

COMPANY REGISTRATION NUMBER: 04769232
CHARITY NUMBER: 1065786

SHINEY ADVICE & RESOURCE PROJECT
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

SHINEY ADVICE & RESOURCE PROJECT
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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SHINEY ADVICE & RESOURCE PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Registration Numbers

Charity Number 1065786
Company Number 04769232

Trustees

Lisa Watson
Christine Parkin – Vice Chair
Tia Patterson – Chair
Clinton Leeks OBE
Kathleen Levey – Treasurer
John Dannell

Company Secretary

Clinton Leeks OBE

Registered Office

17 Beatrice Terrace
Shiney Row
Houghton le Spring
Tyne & Wear
DH4 4QW

Independent Examiner

Torgersens
Chartered Accountants
Somerford Buildings
Norfolk Street
Sunderland
SR1 1EE

Bankers

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Solicitors

Hedley & Co
20 Fawcett Street
Sunderland
SR1 1RZ

SHINEY ADVICE & RESOURCE PROJECT

THE TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT)

YEAR ENDED 31 MARCH 2021

The Trustees present this report together with the financial statements of the charitable company for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out on pages 16 to 17 and comply with the current statutory requirements, the requirements of the charitable company's governing document, the current Statement of Recommended Practice and the Companies Act 2006.

Administration details

Constitution

The Shiney Advice & Resource Project ("ShARP") is a registered Charity (No. 1065786) and is a company limited by guarantee (Company No. 04769232).

The principal address of the charitable company is:

17 Beatrice Terrace
Shiney Row
Houghton le Spring
Tyne & Wear
DH4 4QW

The Directors who served during the year are as follows: -

Tia Patterson- Chair
Christine Parkin – Vice Chair
Clinton Leeks OBE – Secretary
Kathleen Levey - Treasurer
Lisa Watson
John Dannell

The above are Directors and Trustees for the purposes of the Companies Act and Charities Act respectively.

Structure, Governance and Management

Shiney Advice & Resource Project (ShARP) was established September 1981 under Memorandum and Articles of Association which set out the aims, objectives and governance of the organisation. ShARP was registered as a charity and incorporated as a company limited by guarantee on 19 May 2003.

ShARP has a Board made up of representation from the local community. The members of the Board are the Directors of the company. Recruitment is open and anyone with an interest in the area ShARP covers and who supports the aims and objectives of ShARP can volunteer for the Board. All positions on the Board are voted on and/or confirmed at the Annual General Meeting (AGM). Board members serve for a 3-year term. They are eligible for re-election at the end of their 3-year term and there will be no more than 15 and no less than 5 members.

The Board will invite co-options from individual members between AGM's whose experience or interests are relevant to the furthering of ShARP's objectives. Appointment of co-options will take place at ordinary meetings and take effect from the end of the meeting. At any one time no more than one third of the Board should be co-optees.

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ShARP is a membership organisation and considers all suitably qualified and skilled members who apply to become Trustees. Most Trustees joining ShARP are familiar with the practical work of the organisation. New Trustees are invited to an induction session given by a serving member of the Board. These sessions include;

- * The obligations of the Board
- * The main documents describing the operational framework including the Memorandum and Articles
- * Resourcing the financial position of ShARP as set out in the accounts
- * Future plans and objectives

Organisational Structure

The Board meets bi- monthly and is responsible for the strategic direction and policy of the organisation. The Chief Officer is responsible for all aspects of operational management with support from the Chair and nominated board members, including the Treasurer.

Objectives and Activities

Objectives

The object of ShARP is the promotion of any charitable purpose for the benefit of the community living in Houghton-le-Spring and surrounding areas. These objects must be pursued with due regard to equality of opportunity and without discrimination on the grounds of age, disability, race, religion, gender or sexuality.

In furtherance of its objects but not otherwise, the company has the following powers:

- * To inform, assist and advise people living, working, or otherwise connected with the area, in all matters relating to their rights and development.
- * To provide free advice and information to individuals and groups in matters relating to welfare rights, debt, housing and employment.
- * Promote and provide education and training in matters relating to citizens' rights and skills for personal development.
- * To promote the use of resources and sharing of knowledge for local individuals and groups.
- * To respond to the needs of the community by ensuring that the organisation is managed by local people and to provide training for them to function effectively.

Public Benefit Statements

The Trustees have had regard to the Charity Commission's guidance on their legal duty on public benefit, and are satisfied that the Charity delivers public benefit, and due regard is paid to the guidance on public benefit when deciding on what new projects the charity should undertake.

SHINEY ADVICE & RESOURCE PROJECT

THE TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT)

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Achievements and Performance

ShARP is a membership organisation. We are a busy community anchor with an annual footfall of around 12,500 people each year which is building year upon year. Our core business is the delivery of free, independent welfare rights, benefits and debt advice services to assist people in understanding their rights and claiming their entitlement. We continually review and refresh our services in response to national government policy, to address local priorities and to meet the needs of local people. In 2020 - 2021 the value of our ability to flex and respond to need was to prove an essential support to our community.

The charity started April 2020 full of drive and ambition, determined to build on the achievements of 2019 when we had made good progress in achieving the targets for growth as set in our Business Plan.

In the spring of 2020 a new coronavirus Covid-19 emerged from China and began to spread quickly becoming a pandemic. The United Kingdom saw the first cases in January 2020 and on 23rd March 2020 the government put a national lockdown into place in an attempt to limit the spread and impact of the virus. The Board of Directors and the Chief Officer took the necessary steps to close the ShARP building on 22nd March 2020, execute the Business Continuity Plan and put in place remote working from home for the Advice Workers to maintain delivery of the core advice service. The Chief Officer supported by the Board swiftly put in place a Covid preparedness plan underpinned by robust risk assessment protocols, for the safety of staff and other users of ShARP facilities. The Board and the Chief Officer continued to be closely advised by HR experts at Avensure Ltd on all employment implications arising from the new and challenging working environment.

The Board of Directors maintained governance arrangements by holding virtual meetings via Zoom or Microsoft Teams. Meetings were held more frequently to ensure that the organisation was compliant with government regulations and following Public Health guidance to maintain the safety and wellbeing of staff.

The Chief Officer took a central role as point of contact for all communications, referrals and also coordination of the support to the community hub/mutual aid effort which started to emerge quickly in neighbourhoods as local people tried to help each other. The team continued to work from home providing an immediate response to those facing furlough, illness, hardship, bereavement and social isolation. The WISP Advice Worker and an Administrator continued to work in the centre and foodbanks in Washington and Shiney Row acting as a referral point for those in crisis who needed food, support and advice.

