

# Trustees' Annual Report and Financial Statements

Year ended 31st March 2021



## Shine

Spina bifida • Hydrocephalus  
Information • Networking • Equality



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# Introduction from our Acting Chair

What a year 2020/21 turned out to be yet, despite the upheaval caused by the worldwide pandemic, Shine's staff and volunteers did not waiver from our aim of

“...making a positive difference to the lives of people affected by spina bifida and hydrocephalus, and other conditions.”



In a strange way, the pandemic brought opportunities to try and test new approaches and initiatives.

We rallied quickly to adapt our services, proactively contacting members, reaching so many more individuals and families, and providing them with a wealth of health and other key advice to deal with the disruption caused by COVID-19 to so many aspects of their lives.

One of the overwhelming successes of 2020 was the 1082 responses from members to our '1000 Voices – ageing with spina bifida' survey. It is the largest survey of its kind in the UK and has provided a vast amount of insight and information to underpin the work we need to do to improve health, wellbeing and lifestyle outcomes for people of all ages living with spina bifida.

Members took part in our online information sessions and social events, and some accessed our pilot online health and advice hubs for more personal support and information. Many also actively engaged in a series of focus groups, providing insight and information to develop new hydrocephalus resources and plan and deliver our awareness weeks.

None of the above successes could have been achieved without the ongoing work to continually improve systems, processes and compliance procedures that are so necessary for the smooth running, efficiency and effectiveness of the charity, nor could it have happened without the incredible hard work and dedication from so many: all the staff at Shine; our many volunteers; our supporters and fundraisers whose generosity has enabled us to deliver the services we needed to; and Shine's Leadership Team and Board of Trustees who have worked closely to steer the organisation through this turbulent time in history.

In his introduction to last year's annual report, our Chairman commented that the breadth of our work, the diversity of skills, knowledge and experience, and our continual drive for improvement was providing Shine with a greater resilience to adapt and deliver the change we need to remain a charity that is 'fit for purpose'. The past 12 months have been testament to this.

Shine has risen to the challenges of the pandemic. We finish the year more certain than ever of the essential role Shine plays in providing the right information and support at the right time, keeping people connected and ultimately improving lives.

**With best wishes**

**Greg Smith**  
Acting Chair

A handwritten signature in blue ink, appearing to read 'Greg Smith', written over a light blue circular background.





## Shine's vision

is a society where all those whose lives are affected by spina bifida and/or hydrocephalus and associated conditions are empowered and enabled through choice and equality of opportunity

### Our aim

**to make a positive difference to the lives of people affected by the conditions**

## Our five strategic goals are

- 1 Improving outcomes through early intervention and support:**  
Babies and children from birth to 10-year-olds will have improved health, educational and social outcomes through specific approaches for support, intervention, and condition management
- 2 Access to better care and services for all:**  
People with spina bifida and/or hydrocephalus will have access to specialist services and treatments, which will enable better care and condition management
- 3 Improved lifestyle and choices**  
People with spina bifida and/or hydrocephalus will be enabled, engaged, and empowered to make informed choices about the lives they want to lead
- 4 Preventing spina bifida**  
Greater focus on the causes of spina bifida and a call for Government and others to take decisive action in the prevention of spina bifida
- 5 Quality information and support**  
People affected by spina bifida and/or hydrocephalus, and other key stakeholders, will have access to high-quality information and support to meet their needs



## Underpinned by our values

- Promote the empowerment and participation of people with spina bifida and hydrocephalus, and associated conditions
- Value and respect all the different people with whom we work
- Challenge the ways in which society disables our members
- Work to achieve excellence
- Welcome challenge and review
- Use resources ethically, thoughtfully and responsibly



# How Shine responded to the global pandemic

## No annual report for 2020/21 would be complete without mention of the global pandemic!

In this unprecedented year, where specialist clinics and essential health and care services have been impacted by the measures required to manage COVID-19, Shine was keenly aware of the importance of maintaining our focus to support individuals with spina bifida and/or hydrocephalus, and families and professionals, in whatever way we could across England, Wales and Northern Ireland.

As shielding began, and the UK went in and out of lockdown throughout the year, the pandemic created additional strains on key statutory services, which affected our members.

Requests for support were often complex and multi-layered as backlogs and delays in statutory systems caused unforeseen knock-on effects for our members' health, finances, housing, care arrangements, education and employment, often due to:

- Specialist NHS teams being re-deployed or adapting their services to virtual or COVID-safe services.
- A lack of access to physiotherapy, occupational therapy and basic health checks.
- Non-emergency surgical procedures being delayed, resulting in ongoing unresolved health issues.

- Orthotics, mobility and other essential equipment also being delayed, leaving more people with equipment which is not appropriate for their age or size.
- Social services being over-run with safeguarding enquiries and constantly emerging needs.
- Members unable to move from inappropriate housing, or get necessary adaptations for their homes due to systemic delays.
- Local Authorities turning their focus to emerging issues such as the distribution of emergency food supply. This meant staff, finances and planning being redeployed to this purpose causing other areas of their service to backlog, resulting in delayed care assessments.

Shine's priority over the past 12 months has been to keep our members, parents and carers safe and informed with the most up-to-date information, clarify their concerns, and support them in coping with anxiety and uncertainty. Our staff have worked incredibly hard to address the emerging issues as the true extent of COVID-19 unfolded. We advocated with Government and statutory services on members' behalf. We also delivered on the majority of the objectives that had been set out prior to the onset of COVID-19.



# Goal 1: Improving outcomes through early intervention and support

With last year's investment to expand our early intervention team we continued to offer a focused and specialised service from birth up to 10 years old. This allowed us to ensure that parents were supported and proactively given all the advice and information they needed, over the past 12 months, to help their children meet developmental milestones and thrive throughout these crucial years.

Support has ranged from dealing with emergency situations like lack of food and essential supplies to specialist health advice, support with benefits, finances, education in school and at home, learning and behaviour, emotional support and help communicating needs to care staff or health/education professionals.

Although face-to-face playgroups and activities have not been safe to run, the Little Stars team engaged with children and parents in new and exciting ways.

## Over the past 12 months, the Little Stars project has

- Re-engaged with thousands of existing members by proactively contacting Little Stars families across England, Wales and Northern Ireland to check how they were coping, and what support we could offer
- Established our Little Stars Facebook group
- Piloted 'Coffee and Chat' sessions in Wales
- Linked families to support each other through regional WhatsApp groups for parents
- Run regular Facebook Live sessions addressing a range of health and wellbeing topics for children
- Held weekly closed Zoom social and themed group sessions for parents
- Set up a monthly dads/male carers Zoom group
- Run virtual Health & Wellbeing hubs and offered bookable Zoom/phone 1:1 appointments as a 'one stop shop' for advice and support on issues such as physiotherapy, occupational therapy, specialist continence advice, sleep solutions, education and benefits
- Published 'Your Child and Hydrocephalus', an in-depth resource offering information on every aspect of your child's development from birth to 11 years old. The book is also available on our website
- Produced three videos with information for anyone with caring or oversight responsibility of children with spina bifida who are either fully mobile, part-time wheelchair users or full-time wheelchair users
- Launched condition- and age-related Little Stars e-newsletters. These are automatically sent out once a baby or child reaches a key age to provide advice, support and further reading for parents
- Continued to support our growing membership of our closed Anencephaly Support Group on Facebook





## Support for professionals so that they could better understand the needs of the children and families we support. We:

- Maintained communication with professionals through our contact with children's clinics and networks
- Delivered training and support to special education/additional learning needs staff, other school and care staff, physiotherapy students and specialist health visitors to raise awareness of the conditions and related support needs, through presentations, videos and one-to-one advice
- Delivered workshops, webinars and presentations to other professional groups, including the Physical Disability Network (PDNet), Association of Chartered Paediatric Physiotherapists, Flying Start team (Wales) and others
- Collaborated with other organisations such as The Sleep Charity, Pressure Ulcer and Prevention Intervention Service, Bowel and Bladder UK and Family Fund to deliver virtual information and advice to our members

## Collective action to ensure the needs of children were kept firmly on the agendas of governments and statutory services. We:

- Joined forces with the Disabled Children's Partnership along with 80 other charities so that we could jointly campaign for the rights of children with disabilities to improve health and social care. The key campaigning focus has come out of the 'Left in Lockdown' research showing the

disproportionate effect which the past year has had on disabled children and their families

- Joined the Children's Health Coalition in Northern Ireland to look at improving experiences for children and parents using acute services in both hospitals and community settings
- Continued to build our 'knowledge bank' as a central resource for our teams whenever we collaborate or signpost to an external organisation to better link our members into complimentary services offered by other partners

## Co-production and continuous learning

- We are very grateful to members who took part in the Little Stars research, surveys and polls, as well as contributing to our steering and focus groups. This helped us to shape our services to meet the needs of our children and families

### Next steps →→→→

- Continuing to proactively engage with, and support, our Little Stars and their families, and extend the project from 0–10-year-olds to 0–12-year-olds
- Launching our professional engagement strategy to grow understanding and improve services for children with spina bifida and hydrocephalus
- Enhancing our education offer to families and professionals
- Delivering a virtual events programme for parents and carers
- Developing and delivering interactive sessions for children
- Reviewing our support services for those who have lost a baby to anencephaly



## Goal 2: Access to better care and services for all



In the first two months of the pandemic alone **20,000 people accessed the COVID-19 information on our website**, we posted essential information to around 3,000 members and sent four email updates to the 7,000 members who had given us email addresses

Over the last 12 months we have spoken to almost **7,500 of our members**



As always, **improving the health and wellbeing of people with spina bifida and hydrocephalus remained at the heart of everything we did in 2020/21**

### In this exceptional and unprecedented year:

- Our health team turned their attention to collating research and key data from across the world to provide members with clear information to keep them as safe and well as possible
- We communicated through website updates and postal information or email to ensure that everyone had access to this crucial information
- Service teams proactively called our members to check how they were, prioritising those who were most likely to be vulnerable
- Staff delivered over 60 Facebook Live Sessions on condition-specific health advice and support across a range of topics

### Lobbying and campaigning to maintain members' rights and access to services

#### Working jointly with others, Shine's campaigning helped to:

- Improve access for disabled people who need to shop in supermarkets or needed to access online shopping slots
- Highlight safeguarding issues with handing cash or banking details to volunteer shoppers
- Raise awareness of the lack of specialist foods such as gluten free, lactose free and other items, such as nappies, for disabled children
- Show the detrimental impact of lack of PPE for carers and the risks to disabled people

- Address the financial effects of lockdown in terms of increasing costs for disabled people and the need for increases to benefits to compensate, in addition to the £20 uplift to Universal Credit
- Champion the cause of unpaid carers, their increased costs and the urgent need for a one-off payment and a review of the carer's allowance to address financial hardship
- Highlight the concerning reports at the start of the pandemic of healthcare staff proactively contacting disabled people to suggest they complete Do Not Resuscitate Orders in case they went into hospital, which caused significant fear among disabled people
- Clarify the NICE decision-making guidance relating to urgent COVID-19 care priorities, which initially did not reflect the needs of disabled people
- Monitor the effects of the COVID-19 Emergency Legislation, how this played out in terms of Care Act Easements enacted by Local Authorities and working together to ensure that this did not result in Disability Law advances of the last 30 years being lost
- A large part of our focus was to join forces with the Disability Benefits Consortium, Care and Support Alliance, Disability Charities Consortium, Disability Law Service and Disabled Children's partnership to collaborate and lobby with a collective voice of 200 charities to tackle the emerging issues.

Shine also contributed to a joint response to the Women and Equalities Select Committee inquiry on 'Unequal impact: Coronavirus and the impact on people with protected characteristics', and provided information on the inequities for disabled people to the Equalities and Human Rights Commission.



A significant result from our campaigning was a request from Defra to work with them on a means of giving access to food and essentials for non-shielding vulnerable people who were unable to get supermarket shopping slots, finding it difficult or even impossible to go food shopping and who did not qualify for emergency food parcels from the Government or priority shopping slots for supermarkets as they were not shielding.

With a coordinated and sustained piece of work this led to the launch of a Government information portal on accessing food and essential supplies.

