SHINE A LIGHT SUPPORT SERVICE

TRUSTEE'S ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 28TH FEBRUARY 2021

SHINE A LIGHT SUPPORT SERVICE

BRIGHTENING LIVES AFFECTED BY CANCER

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Corporate Information

Registered Charity Number:	1171090
Principal Office:	Koco Community Resource Centre 15 Arches Industrial Estate Spon End, Coventry CV1 3JQ
Board of Trustees:	Sam Schoolar Paul McGrory David Seickell Alex Smith Amy Thompson Adam Snellekz
Bankers:	Lloyds Bank

Board of Trustee's Report

1.0 Introduction

The trustees submit their annual report and the financial statements of Shine A Light Support Service (the charity) for the year ending 28 February 2021. The trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

1.1 Public Benefit Statement

The Trustees confirm that they have complied with the duty in section 4 of the Charites Act 2011 to have due regard to the Charity Commission's guidance on public benefit "Charites and Public Benefit".

1.2 Structure, Governance and Management Status

The charity was constituted under a trust deed dated 19th September 2016 and is registered in England and Wales with charity number 1171090.

Appointment or Election of Trustees

Trustees are appointed and or co-opted under the terms of the trust deed.

Policies Adopted for the Induction and Training of New Trustee's

The induction process for a newly appointed trustee comprises an initial meeting with the Chair followed by short meetings with other trustees on the powers and responsibilities of the trustees.

Organisational Structure and Decision Making

The charity is organised so that the trustees meet regularly four times per year to manage its affairs, with regular updates via email and other communications between these times. Additionally, an AGM is held once a year.

1.3 Objectives and Activities

To promote and protect health and relieve the needs of children aged up to 24 who are suffering from cancer, their families and carers within Coventry and Warwickshire, in particular by the provision of a comprehensive support service.

To provide a counselling service which is available to support any adult and any child who is affected by cancer and lives within Coventry and Warwickshire.

1.4 Achievements and Performance

The charity has sustained many of our previous year's activities and also employed new activities to both pursue and extend our charitable objectives during this financial year, ensuring we continue to benefit the public and support families across Coventry and Warwickshire affected by cancer. We have highlighted some of our activities below:

Board of Trustee's Report

The Covid pandemic has had a devastating effect on the whole charity sector, and we have been no exception. However, we have adapted and developed our services to enable us to continue to benefit the public and support families across Coventry and Warwickshire affected by cancer. We have highlighted some of our activities below:

During the past twelve months:

- We replaced our annual trips, outings and regular activities with virtual sessions on Zoom. We secured funding from Heart of England Community Foundation, which we used to provide hampers for all families on a monthly basis. The hampers contained all of the ingredients and materials to take part in online sessions we lead on Zoom. For those families unable to attend sessions, each pack contains comprehensive instructions for completing activities independently. Sessions to date have included pumpkin carving, toffee apple making, craft sessions, bonfire and Christmas parties, story-telling sessions and baking to name a few. Hampers also include a monthly newsletter, which keeps families up to date with news in their community.
- Despite losing a lot of funding and planned community fundraising events, we were able to sustain our building and all essential services to families.
- We have secured funding from Mind, which has enabled our bespoke counselling service to continue for both adults and young people over 13. Unfortunately, we have had to postpone counselling for all under 13's as we are unable to deliver this via Zoom.
- We are planning to reinstate some face-to-face services for families during 2021. Our priority is restarting our counselling service for children and young people face to face.

As ever, our activities have been delivered with the aim of, bringing families, children, and young people out of isolating situations and loneliness and help them to feel a sense of community, understanding and friendship. We are proud that, despite the difficulties and challenges brought by the Covid pandemic, we have been able to continue to support the community of families we work with.

Board of Trustee's Report

1.5 Financial Review

During the year to 28 February 2021, the charity had total income of £33,310. At the year end, the level of reserves available for the charity's use (i.e. unrestricted funds and not represented by fixed assets) was £9,721. Total operating charitable expenditure was £26,500 giving an operating surplus in the year of £6,810.

1.6 Investment & Reserve Policy

Our reserves position:

	Current Year	Previous Year	% Increase / (Decrease)
Unrestricted Funds (Reserves)			
Restricted / Designated Funds:	4,011	2,481	62%
Unrestricted Fund:	9,721	4,441	119%
Others	-	-	-
Endowment Funds	-	-	-
Total Funds	13,732	6,922	98%
Ratio of Reserves to Annual Operating Expenditure	0.64	0.18	255%

The reserves that we have set aside provide financial stability and the means for the development of our principal activity.

We intend to maintain our reserves at a level which is at least equivalent to three months of operating expenses in order to maintain the normal operations of the Charity within that period.

The trustees review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations on a quarterly basis at their board meeting.

1.7 Future Development

The charity is continuing to grow and explore various ways of increasing its scope of services. The charity is still exploring further measures to grow in membership and continue to develop its members to make life-changing impact in society. We continue to work with the Coventry Co-operative Development Agency and Coventry City Council to develop further long-term plans to ensure our growth and sustainability in all areas.

Board of Trustee's Report

Trustees' Responsibilities

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the net income or expenditure of the charity for the year. In preparing these financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgments and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going-concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The appended financial statements have been prepared on the accruals basis and have been examined by an independent examiner, whose report is also appended.

