



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	April	2020		05	April	2021

## Section A Reference and administration details

**Charity name** SHINE for Autism

**Other names charity is known by** SHINE

**Registered charity number (if any)** N/A

**Charity's principal address** 4 Devonshire Road

Millom

Cumbria

**Postcode**

LA18 4JF

### Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1 Jane McFie	Chair		
2 Julie Craghill			
3 Stephen Evans			
4 Bettina Evans			
5 Shelagh Cloudsdale			
6			
7			
8			
9			
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11			
12			
13			
14			
15			
16			
17			
18			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

## Name of chief executive or names of senior staff members (Optional information)

N/A
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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Foundation' Model Constitution adopted on 23<sup>rd</sup> August 2019

How the charity is constituted  
(eg. trust, association, company)

Charitable Incorporated Organisation – Registered Charity No. 1185018

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are appointed by current trustees as required.

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees give their time voluntarily and receive no remuneration.

We have Trustee Role Descriptions, Code of Conduct, Acceptance Form and Declarations for New Trustees. They are also be given the latest copy of the Constitution, Annual Accounts Report, Treasurers Report and Trustee's Report for information.

We have procedures in place for Acceptance & Refusal of Donations, Complaints, Confidentiality, Conflict of Interest, Data Breach, Data Protection, Equal Opportunities, Financial Control, Fundraising, Grants, Harassment, Meetings, Photos & Images, Safeguarding Children, Safeguarding Vulnerable Adults and Social Media. Trustees receive copies of all procedures on induction.

## Section C Objectives and activities

## **Summary of the objects of the charity set out in its governing document**

To promote social inclusion for the public benefit of individuals with Autistic Spectrum Disorder who are socially excluded from society, or parts of society in Cumbria, as a result of being autistic by the provision of services, resources, facilities, support and information for both them and their parents/carers.

## **Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our Trustee meetings. Our main activities are as follows:

- Providing resources, support and information for individuals with autistic spectrum disorder and their parents/carers.
- Providing the opportunity for parents/carers to meet in order to develop a mutual support network and enable sharing of skills, experience and knowledge within the group.
- Organising recreation facilities and opportunities for individuals with autistic spectrum disorder to develop social networks, friendships, peer groups and self-esteem.
- Providing workshops, online forums and 1:1 support for parents/carers to gain knowledge and strategies to enable them to support individuals with autistic spectrum disorder.
- Raising public awareness of the issues affecting individuals with autistic spectrum disorder and their parents/carers both generally and in relation to their social exclusion through fundraising and public training/awareness.
- Providing small grants to local individuals/schools to provide support/equipment for autistic individuals.

The focus of our activities this year has been to support parent/carers through our online support and by supplying sensory items/visual schedules that could be used at home during the Covid 19 National Lockdown. We have also been supporting the community with a donation towards Stepping Stones Nursery so that they could continue to support autistic children during the pandemic.

## **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

A great contribution is made by our trustees who have spent many hours supporting families in the area.

Without this time we would not be able to achieve any of our goals for the group.

Any surplus funds which are not likely to be needed are held for future activities, resources and training.

We have a Grant Procedure which sets out the criteria for selecting individuals/schools that are eligible to receive grants from SHINE.

The charity does not invest any of its money.



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

**April 20** – Due to the National Lockdown SHINE has been limited in our activities this year. However, during April we distributed many Hidden Disability sunflower lanyards and exercise cards allowing autistic individuals the chance to exercise more often during lockdown (as per government guidelines).

SHINE also provided Stepping Stones Nursery with a grant for £750 to help provide 1:1 support to several autistic children who have continued to attend the nursery during the pandemic.

SHINE received a £50 donation from M Wren from a Fun Run.

**June 20** – Following on from the Hidden Disability sunflower lanyards and changes to government guidelines, SHINE ordered and distributed face covering exemption cards for those individuals that required them.

Both the Keswick to Barrow and Great North Run have been rescheduled for September 2021.

**November 20** – As last year's Pamper/Shopping Evening went so well, we decided to hold a Virtual Shopping Event which was again a huge success.

**December 20** – Discussions were ongoing with regards to the content of the Podcasts that will take place in a few months.

The Podcast equipment was purchased from the CGP Grant as well as a Laptop from the Copeland Community Fund Grant. The laptop was purchased due to SHINE having to repurpose the PDA Conference funding because of the pandemic.

A donation of £100 was received from John Mcglaughlan in lieu of sending Christmas cards.

**January 21** – A projector and screen was purchased from the Copeland Community Grant.

A donation of £200 was received from Rosalind Twiname from selling handmade stuffed animals.

