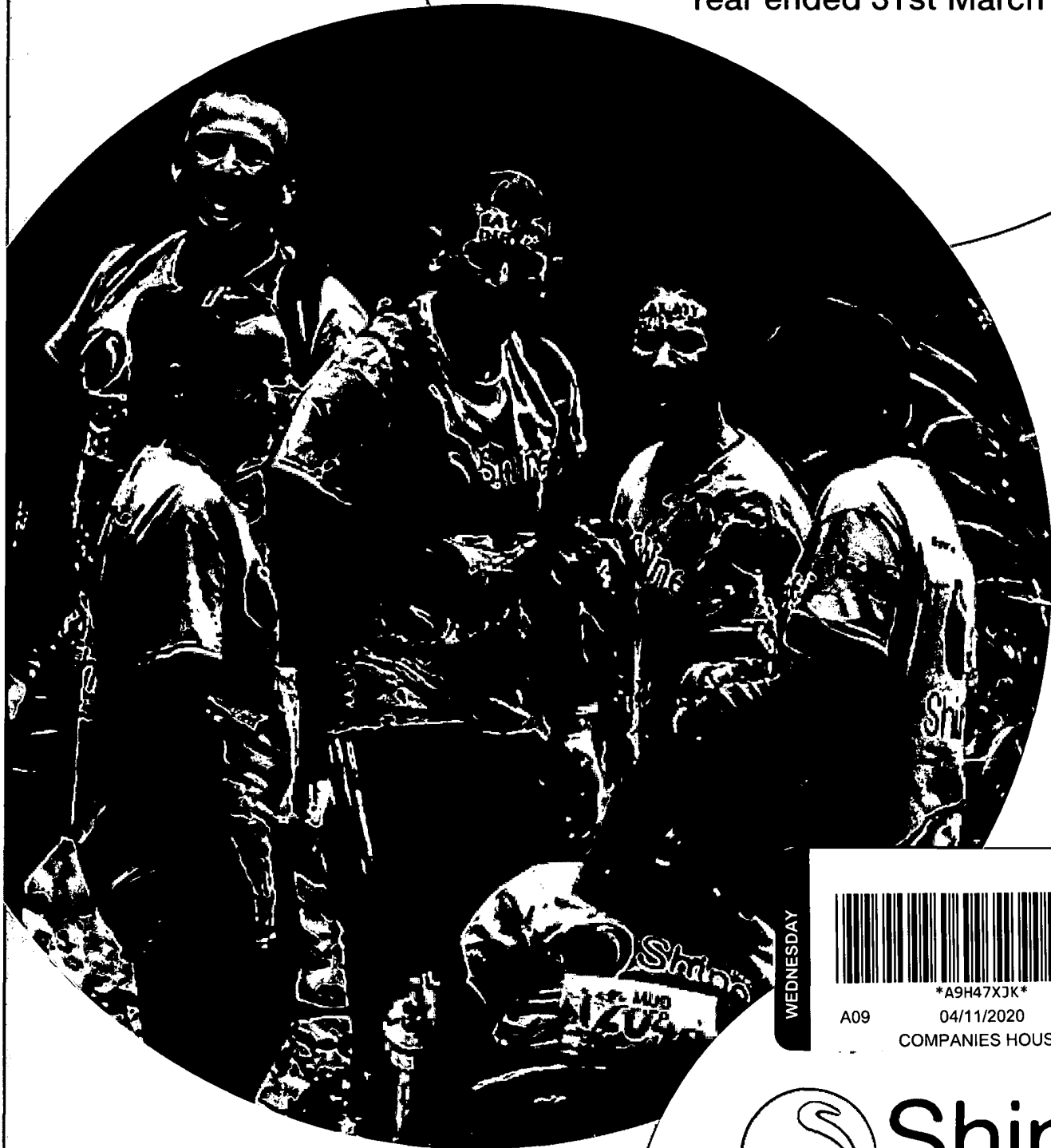
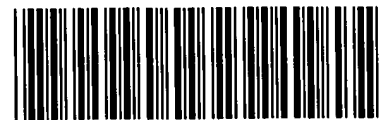