Shine Cymru was an important stakeholder in the influence and delivery of the Welsh Government's neurological conditions delivery plan (NCDP) and was represented on the Wales Neurological Association's (WNA) Executive Committee to provide a voice for our members across Wales.

Individual Shine Cymru members also contributed to WNA's Neuro-Voices Cymru co-production project and attended meetings to lobby and campaign for better services for the collective neurological community across Wales.

## Research and Information

Our 1000 Voices survey, the largest research project into adult health and spina bifida in the world, was completed during this financial year. Key survey results were published to members on 20th October 2020 and a fully detailed report with all the relevant survey data has now been compiled.

This research will be used to inform the development of our health services, and our ongoing work to influence improved statutory health and care services provision for people with spina bifida across England, Wales and Northern Ireland.

Shine developed our professional engagement strategy and started planning work on a professionals' area of our website with an e-learning portal which will offer CPD accredited learning modules for professionals. This work will be completed in 2021/22.

The Service teams continued to develop networks of key professional contacts to further inform our work, and also focused on engaging members to contribute to key pieces of work and resource development through small working groups and email consultation.

## Bringing people together



### An example of Shine's collaboration and co-production

**Shine's role is to empower our members to understand and take the preventative measures they should, inform them of the statutory support they can access, and provide them with information and insight to make the decisions that are best for them.**

A significant piece of work on better skin care for people with spina bifida has emerged from the '1000 Voices' survey. However, the subject matter is vast, and a wealth of resources exist across the UK. There are numerous professionals and medical disciplines involved in preventing and treating serious skin issues.

**Partnership and collaboration are vital to the successful delivery of this project. To do this, Shine has**

- Set up an internal working group of health and services staff
- Developed a focus group for members to actively contribute to the development of this work
- Collated resources from across England, Wales and Northern Ireland
- Linked with various lead organisations, including the Tissue Viability Society and PUPIS (Pressure Ulcer Prevention and Intervention Service, Swansea)
- Developed a directory of key contacts in this field
- Engaged three student volunteers to begin mapping existing statutory, private and third-sector services in Wales to gain insight into what exists, with a view to extending this mapping to England and Northern Ireland
- Promoted Patient Participation for members to take part in external research

**This work will then be used to inform a section of Shine's best practice guide on the prevention of health issues in the care of adults with spina bifida, which will be produced in 2022.**

## Access to Shine Health Direct (SHD)

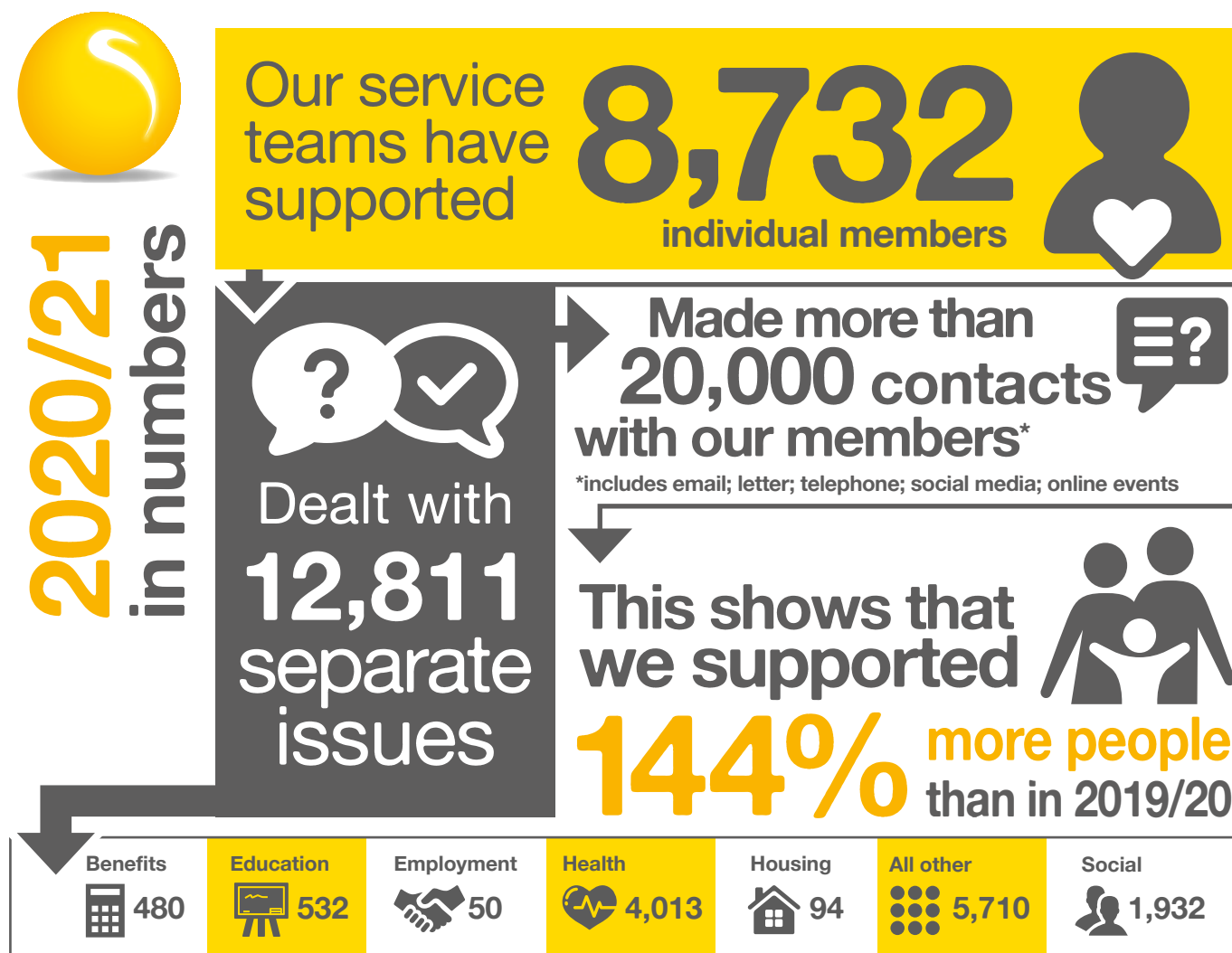
Shine Health Direct continues to be delivered in partnership with Bullen Healthcare, offering Shine members discreet and efficient delivery of urology and stoma products as well as prescription medications. Over 750 Shine members used the service in the past 12 months.

This service has been enhanced this year with increased investment to expand the specialist nursing team to provide advice to members with spina bifida on continence and skin care issues, as well as a prescribing and medication delivery service. SHD have also introduced a new delivery partner (DPD) to areas where there is no Bullen driver, in response to negative feedback regarding the former delivery provider.

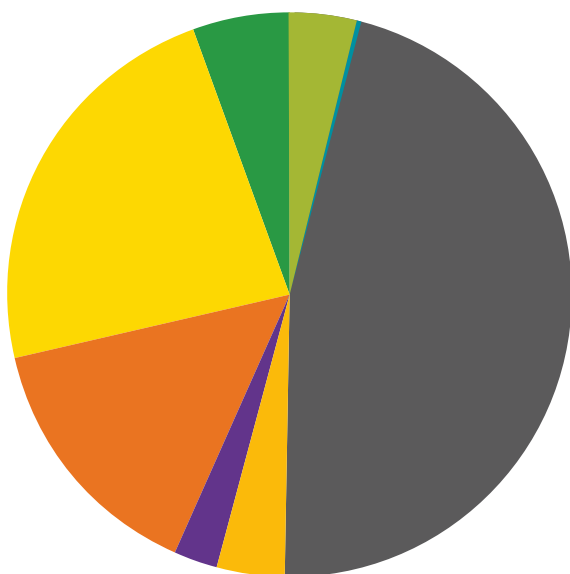
### Next steps →→→

- Developing a guide for individuals with spina bifida of all ages, on maintaining good health and wellbeing
- Creating a GP guide to maintaining the wellbeing of individuals with spina bifida
- Further developing our services for people with hydrocephalus and normal pressure hydrocephalus (NPH)
- Launching Shine's professional area of our website
- Piloting a series of e-learning modules for professionals
- Continuing to increase the reach and impact of our services across our membership
- Promoting Shine Health Direct to a wider audience

## Goal 3: Improved lifestyle and choice

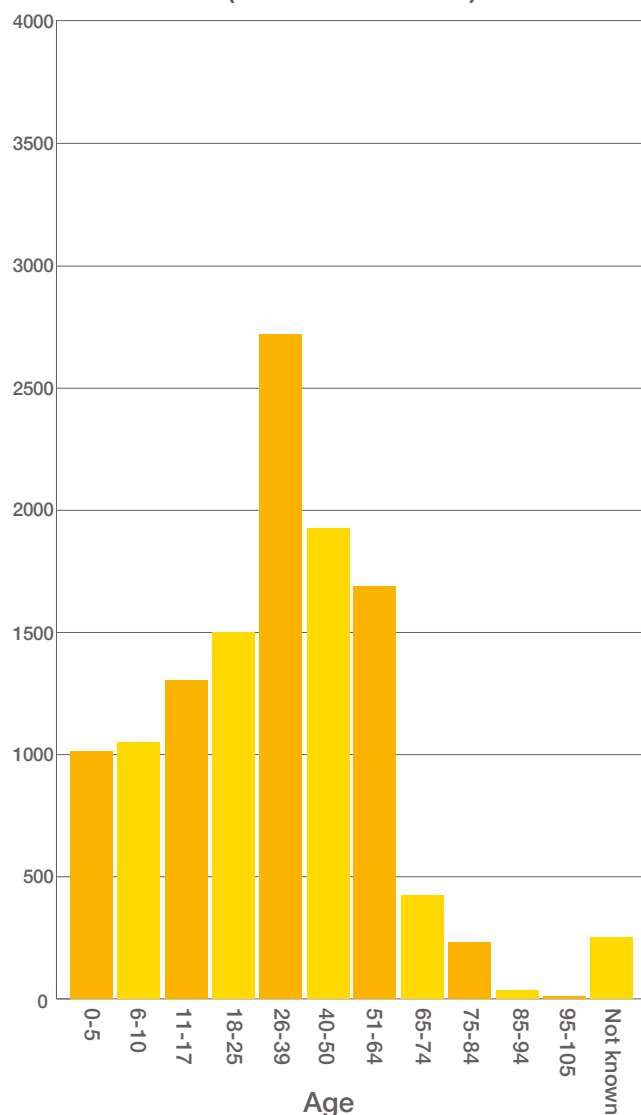


## Registered members by condition



Encephalocele.....	0.3%
Hydrocephalus .....	48.2%
Idiopathic Intracranial Hypertension .....	3.7%
Normal pressure hydrocephalus .....	2.6%
Spina bifida.....	14.0%
Spina bifida & hydrocephalus.....	22.3%
Spina bifida occulta.....	5.1%
Not known .....	3.9%

## Age of Shine members (March 2021)







**573 NEW MEMBERS**  
to Shine since 1st April 2020

Total number of members

**12,221** as of March 2021

Number of website visitors  
**146,412**



Number of pages visited  
**401,480**



**Our closed anencephaly support group**  
for parents-to-be who have received a recent diagnosis of anencephaly, or who have lost a baby to anencephaly

♥ **Supports 671 individuals**



## Our members asked... We delivered using virtual technology !

Our Facebook Live events covered a variety of topics to meet members' needs, including...



**Maintaining health and wellbeing**

**Looking after your skin**

**Better bowel and bladder management**

**Managing your hydrocephalus**

**Maximising mobility**

**Managing your spina bifida**

**Mental health**

In our busiest year ever, our network of Support and Development Workers (SDWs) have continued to find solutions to the challenges which our members across all age ranges, and their families, have experienced.

The Service teams took on the mammoth task of cleansing our membership database throughout the year. This was no mean feat. With thousands of contact details and contact preferences being updated, this has resulted in a very rich set of data.

It provided us with more accurate information on the members we engage with, and how and when we do. It allowed us to understand how we can better reach and engage with our members in a variety of ways. It will also improve reporting on the difference Shine's work makes.