We were proud to have played a significant role in the early response by Sunderland City Council to the crisis caused by the Covid-19 pandemic. Little did we know in April 2020 that for the next year the impact the virus would continue to have on all aspects of our lives and the work of the charity. It would cause untold misery and sadness to many people as they were restricted to their homes, not allowed to leave home except for short periods to exercise locally, people became ill or lost loved ones. People experienced loss of income, loss of independence and autonomy. Many people experienced anxiety as they navigated through government guidance, new laws and restrictions which led to all non-essential services and businesses closing. People feared unemployment, some worried about debt building up as, initially, it was unclear how workers would be paid. The government put in place a furlough scheme so that those employers whose business had to close were supported to keep staff on the payroll. The furlough scheme meant that workers would receive at least 80% of their salary and some employers topped that up to give staff 100% their salary.

SHINEY ADVICE & RESOURCE PROJECT

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We did not furlough any staff as sufficient funds were in place and funders were assured that our services whilst reshaped and adjusted to respond to the lockdown and ensuing restrictions would continue to meet the outcomes expected and agreed with them.

We are proud to be recognised as a Community Anchor by the Virgin Money Foundation and with funding from them and the Clay Hill Trust we switched our telephony to VOIP in June 2020. This investment has improved our internal and external communications making it much easier to manage remote working arrangements whilst maintaining contact with beneficiaries so that we can respond to them swiftly when needed.

The government put a number of measures in place to support businesses. The Business Rates Support Grant administered through Sunderland City Council was a great help to ShARP.

We are also grateful for help and support made available to us from local trusts through the Tyne and Wear Community Foundation. These funds were a crucial support to funding our core costs which meant that the senior team could focus their efforts on supporting the staff team and our community.

The Board of Directors would like to thank all funders for their continued trust and support in what has been an extremely challenging year.

The Board of Directors also would like to take this opportunity to formally acknowledge the work of the ShARP team and thank everyone for their commitment and efforts to support local people and provide the same high-quality service that we are proud of in what has been the most extraordinary year.

In spite of the challenges we experienced in 2020 - 2021 we are proud that we are a trusted provider of advice and that our centre – even in the virtual world is viewed as a safe inclusive space.

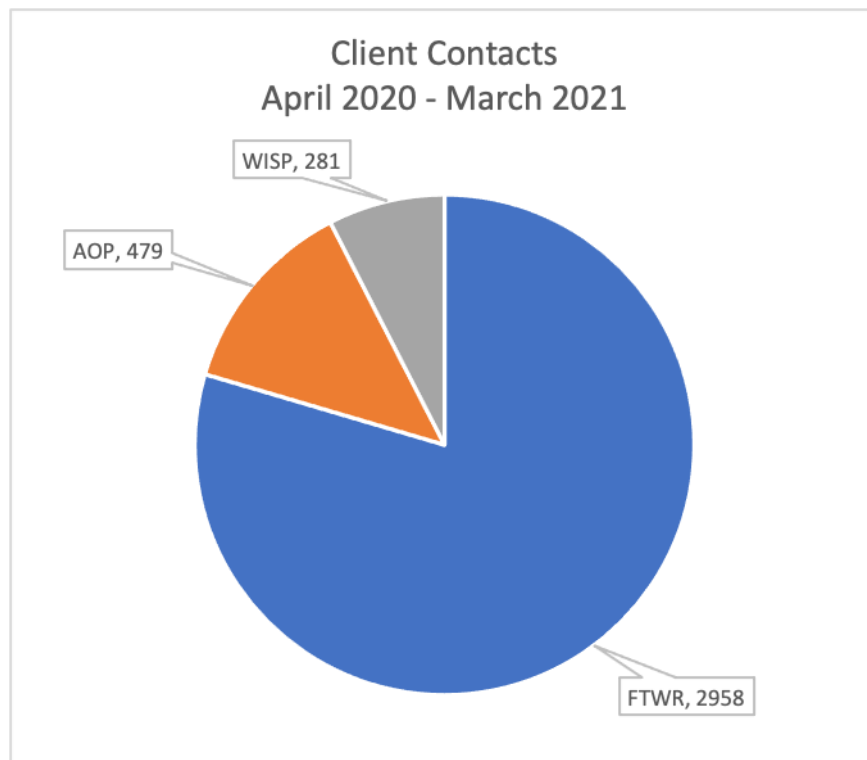
This year:

- We have maintained the Advice Quality Standard (AQS) which quality assures our advice service.
- We have maintained Investors in People and are proud to be a member of the Living Wage Foundation which means that we are a Living Wage Employer.
- We are a member of Disability Rights UK because we are committed to ensuring that we are accessible, inclusive and visible to all members of our community.
- We maintained our accreditation as a Living Wage employer.

We continued the planned growth and development of the organisation in line with our Business Plan. to develop new advice services, establish our new partnership with Pallion Action Group, identify new opportunities and extend our reach so as to support more beneficiaries.

SHINEY ADVICE & RESOURCE PROJECT
THE TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT)
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Advice Services Report



The advice service continues to be at the core of ShARP providing free high quality, independent advice on welfare rights, debt and benefit entitlement. The organisation is valued by local people and professionals as a trusted provider of advice which demonstrates we are a valued community resource that people feel able to turn to when in difficulty.

The advice service now comprises of a number of projects funded by several different sources. These include the First Tier Welfare Rights contract (FTWR) commissioned by Sunderland City Council (SCC), Advice on Prescription (AoP) grant funded by Sunderland Clinical Commissioning Group (SCCG), Washington Individual Support Project (WISP) funded by SCC Washington Area Committee, R U Ready for Universal Credit? funded by SCC Coalfields Area Committee and contracts for other local providers e.g. Back on The Map. This has enabled ShARP to make a greater contribution to the wider delivery of welfare rights, benefit and debt advice across the city of Sunderland.

Sunderland City Council commissioned ShARP to deliver the First Tier Welfare Rights contract in the Coalfields and Washington Areas of the city. The council went through a procurement process for a new contract in early 2020. ShARP and Pallion Action Group decided to work in partnership to submit a joint bid for the contract with ShARP as Lead Partner. Due to Covid-19 and the national lockdown which required Sunderland City Council and partners to deal with the immediate needs of residents the original contract was extended and the decision on award of the new contract was delayed for several months. The contract to deliver First Tier Welfare Rights in the Coalfields, Washington, West and North areas of the city was awarded in late spring of 2020 and delivery started on 1st November 2020. Despite the uncertainty that this delay caused to both organisations the Advice teams worked throughout the period of national crisis, into the city Community Hub arrangements as well as providing advice on all aspects of welfare rights and benefit entitlement – including furlough.

