748	76,935
Business development		-	6,640	6,640	5,835
Sessional workers		1,860	13,859	15,719	14,545
Activity resources and equipment		9,263	5,937	15,200	9,539
Rent and utilities		5,103	6,813	11,916	9,773
Recruitment		1,074	-	1,074	-
Volunteer expenses		1,547	264	1,811	71
IT maintenance		35	262	297	1,561
Administration		-	2,475	2,475	2,500
Training		-	-	-	165
Transport		-	-	-	126
Publicity and advertising		-	-	-	279
Legal and professional fees		-	35	35	35
Insurance		-	732	732	1,158
Independent examination		-	840	840	840
Office renovations		-	-	-	10,000
Total expenditure		<u>23,497</u>	<u>132,990</u>	<u>156,487</u>	<u>133,362</u>
Net income		<u>5,055</u>	<u>14,987</u>	<u>20,042</u>	<u>28,550</u>
Transfers between funds		<u>8,416</u>	<u>(8,416)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>13,471</u>	<u>6,571</u>	<u>20,042</u>	<u>28,550</u>
Fund balances brought forward		<u>79,641</u>	<u>78,519</u>	<u>158,160</u>	<u>129,610</u>
Fund balances carried forward	(4)	<u>93,112</u>	<u>85,090</u>	<u>178,202</u>	<u>158,160</u>

All incoming resources and resources expended derive from continuing activities.

Shine (West Bowling)

Balance sheet

as at 31 March 2020

	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Cash at bank and in hand	(5) 93,112	85,930	179,042	159,000
Total current assets	<u>93,112</u>	<u>85,930</u>	<u>179,042</u>	<u>159,000</u>
Current liabilities:				
amounts falling due within one year				
Accruals	(6) -	840	840	840
Total current liabilities	<u>-</u>	<u>840</u>	<u>840</u>	<u>840</u>
Net current assets	<u>93,112</u>	<u>85,090</u>	<u>178,202</u>	<u>158,160</u>
Total assets less current liabilities	<u>93,112</u>	<u>85,090</u>	<u>178,202</u>	<u>158,160</u>
Net assets	<u>93,112</u>	<u>85,090</u>	<u>178,202</u>	<u>158,160</u>
Funds				
Unrestricted funds	93,112	-	93,112	79,641
Restricted funds	-	85,090	85,090	78,519
Total funds	<u>93,112</u>	<u>85,090</u>	<u>178,202</u>	<u>158,160</u>

The financial statements were approved by the board of trustees on

Date: 27/06/2020

Signed: L Owens

(Trustee)

Name: LUKE OWENS

Shine (West Bowling)

Notes to the accounts

for the year ended 31 March 2020

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

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

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

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

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Shine (West Bowling)
Notes to the accounts continued
for the year ended 31 March 2020

2 Grants and donations	2020	2020	2020	2019
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford City Challenge 1	-	3,500	3,500	6,000
Bradford City Challenge 2	3,500	-	3,500	-
Bradford Council - Words	4,900	-	4,900	-
Church Urban Fund	-	-	-	3,500
Esmee Fairbairn	-	-	-	15,000
Incommunities	-	-	-	5,976
Liz and Terry Bramhall 1	-	10,000	10,000	-
Liz and Terry Bramhall 2	-	10,000	10,000	-
Lottery Community Fund	-	50,200	50,200	48,778
Provident Social Fund	-	-	-	5,188
Rotary Club	-	-	-	500
Seedbed	-	-	-	5,000
The Message Trust	-	19,483	19,483	-
The 29th May 1961	-	3,000	3,000	3,000
Henry Smith Charity	-	50,000	50,000	40,000
Other small grants	1,512	1,794	3,306	-
St Stephens and other donations	16,085	-	16,085	27,913
	<u>25,997</u>	<u>147,977</u>	<u>173,974</u>	<u>160,855</u>

3 Staff costs and numbers	2020	2019
	£	£
Gross salaries	90,623	70,800
Social security costs	6,909	5,291
Employment allowance	(3,000)	(3,000)
Pensions	<u>5,216</u>	<u>3,844</u>
	<u>99,748</u>	<u>76,935</u>