This report was approved by the Board of Trustees on 29 December 2021 and signed on their behalf by:

Full Name: Alex Smith

Signature:

Position: Chair of Trustees

Date: 29 December 2021

Statement of Financial Activities: Year Ended 28th February 2021

	Notes	2021 Unrestricted Funds	2021 Restricted Funds	2021 Total Funds	2020 Unrestricted Funds	2020 Restricted Funds	2020 Total Funds
Income:		**£**	**£**	**£**	**£**	**£**	**£**
Donations and legacies	1	26,502	-	26,502	31,275	-	31,275
Grants		-	6,808	6,808	-	11,155	11,155
Total Income		**26,502**	**6,808**	**33,310**	**31,275**	**11,155**	**42,430**
Total Income		**26,502**	**6,808**	**33,310**	**31,275**	**11,155**	**42,430**
Expenditures on:							
Raising Funds		-	-	-	-	-	-
Charitable Activities	2	21,222	5,278	26,500	38,068	19,755	57,823
Other Costs		-	-	-	-	-	-
Total Expenditures		**21,222**	**5,278**	**26,500**	**38,068**	**19,755**	**57,823**
Net income/(expenditure)		**5,280**	**1,530**	**6,810**	**(6,793)**	**(8,600)**	**(15,393)**
Transfers between funds							
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fixed assets				-			-
Gains/(losses) on investment assets				-			-
Net movement in funds		**5,280**	**1,530**	**6,810**	**(6,793)**	**(8,600)**	**(15,393)**
Reconciliation of funds:							
Total funds brought forward		4,441	2,481	**6,922**	11,234	11,081	**22,315**
Total funds carried forward at 28 Feb		**9,721**	**4,011**	**13,732**	**4,441**	**2,481**	**6,922**

Statement of Financial Position: Year Ended 28th February

	Notes	2021	2020
Fixed Asset			
Tangible assets	3	-	134
Total Fixed Asset		**-**	**134**
Current Assets			
Prepayments		-	-
Accrued Income		-	-
Cash at bank and in hand		22,647	6,788
Other Debtors		-	-
Total Current Assets		**22,647**	**6,788**
Creditors: amounts falling due within one year			
Other Creditors		(8,915)	-
Other Current Liabilities		-	-
Total Creditors: amounts falling due within one year		**-**	**-**
Net current assets (liabilities)		**13,732**	**6,788**
Total assets less current liabilities		**13,732**	**6,922**
Creditors: amounts falling due after more than one year			
Other Non-Current Liabilities		-	-
Total Creditors: amounts falling due after more than one year		**-**	**-**
Total net assets (liabilities)		**13,732**	**6,922**
Capital and Reserves			
Restricted Reserves		4,011	2,481
General Reserves		4,441	11,234
Surplus / (Deficit) for the year		5,280	(6,793)
Member's Fund		**13,732**	**6,922**

Accounting Policies

Scope and Basis of the Financial Statements

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice Accounting and Reporting by Charities published in March 2005.

Income

Revenue is recognised in the period in which the charity is entitled to receipt once the amount can be measured with reasonable certainty.

Expenses

Expenditure is included in the Statement of Financial Activities (SoFA) on an accruals basis and is recognised at the point when a legal or constructive obligation arises. The majority of costs are directly attributable to specific activities. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fixed assets

Fixed assets with an individual purchase of £500 or more are capitalised and stated at cost less depreciation which is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Fixtures and fittings	25% SL
Equipment	25% SL
Vehicles	25% SL

Notes

1. Income

	2021	2020
Income		
Donations and legacies	26,502	31,275
Total donations & legacies	**26,502**	**31,275**

2. Expenditures

	2021	2020
Raising Funds		
Event costs	-	639
Premises	10,367	15,068
Utilities	611	921
Travel	-	1,960
Motoring & transportation	149	428
Insurance	1,866	655
Administration	3,475	3,447
Advertising	-	1,987
Operations	4,619	9,630
Professional fees and services	-	3,200
Finance Charges	1	-
Disposal of Assets	-	-
Depreciation	134	133
Total Cost of Generating Funds	**21,222**	**38,068**

3. Tangible assets

	Property	Vehicles	Equipment	Fixtures & Fittings	Total
Cost	**£**	**£**	**£**	**£**	**£**
At 1st March 2020	-	-	-	533	**533**
Additions	-	-	-	-	**-**
Disposals	-	-	-	-	**-**
Revaluation	-	-	-	-	**-**
At 28th Feb 2021	**-**	**-**	**-**	**533**	**533**
Depreciation					
At 1st March 2019	-	-	-	399	**399**
Charge for the year	-	-	-	134	**134**
Disposals	-	-	-	-	**-**
At 28th Feb 2020	-	-	-	-	**-**
	-	**-**	**-**	**533**	**533**
Net Book Value					
At 31st Mar 2020	**-**	**-**	**-**	**134**	**134**
At 28th Feb 2021	**-**	**-**	**-**	**-**	**-**

Independent Examiner's Report

Report to the trustees/members of: Shine A Light Support Service **On accounts for the year ended:** 28th February 2021

Charity No: 1171090

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which give me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: **Date:** 10 February 2022

Cullingworth & Co Limited
Chartered Certified Accountants
Brannan Phillips House, Shallowford Court
R/O 94-96 High Street
Henley in Arden, B95 5FY
0156 479 5755

Name: Tobi Labeodan FCCA, for and on behalf of Cullingworth & Co Limited

Relevant professional qualification(s) or body (if any): ACCA

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