SHINEY ADVICE & RESOURCE PROJECT

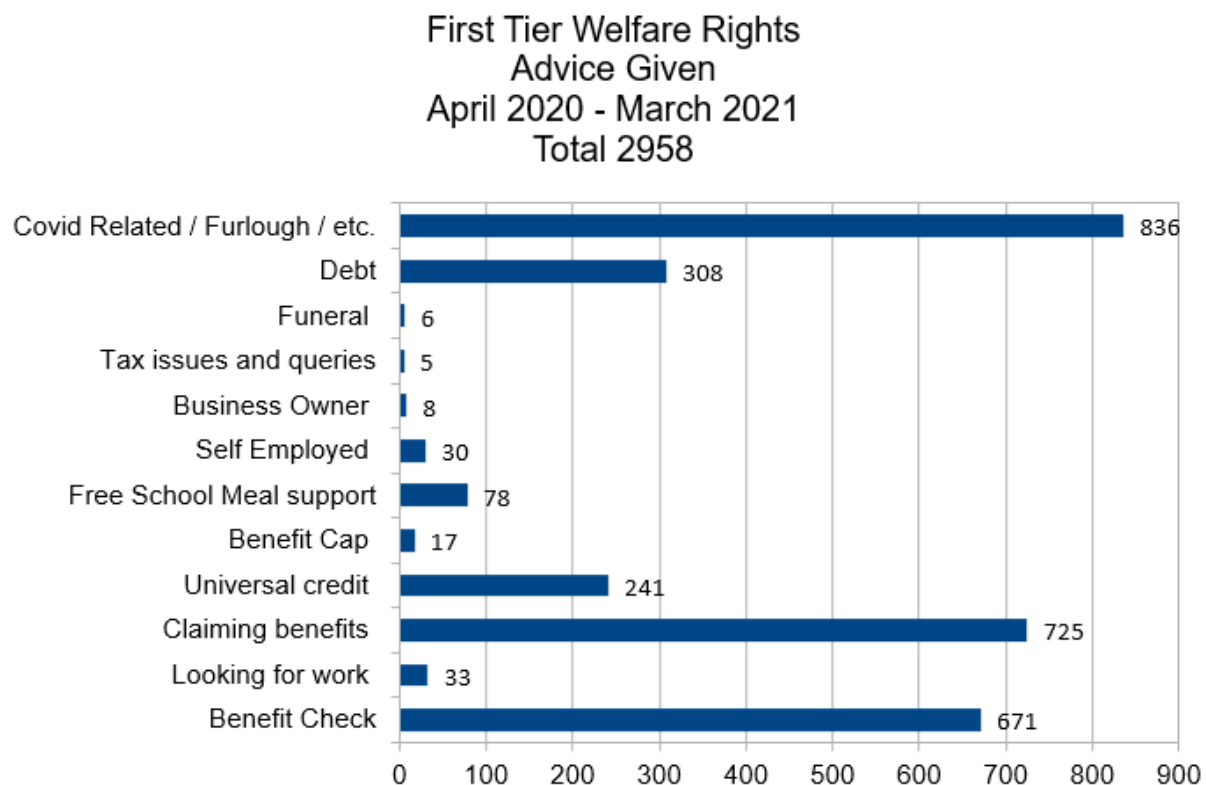
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The city experienced a high rate of Covid infection. There were a number of Covid related deaths which were often sudden and unexpected leaving families to grieve and deal with unforeseen funeral costs and changes to household income at a time when many of the usual places that would help were closed or working remotely. As an organisation we are proud of the contribution that we made to supporting the people in our community throughout this extraordinary year.

The ShARP advice team delivered advice to a total of 3,718 people in this reporting period.

This year there has been an increase in the complexity of the presenting issues which often require a more detailed “case work” approach to ensure that issues are resolved. We have strong relationships with Sunderland Together 4 Children Early Help Team, Adult Services, Crisis Mental Health Team, Shelter, Wearside Women in Need, Gentoo and other housing providers so that we can draw on the strengths and skills of each organisation to help our beneficiaries.



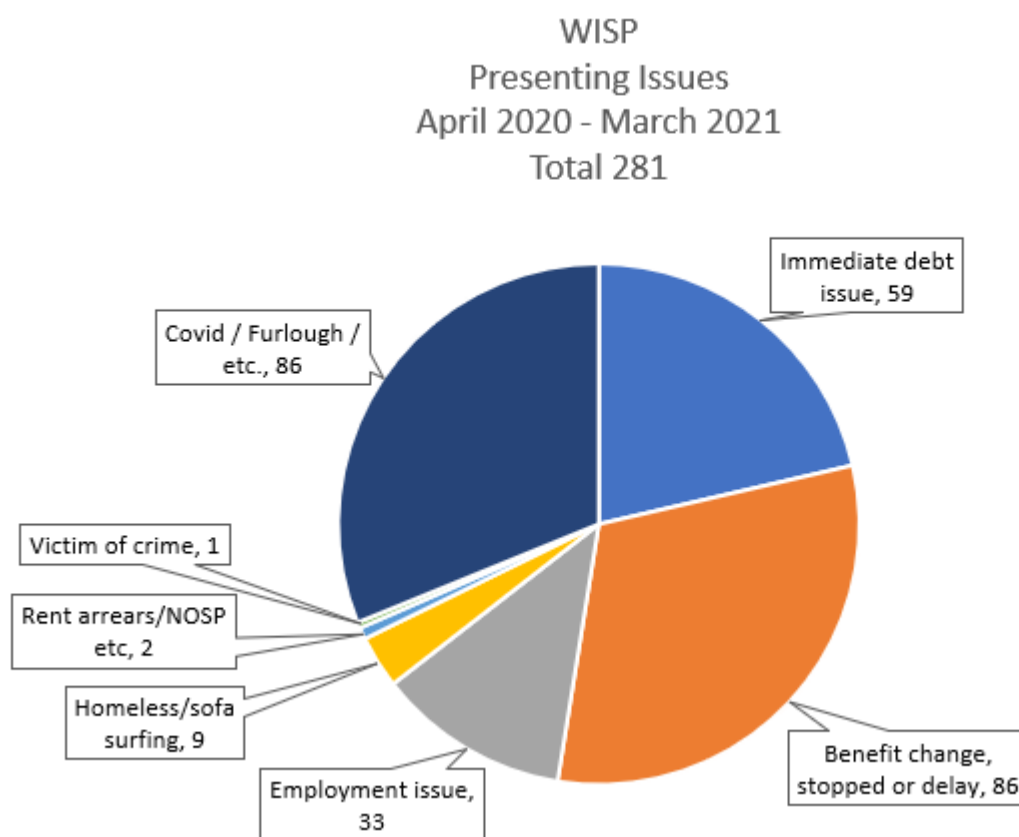
The national Welfare Reform Programme continues unabated despite Covid. The government changes to benefit entitlement together with ongoing austerity measures continue to impact on local people causing hardship which can cause significant levels of anxiety and periods of crisis for individuals and their families. As an independent provider of high-quality advice services, we are skilled, imaginative and able to innovate.