- ✓ Our Benefits lead helped us to keep members informed of the changes to benefits assessment procedures and policy
- ✓ Our teams helped members apply for benefits, secure grants for equipment and deal with emerging financial issues
- ✓ We delivered a regular stream of online social groups and peer-support groups for members to join across England, Wales and Northern Ireland, as well as regular Facebook Live events
- ✓ Our specialist Health team offered 1:1 and group physiotherapy or occupational therapy sessions, as well as discussing members' specific health concerns
- ✓ The specialist Health team liaised with health practitioners on our members' behalf, as so many were unable to access the NHS services they rely on, due to delays or cancellations
- ✓ Shine employed a new Adult Engagement and Wellbeing Coordinator to develop a greater focus on the adult support and services we offer
- ✓ The teams engaged many members to develop and deliver messages for Spina Bifida Awareness Week and Hydrocephalus Awareness Week
- ✓ We supported volunteers to offer peer support, moderate online groups, maintain our links with the normal pressure hydrocephalus clinic, and contribute to research and disability focus groups

- ✓ We submitted consultation responses to ensure our members' voices were heard on how the pandemic had affected disabled children and families in England, how social care arrangements in Wales needed to be improved and to inform the Northern Ireland Mental Health Strategy, SEN Reforms and SEN Code of Practice. We also engaged with the Unplanned Admissions Consensus Body and the Prescription Charge Coalition
- ✓ We maintained our connection and collaboration with Spina Bifida Hydrocephalus Scotland and with Local Associations across England including Shine Surrey, North & West Yorkshire Association for Spina Bifida & Hydrocephalus and Sheffield Association for Spina Bifida and Hydrocephalus, as well as working closely with key partners like the Family Fund
- ✓ Our Support and Development Workers continued to build links with local statutory services, care providers, community groups and charity partners to make sure that their local support encompassed collaboration with other organisations to offer coordinated support
- ✓ Internationally we maintained contact with the International Federation for Spina Bifida and Hydrocephalus, supported the Festus Fajemilo Foundation in Nigeria and engaged with professionals at the Queensland Spina Bifida and Hydrocephalus Association

## Research remained on our agenda too as we:

- Continued membership of the Society for Research into Hydrocephalus and Spina Bifida (SRHSB)
- Actively monitored relevant emerging external research to inform Shine's priorities and work plans
- Promoted opportunities for members to be involved in research projects (Patient and Public Involvement – PPI)
- Contributed to research into the impact of COVID-19 on people's lives

## Collaboration

We reviewed our membership offer this year for all age groups to keep improving the services we offer our members, which will inform our next Corporate Plan 2022–27.

## Next steps →→→

- Publishing the full report of our '1000 Voices – ageing with spina bifida' research
- Delivering a virtual conference for professionals to improve insight and understanding
- Enhancing and strengthening Shine's Health service for the future
- Developing age-appropriate projects to meet our members' needs
- Improving Shine's information for members with hydrocephalus
- Better understanding the challenges our members face in accessing care services and support; and consider how best Shine can influence improvement in statutory services

## Goal 4: Preventing spina bifida

### Our campaign for mandatory fortification

Despite the UK Government not having issued a response to the 2019 consultation on mandatory fortification of flour with folic acid, Shine took a decision not to actively pursue our campaign as the onset of the pandemic saw Government's attention diverted to so many other priorities.

Instead, we maintained contact with key stakeholders to ensure this vital public health issue remained firmly on agendas. Our campaign to press Government for a decision will re-launch in the next financial year.

### Supplementation

Unlike 2019/20, promoting the importance of folic acid supplementation at events and in public places such as supermarkets or hospital concourses was not possible this year due to lockdown. Instead, social media was used as a platform to spread the word, with the Health Development team also taking every opportunity to reinforce the message when working directly to support individuals preparing for pregnancy.

We also began to explore the possibility of joining forces with others to test a city-based, pilot project to

promote folic acid and supplementation. Discussions are ongoing but, if successfully implemented, this approach will be tested as a model for wider dissemination.

### Treatments for Spina Bifida

Whilst not a cure for spina bifida, fetal surgery is another treatment option for parents-to-be who have had a diagnosis of an unborn baby with spina bifida. Shine has met regularly with the NHS Commissioning team and the teams at University College London Hospitals NHS Foundation Trust (UCLH), with Great Ormond Street Hospital for Children NHS Foundation Trust (GOSH), London, and with The University Hospitals Leuven, in Leuven, Belgium, to collaborate on the development of information and to ensure the 'wrap around' support needed for parents-to-be is in place, if they chose to explore pre-natal surgery as an option at the 20 week scan.

We have also continued to contribute actively to discussions in GIFT-Surg, an international research project which focuses on the treatment of congenital birth defects such as spina bifida, and develops technology, tools and training necessary to make fetal surgery viable.



### Next steps →→→

- Continuing to lobby and campaign for the introduction of mandatory fortification of flour with folic acid
- Promoting the importance of, and need for, folic acid supplementation
- Continuing to engage with and inform research
- Collaboration with professionals for information on the latest developments in prevention and treatment



# Goal 5: Quality information and support

**Excellent, quality, informative and well-researched information. This is a key priority for us, and never more so than in the last 12 months where there has been so much confusion surrounding COVID-19.**

As well as our regular COVID-19 website updates, we continued our programme of reviewing and updating our suite of resources throughout this year.

## **These included:**

- What is encephalocele
- New parent pack – hydrocephalus
- New parent pack – spina bifida
- GP letter – hydrocephalus

## **We also created new resources for our members which included:**

- Your Child and Hydrocephalus book
- Schools letter for hydrocephalus
- Information for Employers leaflet
- GP letter – spina bifida

To ensure that our service staff had all of the key

information they needed to support our members, we reviewed and improved our systems for sharing information and knowledge on equipment, grants, carer support and respite and a range of other topics through our centralised 'knowledge bank'.

The teams also benefited from an intensive programme of regular training to maximise our customer service, our communication and support for more intense and specialised problems such as bereavement and helping members through periods of anxiety, stress and poor mental wellbeing.

We launched our innovative and exciting new video-recording facility, Shine Voices, which offered members the chance to record and publish their own stories about their lives, experiences of their conditions, achievements and goals.

**We held a very successful Spina Bifida Awareness Week (October 2020) and continued our winning format of holding a separate Hydrocephalus Awareness Week in March 2021.**

## **T@gether**

### **Our membership magazine**

Shine produced two editions of our membership magazine and reverted to posting this to the majority of our members, following feedback that most preferred the printed format.

These went out by post to an average of 11,314 members and in digital format to over 3000 others.



## **Next steps →→→**

- Improving the quality of our data for greater service effectiveness
- Continually reviewing and improving our website for greater accessibility to expert information
- Producing a wider range of condition-specific and age-specific information and resources
- Providing relevant training, information, and toolkits for staff to maintain and develop their knowledge and expertise in their individual and team roles

# Spina Bifida Awareness Week

#Backtofront

Sponsored by  
**Hollister.**

**219,818**  
Social media reach



23rd – 29th October 2020

**5000** information  
packs distributed

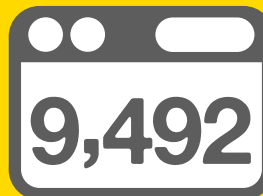


**10,889** social media interactions



Unique SHINE  
website visitors

**3,889**



**NUMBER  
OF UNIQUE  
PAGES VIEWED**

**15,144** VIEWERS TUNED IN  
TO OUR LIVE SESSIONS

**Member,  
supporter  
and staff  
feedback...**

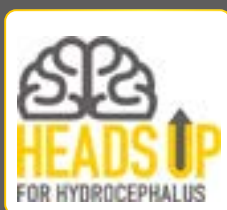


“The kids loved back-to-front non-uniform day today, in aid of Shine! Great idea”

“Really informative and interesting session from someone who has had some tough questions recently”

“I have just listened to Maria talk beautifully about Delilah, her gift of a daughter, and the support from Shine, a remarkable charity”





## Hydrocephalus awareness week

8th – 14th March 2021

**117,619**  
Social media reach

**8,088**   
information packs  
distributed kindly sponsored by Codman

**15,295**   
unique page views

 **5,050** social media interactions

Emails sent to an average of

**5,297**   
members  
**4 TIMES**

 **4,645** UNIQUE WEBSITE VISITORS

**((•)) 1,090** VIEWERS TUNED IN TO OUR LIVE SESSIONS for longer than 1 minute

### What some of our members said...

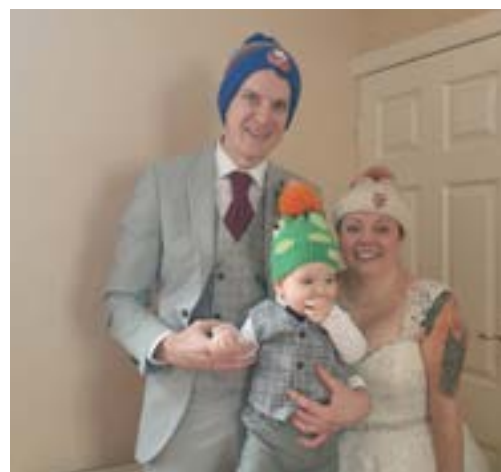


**“** Shine have provided excellent training to school staff and have some really useful information available on the website”

**“** Shine was an incredible resource and much needed support network for us at such a difficult time, and they continue to be so now”

**“** I just happened to catch one of your online chats yesterday and learnt more on that course than I’ve learnt from the whole time I’ve been in and out of hospital I’m booked in for the session today too”

**“** These resources are excellent and exciting well done”





# Developing Shine's next Corporate Plan

Since 2017, the Corporate Plan has provided Shine with a clear structure for the delivery of our aim and strategic goals which has helped to consolidate and focus the work we do to meet the needs of our members, but also on the need to improve engagement with members and other key stakeholders.

The plan has also served to unite staff across the organisation into understanding the charity's purpose and recognising the importance that each internal function (e.g., services; income generation; operations; administration; finance) plays in the success of the services we deliver.

Our annual workplans, which have guided our priorities and provided a framework against which we could monitor progress and identify areas of risk and solutions for mitigation, have been ambitious.

The ambition for the 2020/21 workplan was set out

prior to the pandemic. Priorities changed very quickly before the start of the new financial year as teams responded to members' support and information needs as a result of the emerging situation. Despite the change in focus, Shine's staff made significant progress in delivering our objectives.

It was always inevitable that specific pieces of work would not be completed within our original timescales and our priorities for 2021/22 therefore include some activity originally planned for the previous 12 months.

It is also now time to reflect on the successes and learning of the past to develop our next Corporate Plan, 2022 and beyond.

We will work closely with members, through consultation and focus groups, to shape our projects and activities and guide us through the coming years to meet the condition-specific and age-specific needs of the individuals and families we support.



“It's also now time to reflect on the successes and learning of the past to develop our next Corporate Plan, 2022 and beyond...”  
Chief Executive Kate Steele

# Thank you...

On behalf of the thousands of individuals with spina bifida and/or hydrocephalus and their families we are able to help each year, we would like to thank the many individuals, families, organisations and volunteers who have helped Shine in so many ways, some of whom are listed below.

