

SHINE A LIGHT SUPPORT SERVICE

HOLDING YOUR HAND EVERY STEP OF THE WAY



SHINE A LIGHT SUPPORT SERVICE

TRUSTEE'S ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 28TH FEBRUARY 2019

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HOLDING YOUR HAND EVERY STEP OF THE WAY

	Page
Corporate Information	3
Board of Trustee's Report	4
Independent Examiner's Report	7
Statement of Financial Activities	8
Statement of Financial Position	9
Accounting Policies	10
Notes	11

Corporate Information

Registered Charity Number: 1171090

Principal Office: Koco Community Resource Centre
15 Arches Industrial Estate
Spon End, Coventry CV1 3JQ

Board of Trustees: Sam Schoolar
Chris Harratt
Marie Ann Stephenson
Alex Smith
Sophie Claire Green
Tobi Labeodan

Bankers: Lloyds Bank

Board of Trustee's Report

1.0 Introduction

The trustees submit their annual report and the financial statements of Shine A Light Support Service (the charity) for the year ending 28 February 2019. The trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

1.1 Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit "Charities and Public Benefit".

1.2 Structure, Governance and Management Status

The charity was constituted under a trust deed dated 19th September 2016 and is registered in England and Wales with charity number 1171090.

Appointment or Election of Trustees

Trustees are appointed and or co-opted under the terms of the trust deed.

Policies Adopted for the Induction and Training of New Trustee's

The induction process for a newly appointed trustee comprises an initial meeting with the Chair followed by short meetings with other trustees on the powers and responsibilities of the trustees.

Organisational Structure and Decision Making

The charity is organised so that the trustees meet regularly four times per year to manage its affairs, with regular updates via email and other communications between these times. Additionally, an AGM is held once a year.

1.3 Objectives and Activities

To promote and protect health and relieve the needs of children aged up to 24 who are suffering from cancer, their families and carers within Coventry and Warwickshire, in particular by the provision of a comprehensive support service.

To provide a counselling service which is available to support any adult and any child who is affected by cancer and lives within Coventry and Warwickshire.

1.4 Achievements and Performance

The charity has sustained many of our previous year's activities and also employed new activities to both pursue and extend our charitable objectives during this financial year, ensuring we continue to benefit the public and support families across Coventry and Warwickshire affected by cancer. We have highlighted some of our activities below:

Board of Trustee's Report

- Teens and Tweens evenings programme: we have continued to take our group of young people out for meals and activities, to include laser quest, ice-cream parlour visits and Frankie and Bennies to name a few.
- Day trips – we have arranged day trips to Weston-Super-Mare, activity days at local community buildings and at a local park, enabling family groups to come together to spend time with others in similar situations.
- Drop in sessions and coffee mornings at our family centre
- Arranged activities at our centre taking place after school / in school holidays
- We have developed a bespoke counselling service for both adults and children affected by cancer, either directly or indirectly.

Each activity or outing provided by Shine A Light, with exception to counselling services, enable us to bring families, children and young people out of isolating situations and loneliness and helping them to feel a sense of community, understanding and friendship.

1.5 Financial Review

During the year to 28 February 2019, the charity had total income of £49,702. At the year end, the level of reserves available for the charity's use (i.e. unrestricted funds and not represented by fixed assets) was £22,366. Total operating charitable expenditure was £30,521 giving an operating surplus of £19,181.

1.6 Investment & Reserve Policy

The charity does not have an investment and reserve policy and the trustees are reviewing the need to have one in place.

1.7 Volunteers

The charity is grateful for the unstinting efforts of its volunteers who are involved in providing services for the charity. It is estimated that over 4,100 hours are provided by volunteers during the year. If this is conservatively valued at £7.50 per hour, the volunteer's effort will amount to over £30,000.

1.8 Future Development

The charity is continuing to grow and explore various ways of increasing its scope of services. The charity is still exploring further measures to grow in membership and continue to develop its members to make life-changing impact in society. We are currently working with the Coventry Co-operative Development Agency and Coventry City Council to develop further long term plans to ensure our growth and sustainability in all areas.

Board of Trustee's Report

Trustees' Responsibilities

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the net income or expenditure of the charity for the year. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material
- departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going-concern basis unless it is inappropriate to
- presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The appended financial statements have been prepared on the accruals basis and have been examined by an independent examiner, whose report is also appended.

This report was approved by the Board of Trustees on 28 December 2019 and signed on their behalf by:

Full Name: Samantha Schoolar

Signature: 

Position: Chair of Trustees

Date: 28 December 2019

Independent Examiner's Report

Report to the trustees/members of: Shine A Light Support Service
On accounts for the year ended: 28th February 2019
Charity No: 1171090

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 statement below.