This year in light of Covid we again reviewed local need and priorities. We reshaped delivery of our services, moved to remote working arrangements and provided telephone advice. The WISP Advice Worker continued to work into some foodbanks as needed ensuring that all precautions were taken to minimise risk through the use of Personal Protective Equipment and hygiene measures.

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Washington Individual Support Project (WISP)

The project is funded through Sunderland City Council Washington Area Committee and now in its third year. The WISP Advice Worker works in partnership with Foodbanks in Washington providing advice to some of the most vulnerable people in the area who present repeatedly in crisis to the foodbanks. Sometimes the crisis is caused by being homeless, being sanctioned, escalating debt, drug or alcohol dependency or by having to wait for the first UC payment. The WISP Advice Worker has established excellent relationships with key partners including Washington Foodbanks, Gentoo, WEAR Recovery, Wearside Women in Need, Washington Job Centre, Social Prescribers and Age UK so that any additional support needs can be met by the most appropriate agency. Once the crisis is dealt with beneficiaries are introduced to other community groups where they can develop their interests, meet other people and make friends. The benefit of this multiagency approach is that we are able to address complex advice needs in an informal way and help to raise everyone's understanding of the benefits system.



Back on The Map

The excellent partnership between Back on the Map Sunderland and ShARP continues. Back on the Map refer their tenants to ShARP for independent advice. The advice provided is bespoke to the individual and can also identify wider unmet needs which the team at Back on the Map are then able to support through their centre. The approach and shared value base have made this a good example of partnership between two strong community-based organisations.

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YEAR ENDED 31 MARCH 2021

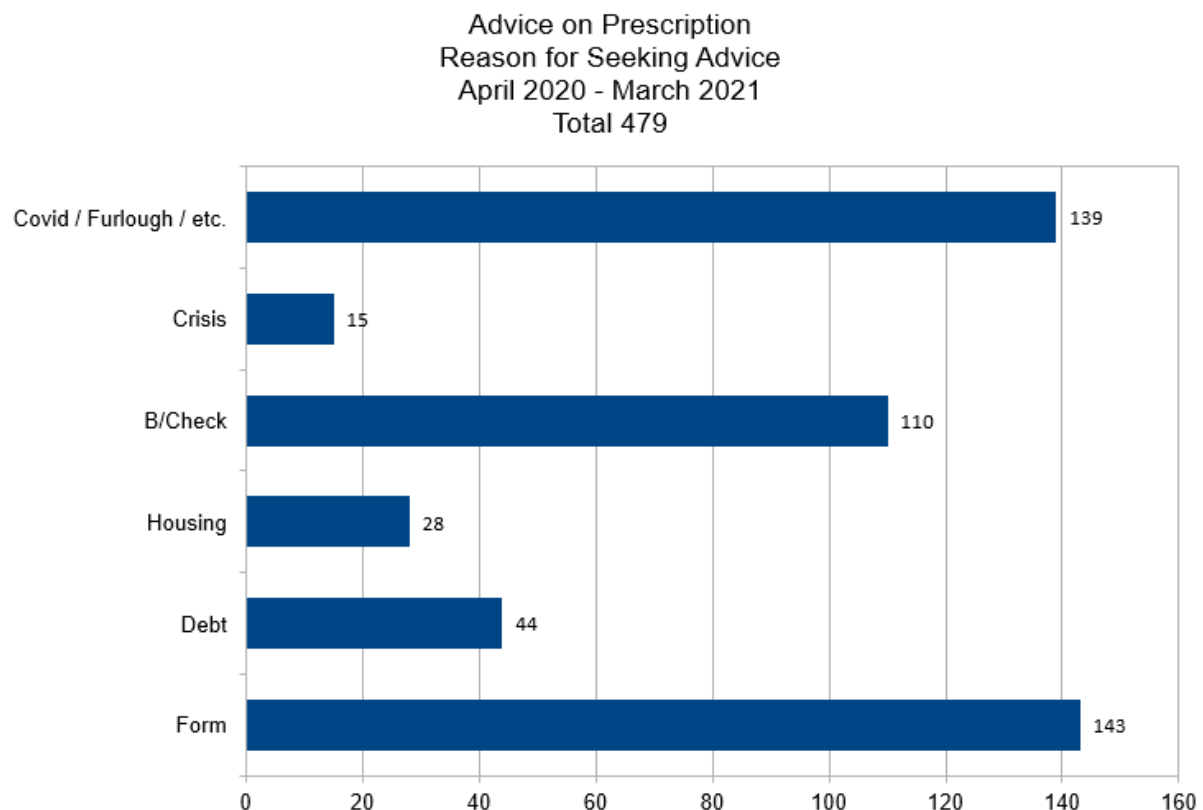
Advice on Prescription

The Advice on Prescription project is a social prescribing project and is delivered by two Advice on Prescription workers available to patients in each of the 6 GP surgeries in the Coalfields area. The project is grant funded by Sunderland Clinical Commissioning Group.

Advice on Prescription receives referrals from GPs and health professionals for patients who have low mood, anxiety or depression where causal factors may include worries about finances or debt.

Advice on Prescription has achieved recognition both with health professionals and with local people throughout the Coalfields area. The project has achieved all targets and made a significant impact by helping people claim their entitlement.

During the pandemic the project team continued to provide a telephone advice service by working remotely. This direct referral route meant that generally patients could access advice on the day they were referred to the team. This was essential given the level of difficulty, hardship and fear people who were ill or recently bereaved felt. The Advice Workers were able to use a casework approach to provide on going support to those who needed it.



In 2020 - 2021 a total of 3,718 people accessed remote services. This is a significant reduction to the footfall of the previous year but is due to lockdown, closure of the building then covid security measures affecting our centre-based activity groups

Community, Enterprise and Volunteering

The national lockdown meant that our building had to close. This meant that the core group of 15 Volunteers were unable to provide practical support to ShARP for the period of the national

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YEAR ENDED 31 MARCH 2021

lockdown. This affected our community activities and groups as well as the Shiny Things Charity Shop and the Community Library.

