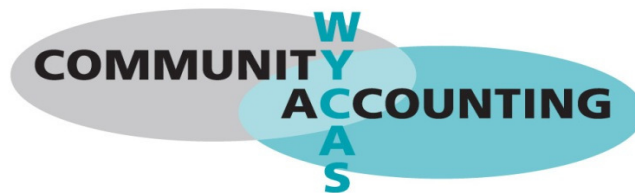


# **Shine (West Bowling)**

Charity number 1153518

## **Annual Report and Financial Statements for the year ended 31 March 2019**



West Yorkshire Community Accounting Service

## **Shine (West Bowling)**

### **Annual Report and Financial Statements for the year ended 31 March 2019**

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**Prepared by West Yorkshire Community Accounting Service**

## **Shine (West Bowling)**

### **Trustees' report for the year ended 31 March 2019**

#### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Luke Owens	Chair	
Claire Corley		Resigned April 2018
Shaeron Caton-Rose	Secretary	
Rev James Hinton		
Ian Thorpe		
Peter Stewart	Treasurer	
Linda Baines	Safeguarding Officer	
Helen Loughlin		
Graham Cox		
<b>Charity number</b>	1153518	Registered in England and Wales

#### **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 governed by a constitution adopted 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 2019**

### **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 120 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.
- Shine has now completed a full year of recording data using the LampLight database system, allowing us to keep much more accurate details and progress of service users. The database allows for clearer and more specific reporting of data to management and trustees.
- Shine Manager Sarah Hinton was presented with two awards, Pulse of West Yorkshire – Community Star 2018 and Community Hero Award 2018 at the Yorkshire Awards.
- Impact Gamers, a charity supported by Shine won the BAFTA Young Games Designer Mentor 2018.
- In November 2018 the church building where the majority of Shine activities happened closed to have a new heating and floor system installed. The church will reopen in June 2019. Shine relocated all offices and activities to St Stephens Community Hall. This has presented many challenges but all staff and volunteers have been incredibly supportive of each other and worked hard to ensure a continuity of service.
- In July 2018 Shine recruited an Eden Team Leader, Lewis Usher and his family moved to West Bowling to provide additional community and youth support in September 2018.
- Shine was given long term use of a house in BD5, this is being managed by Hope Housing and is being used to provide housing to the homeless and destitute. Residents also get support to get their lives back on track.
- A new one to one addiction support service was started, supporting some of the most vulnerable in the area.
- The long term partnership with Bradford Family Centre came to an end due to dwindling numbers. This was replaced by a session called Little Dots, this is now fully subscribed and has a waiting list.
- In December 2018 Shine succeeded in attracting long term funding from the Henry Smith Foundation.
- Shine contracted Futurekraft in February 2019 to look at future enterprise opportunities to increase employment and training options in West Bowling.
- The Trustees met 4 times and had one planning and strategy day.

## **Shine (West Bowling)**

### **Trustees' report (continued) for the year ended 31 March 2019**

#### **Financial review**

The net income for the year was £28,550, including net income of £34,700 on unrestricted funds and net expenditure of £6,150 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £79,641.

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 figure is now kept in a separate account. This policy is reviewed by the Trustees annually in line with the risk analysis and financial management situation.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

## **Shine (West Bowling)**

### **Independent examiner's report to the trustees of Shine (West Bowling) Charitable Incorporated Organisation ('the CIO')**

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2019, 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 CIO as required by section 130 of the Act; or
- 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: ..... Name: Stephen Procter

Date: .....

#### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Shine (West Bowling)**  
**Statement of Financial Activities**  
**for the year ended 31 March 2019**

