

**Shine (West Bowling)**

Charity number 1153518

**Annual Report and Financial Statements**  
**for the year ended 31 March 2024**



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COMMUNITY ACCOUNTING  
WEST YORKSHIRE

## **Shine (West Bowling)**

### **Annual Report and Financial Statements for the year ended 31 March 2024**

<b>Contents</b>	<b>Page</b>
Trustees' report	2 to 4
Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 to 12

**Prepared by West Yorkshire Community Accountancy Service CIO**

# Shine (West Bowling)

## Trustees' report for the year ended 31 March 2024

### 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:

Name	Position	Dates
Samantha Corderoy	Chair	Appointed 27 April 2023
Shaeron Caton-Rose	Secretary	
Alyia Siddique	Treasurer	
Rev James Hinton		
Ian Thorpe		
Linda Baines	Safeguarding Officer	
Helen Loughlin		
Charity number	1153518	Registered in England and Wales
Registered and principal address	Bankers	
48 Newton Street	HSBC Bank plc	The Co-operative Bank plc
Bradford	64 Tong Street	P.O. Box 250
BD4 7BH	Dudley Hill	Skelmersdale
	Bradford	WN8 6WT
	BD4 9LX	

### Independent examiner

Rhys North ACA

### West Yorkshire Community Accountancy Service CIO

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 and is governed by a constitution.

### Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the trustees at a duly convened meeting.

# Shine (West Bowling)

## Trustees' report (continued) for the year ended 31 March 2024

### 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 meet, 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

With the help of over 50 volunteers, some weekly, others attending for a volunteering day, and our staff, Shine has been able to help hundreds from our local community this year. We have delivered 1,360 sessions in groups and individually, with 4,585 attendances of regular users, as well as those who access larger events and use the outside space. We enjoyed hosting the Science and Media Museum for two days– including a pop up planetarium! We continue to work alongside many other organisations, including local schools, Acts 435, Better Start Bradford, and Refugee Action.

We were delighted to welcome a counselling coordinator to the team in June who has recruited volunteers and we are now seeing 13 clients weekly for long-term, affordable counselling. This service is allowing those in our community to be able to access help that was unavailable to them, that will be long-lasting. We are very grateful to a donor who has enabled the establishment of this service, and to Wellspring Therapy and Training who provide oversight.

*"12 weeks of counselling has meant the anxiety over 18 years has left me."*

Other developments have been ReCreate, an 8 week course based around mindfulness and creative arts, formed from feedback from Soul Art, and running Own My Life for women who have been in coercive or abusive relationships. Sing Shine came to an end in March after years of mindful singing. Thanks to all those who helped as sessional workers or volunteers in delivering these sessions.



## **Shine (West Bowling)**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Achievements and performance continued**

We now have eight members of staff, all working between 10 and 30 hours a week, and responsible for the variety of areas of support which are offered by Shine. The individual support alongside groups is needed and appreciated. The CEO continues to sit on Boards of other local VCS organisations and is the VCS representative at meetings at Ward level within Bradford Council.

We were successful in receiving another 3 years of funding from the Henry Smith Charity who commented:

*'During assessment we were particularly impressed with how well rooted the organization is within the community with strong evidence of services being shaped by feedback from service users. Also the broad range of activities available which are meeting clearly identified local need.'*

We celebrated 10 years of Shine with a cake in September and a fundraising dinner and 'silent disco' in October, delighting that we could mark the occasion with a video telling the story of the Shine journey and some wonderful stories of lives changed through the work.

We remain extremely grateful to all those who give monthly to support our work as well as the churches – especially St Pauls, Letchworth, Bradford Cathedral, Bolton Priory and of course St Stephen's West Bowling who continue to financially support us. We could not manage without funders – The Henry Smith Charity, Bradford City Challenge Foundation, Bradford Metropolitan District Council, The UK Government (Cost of Living Fund), Liz and Terry Bramall Foundation and the National Gardening Scheme – as well as all those who help through volunteering in leading or helping with groups, counselling, or maintaining the grounds, or in governance as Trustees. Thanks also to our committed staff who give of themselves to ensure Shine works to give a brighter future to all we support.

#### **Financial review**

The net income for the year was £18,108, including net income of £59,375 on unrestricted funds and net expenditure of £41,267 on restricted funds.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £146,908.

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. Based on 2024/2025 budgeted expenditure the CIO's target reserves are between £69,900 and £104,900. This policy is reviewed by the Trustees annually in line with the risk analysis and financial management situation.

The Trustees recognise that at 31 March 2024 actual reserves exceed the upper reserves target. However these will be reduced in the current year given the plans trustees have for the development of new services.

Approved by the board of trustees on 10/12/2024

Alyia Siddique (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 2024, which are set out on pages 6 to 12.

