

# **Shine (West Bowling)**

Charity number 1153518

## **Annual Report and Financial Statements for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Shine (West Bowling)**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# **Shine (West Bowling)**

## **Trustees' report for the year ended 31 March 2021**

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

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

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Luke Owens	Chair	Resigned 16 June 2021
Samantha Corderoy		Appointed 16 June 2021
Shaeron Caton-Rose	Secretary	
Rev James Hinton		
Ian Thorpe		
Peter Stewart	Treasurer	Resigned 20 September 2021
Linda Baines	Safeguarding Officer	
Helen Loughlin		

<b>Charity number</b>	1153518	Registered in England and Wales
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### **Registered and principal address**

48 Newton Street  
Bradford  
BD4 7BH

### **Bankers**

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

### **Independent examiner**

Stephen Procter

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

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

### **Method of recruitment and appointment of trustees**

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

# **Shine (West Bowling)**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Objectives and activities**

#### **The charity's objects**

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

#### **The charity's main activities**

Shine delivers a range of community services to bring renewal to one of the UK's most deprived communities. These include Pop Up Pantries, budgeting help, Job Clubs, cookery courses, a Children's Clothes Bank, English classes, asylum and refugee support, care for the homeless, exercise classes, parenting support, wellbeing groups and counselling. It manages a large green space for community use, is a Hate Crime Centre and partners with Bradford District Credit Union.

#### **Public benefit statement**

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

#### **Achievements and performance**

Throughout the Covid Pandemic Shine remained open five (sometimes six) days per week to provide support to our community. We delivered 1,000 food boxes and cooked 4,000 meals as part of this. Alongside boxes of food we also provided equipment and planned resources for children, encouraging education and physical health. All regular attendees of Shine were telephoned weekly and creative resources, or English homework were delivered. We provided a Christmas meal, treats and activities for 30 families.

Trustees and staff worked in accordance with government guidelines and risk assessments, and also ensured key messages were delivered to the community through social media. The Facebook page was recognised as a good example of messaging and ideas throughout lockdown.

When able, face to face meetings took place for support of those felt most vulnerable due to their economic circumstances or mental wellbeing. When guidelines allowed, we reopened small groups for those who had been isolated or very anxious concentrating on mental wellbeing. Due to increased funding obtained during the pandemic we were able to employ a sessional counsellor and increase our offer to those struggling with mental health issues, including a support group for men.

A Pop Up Pantry started in September 2020, providing low cost healthy, staple food for individuals or families, with a provision on also saving through Bradford District Credit Union. This was a pilot with InnChurches and has now become a FoodSaver Network; we spoke about this at a Feeding Britain event. Two Pantries now operate each week.

Better Place developed a new path and steps with nature area at the East end of the churchyard. The churchyard has been well maintained and has provided a welcome refuge for many in the community.

We began a PrimeTime Leadership Programme for young people and took part in an integration project for women.

An evaluation of Shine was undertaken by Dr Anni Raw.

The Trustees met four times during the year.

## **Shine (West Bowling)**

### **Trustees' report (continued) for the year ended 31 March 2021**

#### **Financial review**

The net income for the year was £11,233, including net income of £28,025 on unrestricted funds and net expenditure of £16,792 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £121,137.

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

Current reserves are slightly above policy but some will be used in the coming year for additional renovation work and project support.

Signed on behalf of the board of trustees on 11/11/2021

Ian Thorpe (Trustee)

## **Shine (West Bowling)**

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

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2021, which are set out on pages 6 to 11.

#### **Responsibilities and basis of report**

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

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

#### **Independent examiner's statement**

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

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

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

Stephen Procter

07/12/2021

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

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Shine (West Bowling)

## Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	39,262	181,867	221,129	173,974
Fees and charges		15,734	-	15,734	2,400
Pop up pantry		1,997	-	1,997	-
Other income		199	-	199	155
<b>Total income</b>		<u>57,192</u>	<u>181,867</u>	<u>239,059</u>	<u>176,529</u>
<b>Expenditure on:</b>					
Salaries, NIC and pensions	(3)	363	104,338	104,701	99,748
Business development		-	11,844	11,844	6,640
Sessional workers		1,643	11,019	12,662	15,719
Activity resources and equipment		21,834	12,144	33,978	15,200
Rent and utilities		35	19,707	19,742	11,916
Recruitment		-	-	-	1,074
Volunteer expenses		578	1,266	1,844	1,811
IT support and equipment		-	2,360	2,360	297
Administration		35	3,250	3,285	2,475
Legal and professional fees		299	338	637	35
Insurance		-	738	738	732
Independent examination		240	840	1,080	840
Eden Project funds to St. Stephen's		-	20,815	20,815	-
Office renovations		4,140	10,000	14,140	-
<b>Total expenditure</b>		<u>29,167</u>	<u>198,659</u>	<u>227,826</u>	<u>156,487</u>
<b>Net income / (expenditure)</b>		<u>28,025</u>	<u>(16,792)</u>	<u>11,233</u>	<u>20,042</u>
<b>Fund balances brought forward</b>		<u>93,112</u>	<u>85,090</u>	<u>178,202</u>	<u>158,160</u>
<b>Fund balances carried forward</b>	(4)	<u>121,137</u>	<u>68,298</u>	<u>189,435</u>	<u>178,202</u>

All incoming resources and resources expended derive from continuing activities.

# Shine (West Bowling)

## Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Cash at bank and in hand	(5) 141,827	69,138	210,965	179,042
<b>Total current assets</b>	<u>141,827</u>	<u>69,138</u>	<u>210,965</u>	<u>179,042</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 20,690	840	21,530	840
<b>Total current liabilities</b>	<u>20,690</u>	<u>840</u>	<u>21,530</u>	<u>840</u>
<b>Net current assets</b>	<u>121,137</u>	<u>68,298</u>	<u>189,435</u>	<u>178,202</u>
<b>Total assets less current liabilities</b>	<u>121,137</u>	<u>68,298</u>	<u>189,435</u>	<u>178,202</u>
<b>Net assets</b>	<u>121,137</u>	<u>68,298</u>	<u>189,435</u>	<u>178,202</u>
<b>Funds</b>				
Unrestricted funds	121,137	-	121,137	93,112
Restricted funds	-	68,298	68,298	85,090
<b>Total funds</b>	<u>121,137</u>	<u>68,298</u>	<u>189,435</u>	<u>178,202</u>

The financial statements were approved by the board of trustees on 11/11/2021

Ian Thorpe (Trustee)



# **Shine (West Bowling)**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

##### **Basis of accounting**

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

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

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

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

##### **Going concern**

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

##### **Incoming resources**

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

##### **Grants and donations**

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

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

##### **Expenditure and liabilities**

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

##### **Taxation**

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

##### **Pensions**

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

##### **Fund accounting**

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

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

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

# Shine (West Bowling)

## Notes to the accounts continued

### for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Bradford City Challenge	4,000	-	4,000	7,000
Bradford Council - Words	-	-	-	4,900
CAF - Martyn Lewis	5,000	-	5,000	-
Liz and Terry Bramhall	-	10,000	10,000	20,000
Lottery Community Fund	-	52,916	52,916	50,200
The Message Trust	-	8,001	8,001	19,483
The 29th May 1961	-	-	-	3,000
Henry Smith Charity	-	50,000	50,000	50,000
Sir Ken and Lady Morrison	-	10,000	10,000	-
LCF - Bradford Youth Fund	-	3,530	3,530	-
LCF - Tackling Food Poverty	-	6,520	6,520	-
LCF - Healthy Holidays	11,000	-	11,000	-
Henry Smith Charity - COVID	-	40,900	40,900	-
Other small grants	502	-	502	3,306
St Stephens and other donations	18,760	-	18,760	16,085
	<u>39,262</u>	<u>181,867</u>	<u>221,129</u>	<u>173,974</u>

3 Staff costs and numbers	2021 £	2020 £
Gross salaries	95,685	90,623
Social security costs	7,437	6,909
Employment allowance	(4,000)	(3,000)
Pensions	<u>5,579</u>	<u>5,216</u>
	<u>104,701</u>	<u>99,748</u>

The average number employees during the year was 5.6, being an average of 4.3 full time equivalent (2020: 5.4, 4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	5,579	5,216
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

4 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Bradford City Challenge	3,500	-	1,646	1,854
Liz and Terry Bramhall	13,077	10,000	13,937	9,140
Lottery Community Fund	24,693	52,916	53,164	24,445
The Message Trust	20,022	8,001	28,023	-
Henry Smith Charity	23,798	50,000	50,173	23,625
Sir Ken and Lady Morrison	-	10,000	10,000	-
LCF - Bradford Youth Fund	-	3,530	-	3,530
LCF - Tackling Food Poverty	-	6,520	816	5,704
Henry Smith Charity - COVID	-	40,900	40,900	-
	<u>85,090</u>	<u>181,867</u>	<u>198,659</u>	<u>68,298</u>