During the pandemic SHINE have also continued to distribute sensory bags and visual schedules to any individuals who have required them.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We hold cash at the bank of £2,782.41, there are currently no restricted funds. These funds are held for future activities and training. We aim to hold £1,000, but no more than £10,000 in reserve at year end. However, it is not necessary to have any reserves as we only use money that is available in our account.

**Details of any funds materially in deficit**

Not applicable.

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of funds this year has been donations and fundraising, although both of these have been affected by the pandemic. We rely on the local community for their continued support for both of these.

Expenditure this year has been used mainly toward supporting the community through grants. We have also purchased equipment which will be used for our Podcast project in the future.

The charity does not invest any of its money and it has no staff costs.

Future Plans

This coming year will see an emphasis on supporting autism acceptance in our community by promoting understanding through the Podcasts. We hope to reach a vast amount of local people this way and we hope it will also be accessible to communities further afield. We will continue to support parent/carers through workshops and support groups. We will also be running activities through the holidays to encourage peer relationships between our young people.

We will be looking into various funding routes and fundraising nights (if government guidelines allow for this).

## **Section G Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

**Position (eg Secretary, Chair, etc)**

**Date**



# Receipts and Payments Accounts

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From	Period start date			To	Period end date		
	06	04	20		05	04	2021

Charity name SHINE for Autism

Registered charity number (if any) N/A

## Section A - Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last Year to the nearest £
<b>A1 Receipts</b>					
Grants and Donations	110.00	-	-	110.00	7,687.73
Administration	-	-	-	-	-
Fundraising	-	-	-	-	427.00
CGP Grant	-	300.00	-	300.00	-
Interest	-	-	-	-	-
Pamper Event	-	-	-	-	445.00
Copeland Grant	-	-	-	-	1,180.00
Sensory Box/Toys	-	-	-	-	517.00
<b>Sub Total</b>	<b>110.00</b>	<b>300.00</b>	<b>-</b>	<b>410.00</b>	<b>10,256.73</b>
<b>A2 Assets and Investment Sales, etc</b>					
	-	-	-	-	-
<b>Total Receipts</b>	<b>110.00</b>	<b>300.00</b>	<b>-</b>	<b>410.00</b>	<b>10,256.73</b>
<b>A3 Payments</b>					
Activity Costs	-	-	-	-	223.09
Training	425.00	-	-	425.00	1,115.80
CGP Grant	-	299.00	-	299.00	172.70
Administration	241.65	-	-	241.65	1,512.12
Fundraising	-	-	-	-	404.89
Copeland Grant	39.48	1,181.00	-	1,220.48	-
Awareness	462.60	-	-	462.60	144.60
SHINE Grants	750.00	-	-	750.00	6,061.75
<b>Sub Total</b>	<b>1,918.73</b>	<b>1,480.00</b>	<b>-</b>	<b>3,398.73</b>	<b>9,634.95</b>
<b>A4 Asset and Investment Purchases, etc</b>					
	-	-	-	-	-



<b>Total Payments</b>	<b>1,918.73</b>	<b>1,480.00</b>	<b>-</b>	<b>3,398.73</b>	<b>9,634.95</b>
<b>Net of receipts/ (payment)</b>	<b>-1,808.73</b>	<b>-1,180.00</b>	<b>-</b>	<b>-2,988.73</b>	<b>621.78</b>
<b>A5 Transfers Between Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash Funds Last Year End</b>	<b>4,591.14</b>	<b>1,180.00</b>	<b>-</b>	<b>5,771.14</b>	<b>5,149.36</b>
<b>Cash funds this year end</b>	<b>2,782.41</b>	<b>0.00</b>	<b>-</b>	<b>2,782.41</b>	<b>5,771.14</b>

## Section B - Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to the nearest  £	Restricted funds to the nearest  £	Endowment funds to the nearest  £
<b>B1 Cash Funds</b>	<i>Cash at bank</i>	2,782.41	0.00	
	<b>Total cash funds</b>	2,782.41	0.00	
	(agree balances with receipts and payment account(s))			
<b>B2 Other Monetary Assets</b>				
<b>B3 Investment Assets</b>		Fund to which assets belong	Cost (optional)	Current value (optional)
<b>B4 Assets Retained For The Charity's Own Use</b>	<b>Sensory Equipment / Disability Aids</b>	Unrestricted		
	<b>Podcast Equipment</b>	Unrestricted		
	<b>Administrative / Promotional Items</b>	Unrestricted		

		<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
<b>B5 Liabilities</b>				

Notes - The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.