

## Trustee report and financial statement for the year ended 31 March 2022



## Structure, Governance and Management

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their Annual Report together with the financial statements of Sunlight Development Trust Limited (the company) for the year ended 31 March 2022. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

### Constitution

The company is registered as a charitable company limited by guarantee; it was set up by a Memorandum of Association on 31 January 2006 and registered as a charity on 13 October 2008. The charity number is 1126266 and the registered company number is 5692427. The registered address of the charity is the Sunlight Centre, which is an award-winning healthy living centre in Gillingham, Kent.

The company's principal objects are the reduction of health and social inequality through community development by the provision of services and facilities for the local community in Gillingham.

### Board of Trustees

The Trustees serving during the year and since the year end are as follows:

Chair	Adam Price	
Vice Chair	Simon Millard	
Company Secretary	Ian Chappell	
	Paul Clark	dismissed 2 December 2022
	Rachel Turpin	resigned 3 August 2022
	Adetokunbo Banjoko	resigned 9 August 2022
	Lesley Mayo	
	Karen Barker	

### Method of appointment or election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

### Induction and training of Trustees

The Board of Trustees has the power to appoint additional Trustees. The Company has detailed role descriptions for Board members in general, and for those with specific roles. The recruitment of Trustees is carried out using outside recruitment agencies, professional body organisations such as Reach, the Volunteer Bureau website and advertising amongst other colleagues and partner agencies. Through robust recruitment methods the company endeavours to reach groups of people who are under-represented in its employment, those who are members of the local Gillingham community and those who can bring relevant skills and experience to the Board.

Trustees are appointed to the Board following a formal interview and selection process which includes Trustees and may involve Trust staff and local community members. Prospective Trustees meet with an existing Board member following receipt of a CV to discuss with them the skills and areas of expertise that they would bring to the charity, and they are invited to observe and participate in a meeting before a final decision is made. Relevant diligence checks are completed prior to the new Trustee being formally welcomed to the Board.

Serving Trustee Board members are listed above; the position of Treasurer remains vacant. Steps are being taken to fill this role.

Trustees have led on strategic management of the organisation and have contributed in other ways including HR Issues and the recruitment of new staff. The CEO also receives line management support from the Chair of the Trustee Board. The Company Secretary also takes responsibility for overseeing the financial management of the organisation.

### **Organisational Structure and Decision-Making**

The Governance structure was reviewed in this period and a new sub-committee structure established which better reflected the strategic intentions of the organisation. This includes the formation of a finance subgroup and services sub-group. As well as a committee focussing on the Centre Management.

The Board refer constantly to community objectives through regular involvement with events and activities held by the organisation. Membership of the Board is drawn from the local community and Trustees operate as ambassadors with local organisations through their networking and direct involvement with many of the communities of interest associated with the Centre.

### **Risk Management**

The Board of Trustees have overall responsibility for the system of internal controls for the charity. Robust financial policies and delegated authority as well as periodic visits by external accountants ensure that the company adheres to financial policies and procedures. The charity operates a comprehensive budgeting process which is approved by the Board and management accounts showing actual financial results against budget are made to the Trustees at each Board meeting.

The Trust engages the accountancy firm Kreston Reeves for independent examination of the accounts, and expert advice on matters relating to charity finance, payroll and pensions. The Trust continued to engage Ellis Whittam as the external employment and health and safety advisory service including the annual undertaking of health and safety audits, supporting risk assessment, and guidance on risk management. Advice was routinely sought by the Trust on human resourcing matters, the management of change and employment related contractual matters.

Financial policies form part of every induction and all staff are offered training on and are required to sign an anti-bribery declaration stating that they have read and understand the contents of the Anti-Bribery policy. Internal controls are in place in relation to the authorisation of all transactions and planned expenditure to maintain financial control across the organisation. Robust procedures are also in place to ensure the health and safety of all staff, beneficiaries, Trustees, and other visitors to our Centre and comprehensive inspections are completed to ensure legal compliance as well as best practice. The standards expected in relation to the services provided to our beneficiaries are clearly established and all staff work to ensure the very best provision of information, guidance, help and support to community members in contact with Sunlight. Day-to-day management of Trust wide policies covering risk and service provision is delegated to the Centre Manager, with the Chief Executive responsible for regular monitoring of their effectiveness. Trustees approve any changes to such policies and procedures and regularly review them as appropriate.

## **Aims and Activities**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit and to its supplementary public benefit guidance.

## **How Our Activities Deliver Public Benefit**

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Our main aims and objectives and the people we work with are described below.

The Gillingham population is diverse, and this continues to be reflected in the characteristics of people and interest groups making use of the facilities within the Sunlight Centre. A wide variety of community groups and organisations use the centre from Monday to Saturday each week, as activity and meeting space.

All our charitable activities focus on tackling long-standing health and social inequality and multiple disadvantages through an asset-based approach to community development. We do this in partnership with local agencies, local businesses and most importantly, local people and communities; co-producing a creative and inclusive community offer.

The charity manages the Sunlight Centre which is open from Monday to Saturday, hosts a GP surgery, pharmacy, family centre, recording studio and radio station; and provides a variety of meeting space used by in excess of 45 community associations and groups. The centre is a thriving hub from within which we deliver a combination of work streams & projects wholly funded and run by the Trust. The users of our services are of all ages, are both male and female, of all backgrounds and all have a need to use the range of services we offer.

By the end of this year, the Sunlight Centre is fully operational and is open to the public as usual. New services have also been introduced and implemented which increase the organisation's ability to tackle social isolation.

Although, this period saw the departure of the Recording Studio Manager, a long-standing member of staff, the Radio Station and Recording Studio remained operational during this period. Commissioned services also continued to be delivered.