# Trustees' Annual Report and Financial Statements

Year ended 31st March 2020



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COMPANIES HOUSE



## Shine

Spina bifida • Hydrocephalus  
Information • Networking • Equality



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# From our Chairman

**2019/20 was another successful year for Shine.**

As in previous years, Shine saw the power of what can be achieved through our community of an engaged and enthusiastic membership, staff, and our committed volunteers, who have all made such a difference. With the help of so many, including vital support from fundraisers and funders, we saw key projects come to fruition and other pieces of work progress to move the charity closer to achieving our vision of...

“...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.”

This equality of opportunity starts from the point of diagnosis, and we were pleased to be involved in the process for the NHS-England commissioning of prenatal surgery in the UK, which provides parents-to-be with more choices before their baby is born.

Successfully securing funding for Shine's Little Stars (early intervention) project provided us with a new framework for the 'Shine journey', and gave us greater insight into the benefits of a more age-specific approach to the support and information we offer our members and their families throughout their lives.

We continued to provide a wide range of support, information and advice across our membership in England, Wales, and Northern Ireland, answering a greater number of enquiries and supporting more members with new and innovative approaches.

The launch of our membership engagement strategy provided us with a plan for clearer, evidence-based approaches to communicating with our members and better understanding their needs and wants, which are so fundamental to our being.

I was also pleased to see our campaign for preventing spina bifida through mandatory fortification of flour with folic acid move a few steps closer to the finish line, with the UK Government launching a nationwide consultation in 2019. Brexit, the general election, and the coronavirus delayed an announcement, but our work to see this become a reality will continue.

Links with professionals and organisations continued to grow. Through partnerships and collaboration, we saw awareness of the work we do widen, and knowledge and expertise of the conditions and best-practice approaches to prevention and treatment increase further. New development opportunities for the charity were also identified, which we will build on in the coming years.

The start of 2020/21 brings new challenges with the onset of the worldwide COVID-19 pandemic: challenges for our members and their families in accessing the care and health services they need to stay well; challenges for Shine to make sure we are there for anyone who needs us, and the financial challenges this situation brings.

Our CEO and the Senior Leadership Team have invested much of their time and efforts over the past few years in continuously reviewing and improving our practices and processes, remaining compliant, focusing on digital development and financial optimisation. This work, coupled with the diversity of experience, knowledge, skills and tenure we have within our Board of Trustees, Senior Leadership Team, our staff, volunteers, supporters and members themselves, provides us with continuity in the work we do and a greater resilience to adapt and deliver the change we need to remain a charity that is 'fit for purpose' now and in the future.



**Mark Noakes**  
Chairman





## Shine's vision

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 spina bifida and/or hydrocephalus, and associated conditions.

## Our five strategic goals are

- ① To improve outcomes through early intervention**  
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 To support our members with 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 for our members**  
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 To prevent spina bifida**  
Greater focus on the causes of spina bifida and a call for the Government and others to take decisive action in the prevention of spina bifida.
- ⑤ To provide 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



# Goal 1 Improving outcomes for babies and children through early intervention and support

## Early intervention

Experts have long advocated that intervention in the early years can have the biggest impact on a child's well-being and future and, based on the 50-plus years of experience we have of supporting families, we know this to be true.



Coupled with our early intervention programmes in Wales and Northern Ireland, the launch of our Little Stars' programme in England in June 2019 increased our staff capacity across the organisation to offer more proactive support and advice for our families with children who have spina bifida and/or hydrocephalus from birth to ten years old.

