

Shine21

Trustees' report and financial statements

for the year ended 31 August 2022

Charity number: 1191103

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**Introduction from the Chair
for the year ended 31 August 2022**

I am pleased to write this report to reflect our financial year 01 September 2021 - 31 August 2022. Our second year of operation has seen Shine21 grow from strength to strength. We have welcomed new families, enhanced the support we offer and welcomed new trustees, as well as a Charity Manager role. Our biggest addition was securing our Shine21 premises. This has allowed us to offer more support and therapy sessions as well as giving our volunteers a place to work.

We have seen the true impact of our early intervention support on the children, and it is clear that the Shine21 is offering vital intervention and support which is much needed in North Yorkshire.

There has been a focus on reaching out to new families and building on the early intervention we offer the children and the support we offer to their families. We sought feedback from our families and assessed what support they value and need. We are delighted to share this information with you in this report. Our income was steady over the year raising a total of £61,250.

As of 31 August 2022 we had 32 families. In line with our commitment we increased the age range to age 6 and below. Our strong team of volunteers working behind the team have strengthened the charity and it is with thanks to them that the charity is the success it is.

Alice Jones, Joanne Pratt and Julie Storey
Shine21 Trustees

10 May 2023

Legal and administrative information

Charity number	1191103	
Registered office	89 Eastfield Avenue Haxby York YO32 3EZ	
Trustees	Vanessa Roberts (Chair) Louise Mouncey Helen Kel Julie Storey Joanne Pratt Alice Jones Gemma Moy Rebecca Elcock	(appointed 1 January 2023) (resigned 31 May 2022 following her appointment as Charity Manager) (resigned 21 November 2021) (appointed 1 September 2020) (appointed 24 August 2021) (appointed 24 August 2021) (appointed 1 February 2023) (appointed 1 February 2023)
Treasurer	Jon Thompson	(appointed September 2020)
Accountants	The Barker Partnership 17 Central Buildings Market Place Thirsk North Yorkshire YO7 1HD	
Bankers	The Co-Operative Bank	

Shine21

Annual Report for the year ended 31 August 2022

The trustees present their report and the financial statements for the year ended 31 August 2022. The trustees who served during the year and up to the date of this report are set out on page 2.

Structure, governance and management

The Setting Up of Shine21

Shine21 was registered as a charity on 01 September 2020. The charity is governed by a CIO model of constitution as presented on the Charity commission website.

As a charity supporting children with Down Syndrome, we found it important to be affiliated to the Down Syndrome Association, a national organisation dedicated to improving the lives of those with Down Syndrome.

Louise Mouncey, Alice Jones and Joanne Pratt each has a child with Down Syndrome and are very passionate about ensuring the charity offers proactive support to families. Joanne has actively taken over the role as Safeguarding lead and welcoming of new families. Alice joins us with a professional background in education. Julie remains a Trustee providing HR knowledge and an independent opinion and vote.

Objectives and activities

Our Purpose and Aims

For the public benefit to relieve the needs of parents, carers and families of children with Down Syndrome by providing information, support and services designed to ensure they have adequate information and emotional support after receiving a diagnosis of Down Syndrome, in particular but not exclusively by:

- running speech and language development sessions led by a trained Speech and Language Therapists and volunteers.
- providing stay and play sessions to allow the children to interact and parents/carers to have an opportunity to practise the activities set by therapists.
- providing training sessions in areas such as Makaton, access to financial benefits and hygiene.
- providing a resource library to ensure the children have access to vital resources to aid their development.
- raising awareness of Down Syndrome and working closely with local hospitals to ensure professionals have up to date facts on the condition and can signpost parents/carers to appropriate information and support.

Commitment Statement

We are committed to reviewing our aims annually to ensure they are meaningful and reflect the support we offer. It was agreed this year that all aims and objectives should remain the same.

Following the increase in Trustees and training and skills they hold, the decision was made to increase the age limit to 6 and below. We maintain our commitment to review this on an annual basis.