## Trusts and Foundations

Amanda Lee Charitable Trust	The Fowler, Smith and Jones Trust	National Lottery Community Fund – England, Wales and Northern Ireland
The Alchemy Foundation	Frank Brake Charitable Trust	Northern Health and Social Care Trust (Northern Ireland)
The Alice Ellen Cooper Dean Charitable Foundation	The Gale Family Trust	The P F Charitable Trust
Baron Davenport's Charity	The Gerald Bentall Charitable Trust	The Privy Purse Charitable Trust
The Basil Brown Charitable Trust	Greenham Trust	The Rozel Trust
The Basil Death Trust	The Hadrian Trust	Shanly Foundation
Belfast Health and Social Care Trust (Northern Ireland)	The J P Jacobs Charitable Trust	The Soloway Trust
CAST – Centre for Acceleration of Social Technology	J Reginald Corah Foundation Fund	The Souter Charitable Trust
The Cecil Rosen Foundation	The John Swire 1989 Charitable Trust	Southern Health and Social Care Trust (Northern Ireland)
The David Gibbons Foundation	The Joseph Strong Frazer Trust	The Sylvia & Colin Shepherd Charitable Trust
Eastern Counties Educational Trust Limited	The Lady Hind Trust	The Worshipful Company of Gold & Silver Wyre Drawers
	Lord Barnby's Foundation	
	The Moondance Foundation	

## Supporters

Maria, Harrison and Delilah Wall	Val Conway	Lexi Johnson and Family
Amy and Freya Dawson	Oliver Pearce and family	Kate and Michael Poynton
Barbara Smith	Gwyn Dafydd Hughes	Marie Taylor
Chivers Family and Friends	Charlie Ashby	Kevin O'Neill
Jo and Ian Barker	Thomas Williams	King David Primary School
Matt Tiner	Archie Cunningham and Family	Annie Newman and Oscar
Rosemary Martin	Mason Galbraith and Family	Hannah Phillips and Ella

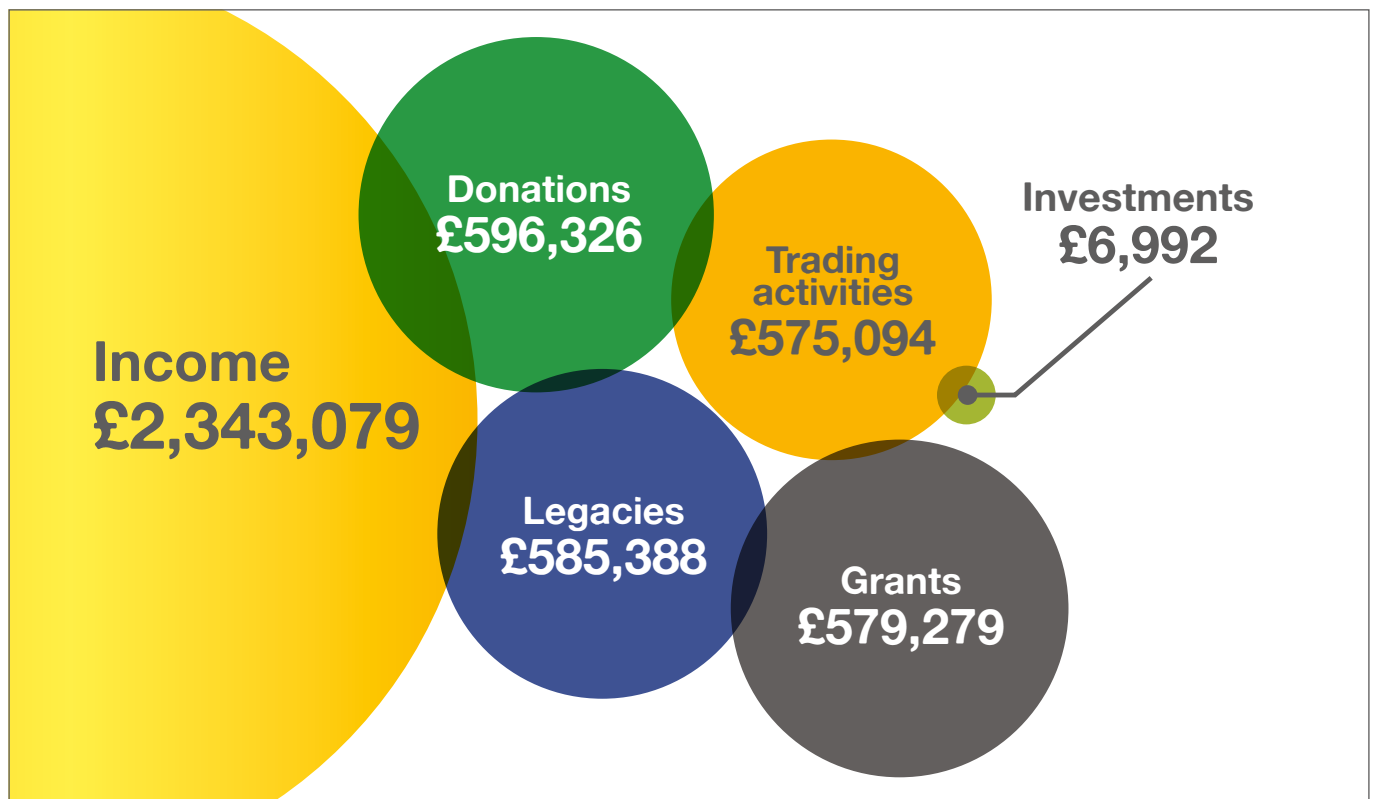
## Corporates, organisations and individual supporters

BBC Radio 4	Enable Law	North Wales Running Club
BGL	GR Lane Health Products	Queensgate Shopping Centre
Buckles Solicitors LLP	Hollister Limited	Royal Pigeon Racing Association
Bullen Healthcare	Fieldfisher	Thompsons NI
Citi Belfast	Irwin Mitchell	

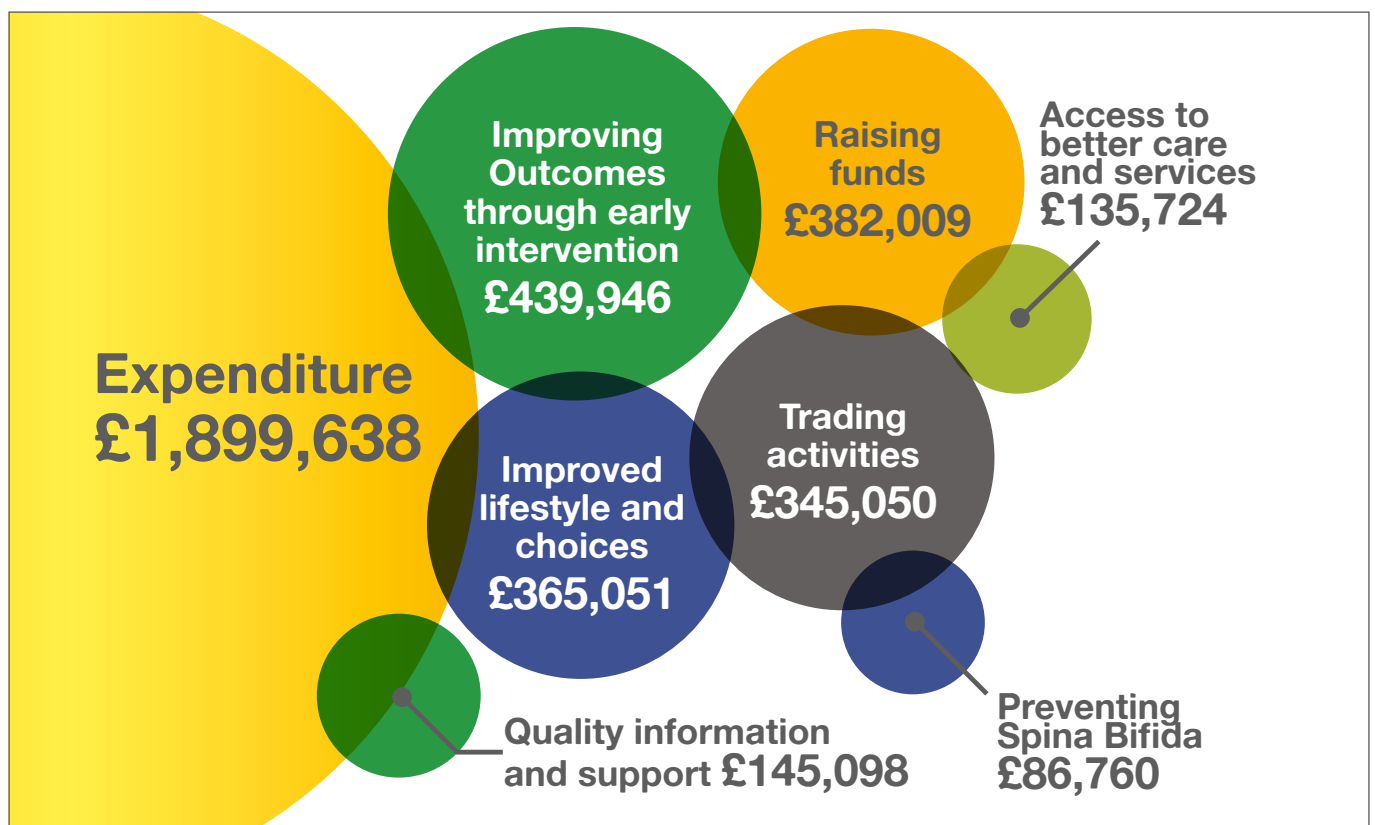
**Our Chairman, Mark Noakes, stepped down from his role in June this year. Shine would like to thank Mark for his invaluable work and support as Chair since joining in December 2016.**

# Income and expenditure 2020/21

## Total Income



## Total Expenditure







## Financial Review

**The budget for 2020/21 was set before the UK Government announced the first COVID-19 lockdown. The pandemic created global economic uncertainty and raised serious concerns about the extent to which some of Shine's income streams would be adversely affected.**

Therefore during April a contingency budget was prepared, and several measures were implemented, designed to mitigate the income reductions that were expected. These measures included seeking funding from new supporters, switching fundraising efforts to virtual events and planned reductions in expenditure. We sought to maintain services as best as possible, therefore cost of raising funds bore the brunt of the measures to reduce expenditure.

### Charitable Activities

Shine reports an actual surplus of £506,730 (2019/20 £113,259 surplus), which consists of an unrestricted surplus £288,643, a £179,875 designated surplus, and a £38,212 restricted surplus.

Total income for 2020-21 was £2,343,079 (2019/20 £2,192,078), with increases in grants and legacies offsetting reductions in trading and donations income. Trading and donation income have been adversely affected by the COVID-19 lockdowns and resulting economic uncertainty, with a year-on-year reduction of 12%. The annual figures do however hide an improving picture with these income levels recovering since the Autumn of 2020. Therefore, whilst trading and donation income in the first six months of 2020/21 was 28% below the same period in 2019/20,

income levels in the second half of 2020/21 were just 5% below 2019/20. Grant funding from the National Lottery Community fund in the second half of the year was significant, which amongst other foundations increased annual grant funding to £579,279 (2019/20 £313,972) including a new 3-year project to fund early years services in Cymru and funds to support our COVID-19 response. Legacies continue to be a major source of funding providing £585,388 (2019/20 £530,973) and we are very grateful that people continue to remember us in their wills.

Total expenditure in the year was £1,899,638 (2019/20 £2,038,060), being a reduction of £138,422 (6.7%) and whilst cost-saving measures were implemented early in the year to mitigate anticipated shortfalls in funding, we sought to prioritise spending on charitable services. Therefore, whilst charitable expenditure reduced by £56,911 (4.6%), expenditure on cost of raising funds decreased by £81,511 (10%). Furthermore, most charitable savings made related to reduced levels of travel as our services sought to continue support to members by telephone and virtual means. Therefore, service levels were maintained as far as possible and average staffing levels increased during the year (27 full-time equivalent posts compared to 25 in 2019/20).

During March 2020, the COVID-19 pandemic had a significant impact on the value of our investments. During 2020-21 there has been a recovery in financial markets, and we report a gain of £81,160 (loss in 2019/20 £44,559). These gains are most welcome, but the charity remains cautious in using these gains to fund charitable services.

Under the accounting standard SORP 2015 the full defined benefit pension deficit must be declared on the balance sheet. There was a 2020/21 actuarial loss of £17,871 (2019/20 gain £3,800). The charity remains confident that it will meet the required pension contributions from its projected income without significantly impacting on its planned level of charitable activity. The charity still deducts next year's contributions when calculating its free reserves. Further pension detail is shown in note 21 of the accounts.

## Financial Reserves Policy

A review of the reserves policy was concluded in March 2020 with approval as follows.

Shine holds reserves for the following purposes:

- Statutory obligations.
- Provide a 3-month commitment to our vulnerable members to wind up the affairs of the charity in an orderly fashion, in the event that the trustees cease to be confident in Shine's ability to continue.
- Working capital for ongoing activities.

The target level of reserves required for the above purposes is £570k and consists of three months of committed expenditure £495k plus working capital cover of £75k.

The pension deficit (due after 12 months) is excluded from the reserve's calculation. A payment plan to reduce the pension deficit has been agreed with the pension provider and is considered in all our financial planning.