Many of the regular activities in the centre are aimed at reducing loneliness and social isolation so we used different methods to maintain contact and connexion to beneficiaries. The facilitator of the Shiny Marras Mens Group used her daily exercise time to cycle locally and provide regular welfare checks through garden gate visits. She delivered prescriptions and shopping for those men who needed that support.

Our Community Library had to close for most of the year but when permitted we delivered books to local supported accommodation and other local people who needed that support.

Funders and Supporters

We would like to thank the following funders and supporters of ShARP

A local Community Trust through Tyne and Wear Community Foundation

A local Charitable Trust through Tyne and Wear Community Foundation

Age UK

Back on the Map

Bethany Church (Sunderland and Hetton)

Big Lottery Awards for All

Buttle Trust

CHANCE

Citizens Advice Bureau

Durham Community Foundation

Fiscus - ACES Partnership

Garfield Weston Foundation

Gentoo (Empower)

Greggs Foundation

Hetton New Dawn

International Communities of Sunderland (ICOS)

Northern Powergrid through Tyne and Wear Community Foundation

Rainbow Centre Children's Centre

REEDS Grassroots Fund

Springboard

Sunderland City Council - Coalfields Area Committee Strategic Initiative Budget

Sunderland City Council – East Area Committee Strategic Initiative Budget

Sunderland City Council – (First Tier Welfare Rights)

Sunderland City Council Public Health

Sunderland City Council – Washington Area Committee Strategic Initiative Budget

Sunderland Clinical Commissioning Group

Sunderland International Bangladesh Centre

Sunderland MIND

The Henry Smith Charity

Trusthouse Charitable Foundation

Tyne and Wear Community Foundation

Virgin Money Foundation and Clay Hill Trust

Washington MIND

YMCA Fencehouses

We are grateful for the support of our local community

SHINEY ADVICE & RESOURCE PROJECT

THE TRUSTEES' REPORT (INCORPORATING THE DIRECTOR'S REPORT)

YEAR ENDED 31 MARCH 2021

Financial Review

ShARP uses the Sage50 system which enables accurate and timely controls of finances. The Treasurer provides scrutiny to ensure that appropriate financial controls are in place, Chairs the Finance Sub Committee and ensures Board receives regular finance.

The Charity Shop Shiny Things generates unrestricted income which supports the work of ShARP.

ShARP has a surplus of £123,060.

Reserves Policy

The Balance Sheet shows that there are restricted funds of £213,988 and unrestricted funds of £417,034 of which £312,598 is designated leaving general funds of £104,436. The Trustees seek to build up unrestricted funds as reserves to cover 6 months running costs in line with recommendations from the Charities Commission.

Plans for the Future 2021-2022

In 2022 ShARP will celebrate our 40th anniversary. We will make plans this year to celebrate the occasion with our community, volunteers and staff team. Our core work has always been welfare rights advice. However, our success as an organisation stems from the use of community development principles and practice, flexibility and our ability to build relationships with the community, partners and funders. As we emerge from this most extraordinary year we will continue to ensure that these principles underpin our future development.

As the country emerges from the pandemic and comes to terms with Life after Covid we will face challenges in relation to changing national policies, Public Health guidance and continuing restrictions to manage the spread and impact of the virus. We expect that there will be limited funding available, particularly, to support the core costs of the charity or to fund non covid related activity. This will be a challenge for us at a time when additional resources will be needed to help people adjust to and manage whatever circumstances they find themselves in as we go through this next period.

In line with our values local people will be encouraged to increase self-determination and develop the necessary skills to apply for and manage benefits online. This focus on increasing self-help is in line with ShARP's aims and objectives and will become necessary as Universal Credit is further embedded. We will work with other organisations to try new approaches to support local people as needed.

We know that the impact of the pandemic and the rolling programme of welfare reform will continue to impact on local people for the foreseeable future and that this will increase the numbers of children and families experiencing poverty. We will meet this challenge by maintaining our services and ensuring that we increase visibility in the community or through our use of social media and online support. We will build partnerships with a wider range of services, building on our successful work with foodbanks and strengthening emerging partnerships with education providers. We will also continue to respond to local residents in a holistic way and attempt to meet their needs for social contact by encouraging use of the centre, the library facility and our community activities.

At this point, ShARP is in a strong position to face the future. The Business Continuity Plan was fully implemented at the start of the pandemic and has been tested and reviewed throughout the last year. The advice service will continue and if required will again implement remote working arrangements. ShARP will continue to work with partners to support Community Hub arrangements to help people who are in crisis, ill, vulnerable or shielding due to pre-existing health conditions.

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We will maintain our proactive pursuit of relevant funding sources and explore any opportunities for enterprise development and further partnerships to secure longer term sustainability for the organisation.

Statement of the Trustees Responsibilities

Company Law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing these financial statements, the Board is required to:

- * select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * follow the recommendations of the Charity Commission and of the accounting profession with regard to the form and content of the financial statements and to disclose and explain any departures therefrom; and
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Board is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk Assessment

The trustees have considered any risks to which the charitable company might be exposed and are satisfied that the administrative, investment and financial procedures which are in place minimise the risk of any loss to the charitable company.

Exemption Statement

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Trustees

.....
Tia Patterson

Date:

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SHINEY ADVICE & RESOURCE PROJECT

I report on the financial statements for the year ended 31 March 2021, which comprise the statement of financial activities (including income and expenditure account), statement of financial position, and the related notes.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The 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.

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:

- 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 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 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 to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Alison Henshaw FCCA
Torgersens
Chartered accountants
Somerford Buildings
Norfolk Street
Sunderland
SR1 1EE

Date:

SHINEY ADVICE & RESOURCE PROJECT

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOME AND EXPENDITURE ACCOUNT					
Incoming resources					
Donations and legacies	4	1,295	-	1,295	897
Charitable activities	5	108,190	297,305	405,495	267,232
Other trading activities	6	4,918	280	5,198	13,046
Total incoming resources		<u>114,403</u>	<u>297,585</u>	<u>411,988</u>	<u>281,175</u>
Resources expended					
Raising funds		-	-	-	-
Charitable activities	7	86,719	197,295	284,014	244,730
Other expenditure	9	4,914	-	4,914	4,692
Total resources expended		<u>91,633</u>	<u>197,295</u>	<u>288,928</u>	<u>249,422</u>
Net incoming/(outgoing) resources		22,770	100,290	123,060	31,753
Transfers between Funds		(412)	412	-	-
Net movement in funds		<u>22,358</u>	<u>100,702</u>	<u>123,060</u>	<u>31,753</u>
Total funds brought forward		<u>394,676</u>	<u>113,286</u>	<u>507,962</u>	<u>476,209</u>
Total funds carried forward		<u><u>417,034</u></u>	<u><u>213,988</u></u>	<u><u>631,022</u></u>	<u><u>507,962</u></u>

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

All income and expenditure derive from continuing activities.