Safeguarding

Shine21 is committed to taking all aspects of safeguarding seriously and aims to create a safe environment for both children and their parents/carers to access. We follow safer recruitment guidelines. All Shine21 Trustees must undertake the NSPCC Trustee safeguarding training and other volunteers who have contact with families must complete the safeguarding for children with SEN training. All volunteer posts where the role holder is in direct contact with children are subject to enhanced DBS disclosure clearance.

Our safeguarding policy can be found on our website www.shine21.org.

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Achievements and performance

Early Intervention

Due to Shine21 still identifying the support needed, our early intervention programmes changed during this financial year. We commenced by giving families an option to either attend face to face sessions with Gwen Toner in York or attend sessions in Scarborough or via zoom with Seaside Salt. Upon securing our premises in April 2022, the decision was made to move all therapy sessions to our own premises and use one therapist, Gwen Toner. This allowed a consistent therapy model to be delivered in a cost efficient way. Gwen Toner is a qualified Speech and Language Therapist who is a specialist in Down Syndrome. Louise Mouncey observed and supported in all the therapy sessions delivered by Gwen Toner, giving her training and enhancing her knowledge and skills. This also allowed her to get to know the families and children.

By the end of August 2022, 19 children were attending therapy sessions.

The therapy programme delivered concentrated on speech sounds, early communication skills, social emotional and personal skills, as well as pre-reading skills. The groups were limited to a maximum of four children per group to ensure a personalised therapy model was delivered. We identified a few children who would initially benefit from 1:1 therapy sessions before they could transition to group sessions.

Our youngest members of the group attended sessions delivered by Louise Mouncey. Louise incorporates the Makaton Signing for Babies course with early skills to create a fun environment. Louise worked on skills to prepare them to transition to the therapy sessions with Gwen.

Occupational Therapy

We commenced our second year by hosting two Occupational Therapy sessions run by OT4me, a private therapy service. These sessions were split into 'pre-walkers' and 'walkers' and focused on a range of activities including fine motor skills, sensory play and working on gross motor skills.

In April 2022 the service was reviewed, and following parents' feedback a decision was made to transition the sessions to our Shine21 premises and offer 1:1 sessions for the children who were experiencing barriers to accessing therapy groups. This model also allowed the therapist to visit nurseries and schools to provide support and suggested adjustments to help the children to be comfortable and thrive in their setting.

Nursery/School Support

At the end of August 2022, we had 12 children who attended a school or nursery setting. As children with Down Syndrome have a unique learning profile, it was important that support was offered to settings. Having observed and supported in the therapy sessions, Louise Mouncey was able to visit nursery and school settings to demonstrate activities, targets and intervention which the child was currently working on. These visits also allowed resources to be loaned or suggested to settings.

Shine21 actively promoted the attendance of key workers and TA's to attend the therapy sessions, to see first-hand the targets the children were working towards and relevant activities.

This is an area which we hope to strengthen and grow in 2022-2023.

Annual Report for the year ended 31 August 2022

Training

In September 2022, we were delighted to host our first Makaton taster session for friends and family. This was a great opportunity for grandparents, uncles, aunts etc to meet and learn key Makaton signs to be able to support communication with their family members. We hope to host these events annually.

We also held a Maths for Life workshop delivered by Karen McGuigan. We welcomed parents as well as schools and nurseries to gain an understanding of the programme and the early intervention which they could undertake.

Socials and Parental Support

As we continued to welcome new families we held a number of social meet ups throughout the year to allow families to get to know each other. This included a Halloween party, a Christmas party and a beach picnic.

Health

In February 2022 we were invited to attend a training and information session for student midwives at the University of York. One of our families attended to discuss their journey and the impact that positive terminology had on them. We attended alongside a volunteer from Positive about Down Syndrome.

We are passionate about working collaboratively with other professionals working with each child. We commenced joint working by having initial discussions with the Speech and Language Therapy Manager at the York and Scarborough Trust. We hope to continue this liaison and agree a collaborative model moving forward.

We are pleased to see the Care Pathway for York and Scarborough is now in place. This will provide guidance to ensure all children covered by the trust will have consistent care and parents will know the checks and support the children are to receive.