At the year-end Shine held free reserves of £840,173 (general unrestricted funds excluding designated funds and pension deficit payments due after 12 months), which was above the reserves target and represents 4.6 months of expenditure cover. The charity plans to utilise its reserves in a managed fashion through investment in strategic priorities and, despite the uncertainty about the economic recovery in 2021/22, the charity is expanding its services in 2021/22 with the addition of a Deputy Health Manager and Adult Engagement Officer. These positions and other changes will result in a 15% increase in expenditure in 2021/22 compared to 2020/21.

Restricted reserves must be applied to the specific purpose(s) intended by the donor so do not form part of the free reserves; funds totalled £158,314 at the

year end and are planned to be expended in 2021/22.

Designated funds have been established by the Board and are excluded from free reserves. They are as follows:

- A fund to represent Shine's investment in fixed assets, net of the outstanding mortgage on the 42 Park Road (the registered office).
- A fund to employ an additional full-time Support and Development Worker for the South West of England, enabling us to have a much greater reach to support children and adults with spina bifida and hydrocephalus in that area, through one-to-one support and a network of social and support groups. This has been made possible by the generosity of the late Florence Bartle who kindly chose to remember Shine in her will, with funds received in 2020/21.
- A human resources fund to invest in staff and service teams in 2021/22.

## Investment Policy

Under the governing document the charity has the power to make any investment which the trustees see fit. R. C. Brown Investment Management plc are Shine's investment managers with the remit to manage the investments in line with the policy outlined below.

Investments are held as part of the long-term reserves of Shine. The aim is that they should maintain their value and generate income for Shine.

The portfolio must only be invested in assets with a low risk profile. This will include utilisation of pooled funds, which provide diversification of assets, and ensures that the risk of losing a single holding is minimised.

- The investments may be held in a range of asset classes, including equities, corporate bonds, and gilts.
- There will be no direct investment in 'alternative' investments such as hedge funds or derivatives.
- There will be no direct investment in overseas equities. Any such investment must be done through pooled funds managed in the UK.

The trustees have agreed that the funds should initially be invested in a broad, balanced portfolio. The intention is to work towards ethical investments, with the advice of the investment managers, while being mindful of the

charity's obligations for responsible investment.

During the year R. C. Brown Investment Management plc continued to manage the Shine portfolio. The funds were fully invested throughout the year; the long-term funds exceeded their benchmark, recording a 31.55% return during 2020/21 versus the 24.79% benchmark (ARC steady growth index).

The charity also holds the freehold of the registered office, for which significant equity is held. At the onset of the pandemic most staff based at the registered office were moved to home-working arrangements.

A review of whether continued occupancy of 42 Park Road is in the best interests of the charity was already underway prior to COVID-19 and subsequently the Board of Trustees approved in principle a business case which seeks to market for sale the building and relocate to a smaller office with staff working a hybrid model of home working and office days.

The project is ongoing in 2021/22 and if completed offers the potential to release cash and reduce operating expenditure which could be invested in future services and strengthen reserves.

## Risk Management and Internal Control

The Board of Trustees are responsible for the

identification and management of the major risks facing the charity. A Risk Register is maintained and shared annually with trustees (more frequently if a significant issue arises).

Risk management at operational level is managed by the senior leadership team; major risks have been reviewed and systems established to manage these risks.

**During 2020/21 the most significant risk was COVID-19 in terms of the way in which the charity supported its members and the risks to income levels. Therefore, the risk register currently covers six strategic areas.**

1. Governance & strategy

2. Income generation

3. Services

4. Finance

5. COVID-19

6. Brexit

The last two items of the risk register were reviewed at each quarterly trustee meeting as Shine continues to make structural and strategic changes to the organisation to mitigate these risks.

# Going Concern and Statement of Public Benefit

## Going Concern

**The activities of the charity, its objectives, factors likely to affect its future development and the policies for managing its capital and financial risk are detailed in the Trustees Report.**

We have set out in this report a review of Shine's financial performance, the reserves position and principal risks and uncertainties.

The budget for 2021/22 was prepared by senior leadership and approved by the trustees in March 2021; it does not include the financial benefits

expected should the project to sell 42 Park Road be completed during 2021 or beyond. The expectation is that trading and donation income levels continue to improve as COVID-19 lockdown measures are relaxed and the vaccine rollout continues to be a success.

Expenditure levels will be allowed to increase in line with the expansion in service provision, the return of face-to-face contact and events for our members. The budgeted unrestricted surplus is £32,807 whilst expenditure against restricted funds received in prior periods results in a restricted deficit of £106,270.

The budget and its assumptions are reviewed against three key financial measures:

- Bank loan covenant
- In-year cash flow
- Free reserve cover

Management accounts are prepared by senior leadership and issued monthly to trustees; the current

financial position and financial outlook are reviewed at quarterly trustee meetings. Given the level of reserves and outlook, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future being at least twelve months from date of approval of these financial statements. Accordingly, they continue to adopt the going concern basis of accounting in preparing the financial statements.

## Statement of Public Benefit

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**The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.**

Shine's charitable objects are enshrined within its memorandum and articles and as such trustees

ensure that the charity's activities are carried out for public benefit through its strategic goals.

This report allows us to show how charitable funds are spent and the impact and benefits this has to the lives of people affected by spina bifida and/or hydrocephalus, and associated conditions.



# Reference and Administration Details

## Trustees

The trustees of Spina bifida, Hydrocephalus, Information, Networking, Equality – SHINE are the charity's trustees under charity law and directors of the charitable company and throughout the report are collectively referred to as the trustees.

<b>Mark Noakes</b> (Chairman – resigned 8 June 2021)	<b>Michael Brown</b>
<b>Gregory Smith</b> (Vice Chairman)	<b>Andrew Smart</b>
<b>Rebecca Bates</b> (Hon. Treasurer)	<b>Joanne Williams</b>
<b>Patricia Adley</b>	<b>Surekha Kukadia</b> (appointed 6th July 2021)
<b>Stuart Barrow</b>	<b>Aziza Darr</b> (appointed 21st July 2021)
<b>Professor Roger Bayston</b>	

It is confirmed that none of the serving Trustees had any beneficial interest in any contract with Shine in the year.

### Royal Patron

HRH The Duchess of Gloucester GVC O

### Senior Leadership Team

<b>Chief Executive Kate Steele</b>	<b>Director of Fundraising &amp; Marketing</b>
<b>Director of Services Heidi Watson</b>	<b>Teresa Hicks</b> (left April 2021)
<b>Director of Finance Stephen Ellen</b>	

## Objects

The charity's objects are specifically restricted to the relief of persons who have spina bifida and/or hydrocephalus or allied or related disorders by providing care, welfare, treatment, education, and integration into society.

## Principal Professional Advisers

### Auditors

#### Azets Audit Services

Ruthlyn House  
90 Lincoln Road  
Peterborough  
PE1 2SP

### Bankers

#### The Co-operative Bank Plc

PO Box 250  
Skelmersdale  
WN8 6WT

#### Unity Trust Bank

Four Brindley Place  
Birmingham  
B1 2JB

#### Insignis Cash Solutions

St John's Innovation Centre  
Cowley Road  
Cambridge  
CB4 0WS

### Solicitors

#### Greenwoods GRM LLP

Monkstone House  
City Road  
Peterborough  
PE1 1JE

### Investment Managers

#### R.C. Brown Investment Management

1 The Square  
Temple Quay  
Bristol  
BS1 6DG

### HR

#### Vero HR

St James House  
Flaxley Road  
Kingston Park  
Peterborough  
PE2 9FT

## Administrative Details

The full name of the charity is Spina bifida, Hydrocephalus, Information, Networking, Equality – SHINE. We are commonly known as Shine.

The registered charity number is 249338 (England and Wales)

The company registration is 00877990

Registered Office: Shine, 42 Park Road, Peterborough, PE1 2UQ

Telephone 01733 555988 • Email [firstcontact@shinecharity.org.uk](mailto:firstcontact@shinecharity.org.uk) • [www.shinecharity.org.uk](http://www.shinecharity.org.uk)



# Our Commitment to Quality Fundraising

**Shine is registered with the Fundraising Regulator and proud to commit to the Regulator's Fundraising Promise.**

We are committed to maintaining high standards of fundraising in line with the Code of Fundraising Practice: <https://www.shinecharity.org.uk/downloads/fundraising-promise.original.pdf>

**We will commit to high standards:**

- We will be clear, honest, and open
- We will be respectful
- We will be fair and reasonable
- We will be accountable and responsible

**Our approach to fundraising consists of:**

- marketing appeals to individuals who have already expressed an interest in Shine
- running charitable events for which participants raise money
- encouraging people to participate in other events to raise funds on our behalf
- community fundraising; and
- soliciting donations from corporate partners, charitable trusts, and individual donors

**We also encourage people to remember us in their will with a gift or legacy.**

**We do not use third-party professional fundraising agencies.**

Where people or organisations raise funds in aid of Shine, we request they follow our standards. Shine's fundraising team provide tools and resources to enable supporters to deliver fun, safe, and successful fundraising activities. The trustees are of a view that during the year to 31 March 2021 we have been compliant with these standards and we are not aware of any instances where those acting in aid of the charity have failed to comply.

To protect vulnerable people and other members of the public, Shine has a safeguarding policy, and our fundraising commitment is displayed on our website. We are careful to protect the private data of supporters and give clear options to stop being contacted by us. As part of our compliance with the code of fundraising practice, we ensure our approach to fundraising is not unreasonably intrusive or persistent and does not aim to solicit donations by pressuring potential supporters.

We take these steps to make sure people have a choice about whether to fundraise for Shine.

Shine and our members are incredibly grateful for the continued dedication and support of our fundraisers. From everyone at Shine, thank you for your ongoing generosity.

## Structure, Governance and Management

### Structure

Spina bifida, Hydrocephalus, Information, Networking, Equality – SHINE (Shine) is a company limited by guarantee registered in England and Wales (Registration No. 00877990) formed in 1966. Shine is registered as a charity with the Charity Commission for

England and Wales (Registration No. 249338).

The charity owns the entire share capital of Shine (Trading) Limited, registered in England and Wales (No. 01031004). The consolidated accounts include Shine (Trading) Limited (see note 9). The principal activity of the company is to raise funds for the charity.



## Governance

Shine is governed by Articles of Association, which were amended in 2018.

## Organisational purpose

Shine has a clear, sustainable corporate strategy for 2017 to 2022 consistent with the charity's purpose and an evaluation and monitoring framework to monitor impact and measure outputs. A strategic review is currently underway to develop a corporate strategy beyond 2022.

Shine consults with a wide range of stakeholder groups to determine the priorities for the charity over the next five years.

These groups advise the Board and senior leadership team on matters of policy and practice and respond to consultations and specific areas of interest.

## Leadership

The ultimate responsibility for the governance of the charity and its subsidiary is entrusted to the trustee board.

# Board Integrity

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## Appointment of trustees

New Articles of Association were adopted by special resolution in 2018 specifying that any person who is willing to act as a trustee, and who is permitted by law to do so, may be appointed as a trustee by a resolution of the trustees.

A trustee must be a natural person aged 16 years or older, the minimum number of trustees is 3 and the maximum is 16. Trustees are appointed for a term of 3 years; trustees are eligible for reappointment up to two subsequent terms (each of 3 years).

No trustee can serve for more than 9 consecutive years unless the trustees consider it is in the best interests of the charity that a particular trustee should continue to serve. Professor Roger Bayston continues to serve as a trustee on this basis.

## Trustee induction and training

New trustees undergo an induction where they would normally visit Shine's registered office and meet the senior leadership team and other key employees. (In light of COVID-19 the induction of Mr A. Smart and Mr S. Barrow was completed by virtual means.) They are fully appraised of the full range of Shine's services, projects and campaigns and provided with relevant background literature. They receive awareness training, if required, on spina bifida and hydrocephalus. Depending on their specific skills and areas of

expertise they will be put in touch with relevant staff.

Trustees are briefed on their legal obligations under charity and company law, the Articles of Association and the Board's decision-making process. They are also informed about Shine's Corporate Plan, key risks, recent financial performance, and prospects for the charity.