## Over the past 12 months, we have:

- Reviewed our health, education, and welfare information
- Created a sequence of age-specific newsletters which will be launched in 2020/21, sent at key stages in a child's early years' development to provide parents with the right information at the right time
- Offered a wider physiotherapy service through presentations, online seminars and one-to-one consultations for families
- Delivered 5 Hydrocephalus and Learning seminars across England
- Held a family conference in Dungannon, Northern Ireland, focusing on child development and learning
- Regularly attended monthly children's multidisciplinary spina bifida clinics across the country
- Set up a 'Shine's Little Stars' Facebook forum for parents
- Attended many family events and conferences organised by external agencies, to raise awareness of the project and engage new members/re-engage existing members
- Run regular social groups, Christmas parties, and interactive learning days
- Updated and re-published our extremely popular New Parents' Pack – creating separate versions for spina bifida and hydrocephalus
- Launched a 'Special Educational Needs' guide for Northern Ireland
- Launched a Little Stars survey to inform the future development and delivery of the project
- Delivered a series of health and well-being hubs in Wales
- Created opportunities for parents-to-become more involved and influence the work we are doing through co-production and membership of the projects' steering groups, peer-support opportunities, and volunteering
- Completed the draft of 'Your Child and Hydrocephalus' – an extensive document of practical advice and information during the formative years. This will be published early in 2020/21



“After our 20-week scan the support and information Shine gave us was beyond helpful. Shine offered us hope and much-needed support when we had nowhere else to turn to.”

Sarah, mum to Dylan (age 3)



**Little Stars**

membership  
figures at  
31 March 2020

England 1848 Wales 167  
Northern Ireland 112

## Understanding statutory and other services for our Little Stars

An important part of our work is to understand better the services and support our Little Stars should have access to.

Joined up working across teams has enabled an organisation-wide approach to understanding the statutory services that are available, where they are located, who our key contacts are and should be, and where examples of best practice exist.

Understanding the framework of support agencies, particularly statutory health, social care, welfare and education and relevant charities, will help us develop pathways for our children and families to access a more comprehensive approach to condition management and prevention for improved outcomes in life.

We continue to work on building an internal knowledge bank, developing closer working relationships with, and signposting families to, national, regional, and local statutory services and charities so that families have access to the right services at the right time.

### COVID-19 RESPONSE

In March 2020, Little Stars reviewed how we were delivering support to families and prioritised member engagement. The team introduced a staged plan to contact all 0 to 10-year-old members' parents to check how our Little Stars were all doing across England, Wales, and Northern Ireland, and to offer additional support, the chance to connect with others digitally and to signpost to any local and regional services.





## Prenatal surgery

The introduction of NHS-funded prenatal ‘open’ surgery was a breakthrough for the treatment of spina bifida pre-birth in the UK. Shine played its part in the process through advising on the referral pathway, the availability of information on the options for treatment at the point of diagnosis in antenatal clinics and fetal medicine units, and ensuring a structure was in place to support properly parents-to-be before, during and after surgery – including those individuals who are not accepted for surgery due to strict medical criteria.

“It has been such a pleasure to continue working with the team from Shine over the last year. At University College London we are developing innovative ways to treat spina bifida before birth using minimally invasive fetoscopic techniques. The charity provides the vital patient viewpoint into our research program so that we can more quickly bring such developments into the clinic. Shine has also disseminated information to patients across the UK about the option of fetal surgery. This is a newly commissioned NHS-England service available at UCLH and UZ Leuven in Belgium. We love working with them and look forward to next year as we deliver better care in the UK.”

Anna David, Professor of Fetal Medicine,  
Centre for Prenatal Therapy, University College  
London and UCL Hospital

We also met with a team of clinicians at King’s College Hospital, London to learn more about their experimental work on fetoscopic surgery, and where further information can be accessed. (NB: fetoscopic surgery is not currently available on the NHS in the UK.)