Sunlight carries out a wide range of activities in pursuance of its charitable aims. In particular, our aims have been to enable individuals and community groups to access a wide and diverse range of programmes; providing accessible, inclusive and meaningful local opportunities; tackling social isolation and building social capital; promoting wellbeing, facilitating access to employment, supporting community led action and change, tackling social injustice and facilitating independence.

## **The History of Sunlight**

The 'Kent Today' newspaper reported on 4 March 1996 'Ray of Sunlight to shine on community'. The old Sunlight laundry in Richmond Road, Gillingham is taking on a new lease of life as The Sunlight Centre'. The outgoing Gillingham Borough Council invested £200,000 to purchase the old building which had stood empty for two years. Council leader Bob Sayer said: 'Apart from the range and breadth of facilities that will be available, the Sunlight Centre will be a one-of-a kind self-sustaining partnership between local people,

community groups, businesses and Gillingham council". An open day was held on March 20, 1996, and the two most popular needs identified were a local GP surgery and a pharmacy.

A new building was developed out of the shell of the former laundry through the investment of lottery funding and the then CVS – Council for Voluntary services- helped to get the Sunlight Development Trust charity off the ground.

### **Extracts from the History of the Sunlight Centre first published in 2005**

#### **The Sunlight Centre (leading to Letsbe Avenue) by George Gilbert**

Richmond Road is just a road  
It has no claim to fame,  
But something's going on down there  
That could change it's name  
To Letsbe a-ven-ue.  
Walk into the Sunlight Centre and  
Letsbe a-ven-ue

Many things will be going on,  
Some you'd like to do  
Or, the something going on could in fact be you.  
You are a keen gardener, love to talk of kids,  
Making model spaceships or toboggan skids. Ooh!  
Music, song or story, what you did in France.  
How to pickle walnuts, maybe learn to dance.  
Lots of serendipity ooh! Yes, it could be you!

If like the Wise Men you have gifts  
Then Letsbe a-venue  
It was the old Star Laundry where  
They washed tons of clothes,  
Steaming machines went Bonk! Click! Clack!  
You hoped you'd get your own smalls back.  
Ladies ironing in long rows.

Now it launders good ideas  
boredom washed clean away

Walk into the Sunlight Centre,  
It could make your day.  
Then Letsbe a ven-ue. Letsbe a-ven-ue  
Walk into the Sunlight Centre and Letsbe a ven-ue  
Then Letsbe a-ven-ue!

#### **Local Media**

#### **Interview with Serpentina, 2010**

Her community recycling and art group Full Circle was awarded some Arts Council funding which would have been difficult to gain without the momentum in the Sunlight Centre.

*"It's good for the Centre because using recyclable materials we're going to build a Christmas tree with local artists and school children, and we are displaying stars. It's all been a really positive experience. If it wasn't for the Sunlight Centre I don't think it would have happened, because we wouldn't have had a space to meet and gain the enthusiasm at the beginning of the project.*

*The café is wonderful, the staff and volunteers are wonderful, and the food is great. The surgery is friendly. You come down here if you want to go and see your doctor, or a coffee or lunch or a meeting. I come here once a month for Medway Friends of the Earth meetings. You can meet lots of like-minded people here...I get information here for my messenger column, as a Gillingham correspondent for the Medway Messenger.*

*It's quite important to be, you know, at the grass roots level, which is exactly what the Sunlight Centre is. I was interviewed by the BBC, they asked me if I knew the Sunlight Centre, 'Of course!', I said, and mentioned our meetings with Full Circle, and they said they had never experienced a community feeling like it. 'When you walk in the door, there are people in the café,' they said, 'using the computer, talking to the doctors' receptionists, or the Trust receptionist, and all around you get this feeling of a vibrant community, and it's wonderful.'*

### **What Public Benefit has been delivered over 20 Years?**

- Provision of GP surgery and on site Pharmacy
- Health and Lifestyle team (HALT)
- Parentis – peer led parenting support  
[THE PARENTIS EXTERNAL EVALUATION REPORT 2008.pdf \(sunlighttrust.org.uk\)](https://www.sunlighttrust.org.uk/wp-content/uploads/2008/01/Parentis-External-Evaluation-Report-2008.pdf)
- Alzheimer and Dementia Family Support
- Alzheimer Advisor pilot
- Home to Chinese Elderly Welfare Association
- Home to Medway African Caribbean Association
- Home to Bridge Baptist Church
- Home to Gillinghams One Stop Shop (a service providing support and information to people experiencing domestic abuse/violence)
- Supporting Shout Out – self advocacy group for AWLD to set up and run
- Support 50+ group, High Hope, Harmony Jam to develop into self-sustaining community groups
- KCF – grants for delivering elderly and isolated services, developed dementia café
- Volunteer led Community Café
- Community Radio – offering opportunities to people who might normally not be able to access radio (ie AWLD, older people)
- KCF - Community composting for vulnerable adults
- Live well Kent Shaw Trust courses
- Kent Bright Ideas/Porchlight grant – reducing mental health stigma
- Suicide prevention innovation fund - Smart skills – helping digitally marginalised people use digital media effectively and safely
- Otway Street Garden
- Delivered – Future Job fund over 30 people helped back into employment
- Kickstart – 2 trainees
- 1 x KCC apprenticeship
- Worked with Rochester Prison, young offenders offering work placements to prisoners due for release.
- Access to free wi-fi and laptops in café
- Worked with Kent Police hosting Community & Diversity placements for trainee Police Officers

## Overview of activity

From a service development and delivery point of view, the Trust had a good year with the return of the dementia support café and the re-opening of Café Sunlight as a Community Café. New services were also commissioned through a strategic partnership with the Shaw Trust under the banner of Live Well Kent and Medway. Despite a difficult year financially (deficit for year) the Trust has still been able to deliver a number of services.