## Decision making, risk and control

The Board of Trustees is the governing body with overall legal responsibility for the charity. The Board sets the strategic direction for Shine. It meets a minimum of four times a year; due to the COVID-19 pandemic the board is currently holding meetings by virtual means.

The minutes of meetings are made available to all trustees on a timely basis. The board regularly reviews operational plans, budgets, performance, and Shine's main risks. The day-to-day management of the charity is delegated to the Chief Executive, who reports to the Board. The Chief Executive is assisted in the day-to-day management by the senior leadership team.

## Senior Staff Remuneration Policy

The remuneration of senior staff is set by benchmarking with similar-sized charities, and the market rate required to attract the best people to the job.

## Diversity and Inclusion

Shine has a transparent recruitment process, advertising widely and looking at how we can attract a diverse pool of candidates.

## Safeguarding

A full review of our safeguarding policies and processes began in 2020/21 to ensure that we are continually improving our approaches to safeguarding, incorporating all updated legislation and embracing current best practice in order to protect the welfare of our members, staff and volunteers.

An annual safeguarding plan is agreed by trustees. The plan is prepared by the Director of Services, who is Designated Safeguarding Lead for the charity, in conjunction with Patricia Adley and Joanne Williams, who are trustee leads for safeguarding.

Safeguarding training is provided for all staff, trustees and volunteers. Incidents are reported, assessed, and enacted as appropriate with full consideration given to the requirement to report to the Charity Commission.

## GDPR

Extensive work was undertaken to ensure Shine's ongoing compliance with the General Data Protection Regulation (GDPR). We have a designated GDPR lead, and the data management action plan is reviewed by trustees annually.

## Section 172 Statement

The trustees must act in accordance with a set of general duties. These duties are laid out in s172 of the UK Companies Act 2006 which is summarised as follows: A Director of a Company must act in a way most likely to promote the benefit of its members, and in doing so have regard to:

- The likely consequences of any decision in the long term
- The interests of the charity's employees
- The need to foster the charity's business relationship with suppliers, customers, and others
- The impact of the charity's operations on the community and environment
- The desirability of the charity's maintaining a

reputation for high standards of business

- The need to act fairly between members of the charity.

The trustees believed they have completed their duties under s172.

## Related Parties

The charity has partnerships with several local associations. These are independent charities for spina bifida and hydrocephalus. Partnerships are negotiated on an individual basis which may cover a range of activities and services. The charity also works in partnership with many other bodies, voluntary, statutory, and international, in carrying out work to support service users, undertake research and disseminate information.

## Volunteers

In 2020/21, Shine had 59 registered volunteers, to whom we remain eternally grateful. The volunteering roles included:

- Working in our charity shop
- Giving talks and representing Shine
- Acting as peer support
- Supporting our members to grow in confidence and address the challenges of living with the conditions
- Advising on the development of resources
- Fulfilling the role of Shine ambassador
- Fundraising
- Supporting our local groups

# Statement of trustees' responsibilities

**The trustees (who are also directors of Spina bifida, Hydrocephalus, Information, Networking, Equality – SHINE), 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 directors to prepare financial statements for each financial year which give a true and fair view of the situation of the charitable group and of the net income or expenditure of the group for the year. In preparing these financial statements the directors 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 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 the group and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

As far as the trustees are aware, there is no relevant audit information of which the group's auditors are unaware. Additionally, the trustees have taken all the necessary steps that they ought to have taken as trustees to make themselves aware of all relevant audit information and to establish that the group's auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## Appointment of auditors

**The continued appointment of Azets Audit Services Limited was confirmed by the Board of Trustees on the 1st December 2020.**

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

By order of the Board of Trustees

**Greg Smith**  
Acting Chair

**7th September 2021**



# **SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE**

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#### **Opinion**

We have audited the financial statements of Spina Bifida, Hydrocephalus, Information, Networking, Equality - SHINE (the 'charity') and its subsidiary for the year ended 31 March 2021 which comprise the Group Statement of Financial Activities, the Group and Parent Charitable Company Balance Sheets, the Group and Parent Charitable Company Cash Flow Statements and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Group and Parent Charitable Company affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Group and Parent Charitable Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# **SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE**

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#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the Group and Parent Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group and Parent Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

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#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



**Mr Mark Jackson FCA DChA (Senior Statutory Auditor)**  
for and on behalf of Azets Audit Services

22.9.2021

**Chartered Accountants**  
**Statutory Auditor**

Ruthlyn House  
90 Lincoln Road  
Peterborough  
United Kingdom  
PE1 2SP

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2021**

### Current financial year

	Notes	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b>Income from:</b>						
Donations and legacies	3	1,211,858	-	549,135	1,760,993	1,440,551
Other trading activities	4	575,094	-	-	575,094	741,219
Income from investments	5	6,992	-	-	6,992	10,308
<b>Total income</b>		1,793,944	-	549,135	2,343,079	2,192,078
<b>Expenditure on:</b>						
Raising funds	6	727,059	-	-	727,059	808,570
Charitable activities	7	563,350	45,754	563,475	1,172,579	1,229,490
<b>Total resources expended</b>		1,290,409	45,754	563,475	1,899,638	2,038,060
Net gains/(losses) on investments	12	81,160	-	-	81,160	(44,559)
<b>Net incoming/(outgoing) resources before transfers</b>		584,695	(45,754)	(14,340)	524,601	109,459
Gross transfers between funds		(278,181)	225,629	52,552	-	-
<b>Net incoming resources</b>		306,514	179,875	38,212	524,601	109,459
<b>Other recognised gains and losses</b>						
Actuarial (loss)/gain on defined benefit pension schemes		(17,871)	-	-	(17,871)	3,800
<b>Net movement in funds</b>		288,643	179,875	38,212	506,730	113,259
Fund balances at 1 April 2020		332,050	391,829	120,102	843,981	730,722
<b>Fund balances at 31 March 2021</b>		620,693	571,704	158,314	1,350,711	843,981

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

Prior financial year

	Notes	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Income from:</b>					
Donations and legacies	3	1,094,879	-	345,672	1,440,551
Other trading activities	4	741,219	-	-	741,219
Income from investments	5	10,308	-	-	10,308
<b>Total income</b>		1,846,406	-	345,672	2,192,078
<b>Expenditure on:</b>					
Raising funds	6	808,570	-	-	808,570
Charitable activities	7	873,794	51,935	303,761	1,229,490
<b>Total resources expended</b>		1,682,364	51,935	303,761	2,038,060
Net gains/(losses) on investments	12	(44,559)	-	-	(44,559)
<b>Net incoming/(outgoing) resources before transfers</b>		119,483	(51,935)	41,911	109,459
Gross transfers between funds		(68,950)	68,950	-	-
<b>Net incoming resources</b>		50,533	17,015	41,911	109,459
<b>Other recognised gains and losses</b>					
Actuarial (loss)/gain on defined benefit pension schemes		3,800	-	-	3,800
<b>Net movement in funds</b>		54,333	17,015	41,911	113,259
Fund balances at 1 April 2019		277,717	374,814	78,191	730,722
<b>Fund balances at 31 March 2020</b>		332,050	391,829	120,102	843,981

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## BALANCE SHEETS

AS AT 31 MARCH 2021

	Notes	Group 2021 £	Charity 2021 £	Group 2020 £	Charity 2020 £
<b>Fixed assets</b>					
Tangible assets	14	823,163	820,699	849,734	845,178
Investments	15	341,378	341,381	259,451	259,454
		1,164,541	1,162,080	1,109,185	1,104,632
<b>Current assets</b>					
Debtors	17	378,373	339,989	296,171	270,374
Cash at bank and in hand		650,600	637,285	369,984	353,678
		1,028,973	977,274	666,155	624,052
<b>Creditors: amounts falling due within one year</b>	18	(253,790)	(222,614)	(238,707)	(215,035)
Net current assets		775,183	754,660	427,448	409,017
<b>Total assets less current liabilities</b>		1,939,724	1,916,740	1,536,633	1,513,649
<b>Creditors: amounts falling due after more than one year</b>	19	(369,533)	(369,533)	(416,685)	(416,685)
<b>Net assets excluding pension liability</b>		1,570,191	1,547,207	1,119,948	1,096,964
<b>Defined benefit pension liability</b>	21	(219,480)	(219,480)	(275,967)	(275,967)
<b>Net assets</b>		1,350,711	1,327,727	843,981	820,997
<b>Income funds</b>					
Restricted funds	22	158,314	158,314	120,102	120,102
<u>Unrestricted funds - general</u>					
Designated funds	23	571,704	569,240	391,829	387,273
General unrestricted funds		620,693	600,173	332,050	313,622
		1,192,397	1,169,413	723,879	700,895
		1,350,711	1,327,727	843,981	820,997

The financial statements were approved by the board of directors and authorised for issue on 7/9/2021 and are signed on its behalf by:

Mr G Smith  
Trustee

Company Registration No. 00877990

Mrs R Bates  
Trustee

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	28		328,060		(16,355)
<b>Investing activities</b>					
Purchase of tangible fixed assets		(2,346)		(5,836)	
Interest received		2,054		2,455	
<b>Net cash used in investing activities</b>			(292)		(3,381)
<b>Financing activities</b>					
Repayment of bank loans		(47,152)		(42,466)	
<b>Net cash used in financing activities</b>			(47,152)		(42,466)
<b>Net increase/(decrease) in cash and cash equivalents</b>			280,616		(62,202)
Cash and cash equivalents at beginning of year			369,984		432,186
<b>Cash and cash equivalents at end of year</b>			650,600		369,984

# **SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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#### **1 Accounting policies**

##### **Company information**

Spina Bifida, Hydrocephalus, Information, Networking, Equality - SHINE is a private company limited by guarantee incorporated in England and Wales. The registered office is 42 Park Road, Peterborough, PE1 2UQ, United Kingdom.

##### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The consolidated accounts incorporate the results of the charity and of its wholly owned subsidiary.

##### **1.2 Going concern**

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and so continue to adopt the going concern basis of accounting in preparing the financial statements. In arriving at this conclusion, the Trustees have considered the uncertainty regarding the ongoing impact of COVID. As described in more detail in the Trustees' report, the trustees have taken a number of mitigating actions to limit the financial impact and the charity's mortgage provider has indicated that they will adopt a common sense approach to any potential breaches of covenants. On this basis the trustees believe there are sufficient reserves to enable the charity to operate through this period.

##### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.



# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### **1 Accounting policies**

**(Continued)**

#### **1.4 Incoming resources**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Gifts donated for resale are included as income when they are sold. No amounts are included in the financial statements for services donated by volunteers.

Grant income is recognised according to the terms of each individual agreement.

All other income is dealt with on an accruals basis.

#### **1.5 Resources expended**

Direct expenditure is analysed and charged to the department incurring the cost. Expenditure is included when incurred, the majority of costs being directly attributable to specific activities. Costs that can not be directly attributable to particular headings, are allocated to activities on a basis consistent with use of the resources. Premises and other overheads have been allocated on a head count basis.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of charitable activities.

Governance costs are those incurred in connection with the governance arrangements of the charity and compliance with constitutional and statutory requirements.

#### **1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses. Assets over £1,000 in value are capitalised at cost.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the straight line basis at the following rates:

Land and buildings	Buildings - 2%, land is not depreciated
Fixtures and fittings	20%
Equipment	20%
Software and website	20 - 33%

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits repayable on demand and overdrafts. Deposits are repayable on demand if they are in practice available within 24 hours without a penalty. Liquid resources comprise assets held as a readily disposable store of value.

#### 1.9 Financial instruments

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument.

Financial assets are offset, with the net amounts presented in the accounts when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.10 Provisions

Provisions are recognised when the charity has a legal or constructive present obligation as a result of a past event, it is probable that the charity will be required to settle that obligation and a reliable estimate can be made of the amount of the obligation.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at the reporting end date, taking into account the risks and uncertainties surrounding the obligation. Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value. When a provision is measured at present value, the unwinding of the discount is recognised as a finance cost in net income/(expenditure) in the period in which it arises.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee.

#### 1.12 Retirement benefits

For employees choosing to participate, the charity operates a defined contribution pension scheme providing benefits additional to those from the State. The assets are held in a separately administered scheme. The pensions cost charge represents contributions payable by the company to the pension scheme in respect of the year.

