

**Shine Out of School Clubs**

**Registered Charity no: 1162751**

**Trustees Report and Financial Statements**

**18 December 2020 to 17 December 2021**

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## Trustee's Annual Report 2021

Trustees responsible for Governance of Shine during this year

- Sarah Hewitt, Managing Director
- Chris Sheehan, Finance
- Simon Hill (stood down July 2021 due to work pressures)
- Emma Terry (stood down June 2021 due to relocation)
- Hannah Butler

### 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 inclusive values to support children from all schools, needs and means where possible
- 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:

2021 has continued to be challenging due to school closures due to Covid.

We have continued to manage cash flows and taken advantage of the JRS scheme until summer of 2021.

We continued to repay credits that had built up on parents' accounts amounting to a total of £2114.04.

Based on our previous years' performance and our objectives 2021 has seen two very significant new projects:

- One new and very significant development was our participation in the HAF scheme run by Wychavon Council. We ran a 20 day club, 6 hours per day catering for up to 30 children eligible for free school meals at no cost to their parents in August 2021. This scheme was put together with very little notice but the children and parents benefitted from fund holiday clubs, an individual hot lunch whose menu changed daily and allowed parents to work as their child care was covered. We took in children from a range of schools. While we have effectively had to start attracting children from scratch in the new setting, and offering walking bus pick-ups from local schools numbers have been steadily increasing.
- In addition in July 2021 we took the decision to move our clubs location to a stand-alone facility at Broadway Road Church Hall leaving both St Richards and Bengeworth schools. This was motivated by the continuing high hall costs at Bengeworth School and our inability to offset that by allowing children from other schools to enjoy Shine's after school clubs wrap around care. This has taken a considerable amount of preparation and discussion. The Broadway Road Hall committee have worked with us to make the change as easy as possible. We continue to work to overcome negative impressions about Shine's ability to pay bills based on the factors identified in our previous annual report.

## Income and Expenses

Total income was £43,207.13 of which £19,107.63 was HMRC job retention scheme.

This compares to income previous year of £64,449.18

Outgoings were £54,934.32 compared to £60,491.99 the previous year

Loss this year was £11,726.49 against a surplus previous year of £3,957.19

## Challenges and Future:

We have a significant cashflow issue while we rebuild child numbers attending the Shine after school club in the Broadway Road Hall. We have applied for HSBC overdraft (£5000 which was approved) and have also approached John Martins' charity, the Evesham Relief in Need scheme and local churches to help us bridge to a point of positive cashflow.

We continue to offer high quality after school care. Three of our staff have left to seek more paid hours which while a sadness has meant that our staff costs will decrease in the coming months.

We have been accepted on the December holiday HAF scheme and will run the HAF holiday club for 6 days in December. In 2022 this scheme has already been funded for the whole year which is great news for the parents and children we support.

## 2022 Outlook

The numbers of children attending the club have been increasing each week since we opened in September 2021 at Broadway Road Church Hall. From the first weeks when only three children attended and some days none we are now seeing up to 14 children each day.

In summary we believe the increase in paying children in term time will continually increase and a break-even after Easter when between 20-25 children/day is feasible will occur.

The HAF holiday clubs will both support vulnerable families with high quality childcare supporting our aims, offer paid places to other children and ensure that cashflow is maintained beyond this current cashflow difficulty.

We plan to recruit additional trustees and work to widen our inclusiveness agenda.

**Independent examiner's report to the trustees of Shine Out of School Clubs (Registered Charity No. 1162751)**

I report on the accounts of Shine Out of School Clubs (The Trust) for the period 18<sup>th</sup> December 2020 to 17<sup>th</sup> December 2021, which are set out on pages 4 to 6.

**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

22<sup>nd</sup> June 2022

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

**Shine Out of School Clubs**  
**Registered Charity No. 1162751**  
**Receipts and Payments**  
**For the Period 18 December 2020 to 17 December 2021**

	Year ended 17 December 2021			Year ended 17 December 2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b><u>RECEIPTS</u></b>				
<b>Grants</b>				
John Martin	-	-	-	-
Donations	199.61	-	199.61	-
Sundry grants	14,358.00	-	14,358.00	-
HMRC JRS Grants	-	19,107.63	19,107.63	18,814.77
Wychavon Grant	4,359.16	-	4,359.16	6,334.00
	18,916.77	19,107.63	38,024.40	25,148.77
<b>Club income</b>	5,183.43	-	5,183.43	39,300.41
<b>TOTAL RECEIPTS</b>	24,100.20	19,107.63	43,207.83	64,449.18
<b><u>PAYMENTS</u></b>				
Accountancy	-	-	-	218.70
Computer software	654.22	-	654.22	1,242.73
Food	3,465.65	-	3,465.65	1,118.61
Hall Hire	5,387.50	-	5,387.50	4,909.86
Insurance	653.07	-	653.07	804.14
Marketing	274.72	-	274.72	-
Recruitment fees	-	-	-	51.89
Registration fees	220.00	-	220.00	220.00
Salaries & pensions	23,388.24	19,107.63	42,495.87	51,776.46
Staff training	48.00	-	48.00	367.00
Telephone	230.12	-	230.12	379.88
Toys, Equipment & Craft expenses	914.28	-	914.28	325.00
Sundry	590.89	-	590.89	(922.28)
<b>TOTAL PAYMENTS</b>	35,826.69	19,107.63	54,934.32	60,491.99
<b>Surplus for period/(loss)</b>	(11,726.49)	-	(11,726.49)	3,957.19
<b>Transfer between funds</b>	-	-	-	-
	(11,726.49)	-	(11,726.49)	3,957.19
<b>FUNDS BROUGHT FORWARD</b>	9,044.22	-	9,044.22	5,087.03
<b>FUNDS CARRIED FORWARD</b>	(2,682.27)	-	(2,682.27)	9,044.22

**Shine Out of School Clubs**  
**Registered Charity No. 1162751**  
**Balance Sheet**  
**As at 17 December 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Current Assets</b>		
HSBC Community Account	1,242.70	12,724.27
Pocket/Float	137.04	164.40
Employee Loan	1,155.55	1,155.55
	<u>2,535.29</u>	<u>14,044.22</u>
<b>Current Liabilities</b>		
Loan	(4,467.56)	(5,000.00)
Trustee loan	(750.00)	-
	<u>(2,682.27)</u>	<u>9,044.22</u>
<b>Net Assets</b>	<u>(2,682.27)</u>	<u>9,044.22</u>
<b>Unrestricted Fund</b>	<u>(2,682.27)</u>	<u>9,044.22</u>

**Shine Out of School Clubs**  
**Registered Charity No. 1162751**  
**Restricted Funds Note**  
**For the Period 18 December 2020 to 17 December 2021**

	Opening balance	Income	Expenditure	Transfer to unrestricted fund	Closing Balance
HMRC Job Retention Scheme	-	19,107.63	19,107.63	-	-
	-	<b>19,107.63</b>	<b>19,107.63</b>	-	-