The notes on pages 16 to 26 form part of these unaudited financial statements.

SHINEY ADVICE & RESOURCE PROJECT

STATEMENT OF FINANCIAL POSITION

31 MARCH 2021

	Note	£	2021 £	2020 £
Fixed Assets				
Tangible fixed assets	11		312,598	306,585
Current Assets				
Debtors	12	158,776		13,135
Cash at bank		180,517		200,546
Cash in hand		176		122
		<u>339,469</u>		<u>213,803</u>
Creditors: amounts falling due within one year	13	<u>(21,045)</u>		<u>(12,426)</u>
Net Current Assets			318,424	201,377
Net Assets			<u>631,022</u>	<u>507,962</u>
Funds of the Charity				
Designated reserves	16		312,598	306,585
Unrestricted funds - general	16		104,436	88,091
Restricted funds	17		213,988	113,286
Total Funds			<u>631,022</u>	<u>507,962</u>

The members of the committee are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for: (i) ensuring that the charitable company keeps proper accounting records which comply with section 386 of the Act; and (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its incoming resources and application of resources, including its surplus or deficit for the financial year in accordance with the requirements of section 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

These unaudited financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

These unaudited financial statements were approved by the trustees on _____ and are signed on their behalf by:

Tia Patterson
Chair

Company number 04769232

The notes on pages 16 to 26 form part of these unaudited financial statements.

SHINEY ADVICE & RESOURCE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
31 MARCH 2021

1. General Information

The company is a private company limited by guarantee, registered in England and Wales, as well as being a registered Charity. The address of the registered office is 17 Beatrice Terrace, Shiney Row, Houghton-le-Spring, Tyne & Wear DH4 4QW.

2. Statement of Compliance

The financial statements have been prepared in compliance with the provisions of FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

3. Accounting Policies

Basis of Accounting

These financial statements have been prepared under the historical cost convention and in accordance with:

- i) the Statement of Recommended Practice, "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)";
- ii) the special provisions of Part 15 of the Companies Act 2006 ("the 2006 Act") relating to small companies; and
- iii) FRS 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'.

The financial statements are presented in sterling (£), which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

Tangible Fixed Assets

All fixed assets are included at cost.

Depreciation

Depreciation is calculated to write down the cost, less estimated residual value of all tangible fixed assets over their expected useful lives. The rates generally applicable are:

Freehold Properties & Improvements	2% - 4% straight line
Fixtures, Fittings & Equipment	10% - 33.3% reducing balance
Property Refurbishment	6.67% straight line

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- * the charitable company becomes entitled to the resources;
- * the trustees are virtually certain they will receive the resources; and
- * the monetary value can be measured with sufficient reliability.

Income is deferred only when the charitable company has to fulfil conditions before becoming entitled to it or when the donor specifies that it is to be expended in a future period.

Investment Income

Bank interest is included in the Statement of Financial Activities on the accruals basis.

Donations, Legacies and Charitable Income

This income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants receivable are credited to income immediately.

SHINEY ADVICE & RESOURCE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
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3. Accounting Policies (continued)

Business Rates Grant

This is to be recognised immediately in income once the entity is satisfied that they are eligible and intend to participate in the scheme.

Going Concern

There are no material uncertainties regarding the charity's ability to continue as a going concern.

Financial Instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Defined Contribution Plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as a finance cost in profit or loss in the period in which it arises.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities.

Taxation

Due to the company's charitable operations no corporation tax is payable on the results for the year.

Funds Accounting

Funds held by the charitable company are used for:

General fund comprises those funds which the principals are free to use in accordance with the charitable objectives.

Restricted funds are funds which are to be used for specific purposes as laid down by the donor or by the specific terms of the appeal under which the funds are raised. Expenditure which meets these criteria is charged to the fund, with a fair allocation of management and support costs.

Designated funds are unrestricted funds earmarked by the management committee for a particular purpose.

The capital fund reflects the net book value of tangible fixed assets owned by the charitable company less any monies owed in respect of the assets.

4. Donations and legacies

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Donations:				
Others	1,295	-	1,295	897
	1,295	-	1,295	897

Income from donations and legacies in 2020 was made up of unrestricted funds of £897 and restricted funds of £nil.

SHINEY ADVICE & RESOURCE PROJECT
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5. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Grants & Contractors Services:				
City of Sunderland - Contracted Services	-	204,918	204,918	93,993
City of Sunderland – Community Projects	-	72,500	72,500	9,939
Washington COVID-19 Mental Health Support	-	4,000	4,000	-
Co-op Local Community Fund	7,190	-	7,190	-
Comic Relief	-	-	-	4,095
Back on the Map	-	4,875	4,875	2,700
Greggs Foundation	-	-	-	10,000
Empower	6,000	-	6,000	-
Springboard	-	1,138	1,138	-
SIB funding	-	1,372	1,372	15,353
Joseph Brough Community Foundation	10,000	-	10,000	-
John Bell Community Foundation	5,000	-	5,000	-
Trusthouse Charitable Trust	10,000	-	10,000	10,000
Sunderland City Council – WISP	-	8,502	8,502	10,264
Sunderland CCG	-	-	-	45,000
Henry Smith Community Foundation	25,000	-	25,000	27,000
Virgin Money	12,000	-	12,000	18,000
Clay Hill Charitable Trust	8,000	-	8,000	12,000
Mickey's Place	-	-	-	5,988
International Community Organisation	-	-	-	2,000
NHS Path to Excellence	-	-	-	900
Business Rates Grant Funding Scheme	25,000	-	25,000	-
	<u>108,190</u>	<u>297,305</u>	<u>405,495</u>	<u>267,232</u>

Income from charitable activities in 2020 was made up of unrestricted funds of £77,000 and restricted funds of £190,232.

6. Other trading activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Room hire and use of facilities	-	280	280	1,125
Miscellaneous income	2,208	-	2,208	4,641
Library	151	-	151	103
Shop	2,559	-	2,559	7,177
	<u>4,918</u>	<u>280</u>	<u>5,198</u>	<u>13,046</u>

Income from other trading activities in 2020 was made up of unrestricted funds of £13,046 and restricted funds of £nil.