Previously, the charity were part of a separately administered defined benefit scheme and is still required to make contributions to fund a deficit in the scheme.

The cost of providing benefits under defined benefit plans is determined separately for each plan using the projected unit credit method, and is based on actuarial advice.

The net interest element is determined by multiplying the net defined benefit liability by the discount rate, taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments. The net interest is recognised in income/(expenditure) for the year.

Remeasurement changes comprise actuarial gains and losses, the effect of the asset ceiling and the return on the net defined benefit liability excluding amounts included in net interest. These are recognised immediately in other recognised gains and losses in the period in which they occur and are not reclassified to income/(expenditure) in subsequent periods.

The net defined benefit pension asset or liability in the balance sheet comprises the total for each plan of the present value of the defined benefit obligation (using a discount rate based on high quality corporate bonds), less the fair value of plan assets out of which the obligations are to be settled directly. Fair value is based on market price information, and in the case of quoted securities is the published bid price. The value of a net pension benefit asset is limited to the amount that may be recovered either through reduced contributions or agreed refunds from the scheme.

#### 1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Donations and gifts	577,576	18,750	596,326	595,606
Legacies receivable	585,388	-	585,388	530,973
Grants receivable	48,894	530,385	579,279	313,972
	<u>1,211,858</u>	<u>549,135</u>	<u>1,760,993</u>	<u>1,440,551</u>
<b>For the year ended 31 March 2020</b>	<u>1,094,879</u>	<u>345,672</u>		<u>1,440,551</u>
<b>Donations and gifts</b>				
Individuals	268,217	-	268,217	303,730
Trusts	122,618	18,750	141,368	147,233
Corporate donors	128,960	-	128,960	102,621
Local Authorities	20,000	-	20,000	-
Local associations	2,949	-	2,949	2,999
Support groups	167	-	167	1,200
Health Trusts	34,665	-	34,665	37,823
	<u>577,576</u>	<u>18,750</u>	<u>596,326</u>	<u>595,606</u>



# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 3 Donations and legacies

(Continued)

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b>Grants receivable for core activities</b>				
Welsh Government	-	-	-	56,183
National Lottery Community fund Northern Ireland Little Stars	-	108,338	108,338	84,125
National Lottery Community fund Cymru Health hub	-	9,830	9,830	-
National Lottery Community fund Cymru Shining lights	-	89,588	89,588	-
National Lottery COVID19 emergency response	-	100,000	100,000	-
Early Intervention (Community lottery & others)	-	206,198	206,198	106,370
The Thomas Cook Children's Charity	-	-	-	27,805
National Lottery Community Fund	-	-	-	9,975
Wales Council for Voluntary Action	-	-	-	19,998
Coronavirus job retention scheme grant	48,894	-	48,894	-
Other	-	16,431	16,431	9,516
	<u>48,894</u>	<u>530,385</u>	<u>579,279</u>	<u>313,972</u>

### 4 Other trading activities

	2021 £	2020 £
Income of trading subsidiary	557,186	686,728
Donations sold through shops	10,715	41,732
Rental income	6,228	6,022
Publications and attendance fees	965	6,737
	<u>575,094</u>	<u>741,219</u>

### 5 Income from investments

	2021 £	2020 £
Income from listed investments	4,938	7,853
Interest receivable	2,054	2,455
	<u>6,992</u>	<u>10,308</u>

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 6 Raising funds

	2021 £	2020 £
<u>Fundraising and publicity</u>		
Direct staff costs	298,224	288,801
Other fundraising direct costs	32,731	79,648
Support costs (see note 8)	51,054	80,334
	<u>382,009</u>	<u>448,783</u>

	Shine (Trading) Limited £	Shops £	Total 2021 £	Total 2020 £
<u>Trading costs</u>				
Direct staff costs	125,628	19,884	145,512	172,395
Other direct operational costs	52,544	1,615	54,159	59,334
Support costs (see note 8)	132,029	13,350	145,379	128,058
	<u>310,201</u>	<u>34,849</u>	<u>345,050</u>	<u>359,787</u>
			<u>727,059</u>	<u>808,570</u>

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Charitable activities

	Improving Outcomes through early intervention	Access to better care and services	Improved lifestyle and choices	Preventing Spina Bifida	Quality information & support	Total 2021	Total 2020
	£	£	£	£	£	£	£
Direct staff costs	340,575	105,067	282,596	67,163	112,325	907,726	903,898
Other direct costs	45,619	14,074	37,854	8,997	15,046	121,590	133,741
	<u>386,194</u>	<u>119,141</u>	<u>320,450</u>	<u>76,160</u>	<u>127,371</u>	<u>1,029,316</u>	<u>1,037,639</u>
Share of support costs (see note 8)	45,227	13,953	37,528	8,919	14,916	120,543	165,349
Share of governance costs (see note 8)	8,525	2,630	7,073	1,681	2,811	22,720	26,502
	<u>439,946</u>	<u>135,724</u>	<u>365,051</u>	<u>86,760</u>	<u>145,098</u>	<u>1,172,579</u>	<u>1,229,490</u>
<b>Analysis by fund</b>							
Unrestricted funds - general						563,350	873,794
Unrestricted funds - designated						45,754	51,935
Restricted funds						563,475	303,761
						<u>1,172,579</u>	<u>1,229,490</u>

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 8 Support and governance costs

	Fundraising and publicity £	Trading costs £	Charitable activities £	2021 £	2020 £
<b>Support costs</b>					
Staff costs	20,233	29,019	52,173	101,425	130,909
IT costs	6,667	9,397	19,086	35,150	43,370
Premises costs	13,539	50,983	18,893	83,415	108,645
Other support costs	10,615	55,980	30,392	96,987	90,817
	<u>51,054</u>	<u>145,379</u>	<u>120,544</u>	<u>316,977</u>	<u>373,741</u>
<b>Governance costs</b>				<b>2021 £</b>	<b>2020 £</b>
Staff costs				13,135	15,886
Audit fees				9,585	9,160
Other governance costs				-	1,456
				<u>22,720</u>	<u>26,502</u>



# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 9 Commercial operations in trading subsidiary

The charity has one wholly owned trading subsidiary undertaking, Shine (Trading) Limited which sells advertising space in various publications and balloons for virtual balloon races. The company gift aids virtually all its taxable profits to Shine. A summary of its trading results is shown below. Audited accounts have been filed with the Registrar of Companies.

<b>Shine (Trading) Ltd Profit &amp; Loss Account</b>	<b>2021 £</b>	<b>2020 £</b>
Turnover	557,186	686,728
Cost of sales	(177,673)	(211,894)
Gross profit	379,513	474,834
Administration expenses	(107,594)	(114,352)
Other operating income	8,476	-
Operating profit	280,395	360,482
Amount payable by gift aid to Shine	(280,395)	(360,482)
Profit on ordinary activities	-	-
	<u>          </u>	<u>          </u>
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Shine (Trading) Ltd Balance Sheet</b>		
Fixed assets	2,464	4,556
Current assets	112,054	154,524
Current liabilities	(91,531)	(136,093)
Net current assets	20,523	18,431
	<u>          </u>	<u>          </u>
Total net assets	22,987	22,987
	<u>          </u>	<u>          </u>
Aggregate share capital and reserves	22,987	22,987
	<u>          </u>	<u>          </u>

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 10 Employees

##### Number of employees

The average monthly number of full time equivalent employees during the year was:

	2021 Number	2020 Number
Services	27	25
Fundraising and publicity	10	9
Shops	1	1
Administration	4	5
Shine (Trading) Limited	5	6
	<u>47</u>	<u>46</u>

##### Employment costs

	2021 £	2020 £
Wages and salaries	1,334,398	1,346,034
Redundancy costs	12,999	-
Social security costs	120,056	115,984
Other pension costs	48,131	47,183
Other staff related benefits	3,803	2,686
	<u>1,519,387</u>	<u>1,511,887</u>

The number of employees whose annual remuneration was £60,000 or more were:

	2021 Number	2020 Number
£80,001 - £90,000	-	1
£70,001 - £80,000	1	-
£60,001 - £70,000	1	-
	<u>1</u>	<u>1</u>

Pension contributions for higher paid employees were £10,432 (2020 - £6,560).

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 11 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

In respect of attending meetings of committees, travel expenses amounting to £nil (2020 - £1,086) have been reimbursed to no (2020 - 5) members of the Board of Trustees.

The accounts include a charge of £2,304 (2020 - £1,920) to provide the Trustees with indemnity insurance.

#### 12 Net gains/(losses) on investments

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Revaluation of investments	75,285	(53,081)
Gain/(loss) on sale of investments	5,875	8,522
	<u>81,160</u>	<u>(44,559)</u>

#### 13 Taxation

Spina Bifida, Hydrocephalus, Information, Networking, Equality - SHINE is a registered charity. It only applies its funds in accordance with its charitable objectives, and is not trading with a view to making distributable profits, therefore corporation tax is not chargeable.

The trading subsidiary has gifted its profits to Spina Bifida, Hydrocephalus, Information, Networking, Equality - SHINE under Gift Aid therefore no corporation tax is payable

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 14 Tangible fixed assets

	Land and buildings £	Equipment £	Fixtures and fittings £	Software and website £	Total £
<b>Group Cost</b>					
At 1 April 2020	1,487,404	34,936	17,024	24,202	1,563,566
Additions	-	1,630	-	716	2,346
At 31 March 2021	1,487,404	36,566	17,024	24,918	1,565,912
<b>Depreciation and impairment</b>					
At 1 April 2020	657,396	33,588	14,860	7,988	713,832
Depreciation charged in the year	17,496	1,033	2,164	8,224	28,917
At 31 March 2021	674,892	34,621	17,024	16,212	742,749
<b>Carrying amount</b>					
At 31 March 2021	812,512	1,945	-	8,706	823,163
At 31 March 2020	830,008	1,348	2,164	16,214	849,734
	Land and buildings £	Equipment £	Fixtures and fittings £	Software and website £	Total £
<b>Charity Cost</b>					
At 1 April 2020	1,487,404	32,297	17,024	17,401	1,554,126
Additions	-	1,630	-	488	2,118
At 31 March 2021	1,487,404	33,927	17,024	17,889	1,556,244
<b>Depreciation and impairment</b>					
At 1 April 2020	657,396	30,949	14,860	5,743	708,948
Depreciation charged in the year	17,496	1,033	2,164	5,904	26,597
At 31 March 2021	674,892	31,982	17,024	11,647	735,545
<b>Carrying amount</b>					
At 31 March 2021	812,512	1,945	-	6,242	820,699
At 31 March 2020	830,008	1,348	2,164	11,658	845,178

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 15 Fixed asset investments

	Group 2021 £	Charity 2021 £	Group 2020 £	Charity 2020 £
Investments in subsidiaries	-	3	-	3
Listed investments	341,378	341,378	259,451	259,451
	<u>341,378</u>	<u>341,381</u>	<u>259,451</u>	<u>259,454</u>

#### Movements in fixed asset investments Group and Charity

	2021 £	2020 £
<b>Cost or valuation</b>		
At 31 March 2020	218,217	269,545
Additions within portfolio	77,164	64,946
Disposals within portfolio	(57,986)	(69,223)
Valuation changes	84,784	(47,051)
	<u>322,179</u>	<u>218,217</u>
Cash held for investment	19,199	41,234
At 31 March 2021	<u>341,378</u>	<u>259,451</u>

#### 16 Financial instruments

	Group 2021 £	Charity 2021 £	Group 2020 £	Charity 2020 £
<b>Carrying amount of financial assets</b>				
Trade debtors	115,018	19,996	141,116	6,244
Other debtors	750	750	923	923
Accrued income	246,838	246,838	139,450	139,450
Amounts due from subsidiary undertakings	-	60,355	-	112,421
Bank and cash	650,600	637,285	369,984	353,678
Measured at cost	<u>1,013,206</u>	<u>965,224</u>	<u>651,473</u>	<u>612,716</u>
Fixed asset investments	<u>341,378</u>	<u>341,381</u>	<u>259,451</u>	<u>259,454</u>
Measured at market value	<u>341,378</u>	<u>341,381</u>	<u>259,451</u>	<u>259,454</u>

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

				(Continued)
16	Financial instruments	Group	Charity	Group Charity
	<b>Carrying amount of financial liabilities</b>			
	Trade creditors	27,911	27,764	23,537 23,238
	Accruals and deferred income	37,787	29,677	39,686 32,260
	Other creditors	93,213	93,213	89,500 89,500
	Other taxation and social security	53,659	30,740	44,764 28,817
	Bank loans	410,753	410,753	457,905 457,905
	Measured at cost	623,323	592,147	655,392 631,720
17	<b>Debtors</b>			
		<b>Group 2021</b>	<b>Charity 2021</b>	<b>Group 2020</b> <b>Charity 2020</b>
	<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>	<b>£</b> <b>£</b>
	Trade debtors	115,018	19,996	141,116 6,244
	Amounts due from subsidiary undertakings	-	60,355	- 112,421
	Other debtors	750	750	923 923
	Prepayments and accrued income	262,605	258,888	154,132 150,786
		378,373	339,989	296,171 270,374

The net amount owed by the subsidiary includes amounts owing for gift aid receivable and payment for services provided.