## Medway Men in Sheds

A service commissioned by Medway Council offers opportunities for men over 25 and not in employment and retirees, helping maintain cognition, dexterity, and mental wellbeing.

Men in Sheds sessions offer

- woodwork
- music
- health
- community gardening
- computer coding
- general repairs

*"I look forward to going to Men in Sheds at the Sunlight Centre in Gillingham, it's a reason to get up, wash and shave. Many see Men in Sheds as a focal point for their lives as there is comradeship and a feeling of belonging. Several guys enjoy coming as they do not feel out of place with their neurological disorders or phobias. Even my own disability is accepted and never remarked upon"* RS Men in Sheds beneficiary

## Community Gardens

The Trust is proud of its community gardening offer. The benefits of gardening and access to green spaces include:

- stress relief
- grounding and strengthening connections
- staying present
- sense of purpose
- dexterity and cognition
- reducing the risk of Alzheimer's and Dementia. (source; lifestyle factors and risk of Dementia: Dubbo study of the elderly <https://pubmed.ncbi.nlm.nih.gov/16411871/>)

Our community gardens are:

**High Hopes garden** to the rear of the Sunlight Centre which backs onto the former spur of the railway line which used to serve the old Dockyard. This enables community access to and engagement in green space activities including growing and harvesting fruit and vegetables. The Trusts regular gardening group comprises of members of the local community including adults with learning disabilities, people living with mental health challenges and people experiencing social isolation.

**Otway Street garden** the Trust leases the former play area located three streets away from the Sunlight Centre from Medway Council. This has become a well established and vibrant community garden and is part of our Medway Men in Sheds offer. We work in partnership with other organisations including Interventions Alliance, the Probation Service and local Faith groups to improve people's mental health and sense of community.

- Kent Community Foundation are funding Home & Community Composting courses for vulnerable adults.
- Live Well Kent and Medway fund "Growing vegetables in pots" programmes.

Malcolm the Trust's Garden co-ordinator facilitates all the services and is qualified in permaculture and habitat management. Malcolm was invited to join the community camp at the Eden Project and the Trust is now a member of the Eden Project Communities Programme.

### **Wellbeing Café**

A service commissioned by Kent & Medway CCG to improve mental well being within the local community and help prevent repeat attendance at A&E by people with mental health challenges.

Wellbeing Café moved to four evenings a week in response to service user feedback and introduced themes to their sessions.

Numbers attending all services has increased which is a result of both our social media activity but also the continued need for our services as we come out the other side of the Pandemic.

*"I really appreciate the support I get at the Wellbeing Café. I can get very lonely, I get a real lift, we have a laugh and I have got lots of helpful tips, ideas for things like art projects and healthy eating recipes. If I have any worries or need help finding out about things, they are there to help, I really am so grateful"* JB wbc beneficiary

The agreed strategy is to maximise the impact of current services and to consider service development opportunities. It has also been to focus on new ways of working to meet the needs of beneficiaries and to extend the reach of the service further.

### **Café Sunlight**

In September 2021 a volunteer co-ordinator was appointed, funded by Awards for All to re-open Café Sunlight as a service offering volunteering opportunities to local residents, including those normally excluded from mainstream opportunities. This is a different approach to running the Café through a CIC. But this approach allows beneficiaries to develop work related skills, improve their self-esteem and become more socially confident. The Café also offers drop-in craft sessions including Knit "n" Natter.

The Trust would welcome funding opportunities to build on the cafe's success and its future.

*"I have enjoyed my volunteering work; it has showed me how much working as a team has affected me. Working at Sunlight has helped with my confidence, it feels like a family. It helped me so much that I have made friends. It's a safe and friendly environment."* Café volunteer

### **The Dementia Support Café**

Launched in October 2021, the service is currently funded by Kent Community Foundation. This is a volunteer led service allowing those with dementia and their carers to meet in an informal setting to discuss issues of concern to them. Other activities are also undertaken in this setting, with one of the favourites being a weekly singalong.

### **Radio station**

Trust has its own community radio station, Radio Sunlight, run entirely by volunteers. The station gives local people of all abilities the opportunity to create and present radio shows that reflect their lived experience, address their issues and share the music they love. The station gives them a voice they might not otherwise have, a sense of purpose and a therapeutic creative outlet. The station is situated in the community café, and there is a monitor that live-streams video of the shows being recorded, bringing the experience even closer to the community.

## **Recording Studio**

Sunlight Centre also has a fully equipped soundproofed studio/rehearsal space which can be hired by the hour. Local bands and community groups such as Harmony Jam, Music 4 Wellbeing and Paramount utilise the space to give community members the opportunity to improve their self-esteem, increase their motivation and express their emotions through the power of music.

## **Strategies for achieving objectives**

1. To assist in the reduction of long-standing health and social inequality by developing and delivering services which are creative and of high quality.
2. Ensure the Trust is financially sustainable for 2022/23 and beyond, regardless of in year movement resulting from changes to earned income levels, contracts, or grants
3. Continue to deliver local social impact through the management of the building, delivery of the community café, and developing and enabling the active participation and involvement of communities in the work of the organisation.
4. Ensure the Trust has a positive reputation, and is identified as a robust, reliable, high quality provider organisation within the local economy.
5. To assist people experiencing multiple disadvantages in Gillingham to get the right support to help them with their health and wellbeing, education, and employment.
6. Continue to develop the business readiness of the organisation and secure new business opportunities, in line with the charity's primary purpose
7. Ensure Trust governance arrangements are robust, and the organisation complies with statutory responsibilities and strong and effective management is in place.
8. Continue to provide a range of high-quality community projects in line with the primary purpose of the charity.