Independent examiner's statement

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

- (1) which give me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 28 December 2019

Name: Olubunmi Opayemi ACCA, for and on behalf of Chedders Ltd

Relevant professional qualification(s) or body (if any): ACCA

Address: 96 High Street, Henley in Arden B95 5BY

Statement of Financial Activities: Year Ended 28th February 2019

	Notes	2019 Unrestricted Funds £	2019 Restricted Funds £	2019 Total Funds £	2018 Unrestricted Funds £	2018 Restricted Funds £	2018 Total Funds £
Income:							
Donations and legacies	1	25,046	13,107	38,152	19,527	-	19,527
Grants	1	-	11,550	11,550	-	-	-
Total Income		25,046	24,657	49,702	19,527	-	19,527
Total Income		25,046	24,657	49,702	19,527	-	19,527
Expenditures on:							
Raising Funds		-	-	-	-	-	-
Charitable Activities	2	30,052	469	30,521	16,877	-	16,877
Other Costs		-	-	-	-	-	-
Total Expenditures		30,052	469	30,521	16,877	-	16,877
Net income/(expenditure)		(5,007)	24,188	19,181	2,650	-	2,650
Transfers between funds							
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fixed assets				-			-
Gains/(losses) on investment assets				-			-
Net movement in funds		(5,007)	24,188	19,181	2,650	-	2,650
Reconciliation of funds:							
Total funds brought forward at 1st March		3,134	-	3,134	485	-	485
Total funds carried forward at 28 February		(1,873)	24,188	22,315	3,134	-	3,134

Statement of Financial Position: Year Ended 28th February 2019

	Notes	2019 £	2018 £
Fixed Asset			
Tangible assets	3	266	400
Total Fixed Asset		266	400
Current Assets			
Accrued Income		-	-
Cash at bank and in hand		22,366	2,734
Other Debtors		-	-
Total Current Assets		22,366	2,734
Creditors: amounts falling due within one year			
Other Creditors		-	-
Other Current Liabilities		317	-
Total Creditors: amounts falling due within one year		317	-
Net current assets (liabilities)		22,049	2,734
Total assets less current liabilities		22,315	3,134
Creditors: amounts falling due after more than one year			
Other Non-Current Liabilities		-	-
Total Creditors: amounts falling due after more than one year		-	-
Total net assets (liabilities)		22,315	3,134
The funds of the charity:			
Restricted reserves		24,188	-
General reserves		3,134	485
Surplus / (deficit) in period		(5,007)	2,649
Total charity funds		22,315	3,134

Accounting Policies

Scope and Basis of the Financial Statements

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice Accounting and Reporting by Charities published in March 2005.

Income

Revenue is recognised in the period in which the charity is entitled to receipt once the amount can be measured with reasonable certainty.

Expenses

Expenditure is included in the Statement of Financial Activities (SoFA) on an accruals basis and is recognised at the point when a legal or constructive obligation arises. The majority of costs are directly attributable to specific activities. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fixed assets

Fixed assets with an individual purchase of £500 or more are capitalised and stated at cost less depreciation which is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Fixtures and fittings	25%
Equipment	25%
Vehicles	25%

Notes

1. Income

	2019		2018	
Income	Unrestricted	Restricted	Unrestricted	Restricted
Donations and legacies	25,046	13,107	19,527	
Grants	-	11,550	-	
Total donations & legacies	25,046	24,657	19,527	-

2. Expenditures

Resources Expended	2019		2018	
Charitable activities				
Event costs	3,581		8,454	
Premises	10,320		33	
Utilities	642		108	
Travel	424		6	
Motoring & transportation	309		910	
Insurance	427		428	
Administration	1,905		1,497	
Advertising	2,321		1,976	
Finance charges	0		-	
Operations	6,406	469	3,333	
Professional fees and services	3,584		-	
Depreciation	133		133	
Total cost of charitable activities	30,052	469	16,877	-

3. Tangible assets

	Motor Vehicles	Fixtures & Fittings	Equipment	Computer & IT	Total
Cost	£	£	£	£	£
At 1st March 2018	-	533	-	-	533
Additions	-	-	-	-	-
Disposals	-				-
Revaluations					-
At 28th February 2019	-	533	-	-	533
Depreciation					
At 1st March 2018	-	133	-	-	133
Charge for the year	-	133	-	-	133
Disposals	-				-
At 28th February 2019	-	266	-	-	266
Net Book Value					
At 28th February 2018	-	400	-	-	400
At 28th February 2019	-	266	-	-	266