## Antenatal report

In 2018/19, we reported that we had undertaken

some extensive research into parents’ experiences in antenatal settings and the journey from point of diagnosis of an unborn baby with spina bifida onwards. Much of what we heard about current practices in the UK was highly disturbing, but the insight has informed our contribution to external research on the language used by antenatal staff when providing a diagnosis of prenatal problems with babies; it has also aided in influencing training for sonographers and midwives, and has provided a framework for Shine’s emerging professionals’ programme of support and engagement which will be launched in 2020/21.

## Other neural tube defects

Over the past few years, we have seen a rise in enquiries and requests for support for anencephaly and encephalocele, both neural tube defects that are less well known than spina bifida, yet anencephaly accounts for 48% of all neural tube defect diagnoses, and encephalocele 9%.

Our online anencephaly support group has a growing membership of over 560 people who have turned to us for confidential advice, emotional support and a safe environment to share their experiences of a recent diagnosis or past loss of a baby with others who understand.

During the year, we developed a clear and comprehensive information leaflet for parents and professionals on encephalocele, explaining the condition, diagnosis, and how the condition might affect the baby. The leaflet will be published early in 2020/21.

Welsh Government funding for the Ser Bach/ Little Stars project in Wales ceased at the end of March 2020. However, thanks to funding from the Community Fund Wales and the Moondance Foundation, our work with 0 to 10s in Wales will continue, albeit on a slightly lesser scale.



## Goal 2 Access to better care and services

Improving the health and well-being of people with spina bifida and hydrocephalus remains at the heart of everything we do. Over the last 12 months, we have focused on laying the foundations to inform better our advice and information on the prevention of health issues for adults with spina bifida and hydrocephalus.

### Research and information

We launched our **1000 Voices survey** to research and better understand the host of health and other challenges that adults with spina bifida face as they get older. The research was delayed in the year as the first response rate was low. However, a re-launch of the survey and direct mail to 2827 members saw numbers rise considerably, with our target of 1000 completed surveys almost reached by the end of March 2020. This will lead to the publication of one of the largest research projects into adult health and spina bifida in the world and will provide Shine with evidence-based information to:

- Influence improved health service provision for people with spina bifida across England, Wales, and Northern Ireland

- Lobby and campaign for better social care provision
- Inform training and information for professionals
- Make improvements in the services we provide directly to our members
- Shape our services in the future

“The 1000 Voices survey is the largest undertaken anywhere in the world, into the experiences of adults with spina bifida, and how their health and lives changes over time. This information we have gathered will be used to inform our campaign for better health care for our adult members, inform Shine’s health team of the key areas where members need improved input and information, and help us to support younger members to transition to a healthier adulthood in future”

Gill Yaz, Health Development Manager

During the year, the Health Development Team also started to research a best-practice guide on the prevention of health issues in the care of adults with spina bifida. Informed by the staff at the Chelsea and Westminster Spina Bifida Clinic and our attendance at

other spina bifida clinics across England and Northern Ireland, the completion of this project will provide guidance and insight for professionals into preventative approaches and treatment for the myriad of health issues faced by adults with spina bifida, as well as a useful guide to inform and empower our members to access the right services at the right time. The best-practice guide will be further informed by the 1000 Voices survey data and will be published in 2020/21.

The professional area of Shine's website was scoped, and work will continue to secure funding to progress this work in 2020/21.

#### **New information resources created include:**

- Sleep apnoea
- Burns
- Women and pregnancy



## **A focus on holistic services and support**

Shine's long-held view is that greater focus and investment into health services and more clinics specifically for people with spina bifida would provide a more holistic and integrated approach to preventative health care and treatment for our members.