#### **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.

Rhys North ACA

12/12/2024

#### **West Yorkshire Community Accountancy Service CIO**

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 2024**

	Notes	2024	2024	2024	2023
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
		£	£	£	£
<b>Income from:</b>					
Grants and donations	(2)	106,210	94,761	200,971	130,549
Fees and charges		4,568	650	5,218	2,786
Pop up pantry		9,316	-	9,316	9,424
Fundraising		3,860	-	3,860	-
Other income		1,368	-	1,368	-
Bank interest		953	-	953	47
<b>Total income</b>		<b>126,275</b>	<b>95,411</b>	<b>221,686</b>	<b>142,806</b>
<b>Expenditure on:</b>					
Salaries NI and pensions	(3)	44,732	88,450	133,182	110,525
Business development		-	-	-	2,400
Sessional workers		2,326	10,999	13,325	14,340
Activity resources and equipment		8,372	14,403	22,775	12,946
Rent and utilities		3,240	17,207	20,447	20,454
Staff and volunteer expenses		1,036	2,091	3,127	1,716
IT support and equipment		-	1,908	1,908	140
Administration and finance		3,315	885	4,200	3,676
Insurance		1,220	735	1,955	866
Independent examination		1,134	-	1,134	1,134
Building development work		-	-	-	6,000
Credit Union payments		1,525	-	1,525	1,019
<b>Total expenditure</b>		<b>66,900</b>	<b>136,678</b>	<b>203,578</b>	<b>175,216</b>
<b>Net income / (expenditure)</b>		<b>59,375</b>	<b>(41,267)</b>	<b>18,108</b>	<b>(32,410)</b>
<b>Fund balances brought forward</b>		<b>87,533</b>	<b>52,045</b>	<b>139,578</b>	<b>171,988</b>
<b>Fund balances carried forward</b>	(4)	<b>146,908</b>	<b>10,778</b>	<b>157,686</b>	<b>139,578</b>

All incoming resources and resources expended derive from continuing activities.

**Shine (West Bowling)**  
**Balance sheet**  
**as at 31 March 2024**

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Cash at bank and in hand	(5) 145,375	8,433	153,808	141,397
<b>Total current assets</b>	<u>148,929</u>	<u>11,433</u>	<u>160,362</u>	<u>141,397</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(6) 2,021	655	2,676	1,819
<b>Total current liabilities</b>	<u>2,021</u>	<u>655</u>	<u>2,676</u>	<u>1,819</u>
<b>Net current assets / (liabilities)</b>	<u>146,908</u>	<u>10,778</u>	<u>157,686</u>	<u>139,578</u>
<b>Net assets</b>	<u>146,908</u>	<u>10,778</u>	<u>157,686</u>	<u>139,578</u>
<b>Funds</b>				
Unrestricted funds	146,908	-	146,908	87,533
Restricted funds	-	10,778	10,778	52,045
<b>Total funds</b>	<u>146,908</u>	<u>10,778</u>	<u>157,686</u>	<u>139,578</u>

The financial statements were approved by the board of trustees on 10/12/2024

Alyia Siddique (Trustee)



# **Shine (West Bowling)**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **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, if 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 2024**

<b>2 Grants and donations</b>	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford District Community Foundation	-	7,000	7,000	10,000
Bradford District Metropolitan Council (BDMC)	-	4,175	4,175	6,319
Dept. for Levelling Up, Housing & Communities	-	68,832	68,832	-
National Gardening Scheme	-	3,679	3,679	-
The Henry Smith Charity	70,000	-	70,000	-
The Liz and Terry Bramhall Foundation	-	10,000	10,000	10,000
Aviva crowdfunder	-	-	-	23,133
Bradford City Challenge Foundation	-	-	-	5,000
Bradford Trident	-	-	-	250
Bradford VCS Alliance	-	-	-	750
CNet	-	-	-	2,000
Incommunities	-	-	-	500
Redevco Foundation	-	-	-	12,512
West Yorkshire Combined Authority	-	-	-	7,424
Other donations	36,210	1,075	37,285	52,661
	<u>106,210</u>	<u>94,761</u>	<u>200,971</u>	<u>130,549</u>

<b>3 Staff costs and numbers</b>	2024	2023
	£	£
Gross salaries	123,644	102,473
Social security costs	7,948	7,700
Employment allowance	(5,000)	(5,000)
Pensions	6,590	5,352
	<u>133,182</u>	<u>110,525</u>

The average number of employees during the year was 7.8, being an average of 4.6 full time equivalent (2023: 6, 4 FTE). There were no employees with emoluments above £60,000.

<b>Defined contribution pension scheme</b>	2024	2023
	£	£
Costs of the scheme to the charity for the year	6,590	5,352
Amount of any contributions outstanding at the year end	887	437

