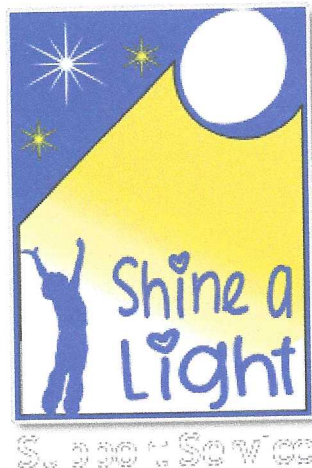


SHINE A LIGHT SUPPORT SERVICE

BRIGHTENING LIVES AFFECTED BY CANCER



SHINE A LIGHT SUPPORT SERVICE

TRUSTEE'S ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 28TH FEBRUARY 2022

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 2022. 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 Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit "Charities 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 lasting consequences of the Covid pandemic have continued to have significant effect on the operations and activities of our charity throughout this financial year. We have had to navigate through another year of everchanging rules and circumstances. For a second year we have had significantly reduced contact with the general public so efforts to heighten our public profile within the local community have been minimal and only effected through social media. Likewise, community fundraising has been

Board of Trustee's Report

greatly reduced for a second year, accounting for much less of our annual fundraising than in pre-Covid years. Despite this, we are delighted to report 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:

- The families supported by our charity have continued to receive regular contact and support from our team. Much of this has been via telephone conversations to ensure the well-being of families we support and to assess any needs they have.
- We have continued to visit families face to face whenever possible, especially those newly diagnosed, or those facing difficult news and bereaved families.
- We have continued to provide family welcome packs for families newly referred to our service. These packs are put together for each family and include age-appropriate board games and activities families can enjoy at home or in hospital, a throw which can be used to snuggle up in bed or on a sofa, popcorn makers, treats and sweets, DVD's, takeaway vouchers, toys, and craft activities. All items in the pack are aimed at encouraging family time and creating memories whenever the family can be together. We hand deliver them to a family when we visit them for the first time.
- We have continued to deliver our Shiny Hampers of Support project. We have delivered regular hampers containing activity materials to each family registered with our service and have been continuing with Zoom sessions for families to take part in group activities using these materials. During this financial year we have focused the activities more and started to deliver different packs to families with older children/teenagers to ensure all items are suitable for the family receiving them. We have found this to be an invaluable way of keep our community together which our families have continued to love receiving and using.
- We have launched a charity eBay shop to begin to create another income stream. We have found volunteers who are doing a brilliant job of running this service, and we are receiving a steady stream of donations and sales to support the shop currently.
- We have attended several community events, which have enabled us to take part in some community fundraising and educating the public and raising profile about the work we do.
- We were able to run a face-to-face Christmas party for some of our families in December 2021. For several of the families who attended, this was the first time that they had been able to meet and talk to other families who had a child or young person with cancer.
- We have been able to begin delivery of our face-to-face play therapy service as well as re-introducing face-to-face counselling services for adults.
- We have also been able to run our first half term activity and play day for two years! It ran in February half-term and was thoroughly enjoyed by all who attended.

As other agencies such as the Teenage Cancer Trust and Young Lives Versus Cancer have begun working face to face back in the hospital environments, referrals to our charity have re-started and this alongside self-referrals has seen the number of families registering with our service increase to a total of 50 families.

Board of Trustee's Report

We have repurposed several of the rooms in our premises; firstly, to meet the new needs identified in our Covid risk assessment, especially in the delivery of counselling and play therapy service and the need to provide bigger spaces with ventilation and, secondly, to provide a separate working area for the eBay selling team and adequate storage for the stock we are selling.

We have had some significant changes to our volunteer team and trustee board. We would like to take the opportunity to thank all outgoing volunteers and trustees for the hard work and dedication they have shown to the charity as well as recognising the ongoing endeavours of our current team.

1.5 Financial Review

During the year to 28 February 2022, the charity had total income of £43,455. 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 £18,077. Total operating charitable expenditure was £22,849 giving an operating surplus in the year of £8,356.

1.6 Investment & Reserve Policy

Our reserves position:

	Current Year	Previous Year	% Increase / (Decrease)
Unrestricted Funds (Reserves)			
Restricted / Designated Funds:	12,960	4,011	223%
Unrestricted Fund:	18,077	9,721	86%
Others	-	-	-
Endowment Funds	-	-	-
Total Funds	31,037	13,732	126%
Ratio of Reserves to Annual Operating Expenditure	0.79	0.46	72%

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, Coventry City Council and other agencies and NHS departments, 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.