The survey and best-practice guide will be used to re-open the debate with PSSAG (Prescribed Specialised

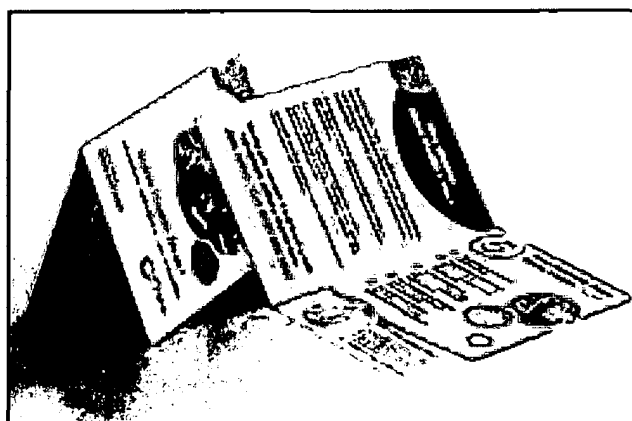
Services Advisory Group) on the need for more specialised services for individuals with spina bifida, as PSSAG has previously concluded that 'Much of care for patients with spina bifida is already prescribed as a specialised service, but there were aspects of urology care that are not' and that 'data provision is inadequate at this time, meaning it is not possible to move forward with the discussion of elements of spina bifida care as a specialised service'.

As part of advocating and promoting the importance of a more holistic approach, Shine's Health Development Team provided training and information to keep staff knowledge current.

The team in Wales trialled a series of outreach health and information hubs, providing members and families with the opportunity of a 'one-stop shop' to access support from Support and Development Workers but also from our specialist physiotherapist and continence nurse.

## **Access to Shine Health Direct (formerly Shine Health Home Delivery)**

Shine Health Direct is delivered in partnership with Bullen Healthcare, offering Shine members discreet and efficient delivery of urology and stoma products, as well as prescription medications. The service was relaunched in 2019, with a new brand to make it more accessible to our members. Over 700 Shine members used the service in the past 12 months.



## **COVID-19 RESPONSE**

At the start of the pandemic, a plan was put in place to ensure Shine Health Direct could stay responsive to members' needs and that supplies of stocks and medication remained available throughout, whilst ensuring the health and safety of the staff delivering the service.

## Goal 3 Improved lifestyle and choices

Providing support, answering queries, and finding solutions to day-to-day challenges experienced by our individual members and their families is instinctively what our network of Support and Development Workers and other Service Teams do for all age groups.

Building on two years of the Corporate Plan also saw several key pieces of work come to fruition during the year, all of which position Shine to further grow and enhance our much-needed direct membership support services.



2019/20  
in numbers



**2,461**  
individuals attended

**171**

Shine  
events



Total number  
of members

on 31/03/2020

**12,281**



**3,577**

individuals received  
advice and support



Received over  
**18,000**  
contacts\*

and dealt with  
**6,675**  
issues

\*includes face-to-face, telephone, email and social media

...including  
the following  
requests for  
support  
from our  
specialist  
services