Raising Awareness

Our Shine21 new parent packs were launched in June 2022. These are now issued to new families who contact us and are also distributed by local hospitals. This is a big advancement in Shine21 in reaching out and supporting families from the moment they receive a diagnosis.

We celebrated Down Syndrome awareness month by releasing our own Makaton version of 'I love my life'. The video featured our families signing along to the song. We would like to thank Handmade Voices who taught the families the signs to the song.

We also celebrated World Down Syndrome Day by wearing our bright, colourful socks. It was lovely to see schools, workplaces and nurseries also joining in with the celebrations.

We were delighted to produce our 2022 Shine21 calendar. This year we focussed on a theme of professions. The children each posed in fire engines, artists' smocks and builders' hats, to name a few. It is with thanks to Joy Photography for the amazing photographs once again.

Parental Support and Communication

As requested by parents/carers, we continued with our monthly Wednesday evening Zooms. This has become a valuable source of support for parents/carers and is used to discuss queries or gain advice from other families. It is particularly useful for families who do not attend the therapy sessions.

We continue to host a closed parent Facebook page where we share achievements and key information with our families. We also send a monthly newsletter to parents/carers to keep them up to date with Shine21 news, changes and relevant information.

Resources

Throughout the year we have continued to add to our resources library. These resources are available for parents to borrow and use at home to transfer the learning from the therapy sessions to home. As the therapy sessions grow, we aim to continue to expand and grow the resources available.

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Annual Report for the year ended 31 August 2022

Networking

We continue to be affiliated to the Down Syndrome Association. We have been actively attending the National Down Syndrome Policy group Zoom meetings to keep up to date with advances in the Down Syndrome Act.

Financial review

Fundraising

After a successful year last year, we were committed to continuing to raise vital funds to allow Shine21 to continue to grow and the children to thrive. We are grateful to all the local businesses, national grant providers and our fundraising team who have allowed us to be in a sustainable position for the second year. We receive no statutory funding and we do not charge families to access our support.

Our total income for our financial year 01 September 2021 - 31 August 2022 was £61,250.

Grants schemes

We are fortunate to have been successful in securing grant funding totally £20,450. This was with thanks to the following grant providers.

Ford Britain	£250
Persimmon	£1,000
Brelms	£5,000
Hiscox	£5,000
Albert Hunt	£2,000
Nimbuscare	£5,000
Two Ridings	£2,000
No Limits Foundation	£200

In addition we received financial donations from the following companies

Waitrose	£300
Just dance	£620
Haxby and Wigginton Scarecrow competition	£1,460
Studio 3 Dance workshop	£100
JNJS Soul	£356

2021-22 showed a successful increase in our fundraising events which included;

Sale of Christmas cards and calendars	£967
Minster Lions Santa sleigh	£118
Christmas fair	£1,652
Wreath making workshop	£1,365
York Philharmonic male voice choir	£3,646
100 Club	£900
Duncombe Park tombola	£191
Summer raffle	£1,572
Dunelm tombola	£79
Summer fun day	£1,558
Sale of pre-loved donated items	£2,218

Expenditure

Due to the pandemic last year preventing us from fully offering the services we wished, we were still establishing what support and services were needed to gain an idea of the operating costs of Shine21. Following the expansion of Shine21, we also created a Charity Manager role which we had not budgeted for at the start of the year. In addition, we also commenced the lease on our premises, which again we had not originally budgeted for. These two additions significantly increased our expenditure from the previous year.

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Annual Report for the year ended 31 August 2022

Reserves

Due to our expenditure changing this year we have opted not to have a reserve fund.

Plans for future periods

Shine21 shining into the future

After two successful years and the continuing growth, we are secure in the knowledge that Shine21 is a much needed charity and support network in North Yorkshire. Now our therapy sessions are taking place, we are able to truly see the impact it is having on the children and their families. We will continue to reach out to new families across North Yorkshire to ensure they have the support and intervention they would benefit from.

Due to the expansion of the charity and Louise Mouncey being appointed as Charity Manager, we strive to grow our management board and are recruiting for a Chair of Trustees.

During our next year, we will continue to enhance and expand our therapy sessions ensuring that all aspects of development are covered and not just Speech and Language. We will keep up to date with advances in research and therapy approaches to ensure the children achieve their full potential.