18	<b>Creditors: amounts falling due within one year</b>				
		<b>Group 2021</b>	<b>Charity 2021</b>	<b>Group 2020</b>	<b>Charity 2020</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
	Loans and overdrafts <b>20</b>	41,220	41,220	41,220	41,220
	Other taxation and social security	53,659	30,740	44,764	28,817
	Trade creditors	27,911	27,764	23,537	23,238
	Other creditors	93,213	93,213	89,500	89,500
	Accruals and deferred income	37,787	29,677	39,686	32,260
		253,790	222,614	238,707	215,035

19	<b>Creditors: amounts falling due after more than one year</b>				
	<b>Group and Charity</b>	<b>Notes</b>	<b>2021 £</b>	<b>2020 £</b>	
	Loans and overdrafts	<b>20</b>	369,533	416,685	



# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

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### 20 Loans and overdrafts

	2021	2020
Group and Charity	£	£
Bank loans	410,753	457,905
	<u>          </u>	<u>          </u>
Payable within one year	41,220	41,220
Payable after one year	369,533	416,685
	<u>          </u>	<u>          </u>

The bank loan is secured by a first legal charge over the freehold property known as 42 Park Road, Peterborough. The loan is repayable until 2027 with interest charged at 3.5% above base rate.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

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#### 21 Retirement benefit schemes

##### The Pensions Trust - The Growth Plan

SHINE participates in The Pension Trust's Growth Plan (The Plan), a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK.

It is not possible for the charity to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the charity is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This actuarial valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the trustees and the participating employers have agreed that additional contributions will be paid to the scheme as follows:

##### Deficit contributions

From 1 April 2019 to 31 January 2025:	£11,243,000 per annum (payable monthly and increasing by 3% each on 1st April)
---------------------------------------	---

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

##### Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum (payable monthly and increasing by 3% each on 1st April)
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From 1 April 2016 to 30 September 2028:	£54,560 per annum (payable monthly and increasing by 3% each on 1st April)
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The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the charity has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 21 Retirement benefit schemes

(Continued)

##### Present values of provision

	31 March 2021	31 March 2020	31 March 2019
Present value of provision	293,838	348,159	422,347

An amount of £74,358 (2020 - £72,192) is included within short term creditors and £219,480 (2020 - £275,967) in long term liabilities.

##### Reconciliation of opening and closing provisions

	Period Ending 31 March 2021	Period Ending 31 March 2020
Provision at start of period	348,159	422,347
Unwinding of the discount factor (interest expense)	7,822	5,344
Deficit contribution paid	(72,192)	(70,090)
Remeasurements - impact of any change in assumptions	10,049	(9,442)
Provision at end of period	293,838	348,159

##### Income and expenditure impact

	Period Ending 31 March 2021	Period Ending 31 March 2020
Interest expense	7,822	5,344
Remeasurements - impact of any change in assumptions	10,049	(9,442)
Costs recognised in income and expenditure account	17,871	(4,098)

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 21 Retirement benefit schemes

(Continued)

##### Assumptions

	31 March 2021 % per annum	31 March 2020 % per annum	31 March 2019 % per annum
Rate of discount	0.66	2.53	1.39

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

##### Deficit contributions schedule

Year ending	31 March 2021	31 March 2020	31 March 2019
Year 1	74,358	72,192	70,090
Year 2	76,589	74,358	72,192
Year 3	78,887	76,589	74,358
Year 4	67,711	78,887	76,589
Year 5	-	67,711	78,887
Year 6	-	-	67,711

The charity must recognise a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

It is these contributions that have been used to derive the charity's balance sheet liability.

The Plan is closed to new entrants and there were no active members of the scheme during the year.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2021**

### 22 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

Group and Charity	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Welsh Assembly Government – early intervention work in Wales	-	56,183	(56,183)	-	-	-	-	-
National Lottery Community fund Northern Ireland Little Stars	19,658	84,125	(90,953)	12,830	108,338	(92,791)	3,034	31,411
International Projects – developing a continence clinic in Nigeria	4,533	-	(502)	4,031	-	(3,769)	-	262
Merchant Taylors' Company Grant - supporting our work in the London	7,000	7,000	(14,000)	-	-	-	-	-
29th May 1961 Charity – supporting our work in Birmingham	7,500	-	(7,500)	-	-	-	-	-
Welfare Grants	-	6,183	(6,183)	-	16,431	(16,431)	-	-
Support Groups	-	1,200	(175)	1,025	-	-	-	1,025
Buchanan & Henry Allen – supporting our work in the North of England	24,500	-	(14,460)	10,040	-	(2,468)	-	7,572
Margaret Giffen Charitable Trust - supporting our work in Northampton	15,000	15,000	(15,000)	15,000	-	(10,065)	-	4,935
Carried forward to next page	78,191	169,691	204,956	42,926	124,769	125,524	3,034	45,205

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 22 Restricted funds

(Continued)

Group and Charity	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2021 £
Brought forward from previous page	78,191	169,691	204,956	42,926	124,769	125,524	3,034	45,205
National Lottery Community Fund – Early intervention programme across England	-	106,370	(42,407)	63,963	224,948	(232,426)	34,878	91,363
The Thomas Cook Children's Charity – Early intervention programme across England	-	27,805	(27,805)	-	-	-	-	-
National Lottery Community Fund - Shine voices	-	9,975	-	9,975	-	(9,975)	-	-
Coop Grant	-	3,333	(716)	2,617	-	-	-	2,617
Wales Council for Voluntary Action - Volunteer and shine	-	19,998	(19,377)	621	-	(621)	-	-
National Lottery Community fund: Cymru Health hub	-	-	-	-	9,830	(4,915)	-	4,915
National Lottery Community fund: Cymru Shining lights	-	-	-	-	89,588	(90,014)	14,640	14,214
National Lottery community fund COVID19 emergency response	-	-	-	-	100,000	(100,000)	-	-
Other Trusts	-	8,500	(8,500)	-	-	-	-	-
	<u>78,191</u>	<u>345,672</u>	<u>(303,761)</u>	<u>120,102</u>	<u>549,135</u>	<u>(563,475)</u>	<u>52,552</u>	<u>158,314</u>



# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 23 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

Group	Balance at 1 April 2019 £	Net movement £	Balance at 1 April 2020 £	Net movement £	Balance at 31 March 2021 £
Interest in land and property and other fixed assets	374,814	17,015	391,829	20,579	412,408
Florence Bartle fund	-	-	-	114,121	114,121
HR fund	-	-	-	45,175	45,175
	<u>374,814</u>	<u>17,015</u>	<u>391,829</u>	<u>179,875</u>	<u>571,704</u>
<b>Charity</b>					
Interest in land and property and other fixed assets	370,089	17,184	387,273	22,671	409,944
Florence Bartle fund	-	-	-	114,121	114,121
HR fund	-	-	-	45,175	45,175
	<u>370,089</u>	<u>17,184</u>	<u>387,273</u>	<u>181,967</u>	<u>569,240</u>

The designated fund comprises

- the group and charity's interest in land and property and other fixed assets, net of the outstanding mortgage.
- the Florence Bartle fund which is part of a legacy that is to be spent on the relief of Spina Bifida in Cornwall and the South West.
- the HR fund that is for future restructuring and other staff related costs.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 24 Analysis of net assets between funds

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total Unrestricted funds 2021 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £
<b>Group</b>							
Fund balances at 31 March 2021 are represented by:							
Tangible assets	-	823,163	-	823,163	-	849,734	849,734
Investments	341,378	-	-	341,378	259,451	-	259,451
Current assets/(liabilities)	498,795	118,074	158,314	775,183	348,566	(41,220)	427,448
Long term liabilities	-	(369,533)	-	(369,533)	-	(416,685)	(416,685)
Provisions and pensions	(219,480)	-	-	(219,480)	(275,967)	-	(275,967)
	<u>620,693</u>	<u>571,704</u>	<u>158,314</u>	<u>1,350,711</u>	<u>332,050</u>	<u>120,102</u>	<u>843,981</u>
<b>Charity</b>							
Fund balances at 31 March 2021 are represented by:							
Tangible assets	-	820,699	-	820,699	-	845,178	845,178
Investments	341,381	-	-	341,381	259,454	-	259,454
Current assets/(liabilities)	478,272	118,074	158,314	754,660	330,135	(41,220)	409,017
Long term liabilities	-	(369,533)	-	(369,533)	-	(416,685)	(416,685)
Provisions and pensions	(219,480)	-	-	(219,480)	(275,967)	-	(275,967)
	<u>600,173</u>	<u>569,240</u>	<u>158,314</u>	<u>1,327,727</u>	<u>313,622</u>	<u>120,102</u>	<u>820,997</u>

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 25 Operating lease commitments

#### Group and Charity

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	5,460	5,200
Between two and five years	20,475	-
	<u>25,935</u>	<u>5,200</u>

### 26 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel, who on a full time equivalent basis are the 3.8 (2020 - 3.6) members of the senior management team, is as follows.

	2021 £	2020 £
Aggregate compensation including pension contributions	<u>250,904</u>	<u>248,963</u>

#### Transactions with related parties

Owing to the nature of the charity's operations, some of the Trustees may themselves, or may have family members that access services from the charity. Consequently there will be transactions between those Trustees or their family members. These are on the same basis as other service users of the charity.

### 27 Control

No one individual has overall control of the charity.

# SPINA BIFIDA, HYDROCEPHALUS, INFORMATION, NETWORKING, EQUALITY - SHINE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

28	Cash generated from operations	2021 £	2020 £
	Surplus for the year	506,730	113,259
	Adjustments for:		
	Investment income recognised in statement of financial activities	(6,992)	(10,308)
	Investment management fees recognised in statement of financial activities	4,174	3,834
	Gain on disposal of investments	(5,875)	(8,522)
	Fair value gains and losses on investments	(75,285)	53,081
	Depreciation and impairment of tangible fixed assets	28,917	31,287
	Movements in working capital:		
	(Increase) in debtors	(82,202)	(80,710)
	Increase/(decrease) in creditors	15,080	(42,284)
	Increase/(decrease) in pension liability	(56,487)	(75,992)
	Cash generated from/(absorbed by) operations	328,060	(16,355)

29	Analysis of changes in net funds/(debt) Group	At 1 April 2020 £	Cash flows £	At 31 March 2021 £
	Cash at bank and in hand	369,984	280,616	650,600
	Loans falling due within one year	(41,220)	-	(41,220)
	Loans falling due after more than one year	(416,685)	47,152	(369,533)
		(87,921)	327,768	239,847
	Charity			
	Cash at bank and in hand	353,678	283,607	637,285
	Loans falling due within one year	(41,220)	-	(41,220)
	Loans falling due after more than one year	(416,685)	47,152	(369,533)
		(104,227)	330,759	226,532







**SHINE Registered Office**

42, Park Road, Peterborough, PE1 2UQ

Telephone 01733 555988

Email [firstcontact@Shinecharity.org.uk](mailto:firstcontact@Shinecharity.org.uk)

[www.shinecharity.org.uk](http://www.shinecharity.org.uk)

Charity number 249338, Company number 00877990



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