# Shine (West Bowling)

## Notes to the accounts continued

### for the year ended 31 March 2021

#### 4 Restricted funds (continued)

Fund name	Purpose of restriction
Bradford City Challenge	Towards the Eden Youth Project.
Liz and Terry Bramhall	Towards the salary costs of the CEO post and renovation work.
Lottery Community Fund	Reaching Communities' project. Towards some salary costs and work building the capabilities of the organisation.
The Message Trust	Towards the running costs of the Eden Youth Project
Henry Smith Charity	Towards general running costs for the organisation.
Sir Ken and Lady Morrison	For the 'Shine Words', literacy work with asylum seekers and refugees.
LCF - Bradford Youth Fund	For young people's sessions to help wellbeing and development.
LCF - Tackling Food Poverty	Towards the running costs of the foodbank and pop-up pantry.
Henry Smith Charity - COVID	Towards general running costs for the Covid-19 response.

#### 5 Cash at bank and in hand

	2021	2020
	£	£
HSBC Current account	106,826	75,224
HSBC Deposit account	103,782	103,721
Cash in hand	357	97
	<u>210,965</u>	<u>179,042</u>

#### 6 Creditors and accruals

	2021	2020
	£	£
WYCAS - independent examination	1,080	840
Deferred income - Henry Smith Charity	20,450	-
	<u>21,530</u>	<u>840</u>

#### 7 Related party transactions

##### Trustee expenses

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

##### Trustee remuneration and benefits

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

##### Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Chief Officer. The total employee benefits received by the Chief Officer were £28,537 (previous year: £28,192).

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

## Shine (West Bowling)

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Grants and donations	39,262	25,997	181,867	147,977	221,129	173,974
Fees and charges	15,734	2,400	-	-	15,734	2,400
Pop up pantry	1,997	-	-	-	1,997	-
Other income	199	155	-	-	199	155
<b>Total income</b>	<b>57,192</b>	<b>28,552</b>	<b>181,867</b>	<b>147,977</b>	<b>239,059</b>	<b>176,529</b>
<b>Expenditure</b>						
Salaries, NIC and pensions	363	4,615	104,338	95,133	104,701	99,748
Business development	-	-	11,844	6,640	11,844	6,640
Sessional workers	1,643	1,860	11,019	13,859	12,662	15,719
Activity resources and equipment	21,834	9,263	12,144	5,937	33,978	15,200
Rent and utilities	35	5,103	19,707	6,813	19,742	11,916
Recruitment	-	1,074	-	-	-	1,074
Volunteer expenses	578	1,547	1,266	264	1,844	1,811
IT support and equipment	-	35	2,360	262	2,360	297
Administration	35	-	3,250	2,475	3,285	2,475
Legal and professional fees	299	-	338	35	637	35
Insurance	-	-	738	732	738	732
Independent examination	240	-	840	840	1,080	840
Eden Project funds to St.Stephen's	-	-	20,815	-	20,815	-
Office renovations	4,140	-	10,000	-	14,140	-
<b>Total expenditure</b>	<b>29,167</b>	<b>23,497</b>	<b>198,659</b>	<b>132,990</b>	<b>227,826</b>	<b>156,487</b>
<b>Net income / (expenditure)</b>	<b>28,025</b>	<b>5,055</b>	<b>(16,792)</b>	<b>14,987</b>	<b>11,233</b>	<b>20,042</b>
<b>Transfers between funds</b>	<b>-</b>	<b>8,416</b>	<b>-</b>	<b>(8,416)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>28,025</b>	<b>13,471</b>	<b>(16,792)</b>	<b>6,571</b>	<b>11,233</b>	<b>20,042</b>
<b>Fund balances brought forward</b>	<b>93,112</b>	<b>79,641</b>	<b>85,090</b>	<b>78,519</b>	<b>178,202</b>	<b>158,160</b>
<b>Fund balances carried forward</b>	<b>121,137</b>	<b>93,112</b>	<b>68,298</b>	<b>85,090</b>	<b>189,435</b>	<b>178,202</b>