SHINEY ADVICE & RESOURCE PROJECT
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7. Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Bank and visa charges	240	-	240	302
Insurance	1,798	911	2,709	2,545
Printing, postage and stationery	1,519	-	1,519	2,137
Telephone	5,701	596	6,297	8,157
Rates	589	-	589	1,879
Heat, light and water	7,680	-	7,680	11,345
Repairs and renewals	2,140	-	2,140	4,228
Miscellaneous expenses	3,219	-	3,219	4,410
Depreciation	14,928	-	14,928	13,403
Advertising	-	-	-	411
Subscriptions	553	1,432	1,985	1,870
Wages, national insurance and pension	38,039	144,734	182,773	177,933
Staff and volunteer expenses	-	-	-	296
Legal and professional	4,670	-	4,670	5,259
Computer software	5,628	963	6,591	6,128
Meeting	15	-	15	328
Training costs	-	-	-	80
Project costs	-	48,659	48,659	4,019
	<u>86,719</u>	<u>197,295</u>	<u>284,014</u>	<u>244,730</u>

Expenditure on charitable activities in 2020 was made up of £75,018 unrestricted and £169,712 restricted funds.

8. Staff costs

	2021	2020
	£	£
Gross wages, salaries and benefits in kind	172,244	167,635
Employers national insurance cost	7,834	7,836
Employers pension contributions	2,695	2,462
	<u>182,773</u>	<u>177,933</u>

	2021	2020
The average number of employees in the year	<u>12</u>	<u>12</u>

No employee received more than £60,000 during the year (2020: none).

The trustees received no remuneration during the year (2020: £nil).

No other costs were reimbursed to trustees. (2020: £nil).

Key Management Personnel

Key management personnel comprises of one employee that has authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £40,571 (2020: £40,451).

SHINEY ADVICE & RESOURCE PROJECT
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9. Other expenditure

	Unrestricted 2021	Unrestricted 2020 £
Independent examination	<u>4,914</u>	<u>4,692</u>

10. Corporation tax

The charitable company is exempt from taxation under Section 505 of the Income and Corporation Taxes Act 1988.

11. Tangible fixed assets

	Property Improvement £	Freehold property £	Fixtures, Fittings And Equipment £	Total £
Cost or valuation				
At 1 April 2020	24,546	368,408	50,298	443,252
Additions	6,504	7,058	7,379	20,941
Disposals	-	-	(4,211)	(4,211)
At 31 March 2021	<u>31,050</u>	<u>375,466</u>	<u>53,466</u>	<u>459,982</u>
Depreciation				
At 1 April 2020	10,112	88,416	38,139	136,667
Charge for year	2,070	7,650	5,208	14,928
Disposals	-	-	(4,211)	(4,211)
At 31 March 2021	<u>12,182</u>	<u>96,066</u>	<u>39,136</u>	<u>147,384</u>
Net book value				
At 31 March 2021	<u>18,868</u>	<u>279,400</u>	<u>14,330</u>	<u>312,598</u>
At 31 March 2020	<u>14,434</u>	<u>279,992</u>	<u>12,159</u>	<u>306,585</u>

SHINEY ADVICE & RESOURCE PROJECT
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12. Debtors

	2021	2020
	£	£
Other debtors	153,253	7,276
Prepayments and accrued income	5,523	5,859
	<u>158,776</u>	<u>13,135</u>

13. Creditors: amounts falling due within one year

	2021	2020
	£	£
Other creditors	635	516
Accruals	6,115	7,220
Trade creditors	11,800	1,831
Wages	2,495	2,859
	<u>21,045</u>	<u>12,426</u>

14. Related Party Transactions

Transactions with related parties undertaken during the year which are required to be disclosed under FRS 102 were £300 (2020: £nil) received from Gentoo Group as a trustee of the charitable company is also a director of Gentoo Group.

15. Analysis of net assets between funds

	Restricted Reserves	General Reserves	Designated Reserves	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	312,598	312,598
Current assets	213,988	125,481	-	339,469
Current liabilities	-	(21,045)	-	(21,045)
	<u>213,988</u>	<u>104,436</u>	<u>312,598</u>	<u>631,022</u>

Analysis of net assets between funds – previous year

	Restricted Reserves	General Reserves	Designated Reserves	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	306,585	306,585
Current assets	113,286	100,517	-	213,803
Current liabilities	-	(12,426)	-	(12,426)
	<u>113,286</u>	<u>88,091</u>	<u>306,585</u>	<u>507,962</u>

SHINEY ADVICE & RESOURCE PROJECT
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16. Unrestricted reserves

	Balance @ 01.04.20 £	Incoming Resources £	Resources expended £	Transfers between funds £	Balance @ 31.03.21 £
Designated reserve					
Capital fund	306,585	-	(14,928)	20,941	312,598
Unrestricted funds	88,091	114,403	(76,705)	(21,353)	104,436
General funds					
Total unrestricted funds	<u>394,676</u>	<u>114,403</u>	<u>(91,633)</u>	<u>(412)</u>	<u>417,034</u>

Unrestricted reserves – movement in previous year

	Balance @ 01.04.19 £	Incoming Resources £	Resources expended £	Transfers between funds £	Balance @ 31.03.20 £
Designated reserve					
Capital fund	318,077	-	(13,403)	1,911	306,585
Unrestricted funds	34,279	90,943	(66,307)	29,176	88,091
General funds					
Total unrestricted funds	<u>352,356</u>	<u>90,943</u>	<u>(79,710)</u>	<u>31,087</u>	<u>394,676</u>

The designated reserve represents the net book value of capital items.

General funds are funds available for the charitable company to use for the purposes of the charitable company without restriction.

Virgin Money and the Clay Hill Trust provided funding towards core costs of the charity.

Included within unrestricted funds in the prior year was £450 received from Joicey Trust towards the toilet refurbishment in ShARP. £450 was spent in the year ended 31 March 2021 and the costs of the refurbishment are held within the capital fund.

SHINEY ADVICE & RESOURCE PROJECT

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17. Restricted funds

	Balance @ 01.04.20	Incoming Resources	Resources expended	Transfers between funds	Balance @ 31.03.21
	£	£	£	£	£
City of Sunderland	17,932	204,918	(113,928)	(1,056)	107,866
Back on the Map	6,397	4,875	(2,124)	-	9,148
Sunderland City Council – WISP	1,241	8,502	(12,517)	2,774	-
Sunderland City Council – Targeted Project	-	12,500	-	-	12,500
Washington COVID-19 Mental Health Support	-	4,000	-	-	4,000
Springboard	-	1,138	(1,138)	-	-
Sunderland CCG	75,550	-	(35,288)	(980)	39,282
Sunderland City Council – RU Ready for UC	3,106	1,372	(1,954)	(2,524)	-
Sunderland City Council – Great Gatherings	3,440	-	(5,638)	2,198	-
Sunderland City Council – Increasing Capacity & Improve Customer Resilience	-	40,000	-	-	40,000
Sunderland City Council - EAP	-	20,000	(20,000)	-	-
Mickey’s Place	5,620	-	(4,708)	-	912
Virtual School	-	280	-	-	280
Total restricted funds	113,286	297,585	(197,295)	412	213,988