## **Activities for achieving objectives**

In line with the strategic priorities of the Trust and associated business plan, in year activity of the Board and management executive has been focused on the following.

Monthly management meetings between the Trust Chair and CEO; regular organisational development sessions with Trustees and staff to support governance; review the Trust's strategic aims and business plan, monitor progress, manage risk and succession planning; and recruitment of new Trustees. Trust staff training relating to key responsibilities and staffing matters such as employment law, health, and safety, first aid, fire and food hygiene is undertaken online through the Ellis Whittam training portal. Additional external training is taken up for service specific requirements.

Regular reviews of the Trust's budget and strategies for managing negative movement in year by the CEO; Finance Manager, Company Secretary and Trustee Board. Strategic and operational management of property matters including income from leases and service charges, a rent review by the local authority, and income earned through room rental, rehearsal space and other services.

Management of the day-to-day relations with tenants, licensees, building users and community members; provision of affordable meeting space for community groups and local services six days a week, improvement to and refurbishment of internal and external facilities, as necessary and when possible.

To keep the Sunlight building available, accessible, and safe for the use of local people and others within the Medway community. Working closely with Medway Council to achieve an affordable rent and longevity of lease.

To improve life skills and life chances by enabling a range of social, welfare, educational, training, development, and health activities to take place at the Centre which responds to the needs of local people by ensuring targeted marketing and advertising. This will continue into and through 2022/23 with training being focussed on beneficiaries attending the Men in Sheds and the Wellbeing Café schemes.

Delivery of services funded through contracts along with the required outcomes and active participation in local and national strategic initiatives associated with themes of interest to the Trust, such as equality; wellbeing; loneliness and social isolation.

Delivery of community focused activities whether funded directly by the Trust, through individual user payments, grants, donations, or other forms of fundraising.

The Trust has also invested in social media activity by appointing to the permanent post of social media Officer. Our increased level of social media activity through platforms such as Facebook, Instagram, LinkedIn and Twitter provide opportunities for the Trust to reach and influence more people both from the local area and further afield. The aim of our social media activity for the coming year is to increase the reach of the organisation and to help promote other local initiatives and campaigns through our social media networks.

### **Contracts, grants, and community development activity**

Both the Medway Men in Sheds service and the Well Being Café Service have had their contracts extended. This will enable Commissioners to establish the next tendering process for both services and to define their commissioning intentions

Sunlight Studio continues to provide studio rehearsal space and sound engineering services to local musicians and community members with facilities open six days a week. The Studio also provides technical support to community music initiatives and works jointly with Radio Sunlight to promote community engagement and participation in events, music, and broadcasting. The recording studio has continued to provide weekly rehearsal space and general support to Harmony Jam, a community group that utilises music as a creative outlet and therapeutic medium primarily for people with lived experience of mental health issues. Although the Studio Manager has moved on this service continues by renting out the space provided by the Studio and by allowing external engineers to book the whole of the studio including the IT resources provided within it.

Engagement with and participation by the local community in the life of the Trust is a continuous and ongoing process. The Trust supports community members and groups to operate alongside the organisation whilst retaining their independence, and volunteers continue to make a substantial contribution. The Trust has continued to support community associations and groups such as Harmony Jam, High Hopes Gardening Group with organisational development and applications for grant funding.

### **Rent review**

The Trust have agreed in principle, a new ten-year lease with Medway Council for the centre. This will enable the Trust to renew the sub-lease with NHS Property Services for the GP surgery and negotiate a lease with Lawsat t/a Sunlight Pharmacy.

This will offer the Trust, security of tenure which will also mean it is in a better position to explore longer term work, contracts, and services. The lease does include bi-annual rent reviews and means the Trust will have to factor in possible rent increases over the life of the lease.

## **IT Infra-structure**

Further investment in the IT Infrastructure has taken place to ensure it remains fit for purpose. A slow process of renewing older equipment, including that used in the Radio Station is underway and will continue, funding dependent. The Trust remains GDPR, NHS Data and Local Authority compliant with its IT data management.

## **Achievements and performance**

### **a. Going concern**

Like many community organisations, SDT has been impacted by the COVID-19 pandemic and the tough economic climate. Through the years the charity has managed its cashflow and costs proactively and effectively. Cashflow projections for 2022/3 and beyond, remain positive.

The renewal of the Head Lease with the local authority offers opportunities to negotiate sustainable sub-leases with tenants as well as giving rise to further funding opportunities and has already had positive discussions with potential donors and funders. The charity is also in the process of recruiting for a new fundraising role.

In this context and after making appropriate, in year, cost savings, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason, the trustees have continued to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

### **b. Review of activities**

- i. The Board actively oversees financial resources and risk tolerances with the management executive. Services provided under contract are subject to formal contract monitoring arrangements, which includes the regular reporting and review of Key Performance Indicators and Outcomes achieved to commissioners. Quarterly and annual reports, which use the required methodology for data collection and analysis, are produced for this purpose.
- ii. Comments, complaints, and compliments from community members using the centre facilities or services provided are recorded and dealt with in line with Trust policy. Where possible concerns or complaints are addressed and resolved through discussion or escalated through the organisation and reviewed by the Board, as necessary and appropriate.
- iii. During 2021/22 the process of reviewing organisational policy and procedures continued in liaison with the externally commissioned employment advisory service resulting in a revised staffing handbook. An internal review of other policies and procedures resulting in several changes to practice and an update of existing policies. New policies were also developed and ratified.
- iv. Activities and services delivered by the Trust seek feedback from participants in a variety of formal and informal ways. Surveys, questionnaires, verbal and written feedback and group reflections are used. Feedback including comments, complaints and compliments is reviewed by the management executive and reported as part of contract or grant monitoring, and in reports as necessary for Board meetings.

