

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 2023

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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
Tina Conway

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 2023. 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.

Board of Trustee's Report

1.4 Achievements and Performance

Introduction

Following two tough years with the impact of Covid affecting both our fundraising abilities and service deliveries, we are delighted to report that this year has been one of recovery and positive strides forward in service delivery, finances and building of relationships with referral partners and other stakeholders. During this year, our incoming funds have increased due to more funding applications being successful, an increase in community fundraising opportunities and support from company partnerships. We are currently providing a full range of support services for 63 registered families and within the last twelve months have provided counselling for an additional 30 individuals as well.

Rebrand

During this financial year we have completed a full re-brand of the charity with a new logo, new website, new branding and new leaflets and publicity materials. This work has been sponsored by Kingel, one of our charity partnerships and funded by the grant we received from Wesleyan. The website has been built by Centrepont print.

Move of Premises

The decision to move premises this year, was made for a number of reasons. Firstly, since moving into premises at Koco Community Resource Centre in 2017, the number of families we had registered with our service has grown from 22 to 63. We needed a bigger centre to run all of our operations, including the work of a larger volunteer team as well as a larger number of families visiting our centre. Secondly, access to the community centre is not easy, and has become more difficult due to current road works. Thirdly, there is a very limited amount of parking available at the centre, with nearest car parking being a five-minute walk from the centre, which makes visiting with poorly or disabled children a challenge.

The board searched for premises which would offer a central location to all of our service users in Coventry and Warwickshire, offering a full disabled access, room to run all of our services and operational activities and accessible by public transport with good parking. We consulted with Coventry Council, Coventry BID, and several estate agents with our search. We looked for premises in and around Coventry City Centre and within other Coventry shopping areas, but found them all to be out of our price range. We diverted our search to Rugby, where we have taken a premises in Rugby Central Shopping Centre. We are currently awaiting works to be completed in the premises before we can start operating services from there.

Service Provision

Individual Family Support. It has been wonderful this year to resume a more interactive service with families. The families supported by our charity have continued to receive regular contact and support from our team. We have achieved this in several different ways. Telephone conversations to ensure the well-being of families we support and to assess any needs they have. Home visits conducted throughout the year to talk to families about the services we provide and to check in and ensure families have all the help they need and the continuation of Shiny Hampers alongside the activities we ran for face to face support.

Board of Trustee's Report

Shiny Hampers have continued to form part of our service delivery this year. This project, which began during the Covid pandemic when we needed to deliver online services, entails us making and delivering a hamper, to every family registered with our service. Hampers are delivered to families doorsteps, by one of our volunteer team, we check in with families and give them the materials needed to partake in activity sessions we run online or provide activity sheets for families to complete together in their own time. This provides a valuable way of keeping contact with every family we support and running online group activity sessions for our community. In surveys with families, we have completed the hampers have been mentioned as one of the favourite services we have ran and, especially for families who are on active treatment, they are a vital way of feeling included and part of the community.

Family Welcome Hampers have continued to provide part of our first meeting 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.

eBay Shop Our charity eBay shop continued to run until October 2022 with the intention of creating an income stream for the charity. We have had several wonderful volunteers doing a brilliant job of running this service, and we have received a steady stream of donations and sales to support the shop. We took the decision to suspend the eBay shop whilst the move of premises took place and will decide whether to reinstate the shop once fully moved in.

We have taken the decision to run our adult counselling service as a hybrid service on an ongoing basis, after to listening to the feedback of service users. Running the counselling service online throughout the Covid pandemic, was a success. Our current service users are given a choice of face to face, online or telephone appointments and as the year has gone on, we have found that many service users are still favouring online opportunities for counselling, whilst some are glad to have the opportunity of face to face appointments.

We received a record number of donations of presents this Christmas for our children and young people, with over 200 donated items being collected in and donated to us from Dunelm Coventry Store, Solihull Music Monsters, The Works Rugby Store and Good Shepherd Catholic CofE Primary School. These presents were distributed to 114 young people and children and the remainder have been used in our new Family Welcome Hampers.

Our groups and activities this year have included lots of local meet ups and get togethers for our families. We ran activities during school holidays for all age groups which enabled families / young people to meet with others.

We ran two events in partnership with Circles Equine Therapy for some of our young people and their families.

Board of Trustee's Report

We have increased the other charities that we work with to deliver support services. We have become an official referral partner for Coventry Foodbank and worked in partnership with Evelyn's Gift to deliver bereavement support and financial support.

Our Christmas party this year was held at The Village Hotel in Coventry. It saw just under half of the families we support come together for a wonderful, fun-filled afternoon, with games and visits to Santa throughout. As always, our families reflected that it was a great time to catch up with other families and we saw the start of several new friendships with some of the young people who attended and were introduced.

As ever, our volunteer team and trustee board have provided a wonderful support to the charity during this year. We would like to take the opportunity to thank them all for their very hard work throughout this year. Several of our volunteer team have decided not to move over to Rugby with us and we would especially like to thank them for their hard work and dedication.

