

Shine Out of School Clubs

Registered Charity no: 1162751

Accounts for the period

18 December 2019 to 17 December 2020

Trustee's Annual Report 2020

Trustees responsible for Governance of Shine during this year

- Sarah Hewitt, Managing Director
- Chris Sheehan, Finance
- Simon Hill
- Emma Terry
- Hannah Butler (part)

Aims and objectives:

Shine was formed in May 2015 as a not for profit, Christian community initiative in order to offer wrap around care for children in Evesham attending Church of England schools and to fund community Christian projects.

The objectives remain to:

- Support parents with affordable childcare provision
- Promote Christian values within the childcare setting to support the Christian values of the school
- Become financially sustainable to support future growth and expansion
- Utilise profits to provide funding to other community initiatives
- Provide subsidies to allow disadvantaged children to attend Shine out of school clubs

Performance and financial review:

Achievements and Performance:

2020 for many organisations has been challenging since the Covid-19 Pandemic was declared. We closed all our settings at on March 20th 2020 only partially reopening in September 2020 only to close again on 6th November. This has been a challenging year for Shine also due to a number of adverse factors

The adverse factors include

- The year has been one of survival not solely due to the pandemic. The impact of the pandemic meant we were closed as a club for over 20 weeks of the year with a significant shortfall in income.
- As part of our Christian ethos we had permitted bookings to be cancelled at short notice and credit to remain on parents' accounts. This meant we still incurred costs but not only did we lose daily income but we then also incurred liabilities for the credit amounts on parents' accounts.
- The continuing high hall charges at Bengeworth School noted in our last annual report
- The start of school clubs being offered at rates which undercut our hourly charges

The result was that at the end of calendar year 2019 we had insufficient funds in our current account to meet liabilities and the trustees agreed urgent measures to address the shortfalls:

- Amendment to booking conditions to prevent last minute cancellations and losing credit in certain circumstances
- A closer watch on management accounts to prevent shortfalls
- Delaying payment of certain invoices and a trustee donating a significant sum of money to help
- Looking at grant funding opportunities

- Raising concerns with Bengeworth school
- Looking at increased charges and reduced opening hours and working with Bengeworth School to help mitigate some of the impacts mentioned above.

After this point (February 2020) the Pandemic struck. We had no ability to pay outstanding invoices and credit balances on parents' accounts amounted to some £4000.

We immediately took advantage of the Government furlough scheme to keep our 7 staff with some income. This was once again generously administered *pro bono* by Clement Rabjohns LLC, Evesham.

We took advantage of a Bounce Back loan and a temporary overdraft with HSBC.

We also worked with those who we owed money to identify mitigations.

We ran a holiday club open to all children which was helpful in terms of income generation.

We processed refunds and credits requested by parents with credit balances.

The reopening in September 2020 was a positive move but attendance figures were still insufficient to generate positive cashflow given the historic liabilities and the continuing high school hall costs at Bengeworth MAT. We were joined by Hannah Butler in the Autumn as a Trustee.

We were forced to close the club again on 6th November due to rising infection rates.

Despite the challenges the reputation of the Shine Clubs for parents, carers and children continues to be excellent due to our manager Kelly Instone, her well trained staff and the ethos that Shine works hard to maintain

Income and Expenses

Our club income for the period Dec 2019 – Dec 2020 totals 64,449.18 which included JRS payments and a Wychavon grant totalling £25,148.77. Club income was £39,300.41 compared to £68,832.20 the previous year. Despite the challenges we generated a small operating surplus of £3,957.19.

Challenges and Future:

The future outlook entering 2021 is of continuing disruption due to the pandemic forcing closures.

Identification of a sustainable business model will be essential and will be achieved by:

- Evaluating offerings including holiday clubs open to all children regardless of school
- Identifying premises with a reasonable cost base
- Rebuilding our brand and reputation with schools and their management teams

Independent examiner's report to the trustees of Shine Out of School Clubs

I report on the accounts of Shine Out of School Clubs (The Trust) for the period 18th December 2019 to 17th December 2020, which are set out on pages 1 to 3.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 Act and 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 Trust as required by section 130 of the Act; or
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.