### **c. Factors relevant to achieving objectives**

The overriding aim of the organisation is to reduce health and social inequality through community development and, in line with the organisational ethos, involve the community in the design, operation and delivery of activities and services delivered. The National Occupational Standards for Community Development work and related practice protocols are used to inform relevant areas of practice and delivery in line with this.

### **Financial review**

#### **a. Reserve's policy**

The organisation aims to build effective levels of reserves in line with this policy over the next five years, but it is recognised that this is a challenging objective. The policy is aiming for three months in reserve.

#### **b. Deficit**

The Trust is showing a deficit on reserves of £23,608 as at 31<sup>st</sup> March 2022. After a full review of the financial position the Board and Senior Management Team are making substantial cost savings, which is felt will addresses the deficit, within 2022/23 financial year. We are pleased that these cost savings will not affect front line service delivery. The Trust's current creditors are not required to be repaid within the next twelve months. Additional funding has also been secured and further funding applications are being made. The Trust has a positive cashflow and budget forecast and are in the process of securing a viable ten-year lease (with a break clause), with supporting five-year sub-leases along with further room licencing and leasing opportunities. Work continues to ensure that best value is obtained for all utilities and building contracts.

#### **c. Principal funding**

The principal funding sources are income earned through leases and premises rental, delivery of services, contracts and grants, and fundraising activities. New funding streams continue to need to be identified and explored

### **Plans**

- i. The Trust will strive to deliver innovative and inclusive services in line with the primary purpose of the charity, its strategic priorities, community aspirations and the requirements of public service commissioning. This will include developing and delivering schemes focused on health and wellbeing, equality, mental health, social isolation, loneliness and the alleviation of poverty and hardship. The Trust will endeavour to do this in partnership with local people, community organisations and commissioners. These activities enable the Trust to work in a meaningful and preventative way in relation to the health and wellbeing of local people whilst maximising the potential of facilities on the Sunlight site.
- ii. The Trust will continue to respond to opportunities for the delivery of local services and forecast growth in the social enterprise sector. The management team will involve staff, trustees, and community groups in assessing and leading local responses to the opportunities that arise. The Trust will continue to actively explore and develop sector level partnerships in support of this agenda and seek opportunities for collaborative working and diversifying funding streams.
- iii. The Trust will continue to engage in an intentional manner with the community, strategic partners, local MPs, and decision makers, creating and identifying opportunities to support community empowerment and community led action.

- iv. Negotiate in relation to the lease. Investment readiness and asset transfer will be driven forward, with a long-term aim of acquiring the freehold of the Sunlight Centre and local green space for the benefit of the community.
- v. The Trust has updated its business plan to incorporate its fundraising strategy and pay attention to grant income. Applications to grant making bodies will be developed to work on several schemes which it is hoped will lead to long-term, gainful employment and better employment opportunities for our beneficiaries.
- vi. Continue to apply for grants and tender for services which are compatible with its aims, to draw funds into the local economy and increase local social capital.
- vii. Continue to engage in an intentional manner with the community, strategic partners, local MPs, Councillors, and decision makers, creating and identifying opportunities to support community empowerment and community-led action.
- viii. Further development and improvement of the business readiness of the Trust will continue, including a review of the assets and information technology available to the Trust.
- ix. Continue to investigate opportunities for closer working with likeminded organisations which brings mutual benefit to all parties and an enhanced service to the end user.

### **Trustees' responsibilities statement**

The Trustees (who are also directors of Sunlight Development Trust Limited for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charities SORP.
- make judgments and accounting estimates that are reasonable and prudent.
- prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

In preparing this report, the Trustees have taken advantage of the small company's exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 5 December 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Adam Price'.

**Adam Price**  
**Chair**  
**Sunlight Development Trust**

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Independent examiner's report**  
**For the year ended 31 March 2022**

**Independent examiner's report to the Trustees of Sunlight Development Trust Ltd ('the Charity')**

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

**Responsibilities and basis of report**

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters, other than those fully detailed below, have come to my attention in connection with the examination giving me reasonable cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Independent examiner's report (continued)**  
**For the year ended 31 March 2022**

**Qualification of Independent Examiners report**

I draw attention to note 2.2 to the financial statements which details the reasons for which I am issuing a qualified Independent Examiners report. This note describes the uncertainty related to the Charity's ability to continue as a going concern.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



Signed:

Dated: 5 December 2022

S Robinson BA FCA FCIE DChA MCMI

**Kreston Reeves LLP**  
Chartered Accountants  
Montague Place  
Quayside  
Chatham Maritime  
Chatham  
Kent  
ME4 4QU

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Statement of financial activities (incorporating income and expenditure account)**  
**For the year ended 31 March 2022**

	<b>Note</b>	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
<b>Income from:</b>					
Donations and legacies	3	38,883	159,257	198,140	245,705
Other trading activities	4	-	9,763	9,763	-
Investments	5	-	221,910	221,910	196,968
Other income	6	-	6,192	6,192	18,801
<b>Total income</b>		<b>38,883</b>	<b>397,122</b>	<b>436,005</b>	<b>461,474</b>
<b>Expenditure on:</b>					
Raising funds		-	3,780	3,780	-
Charitable activities	7	38,815	410,197	449,012	393,661
<b>Total expenditure</b>		<b>38,815</b>	<b>413,977</b>	<b>452,792</b>	<b>393,661</b>
<b>Net movement in funds</b>		<b>68</b>	<b>(16,855)</b>	<b>(16,787)</b>	<b>67,813</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		-	(6,753)	(6,753)	(74,566)
Net movement in funds		68	(16,855)	(16,787)	67,813
<b>Total funds carried forward</b>		<b>68</b>	<b>(23,608)</b>	<b>(23,540)</b>	<b>(6,753)</b>

The notes on pages 19 to 33 form part of these financial statements.