**Shine (West Bowling)**  
**Notes to the accounts continued**  
**for the year ended 31 March 2024**

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
BMDC Science event	-	175	-	-	175
National Gardening Scheme	-	3,679	3,452	-	227
BMDC Community Building	-	4,000	4,000	-	-
Liz and Terry Bramall	4,589	10,000	7,766	-	6,823
Bradford City Challenge	-	7,000	7,000	-	-
BDMC Repair Project	418	-	73	-	345
CNet Soul Art	200	-	200	-	-
WY Mayor Safer Communities Fund	6,869	-	6,869	-	-
VCS Alliance ABCD Fund	150	-	150	-	-
Bradford Fund	10,000	-	10,000	-	-
BDMC UKSPF	4,819	-	4,819	-	-
Counselling	25,000	1,725	23,517	-	3,208
Cost of Living Fund	-	68,832	68,832	-	-
	<u>52,045</u>	<u>95,411</u>	<u>136,678</u>	<u>-</u>	<u>10,778</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
BMDC Science event	To contribute towards the costs of a science event.
National Gardening Scheme	To provide resources for the Gardening Club.
BMDC Community Building	Towards the running costs of the centre.
Liz and Terry Bramall	Towards the salary costs of the CEO post and renovation work.
Bradford City Challenge	Towards furniture, marketing, website and rent costs.
BDMC Repair Project	Towards the running costs of the Creative Threads group.
CNet Soul Art	To support arts and crafts sessions with a focus on improving mental health and wellbeing.
WY Mayor Safer Communities Fund	To support the provision of a safe space for the local community to meet and where support can be provided.
VCS Alliance ABCD Fund	Towards the costs of the Sing Shine group.
Bradford Fund	To enable the CIO to further develop its business and strategic plans.
BDMC UKSPF	To contribute to projects supporting cost of living support activities.
Counselling	Donation to support the development of the counselling service.
Cost of Living Fund	Funding from the Department for Levelling Up, Housing and Communities via The National Lottery Community Fund to support the delivery of the charity's core services and the provision of enhanced services in the period to 31 March 2024.

<b>5 Cash at bank and in hand</b>	2024	2023
	£	£
Cash at bank	153,794	141,382
Cash in hand	14	15
	<u>153,808</u>	<u>141,397</u>

<b>6 Creditors and accruals</b>	2024	2023
	£	£
Accruals	1,134	1,134
Other creditors	887	685
	<u>2,676</u>	<u>1,819</u>

# Shine (West Bowling)

## Notes to the accounts continued

### for the year ended 31 March 2024

#### 7 Related party transactions

##### Donations from trustees and related parties

The total aggregate value of unconditional donations to the charity from the trustees or related parties was £2,950 (2023: £1,240).

##### 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 total employee benefits received by key management personnel were £32,596 (previous year: £31,004).

##### Other transactions with trustees or related parties

			2024 £	2023 £
Name of trustee or related party	Relationship to charity	Description of transaction		
Recreate	Business controlled by Linda Baines and Shaeron Caton-Rose	Provision of freelance services	600	1,800
Sarah Hinton	Wife of trustee	Employed as CIO's chief executive officer	28,257	26,816
			<u>28,857</u>	<u>28,616</u>

## Shine (West Bowling)

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2024

	2024	2023	2024	2023	2024	2023
	Unrestricted	Unrestricted	Restricted	Restricted	Total	Total
	funds	funds	funds	funds	funds	funds
	£	£	£	£	£	£
<b>Income</b>						
Grants and donations	106,210	45,544	94,761	85,005	200,971	130,549
Fees and charges	4,568	2,786	650	-	5,218	2,786
Pop up pantry	9,316	9,424	-	-	9,316	9,424
Fundraising	3,860	-	-	-	3,860	-
Other income	1,368	-	-	-	1,368	-
Bank interest	953	47	-	-	953	47
<b>Total income</b>	<b>126,275</b>	<b>57,801</b>	<b>95,411</b>	<b>85,005</b>	<b>221,686</b>	<b>142,806</b>
<b>Expenditure</b>						
Salaries NI and pensions	44,732	87,236	88,450	23,289	133,182	110,525
Business development	-	2,400	-	-	-	2,400
Sessional workers	2,326	7,422	10,999	6,918	13,325	14,340
Activity resources and equipment	8,372	7,546	14,403	5,400	22,775	12,946
Rent and utilities	3,240	20,305	17,207	149	20,447	20,454
Staff and volunteer expenses	1,036	1,242	2,091	474	3,127	1,716
IT support and equipment	-	100	1,908	40	1,908	140
Administration and finance	3,315	3,658	885	18	4,200	3,676
Insurance	1,220	866	735	-	1,955	866
Independent examination	1,134	1,134	-	-	1,134	1,134
Building development work	-	-	-	6,000	-	6,000
Credit Union payments	1,525	1,019	-	-	1,525	1,019
<b>Total expenditure</b>	<b>66,900</b>	<b>132,928</b>	<b>136,678</b>	<b>42,288</b>	<b>203,578</b>	<b>175,216</b>
<b>Net income / (expenditure)</b>	<b>59,375</b>	<b>(75,127)</b>	<b>(41,267)</b>	<b>42,717</b>	<b>18,108</b>	<b>(32,410)</b>
<b>Fund balances brought forward</b>	<b>87,533</b>	<b>162,660</b>	<b>52,045</b>	<b>9,328</b>	<b>139,578</b>	<b>171,988</b>
<b>Fund balances carried forward</b>	<b>146,908</b>	<b>87,533</b>	<b>10,778</b>	<b>52,045</b>	<b>157,686</b>	<b>139,578</b>