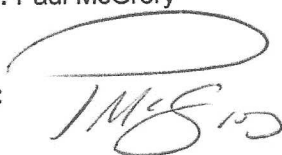
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets 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 31.08.2022 and signed on their behalf by:

Full Name: Paul McGrory

Signature:



Position: Chair of Trustees

Date: 31.08.2022

Independent Examiner's Report

Report to the trustees/members of: Shine A Light Support Service
On accounts for the year ended: 28th February 2022
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

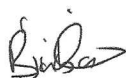
My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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: 21 September 2022



Cullingworth & Co Limited
Chartered Certified Accountants
Synium House, Shallowford Court
R/O 94-96 High Street
Henley in Arden, B95 5FY
+44 156 479 5765

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

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

Address: Synium House, Shallowford Court, r/o 94-96 High Street, Henley in Arden B95 5FY

**Statement of Financial Activities: Year Ended 28th
February 2022**

	Notes	2022		2021		2021	2021	2021
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£	£	£	£
Income:								
Donations and legacies	1	31,205	-	31,205	26,502	-	26,502	26,502
Grants		-	12,250	12,250	-	6,808	6,808	6,808
Total Income		31,205	12,250	43,455	26,502	6,808	33,310	33,310
Total Income		31,205	12,250	43,455	26,502	6,808	33,310	33,310
Expenditures on:								
Raising Funds		-	-	-	-	-	-	-
Charitable Activities	2	22,849	3,301	26,150	21,222	5,278	26,500	26,500
Other Costs		-	-	-	-	-	-	-
Total Expenditures		22,849	3,301	26,150	21,222	5,278	26,500	26,500
Net income/(expenditure)		8,356	8,949	17,305	5,280	1,530	6,810	6,810
Transfers between funds								
Other recognised gains/(losses):								
Gains/(losses) on revaluation of fixed assets		-	-	-	-	-	-	-
Gains/(losses) on investment assets		-	-	-	-	-	-	-
Net movement in funds		8,356	8,949	17,305	5,280	1,530	6,810	6,810
Reconciliation of funds:								
Total funds brought forward		9,721	4,011	13,732	4,441	2,481	6,922	6,922
Total funds carried forward at 28 Feb		18,077	12,960	31,037	9,721	4,011	13,732	13,732

Statement of Financial Position: Year Ended 28th February

	Notes	2022	2021
Fixed Asset			
Tangible assets	3	-	-
Total Fixed Asset		-	-
Current Assets			
Prepayments		-	-
Accrued Income		-	-
Cash at bank and in hand		37,217	22,647
Other Debtors		-	-
Total Current Assets		37,217	22,647
Creditors: amounts falling due within one year			
Other Creditors		(6,180)	(8,915)
Other Current Liabilities		-	-
Total Creditors: amounts falling due within one year		-	-
Net current assets (liabilities)		31,037	13,732
Total assets less current liabilities		31,037	13,732
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)		31,037	13,732
Capital and Reserves			
Restricted Reserves		12,960	4,011
General Reserves		9,721	4,441
Surplus / (Deficit) for the year		8,356	5,280
Member's Fund		31,037	13,732

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

	2022	2021
Income		
Donations and legacies	31,205	26,502
Total donations & legacies	31,205	26,502

2. Expenditures

	2022	2021
Raising Funds		
Event costs	-	-
Premises	8,620	10,367
Utilities	414	611
Travel	88	-
Motoring & transportation	68	149
Insurance	1,009	1,866
Administration	5,470	3,475
Advertising	-	-
Operations	7,066	4,619
Professional fees and services	3,413	-
Finance Charges	2	1
Disposal of Assets	-	-
Depreciation	-	134
Total Cost of Generating Funds	26,150	21,222

3. Tangible assets

	Property	Vehicles	Equipment	Fixtures & Fittings	Total
Cost	£	£	£	£	£
At 1st March 2021	-	-	-	533	533
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluation	-	-	-	-	-
At 28th Feb 2022	-	-	-	533	533
Depreciation					
At 1st March 2021	-	-	-	533	533
Charge for the year	-	-	-	-	-
Disposals	-	-	-	-	-
At 28th Feb 2022	-	-	-	-	-
	-	-	-	533	533
Net Book Value					
At 31st Mar 2021	-	-	-	134	134
At 28th Feb 2022	-	-	-	-	-