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**  
**Registered number: 05692427**

**Balance sheet**  
**As at 31 March 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	11	1,375	845
Investments		-	1
		<u>1,375</u>	<u>846</u>
<b>Current assets</b>			
Debtors	12	20,745	14,732
Cash at bank and in hand		32,065	90,535
		<u>52,810</u>	<u>105,267</u>
Creditors: amounts falling due within one year	13	(60,338)	(110,779)
<b>Net current liabilities</b>		<u>(7,528)</u>	<u>(5,512)</u>
Creditors: amounts falling due after more than one year	14	(17,387)	(2,087)
<b>Total net assets</b>		<u>(23,540)</u>	<u>(6,753)</u>
<b>Charity funds</b>			
Restricted funds	15	68	-
Unrestricted funds	15	(23,608)	(6,753)
<b>Total funds</b>		<u>(23,540)</u>	<u>(6,753)</u>

The Charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



**A Price**  
Chair

Date: 5 December 2022

The notes on pages 19 to 33 form part of these financial statements.

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**1. General information**

Sunlight Development Trust Ltd is a company limited by guarantee with the Charity registration number 1126266 and the company registration number 05692427. The address of the registered office is The Sunlight Centre, 105 Richmond Road, Gillingham, Kent, ME7 1LX. The main objectives of the Charity are as detailed within the Trustees' report.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sunlight Development Trust Ltd meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Going concern**

Notwithstanding the net liabilities at the balance sheet date of £23,540 the accounts have been prepared on a going concern basis. The justification of this treatment is as follows:

The principal risk facing the Charitable Company is its ability to generate sufficient income to cover expenditure incurred in fulfilling the objectives of the Charitable Company. New funding has been secured and additional grant applications have been made.

The Trustees continue to implement a series of cost reduction and income generation measures. Activities have been rationalised.

If the going concern basis were not appropriate, adjustments would have to be made to reduce the value of assets to their recoverable amounts, to provide for any further liabilities that might arise and to reclassify fixed assets as current assets and long term liabilities as current liabilities.

**2.3 Income**

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**2. Accounting policies (continued)**

**2.4 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Charity to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Long-term leasehold property	- over the course of the lease
Other fixed assets	- 12.5-25% straight line

**2.6 Investments**

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Statement of financial activities.

Investments in subsidiaries are valued at cost less provision for impairment.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**2. Accounting policies (continued)**

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

**2.10 Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.11 Operating leases**

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

**2.12 Pensions**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

**2.13 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**3. Income from donations and legacies**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Donations	-	3,034	<b>3,034</b>	318
Grants	38,883	141,783	<b>180,666</b>	236,151
Other income	-	14,440	<b>14,440</b>	9,236
	<u>38,883</u>	<u>159,257</u>	<u><b>198,140</b></u>	<u>245,705</u>
Total 2021	<u>79,250</u>	<u>166,455</u>	<u>245,705</u>	

**4. Income from other trading activities**

**Income from fundraising events**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Fundraising income	<u>1,221</u>	<u><b>1,221</b></u>	<u>-</u>

**Income from non charitable trading activities**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Cafe Counter Sales	<u>8,542</u>	<u><b>8,542</b></u>	<u>-</u>

**5. Investment income**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Rent, service charge and room hire income	<u>221,910</u>	<u><b>221,910</b></u>	<u>196,968</u>
Total 2021	<u>196,968</u>	<u>196,968</u>	

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**6. Other incoming resources**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Furlough income	1,422	<b>1,422</b>	18,801
Kickstart income from DWP	4,770	<b>4,770</b>	-
	<u>6,192</u>	<u><b>6,192</b></u>	<u>18,801</u>
Total 2021	<u>18,801</u>	<u>18,801</u>	

**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Restricted funds 2022 £</b>	<b>Unrestricted funds 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Charitable activities	38,815	410,197	<b>449,012</b>	393,661
Total 2021	<u>79,123</u>	<u>314,538</u>	<u>393,661</u>	

**8. Analysis of expenditure by activities**

	<b>Direct costs 2022 £</b>	<b>Support costs 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Charitable activities	334,257	114,755	<b>449,012</b>	393,661
Total 2021	<u>297,066</u>	<u>96,595</u>	<u>393,661</u>	

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**8. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Staff costs	<b>267,729</b>	246,121
Insurances	<b>6,541</b>	5,849
Premises expenditure	<b>37,687</b>	27,640
Light, heat and power	<b>14,720</b>	11,772
Volunteer expenses	<b>700</b>	-
Subscriptions	<b>2,902</b>	2,639
Bank charges	<b>260</b>	531
Fundraising expenses	<b>3,180</b>	1,000
Travel and subsistence	<b>538</b>	1,514
	<b>334,257</b>	297,066

**Analysis of support costs**

	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Depreciation	<b>937</b>	570
General office expenses	<b>39,784</b>	30,679
Training	<b>3,112</b>	1,938
IT costs	<b>6,928</b>	20,135
Bad debts	<b>570</b>	174
Printing and stationery	<b>10,312</b>	550
Telephone and fax	<b>5,864</b>	7,419
Project rent	<b>35,221</b>	20,287
Events	<b>153</b>	-
Accountancy fees	<b>3,825</b>	2,700
Independent examiner's remuneration	<b>1,016</b>	3,678
Professional and consultancy fees	<b>7,033</b>	8,465
	<b>114,755</b>	96,595

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**9. Staff costs**

	<b>2022</b> £	2021 £
Wages and salaries	<b>246,669</b>	227,506
Social security costs	<b>14,594</b>	12,795
Other pension costs	<b>6,466</b>	5,820
	<b>267,729</b>	246,121

The average number of persons employed by the Charity during the year was as follows:

<b>2022</b> <b>No.</b>	2021 No.
<b>13</b>	13

The average headcount expressed as full-time equivalents was:

<b>2022</b> <b>No.</b>	2021 No.
<b>8</b>	7

No employee received remuneration amounting to more than £60,000 in either year.