We have also employed a member of staff for the first time this year, which has been a great step forwards for us and we believe will add to the stability and structure of the charity moving forwards. We have now secured a grant from The Fore Trust, which is enabling us to employ our CEO on a part-time paid basis, a role which has been entirely voluntary until now.

We are delighted to be able to introduce to our annual accounts report this year, a breakdown of all donations both financial and in kind, which have a value of £200 or more, which we hope will reflect how grateful we are to all the individuals, companies and trusts who have supported us during the last twelve months.

1.5 Financial Review

During the year to 28 February 2023, the charity had total income of £79,179. 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 £5,696. Total operating charitable expenditure was £56,460 giving an operating deficit in the year of £12,381.

1.6 Investment & Reserve Policy

Our reserves position:

	Current Year	Previous Year	% Increase / (Decrease)
Unrestricted Funds (Reserves)			
Restricted / Designated Funds:	27,152	12,960	110%
Unrestricted Fund:	5,696	18,077	(68%)
Others	-	-	-
Endowment Funds	-	-	-
Total Funds	32,848	31,037	6%
Ratio of Reserves to Annual Operating Expenditure	0.10	0.79	(87%)

Board of Trustee's Report

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 11th July 2023 and signed on their behalf by:

Full Name: Paul McGrory

Signature: *Paul McGrory*

Position: Chair of Trustees

Date: 11/07/2023

Independent Examiner's Report

Report to the trustees/members of: Shine A Light Support Service
On accounts for the year ended: 28th February 2023
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: 11 July 2023



Name: Tobi Labeodan FCCA, for and on behalf of The Accounting Club Ltd

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 2023**

		2023	2023	2023	2022	2022	2022
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
		Funds	Funds	Funds	Funds	Funds	Funds
		£	£	£	£	£	£
Income:	Notes						
Donations and legacies	1	44,079	-	44,079	31,205	-	31,205
Grants		-	35,100	35,100	-	12,250	12,250
Total Income		44,079	35,100	79,179	31,205	12,250	43,455
Total Income		44,079	35,100	79,179	31,205	12,250	43,455
Expenditures on:							
Raising Funds		-	-	-	-	-	-
Charitable Activities	2	56,460	20,908	77,368	22,849	3,301	26,150
Other Costs		-	-	-	-	-	-
Total Expenditures		56,450	20,908	77,368	22,849	3,301	26,150
Net income/(expenditure)		(12,381)	14,192	1,811	8,356	8,949	17,305
Transfers between funds							
Other recognised gains/(losses):							
Gains/(losses) on revaluation of fixed assets				-			-
Gains/(losses) on investment assets				-			-
Net movement in funds		(12,381)	14,192	1,811	8,356	8,949	17,305
Reconciliation of funds:							
Total funds brought forward		18,077	12,960	31,037	9,721	4,011	13,732
Total funds carried forward at 28 Feb		5,696	27,152	32,848	18,077	12,960	31,037

Statement of Financial Position: Year Ended 28th February 2023

	Notes	2023	2022
Fixed Asset			
Tangible assets	3	-	-
Total Fixed Asset		-	-
Current Assets			
Prepayments		-	-
Accrued Income		-	-
Cash at bank and in hand		32,453	37,217
Other Debtors		3,900	-
Total Current Assets		36,353	37,217
Creditors: amounts falling due within one year			
Other Creditors		(3,505)	(6,180)
Other Current Liabilities		-	-
Total Creditors: amounts falling due within one year		-	-
Net current assets (liabilities)		32,848	31,037
Total assets less current liabilities		32,848	31,037
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	31,037
Capital and Reserves			
Restricted Reserves		27,152	12,960
General Reserves		18,077	9,721
Surplus / (Deficit) for the year		(12,381)	8,356
Member's Fund		32,848	31,037

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

	2023	2022
Income		
Donations and legacies	44,079	31,205
Total donations & legacies	44,079	31,205

2. Expenditures

	2023	2022
Charitable Activities		
Event costs	1,000	-
Premises	12,571	8,620
Utilities	1,490	414
Travel	1,335	88
Motoring & transportation	5	68
Insurance	-	1,009
Administration	14,974	5,470
Advertising	215	-
Operations	23,940	7,066
Professional fees and services	12,372	3,413
Finance Charges	1	2
Staff Costs	9,465	-
Depreciation	-	-
Total	77,368	26,150

3. Tangible assets

	Property	Vehicles	Equipment	Fixtures & Fittings	Total
Cost	£	£	£	£	£
At 1st March 2022	-	-	-	533	533
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
Revaluation	-	-	-	-	-
At 28th Feb 2023	-	-	-	533	533
Depreciation					
At 1st March 2022	-	-	-	533	533
Charge for the year	-	-	-	-	-
Disposals	-	-	-	-	-
At 28th Feb 2023	-	-	-	-	-
	-	-	-	533	533
Net Book Value					
At 1st Mar 2022	-	-	-	-	-
At 28th Feb 2023	-	-	-	-	-