This year, we will see an increase in the number of children commencing attendance at a setting and therefore we are committed to strengthening our support for them.

Our team of volunteers will continue to secure the funding we need to keep Shine21 financially viable and offering the support families need and value.

**Annual Report
for the year ended 31 August 2022**

Statement of trustees' responsibilities

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

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 operation.

The trustees are responsible for keeping proper accounting records which 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 and the Charity (Accounts and Reports) Regulations 2008. 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.

On behalf of the board

V. Roberts

Vanessa Roberts - Chair

Date: 10 May 2023

Shine21

**Independent examiner's report to the members on the unaudited financial statements of
Shine21.
for the year ended 31 August 2022**

I report on the financial statements of the Charity for the year ended 31 August 2022, which are set out on pages 9 to 13.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 [2] of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to;

Examine the accounts (under section 145 of the 2011 Act);

To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145 (5)(b) of the 2011 Act); and

To state whether any particulars have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with the 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 with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Barrie Cross

Mr B J Cross ACA
The Barker Partnership
Chartered Accountants & Statutory Auditors
17 Central Buildings
Market Place
Thirsk
North Yorkshire
YO7 1HD

Date 10 May 2023

Receipts and Payments Account
For the year ended 31 August 2022

		Unrestricted funds	Restricted funds	2022 Total	2021 Total
	Notes	£	£	£	£
Receipts					
Grant income	2	200	30,150	30,350	24,954
Donations		17,428	-	17,428	11,966
Charitable activities	3	11,980	-	11,980	9,730
Other income	4	1,492	-	1,492	528
Total receipts		<u>31,100</u>	<u>30,150</u>	<u>61,250</u>	<u>47,178</u>
Payments					
Core costs	5	12,696	20,750	33,446	10,680
Fundraising	6	5,700	1,318	7,018	2,006
Administrative expenses	7	14,211	2,000	16,211	2,027
Other expenses		-	-	-	50
Total payments		<u>32,607</u>	<u>24,068</u>	<u>56,675</u>	<u>14,763</u>
Net movement in funds		(1,507)	6,082	4,575	32,415
Total funds balance b/fwd at 1 September 2021		<u>18,338</u>	<u>14,077</u>	<u>32,415</u>	<u>-</u>
Cash fund balances c/fwd at 31 August 2022		<u>16,831</u>	<u>20,159</u>	<u>36,990</u>	<u>32,415</u>
Statement of Assets and Liabilities					
Cash Funds					
Bank Accounts		<u>16,831</u>	<u>20,159</u>	<u>36,990</u>	<u>32,415</u>
		<u>16,831</u>	<u>20,159</u>	<u>36,990</u>	<u>32,415</u>
Liabilities					
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Approved by the board of trustees on 10 May 2023 and signed on its behalf

V. 

Vanessa Roberts - Chair

**Notes to financial statements
for the year ended 31 August 2022**

1. Accounting policies

1.1. Basis of accounting

The financial statements of the charity have been prepared in accordance using the Receipts and Payments basis.

The financial statements are prepared in sterling, which is the functional currency of the entity

2. Grant income

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Co-op	-	-	-	801
Grow and learn	-	-	-	1,000
National lottery	-	-	-	10,000
Tesco	-	-	-	1,000
Two Ridings	-	2,000	2,000	5,000
Two Ridings - Nimbuscare	-	5,000	5,000	-
NISA	-	-	-	2,870
Waitrose York	-	-	-	333
Watrose Harrogate	-	-	-	250
Shepherd Homes	-	2,500	2,500	1,200
Purey Cust	-	2,500	2,500	2,500
Persimmon	-	1,000	1,000	-
Ford Britain	-	250	250	-
Hiscox Foundation	-	5,000	5,000	-
The Brelms Trust	-	5,000	5,000	-
Little Lives UK	-	1,500	1,500	-
Arnold Clark	-	1,000	1,000	-
Albert Hunt Trust	-	2,000	2,000	-
No Limits Foundation	200	-	200	-
Lord Barnby's	-	2,000	2,000	-
Warburtons	-	400	400	-
	<u>200</u>	<u>30,150</u>	<u>30,350</u>	<u>24,954</u>