The total remuneration and benefits received by key management personnel during the financial year amount to £159,719, including employer's national insurance contributions and employer pension contributions (2021: £126,505).

**10. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**11. Tangible fixed assets**

	Long-term leasehold property £	Other fixed assets £	Total £
<b>Cost or valuation</b>			
At 1 April 2021	72,790	107,848	180,638
Additions	-	1,467	1,467
At 31 March 2022	72,790	109,315	182,105
<b>Depreciation</b>			
At 1 April 2021	72,790	107,003	179,793
Charge for the year	-	937	937
At 31 March 2022	72,790	107,940	180,730
<b>Net book value</b>			
At 31 March 2022	-	1,375	1,375
At 31 March 2021	-	845	845

**12. Debtors**

	2022 £	2021 £
<b>Due within one year</b>		
Trade debtors	4,875	8,902
Other debtors	1,513	570
Prepayments and accrued income	14,357	5,260
	20,745	14,732

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**13. Creditors: Amounts falling due within one year**

	<b>2022</b>	2021
	£	£
Other loans	<b>16,000</b>	39,407
Trade creditors	<b>5,864</b>	9,414
Other taxation and social security	<b>5,415</b>	4,821
Pension creditor	<b>1,319</b>	1,122
Other creditors	<b>7,596</b>	22,582
Accruals and deferred income	<b>24,144</b>	33,433
	<b>60,338</b>	110,779

**14. Creditors: Amounts falling due after more than one year**

	<b>2022</b>	2021
	£	£
Other loans	<b>17,387</b>	-
Other creditors	-	2,087
	<b>17,387</b>	2,087

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**15. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>				
General Funds	(6,753)	397,122	(413,977)	(23,608)
<b>Restricted funds</b>				
ABM Champions Funding	-	1,000	(932)	68
Awards for All - Otway Street	-	1,662	(1,662)	-
Awards for All-Covid 19 The Revival Project	-	294	(294)	-
Awards for All - Volunteer-led Community Café	-	9,820	(9,820)	-
CCLORS Fund	-	11,612	(11,612)	-
KCF - Elderly & Vulnerable Theme	-	5,871	(5,871)	-
KCF Elderly & Isolated Dementia Café	-	1,434	(1,434)	-
KCF - Home & Community Composting - Vulnerable Adults	-	2,687	(2,687)	-
KCF Resilience Fund-UpBeat OGA256473	-	88	(88)	-
SPIF-Smart Skills	-	2,615	(2,615)	-
Time to Change	-	1,200	(1,200)	-
Ward Funds - Promotional Leaflet	-	600	(600)	-
	-	38,883	(38,815)	68
<b>Total of funds</b>	<b>(6,753)</b>	<b>436,005</b>	<b>(452,792)</b>	<b>(23,540)</b>

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**15. Statement of funds (continued)**

**Purpose of restricted funds**

**ABM Champions Funding**

The funding has allowed us the opportunity to purchase specialist equipment, tools, hardware and consumables for the Medway Men in Sheds group, which supports local men who are either retired, over 25 not in work to stay well, healthy and socialised. The new equipment has contributed towards new projects for community members.

**Awards for All Otway Street Community Garden**

The Otway Street Garden is a community garden project is a community garden giving local residents experiencing social isolation and who are from disadvantaged backgrounds the opportunity to contribute to the maintenance and development of a Community resource which is of benefit to the local community. It also provides the opportunity for those attending to develop new skills which will help them improve their self-esteem and self-worth. This grant continues to cover the costs of us delivering a service from the Otway Street garden which is aimed at those experiencing mental health issues. The garden was central to the delivery of a week of mental wellbeing activities in May 2021.

**The Awards for All - The Revival Project**

This grant enabled us to continue to operate the studio and radio station during lockdown when no income could be generated and to replace and repair some older equipment for the radio station.

**Awards for All – Volunteer led Community Café**

Our Café is the heart of the Centre. It provides a valuable service to our community, plus volunteering opportunities for local people and catering students from Mid Kent College. The funding allowed us to re-open the Café using a volunteer led model. It has also enabled the Trust to employ a volunteer coordinator and contribute towards the café's running costs.

**Bright Ideas C19 Support fund Power to Change**

The grant covered the additional costs of the new IT System so all staff could work remotely and documents could be shared easily. The network was also refreshed as part of these works to ensure it was fit for purpose as the organisation moved out of lockdown.

**CCLORS-(Coronavirus Community Led Organisations Recovery Scheme)**

The grant enabled us to cover a large proportion of staffing costs which would normally be covered through trading, improvements in our IT Infrastructure and refurbishment and repairs to the Sunlight centre to ensure it remained COVID 19 compliant. It was agreed in May 2021 that this grant could be extended to the end of May 2022 as it had proved difficult to commission some of the refurbishment works. An alternative budget was also agreed enabling more of the costs to be allocated to salaries.

**KCF (Brook Trust) - Employability, Skills and Enterprise Theme**

The KCF Employability Skills grant is to fund delivery of a range of opportunities targeting local men and women facing barriers to employment and multiple disadvantage, aimed at improving their employment skills through volunteering, support sessions and training. This includes volunteering opportunities through the Trust individual support sessions to enable beneficiaries to get on line and engage in employment related activities, and formal and informal learning activities addressing basic entry level training requirements and practical skills for those seeking work. It has been agreed with the funders that this grant could be spent on staff training and development which is due to be completed by the end of June 2021.