The average number employees during the year was 5.4, being an average of 4 full time equivalent (2019: 4.5, 3.65 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2020	2019
	£	£
Costs of the scheme to the charity for the year	5,216	3,844
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Grants and Foundations	18,298	-	-	(18,298)	-
Bradford City Challenge 1	-	3,500	-	-	3,500
Liz and Terry Bramhall 1	-	10,000	6,923	-	3,077
Liz and Terry Bramhall 2	-	10,000	-	-	10,000
Lottery Community Fund	34,129	50,200	59,636	-	24,693
The Message Trust	-	19,483	9,343	9,882	20,022
The 29th May 1961	3,932	3,000	6,932	-	-
Henry Smith Charity	22,160	50,000	48,362	-	23,798
Other small grants	-	1,794	1,794	-	-
	<u>78,519</u>	<u>147,977</u>	<u>132,990</u>	<u>(8,416)</u>	<u>85,090</u>

Shine (West Bowling)

Notes to the accounts continued

for the year ended 31 March 2020

Fund name	Purpose of restriction
Grants and Foundations	Historic funds from various small grants, not necessarily restricted but allocated as such in the previous year's accounts. (Transfers in respect of funds across to one specific project with known brought forward balance and the remainder to unrestricted.)
Bradford City Challenge	Towards the Eden Youth Project.
Liz and Terry Bramhall 1	Towards the salary costs of the CEO post
Liz and Terry Bramhall 2	For renovation work and toilet upgrade.
Lottery Community Fund	Reaching Communities' project. Towards some salary costs and work building the capabilities of the organisation.
The Message Trust	Towards the running costs of the Eden Youth Project
The 29th May 1961	Bright Futures' project offering family support, parenting skills etc.
Henry Smith Charity	Towards general running costs for the organisation.
Other small grants	Smaller grants towards running various groups and sessions.

5 Cash at bank and in hand	2020	2019
	£	£
HSBC Current account	75,224	105,429
HSBC Deposit account	103,721	53,566
Cash in hand	97	5
	<u>179,042</u>	<u>159,000</u>

6 Accruals	2020	2019
	£	£
WYCAS - independent examination	840	840
	<u>840</u>	<u>840</u>

7 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and CEO/Manager. The total employee benefits received by the CEO/Manager were £28,194.

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Shine (West Bowling)

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2020

	2020 Unrestricted funds £	2019 Unrestricted funds £	2020 Restricted funds £	2019 Restricted funds £	2020 Total funds £	2019 Total funds £
Income						
Grants and donations	25,997	48,077	147,977	112,778	173,974	160,855
Fees and charges	2,400	969	-	-	2,400	969
Other income	155	88	-	-	155	88
Total income	28,552	49,134	147,977	112,778	176,529	161,912
Expenditure						
Salaries, NIC and pensions	4,615	3,784	95,133	73,151	99,748	76,935
Business development	-	-	6,640	5,835	6,640	5,835
Sessional workers	1,860	-	13,859	14,545	15,719	14,545
Activity resources and equipment	9,263	624	5,937	8,915	15,200	9,539
Rent and utilities	5,103	-	6,813	9,773	11,916	9,773
Recruitment	1,074	-	-	-	1,074	-
Volunteer expenses	1,547	-	264	71	1,811	71
IT maintenance	35	20	262	1,541	297	1,561
Administration	-	-	2,475	2,500	2,475	2,500
Training	-	-	-	165	-	165
Transport	-	6	-	120	-	126
Publicity and advertising	-	-	-	279	-	279
Legal and professional fees	-	-	35	35	35	35
Insurance	-	-	732	1,158	732	1,158
Independent examination	-	-	840	840	840	840
Office renovations	-	10,000	-	-	-	10,000
Total expenditure	23,497	14,434	132,990	118,928	156,487	133,362
Net income / (expenditure)	5,055	34,700	14,987	(6,150)	20,042	28,550
Transfers between funds	8,416	-	(8,416)	-	-	-
Net movement in funds	13,471	34,700	6,571	(6,150)	20,042	28,550
Fund balances brought forward	79,641	44,941	78,519	84,669	158,160	129,610
Fund balances carried forward	93,112	79,641	85,090	78,519	178,202	158,160