SHINEY ADVICE & RESOURCE PROJECT
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Restricted funds – movement in previous year

	Balance @ 01.04.19 £	Incoming Resources £	Resources expended £	Transfers between funds £	Balance @ 31.03.20 £
Gateshead Council	3,168	-	-	(3,168)	-
City of Sunderland	8,639	93,993	(84,700)	-	17,932
Back on the Map	7,787	2,700	(4,090)	-	6,397
Durham Community Foundation	2,558	-	-	(2,558)	-
Big Lottery Fund	16,575	-	(8,223)	(8,352)	-
Comic Relief	11,565	4,095	(15,660)	-	-
SIB Funding	6,889	2,592	(5,472)	(4,009)	-
Sunderland City Council All Together Now	2,110	-	-	(2,110)	-
Sunderland City Council – WISP	-	10,264	(9,033)	10	1,241
Library Project	1,364	-	(604)	(760)	-
Sunderland City Council – Know IT All	4,950	-	-	(4,950)	-
Crisis Support	10	-	-	(10)	-
Sunderland City Council – Community Chest	1,980	-	-	(1,980)	-
Empower	50	-	(50)	-	-
ESA Northern Powergrid	3,708	-	(1,078)	(2,630)	-
Sunderland CCG	45,000	45,000	(14,450)	-	75,550
Linden Family Fund	7,500	-	(7,500)	-	-
Sunderland City Council – RU Ready for UC	-	7,543	(4,437)	-	3,106
Sunderland City Council – Great Gatherings	-	4,999	(989)	(570)	3,440
Sunderland City Council – Tackling Isolation	-	4,940	(4,940)	-	-
Sunderland City Council - Coalfields	-	5,218	(5,218)	-	-
Mickey's Place	-	5,988	(368)	-	5,620
International Community Organisation	-	2,000	(2,000)	-	-
NHS Path to Excellence	-	900	(900)	-	-
Total restricted funds	<u>123,853</u>	<u>190,232</u>	<u>(169,712)</u>	<u>(31,087)</u>	<u>113,286</u>

SHINEY ADVICE & RESOURCE PROJECT
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18. Restricted reserves - *continued*

A transfer of £2,448 has been made from restricted funds to unrestricted funds and represents funds with a negative balance or any projects which ended during the year. The remaining £2,036 transfer relates to capital items transferred to the designated reserve.

Gateshead Council provided funding as part of the LA7 ESF Community Grants programme which was to support individuals who were economically inactive or unemployed to get back into employment. The remaining funds were transferred to unrestricted funds in the prior year.

City of Sunderland provided funding for small community projects.

Durham Community Foundation managed funding for a grant European Social Fund in support of volunteer management in a prior year.

Sunderland CCG provided funds to the Advice on Prescription project which offers free and confidential advice to patients of six GP surgeries in the area. The transfer represents the capital additions purchased for this project. Comic Relief also provided funding towards Advice on Prescription in the prior year.

Back on the Map have provided funds to help deliver Welfare Benefits and Debt Advice to clients of the charity.

The Big Lottery Fund provided Awards for All funding for the Step Forward Volunteering Project to support local people getting into volunteering and to offer them additional support and training where needed and to help them develop skills and confidence in the prior year.

All Together Now - Sunderland City Council provided funding to support a weekly drop in session for older and isolated people across the Coalfields area, providing a varied programme of activities in a prior year.

Sunderland City Council provided funding from the Coalfields Area Committee to support projects volunteering with older and isolated people as well as to support emotional and mental wellbeing of volunteers for debt and advice work. SIB also provided funding towards the project in the prior year.

Sunderland City Council provided funding for delivery of the Washington Individual Support Project (WISP) to deliver advice services to engage and support people presenting to other agencies in acute crisis.

Funding was provided by a number of sources including Sunderland City Council and Big Lottery Fund to fund a new community library in the prior year.

Sunderland City Council provided funding for delivery of the Know IT All project that aims to provide drop in sessions to improve digital knowledge and skills for local people and improve access by providing a laptop in the new community library in the prior year.

Empower previously provided funding towards making the premises more secure and energy efficient in the prior year.

Previously funding was provided by way of a restricted donation towards the cost of funding emergency fuel costs under Crisis Support.

ESA Northern Powergrid provided funding for energy support and advice in the prior year.

Sunderland City Council Coalfield Area Committee provided funding to work in partnership with Springboard to deliver R U Ready UC to provide help with IT and advice on claiming Universal Credit.

International Community Organisation provided funding to work with local people claiming Universal Credit in the prior year.

SHINEY ADVICE & RESOURCE PROJECT
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17. Restricted reserves - *continued*

Great Gatherings project was funded by Sunderland City Council Coalfields Area Committee to reduce loneliness and social isolation.

NHS provided funding for a health questionnaire project in the prior year.

Linden Family Fund provided funding towards the chief officer's salary in the prior year.

Sunderland City Council Targeted project provided funding to address the issue of fuel poverty often experienced by families where children are entitled to free school meals. Eligible families with a pre-payment meter were offered a £10 fuel voucher to assist with the cost of their fuel. They were also provided with a Benefit Check to see that they had their full benefit entitlement in place.

Washington COVID-19 Mental Health and Wellbeing Support offered funding to promote the wellbeing of residents in the Washington area, particularly those who are most vulnerable during the pandemic, and tackling mental health problems by delivering focused programmes which provide a range of services.

Sunderland City Council Neighbourhood Fund and Community Chest have provided funding for Mickey's Place project working in partnership with St Michael's and All Angels providing healthy action in the community.

ShARP and Springboard are working together to deliver a target project providing advice on welfare rights and benefits specifically Universal Credit. This includes developing IT skills, CV preparation and training in preparation for employment or further training.

Sunderland City Council Increasing Capacity and Improve Customer Resilience provided funding to increase capacity in the First Tier provision in recognition of the need for welfare rights, benefit, debt and employment advice for those living with the impact of COVID-19.

Sunderland City Council Emergency Assistance Grant provided funds from DEFRA to be used to provide additional support to people during the COVID-19 pandemic and specifically for advising and providing information to people living in the Lot 3 area of Sunderland who access foodbanks.

Virtual School represents rental income received specifically for the school.

18. Company Limited by Guarantee

The charitable company is limited by guarantee in that every member undertakes to contribute such amounts as may be required in the event of the charitable company being wound-up, for the payments of the debts, liabilities and the cost of winding up not exceeding £1 per member.