	Notes	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	48,077	112,778	160,855	146,116
Fees and charges		969	-	969	7,699
Other income		88	-	88	19
<b>Total income</b>		<b>49,134</b>	<b>112,778</b>	<b>161,912</b>	<b>153,834</b>
<b>Expenditure on:</b>					
Salaries, NIC and pensions	(3)	3,784	73,151	76,935	60,124
Business development		-	5,835	5,835	5,500
Youth, schools and sessional workers		-	14,545	14,545	17,606
Activity resources and equipment		624	8,915	9,539	16,558
Rent and utilities		-	9,773	9,773	9,353
Reaching Communities		-	-	-	5,040
Volunteer expenses		-	71	71	502
IT maintenance		20	1,541	1,561	2,583
Administration		-	2,500	2,500	6,675
Training		-	165	165	221
Transport		6	120	126	113
Stationery and office costs		-	-	-	487
Publicity and advertising		-	279	279	170
Legal and professional fees		-	35	35	35
Insurance		-	1,158	1,158	1,058
Independent examination		-	840	840	840
Office renovations		10,000	-	10,000	-
Sundry expenses		-	-	-	52
<b>Total expenditure</b>		<b>14,434</b>	<b>118,928</b>	<b>133,362</b>	<b>126,917</b>
<b>Net income / (expenditure)</b>		<b>34,700</b>	<b>(6,150)</b>	<b>28,550</b>	<b>26,917</b>
<b>Fund balances brought forward</b>		<b>44,941</b>	<b>84,669</b>	<b>129,610</b>	<b>102,693</b>
<b>Fund balances carried forward</b>	(4)	<b>79,641</b>	<b>78,519</b>	<b>158,160</b>	<b>129,610</b>

All incoming resources and resources expended derive from continuing activities.

## Shine (West Bowling)

### Balance sheet

as at 31 March 2019

	2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Total £
<b>Current assets</b>				
Cash at bank and in hand	(5) 79,641	79,359	159,000	130,450
<b>Total current assets</b>	<u>79,641</u>	<u>79,359</u>	<u>159,000</u>	<u>130,450</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	(6) -	840	840	840
<b>Total current liabilities</b>	<u>-</u>	<u>840</u>	<u>840</u>	<u>840</u>
<b>Net current assets</b>	<u>79,641</u>	<u>78,519</u>	<u>158,160</u>	<u>129,610</u>
<b>Total assets less current liabilities</b>	<u>79,641</u>	<u>78,519</u>	<u>158,160</u>	<u>129,610</u>
<b>Net assets</b>	<u>79,641</u>	<u>78,519</u>	<u>158,160</u>	<u>129,610</u>
<b>Funds</b>				
Unrestricted funds	79,641	-	79,641	44,941
Restricted funds	-	78,519	78,519	84,669
<b>Total funds</b>	<u>79,641</u>	<u>78,519</u>	<u>158,160</u>	<u>129,610</u>

The financial statements were approved by the board of trustees on

Date: .....

Signed: ..... (Trustee)

Name .....

# **Shine (West Bowling)**

## **Notes to the accounts**

### **for the year ended 31 March 2019**

#### **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 2015). 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 2019**

<b>2 Grants and donations</b>	2019	2019	2019	2018
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Big Lottery	-	48,778	48,778	47,399
Bradford City Challenge 1	-	-	-	4,000
Bradford City Challenge 2	-	6,000	6,000	7,000
Bradford MDC - Youth Service	-	-	-	4,750
Charles and Elsie Sykes	-	-	-	3,000
Church Urban Fund	3,500	-	3,500	-
Denton Charitable Trust	-	-	-	500
Esmee Fairbairn	-	15,000	15,000	20,000
Incommunities	5,976	-	5,976	950
The Archer Trust	-	-	-	1,000
Sir George Martin Trust	-	-	-	550
Provident Social Fund	5,188	-	5,188	-
Rotary Club	500	-	500	-
Scurrah Wainwright	-	-	-	4,500
Seedbed	5,000	-	5,000	-
The 29th May 1961	-	3,000	3,000	3,000
Henry Smith Charity	-	40,000	40,000	30,000
St Stephens and other donations	27,913	-	27,913	19,467
	<u>48,077</u>	<u>112,778</u>	<u>160,855</u>	<u>146,116</u>

<b>3 Staff costs and numbers</b>	2019	2018
	£	£
Gross salaries	70,800	56,187
Social security costs	5,291	4,051
Employment allowance	(3,000)	(3,000)
Pensions	3,844	2,886
	<u>76,935</u>	<u>60,124</u>

The average number employees during the year was 4.5, being an average of 3.65 full time equivalent (2018: 4, 2.7 FTE).