John Liggitt, FCMA

18th January 2022

2 The Hopkilm, Church Street, Harvington, Worcestershire, WR11 8PB

Shine Out of School Clubs
Receipts and Payments
For the Period 18 December 2019 to 17 December 2020

| | Year ended 17 December 2020 | | | Year ended 17 December 2019 |
|----------------------------------|-----------------------------|-----------------|-----------------|--------------------------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| RECEIPTS | | | | |
| Grants | | | | |
| John Martin | - | - | - | 3,000.00 |
| Donations | - | - | - | 1,500.00 |
| Sundry grants | - | - | - | 169.95 |
| HMRC JRS Grants | - | 18,814.77 | 18,814.77 | - |
| Wycharon Grant | 6,334.00 | - | 6,334.00 | - |
| | <hr/> 6,334.00 | <hr/> 18,814.77 | <hr/> 25,148.77 | <hr/> 4,669.95 |
| Club income | 39,300.41 | - | 39,300.41 | 68,832.20 |
| TOTAL RECEIPTS | <hr/> 45,634.41 | <hr/> 18,814.77 | <hr/> 64,449.18 | <hr/> 73,502.15 |
| PAYMENTS | | | | |
| Accountancy | 218.70 | - | 218.70 | 854.55 |
| Activities | - | - | - | 350.00 |
| Computer software | 1,242.73 | - | 1,242.73 | 1,036.52 |
| Food | 1,118.61 | - | 1,118.61 | 2,745.36 |
| Hall Hire | 4,909.86 | - | 4,909.86 | 11,449.36 |
| Insurance | 804.14 | - | 804.14 | 417.84 |
| Marketing | - | - | - | - |
| Recruitment fees | 51.89 | - | 51.89 | - |
| Registration fees | 220.00 | - | 220.00 | 325.00 |
| Salaries & pensions | 32,961.69 | 18,814.77 | 51,776.46 | 56,308.91 |
| Staff training | 367.00 | - | 367.00 | 271.20 |
| Telephone | 379.88 | - | 379.88 | 233.17 |
| Toys, Equipment & Craft expenses | 325.00 | - | 325.00 | 359.73 |
| Sundry | (922.28) | - | (922.28) | 3,199.75 |
| TOTAL PAYMENTS | <hr/> 41,677.22 | <hr/> 18,814.77 | <hr/> 60,491.99 | <hr/> 77,551.39 |
| Surplus for period/(loss) | 3,957.19 | - | 3,957.19 | (4,049.24) |
| Transfer between funds | - | - | - | - |
| | <hr/> 3,957.19 | <hr/> - | <hr/> 3,957.19 | <hr/> (4,049.24) |
| FUNDS BROUGHT FORWARD | 5,087.03 | - | 5,087.03 | 9,136.27 |
| FUNDS CARRIED FORWARD | <hr/> 9,044.22 | <hr/> - | <hr/> 9,044.22 | <hr/> 5,087.03 |

Shine Out of School Clubs
Balance Sheet
As at 17 December 2020

| | 2020 £ | 2019 £ |
|----------------------------|------------------|-----------------|
| Current Assets | | |
| HSBC Community Account | 12,724.27 | 4,964.61 |
| Pocket/Float | 164.40 | 122.42 |
| Employee Loan | 1,155.55 | - |
| | <u>14,044.22</u> | <u>5,087.03</u> |
| Current Liabilities | | |
| Loan | (5,000.00) | - |
| Net Assets | <u>9,044.22</u> | <u>5,087.03</u> |
| Unrestricted Fund | <u>9,044.22</u> | <u>5,087.03</u> |

Shine Out of School Clubs
Restricted Funds Note
For the Period 18 December 2019 to 17 December 2020

| | Opening balance | Income | Expenditure | Transfer to unrestricted fund | Closing Balance |
|---------------------------|--------------------|------------------|------------------|----------------------------------|--------------------|
| HMRC Job Retention Scheme | - | 18,814.77 | 18,814.77 | - | - |
| Lottery Awards for All | - | - | - | - | - |
| | - | 18,814.77 | 18,814.77 | - | - |