**Notes to financial statements
for the year ended 31 August 2022**

3. Charitable activities

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Sale of products	967	-	967	1,891
Carriage on sales	-	-	-	84
Car boot	2,218	-	2,218	3,259
Craft sales	3,534	-	3,534	534
Course fees	1,365	-	1,365	833
Raffles	1,571	-	1,571	1,494
100 club	1,495	-	1,495	1,500
Max cards	830	-	830	135
	<u>11,980</u>	<u>-</u>	<u>11,980</u>	<u>9,730</u>

4. Other income

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Gift aid	<u>1,492</u>	<u>-</u>	<u>1,492</u>	<u>528</u>

5. Core costs

	Unrestricted funds £	Restricted funds £	2022 Total £	2021 Total £
Resource library	1,253	696	1,949	2,305
Makaton training	345	150	495	1,305
Other training	130	-	130	871
OT support	800	2,675	3,475	
Room hire	737	580	1,317	302
Equipment	83	1,107	1,024	-
SALT provision	9,105	15,167	24,272	5,568
Learning support	-	125	125	329
Social groups	409	250	659	-
	<u>12,696</u>	<u>20,750</u>	<u>33,446</u>	<u>10,680</u>

**Notes to financial statements
for the year ended 31 August 2022**

6. Fundraising

	Unrestricted funds	Restricted funds	2022 Total	2021 Total
	£	£	£	£
Cost of products sold	3,329	1,318	4,647	1,088
Fundraising fees	881	-	881	180
Materials for sale	398	-	398	76
Prizes	550	-	550	200
Max cards	480	-	480	240
Delivery costs	62	-	62	222
	<u>5,700</u>	<u>1,318</u>	<u>7,018</u>	<u>2,006</u>

7. Administrative expenses

	Unrestricted funds	Restricted funds	2022 Total	2021 Total
	£	£	£	£
Staff costs	4,789	2,000	6,789	-
Admin costs	526	-	526	-
Rent	4,375	-	4,375	-
Storage	671	-	671	442
Telephone	164	-	164	-
Website, email and IT	288	-	288	322
Computer & software	154	-	154	-
Subscriptions	180	-	180	145
Accountancy fees	803	-	803	29
Legal & professional fees	318	-	318	-
Training costs	120	-	120	739
Care packages and gifts	193	-	193	169
Safeguarding	14	-	14	67
Printing	1,118	-	1,118	67
Postage & carriage	411	-	411	32
Equipment hire	50	-	50	-
Cleaning	-	-	-	11
Bank interest and charges	37	-	37	4
	<u>14,211</u>	<u>2,000</u>	<u>16,211</u>	<u>2,027</u>

**Notes to financial statements
for the year ended 31 August 2022**

8. Employees

Employment costs	2022	2021
	£	£
Wages and salaries	7,000	-
Social security costs	237	-
Pension costs	163	-
	<u>7,400</u>	<u>-</u>

No employee received emoluments of more than £60,000 (2021 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2022	2021
	Number	Number
Trustees	<u>4</u>	<u>3</u>

9. Restricted funds

	At 1 September 2021 £	Incoming resources £	Outgoing resources £	At 31 August 2022 £
National lottery	8,327	-	-	8,327
Tesco	750	-	-	750
Two Ridings	5,000	2,000	-	7,000
Two Ridings - Nimbuscare	-	5,000	5,000	-
Shepherd Homes	-	2,500	2,488	12
The Purey Cust Trust	-	2,500	2,500	-
Persimmon	-	1,000	1,000	-
Ford Britain	-	250	244	6
Hiscox Foundation	-	5,000	4,994	6
The Brelms Trust	-	5,000	4,039	961
Little Lives UK	-	1,500	1,500	-
Arnold Clark	-	1,000	-	1,000
Albert Hunt Trust	-	2,000	2,000	-
Lord Barnby's	-	2,000	-	2,000
Warburtons	-	400	303	97
	<u>14,077</u>	<u>30,150</u>	<u>24,068</u>	<u>20,159</u>