There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2019	2018
	£	£
Costs of the scheme to the charity for the year	3,844	2,886
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

## Shine (West Bowling)

### Notes to the accounts continued for the year ended 31 March 2019

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Grants and Foundations	18,298	-		18,298
Bradford MDC (Youth work)	1,306	-	1,306	-
Bradford City Challenge 1	1,885	-	1,885	-
Bradford City Challenge 2	-	6,000	6,000	-
Charles and Elsie Sykes	2,700	-	2,700	-
Esmee Fairbairn	-	15,000	15,000	-
Big Lottery	35,206	48,778	49,855	34,129
Sovereign Health	2,112	-	2,112	-
Scurrah Wainwright	3,889	-	3,889	-
The 29th May 1961	2,700	3,000	1,768	3,932
Henry Smith Charity	16,573	40,000	34,413	22,160
	<u>84,669</u>	<u>112,778</u>	<u>118,928</u>	<u>78,519</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Grants and Foundations	Historic funds from various small grants, not necessarily restricted but allocated as such in the previous year's accounts.
Bradford MDC (Youth work)	Funds for work with children and young people.
Bradford City Challenge 1	To cover some of SHINE core costs.
Bradford City Challenge 2	For the 'Welcome' project.
Charles and Elsie Sykes	Bright Futures' project offering family support, parenting skills etc.
Big Lottery	Reaching Communities' project. Towards some salary costs and work building the capabilities of the organisation.
Sovereign Health	Bright Futures' project offering family support, parenting skills etc.
Scurrah Wainwright	Bright Futures' project offering family support, parenting skills etc.
The 29th May 1961	Bright Futures' project offering family support, parenting skills etc.
Henry Smith Charity	Towards general running costs for the organisation.

<b>5 Cash at bank and in hand</b>	2019	2018
	£	£
HSBC Current account	105,429	70,440
HSBC Deposit account	53,566	60,010
Cash in hand	5	-
	<u>159,000</u>	<u>130,450</u>

<b>6 Accruals</b>	2019	2018
	£	£
WYCAS - Independent examination	840	840
	<u>840</u>	<u>840</u>

#### 7 Trustee expenses

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

#### 8 Related party transactions

There were no related party transactions during this year 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 2019

	2019 Unrestricted funds £	2018 Unrestricted funds £	2019 Restricted funds £	2018 Restricted funds £	2019 Total funds £	2018 Total funds £
<b>Income</b>						
Grants and donations	48,077	21,017	112,778	125,099	160,855	146,116
Fees and charges	969	5,599	-	2,100	969	7,699
Other income	88	19	-	-	88	19
<b>Total income</b>	<b>49,134</b>	<b>26,635</b>	<b>112,778</b>	<b>127,199</b>	<b>161,912</b>	<b>153,834</b>
<b>Expenditure</b>						
Salaries, NIC and pensions	3,784	1,508	73,151	58,616	76,935	60,124
Business development	-	-	5,835	5,500	5,835	5,500
Youth, schools and sessional workers	-	-	14,545	17,606	14,545	17,606
Activity resources and equipment	624	7,597	8,915	8,961	9,539	16,558
Rent and utilities	-	1,650	9,773	7,703	9,773	9,353
Reaching Communities	-	-	-	5,040	-	5,040
Volunteer expenses	-	-	71	502	71	502
IT maintenance	20	-	1,541	2,583	1,561	2,583
Administration	-	-	2,500	6,675	2,500	6,675
Training	-	-	165	221	165	221
Transport	6	-	120	113	126	113
Stationery and office costs	-	-	-	487	-	487
Publicity and advertising	-	-	279	170	279	170
Legal and professional fees	-	-	35	35	35	35
Insurance	-	-	1,158	1,058	1,158	1,058
Independent examination	-	-	840	840	840	840
Office renovations	10,000	-	-	-	10,000	-
Sundry expenses	-	31	-	21	-	52
<b>Total expenditure</b>	<b>14,434</b>	<b>10,786</b>	<b>118,928</b>	<b>116,131</b>	<b>133,362</b>	<b>126,917</b>
<b>Net income / (expenditure)</b>	<b>34,700</b>	<b>15,849</b>	<b>(6,150)</b>	<b>11,068</b>	<b>28,550</b>	<b>26,917</b>
<b>Transfers between funds</b>	<b>-</b>	<b>840</b>	<b>-</b>	<b>(840)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>34,700</b>	<b>16,689</b>	<b>(6,150)</b>	<b>10,228</b>	<b>28,550</b>	<b>26,917</b>
<b>Fund balances brought forward</b>	<b>44,941</b>	<b>28,252</b>	<b>84,669</b>	<b>74,441</b>	<b>129,610</b>	<b>102,693</b>
<b>Fund balances carried forward</b>	<b>79,641</b>	<b>44,941</b>	<b>78,519</b>	<b>84,669</b>	<b>158,160</b>	<b>129,610</b>