**KCF - Elderly & Vulnerable**

The Kent Community Foundation Elderly and Isolated Adults grant is to fund community based crafts, up-cycling, arts and creative workshops delivered with the aim of reducing social isolation, loneliness and improving mental and physical health and improving levels of wellbeing amongst individuals with lived experience of mental ill health, housing issues, homelessness or other vulnerable characteristics. Due to the demographics of the client group this service was postponed until such times as lockdown had come to an end but helps to facilitate services aimed at those with dementia and their carers.

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**15. Statement of funds (continued)**

**KCF – Elderly & Isolated Dementia Café**

This funding has enabled us to re-establish our weekly dementia group for people who either live with or care for someone with dementia. The program offers community-based fun and social activities such as singing, armchair exercises and arts & crafts, with plenty of time for refreshments and a friendly chat with the group. This is an essential part of supporting our members to retain independence for longer.

**KCF – Home & Community Composting – Vulnerable Adults**

Post lockdown, the Trust sought funds to facilitate a series of workshops that would introduce targeted groups such as the deaf community and local community members to the joys of gardening, more importantly growing their own food. Composting workshops were structured into 7 weeks and included introduction to growing foods and the need for composting and explored different types of composting projects such as traditional, cedar wood boxes and worm composting. The grant covered the cost of materials, facilitation, training and volunteer expenses.

**KCF - Resilience Fund Upbeat**

The grant enabled us to continue to operate the Radio Station throughout 2020/21 as it covered most of its operating costs.

**Smart Skills**

The grant was secured through Kent and Medway Suicide Prevention service. The grant facilitated the delivery of an 8 week programme to help those who neither had the resources of the skills to use Smart Phones to their full potential. This was of particular relevance as many services moved on line during lockdown. More funding has been secured.

**Time to Change**

The grant funded a series of engaging wellbeing activities scheduled to coincide with Mental Health Awareness week. The theme was wildlife and the environment, so activities were hosted at our Otway Garden project. Daily sessions included plant pot crafts, mindfulness workshops, moderated art classes, and building bug hotels. Kent Wildlife Trust also gave a presentation about the link between wildlife and wellbeing. All activities were designed to improve mental health, with a focus on developing new skills, enjoying the benefits of being outside, and thinking about wellbeing.

**Ward Funds**

The grant was used to repaint the exterior of the building (The Rotunda) and was carried over from previous years.

**Ward Funds leaflet**

This grant funded a marketing leaflet linked to the re-opening of the Sunlight Centre and the Otway Street Garden Mental Well Being Activities in May 2021.

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**15. Statement of funds (continued)**

**Statement of funds - prior year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>					
General Funds	(75,023)	382,224	(314,538)	584	(6,753)
<b>Restricted funds</b>					
KCF Employability Skills and Enterprise Theme	457	-	(788)	331	-
Awards for All - Otway Street	-	3,286	(3,286)	-	-
Awards for All-Covid 19 The Revival Project	-	9,530	(8,981)	(549)	-
Bright Ideas C19 Support Fund - Power to Change	-	4,836	(4,909)	73	-
CCLORS Fund	-	34,534	(34,534)	-	-
KCF - Elderly & Vulnerable Theme	-	728	(728)	-	-
KCF - Resilience Fund Covid19	-	16,000	(16,461)	461	-
KCF Resilience Fund-UpBeat	-	4,412	(4,412)	-	-
SPIF-Smart Skills	-	3,336	(3,336)	-	-
Ward Funds for Greenhouse Otway St	-	900	-	(900)	-
Ward Improvement Fund	-	1,688	(1,688)	-	-
	457	79,250	(79,123)	(584)	-
<b>Total of funds</b>	(74,566)	461,474	(393,661)	-	(6,753)

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**16. Summary of funds**

**Summary of funds - current year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Balance at 31 March 2022 £
General funds	(6,753)	397,122	(413,977)	(23,608)
Restricted funds	-	38,883	(38,815)	68
	<u>(6,753)</u>	<u>436,005</u>	<u>(452,792)</u>	<u>(23,540)</u>

**Summary of funds - prior year**

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
General funds	(75,023)	382,224	(314,538)	584	(6,753)
Restricted funds	457	79,250	(79,123)	(584)	-
	<u>(74,566)</u>	<u>461,474</u>	<u>(393,661)</u>	<u>-</u>	<u>(6,753)</u>

**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	1,375	1,375
Current assets	68	52,742	52,810
Creditors due within one year	-	(60,338)	(60,338)
Creditors due in more than one year	-	(17,387)	(17,387)
<b>Total</b>	<u>68</u>	<u>(23,608)</u>	<u>(23,540)</u>

**Sunlight Development Trust Ltd**  
**(A company limited by guarantee)**

**Notes to the financial statements**  
**For the year ended 31 March 2022**

**17. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	Unrestricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	845	845
Fixed asset investments	1	1
Current assets	105,267	105,267
Creditors due within one year	(110,779)	(110,779)
Creditors due in more than one year	(2,087)	(2,087)
<b>Total</b>	<b>(6,753)</b>	<b>(6,753)</b>

**18. Pension commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £6,466 (2021: £5,820). Contributions totalling £1,319 (2021: £1,112) were payable to the fund at the balance sheet date and are included in creditors.

**19. Operating lease commitments**

At 31 March 2022 the Charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	<b>2022</b> £	2021 £
Not later than 1 year	<b>13,499</b>	19,444
Later than 1 year and not later than 5 years	<b>600</b>	13,349
	<b>14,099</b>	32,793

**20. Related party transactions**

The Charity has not entered into any related party transactions in this year or the prior year.