Health



2,260

Social



1,440

Benefits



601

Education



197

Housing



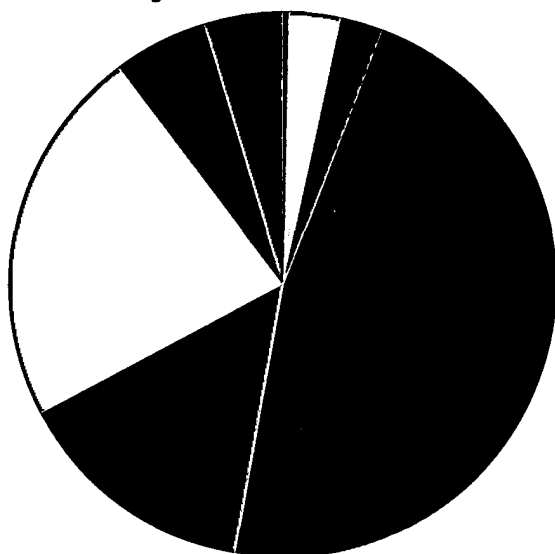
229

Employment



69

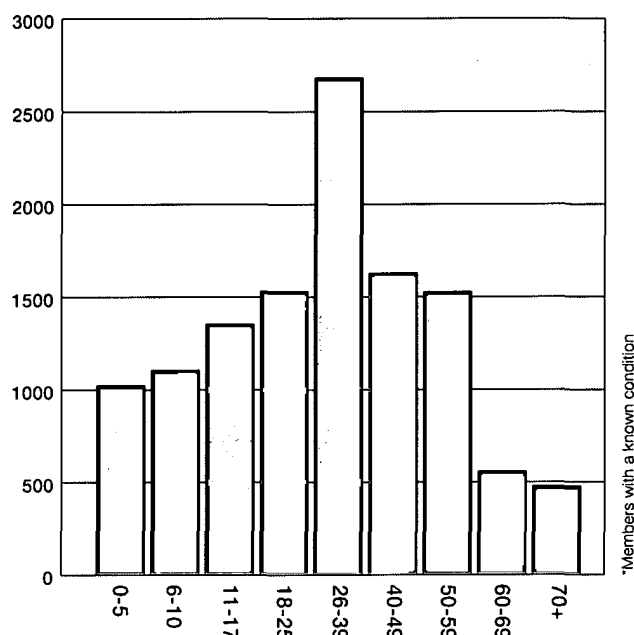
## Registered members by condition



- Encephalocele .....0.2%
- Idiopathic Intracranial Hypertension.....3.3%
- Normal Pressure Hydrocephalus .....2.5%
- Hydrocephalus.....46.8%
- Spina Bifida only .....14.6%
- Spina Bifida and Hydrocephalus .....22.5%
- Spina Bifida Occulta.....5.6%
- Anencephaly .....4.5%

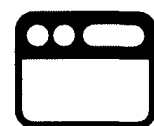
\*parents who have had a recent diagnosis of anencephaly or have lost a baby to anencephaly

## Age of Shine members\* (March 2020)



Number of website visitors **142,628**

Number of pages visited **413,587**



**94,238** social media interactions

## COVID-19 RESPONSE

The coronavirus pandemic required Shine to monitor closely emerging situations and consequences of the coronavirus and react accordingly to safeguard and guide our staff and our members.

This meant that, by the end of March 2020, change and adaptation became a constant, and responding to this unfolding situation in the most appropriate way became a big focus of our work.



I was stuck at home alone in self-isolation, 60 years old, feeling lonely, depressed and suicidal. That was until Shine's support worker got in touch to make sure I was getting the help I needed during the COVID-19 crisis"

Keith, Shine Member



## Membership Engagement Strategy

Led by our Director of Services, this was a significant piece of work to develop and launch a Membership Engagement Strategy with the purpose of:

### Reaching those who need us by:

- Developing a membership that is representative of the communities Shine supports, including demographics and ethnicity
- Widening our reach by ensuring that those who are affected by the conditions, but are not yet members, are aware of the services we offer and how to access them
- Maintaining a database which captures our impact and provides qualitative and quantitative information to inform Shine's direction of travel in the development and delivery of services

### Communicating effectively by:

- Ensuring that we are communicating with our whole membership on all the topics which are important to them in the way they want to be informed
- Ensuring our communication is relevant and accessible to all of our individual members

regardless of the form of spina bifida, hydrocephalus or associated conditions which affect them or their loved ones, their age, gender, ethnicity, or geographical location

### Better enabling member-led decision making by:

- Involving members in the shaping of services and resources so that we know what best meets their needs
- Evolving Shine's membership offer and ensuring our services and resources meet the needs and expectations of our members
- Growing Shine's pool of volunteers, advocates, and fundraisers to represent Shine across the three nations

Alongside this and following a review of our existing volunteering policies and practices, Shine also successfully piloted the delivery of our Volunteering strategy to test new approaches to volunteer recruitment, induction, and retention. Initially set up in Wales thanks to specific project funding, the pilot taught us the importance of clearly defining roles and playing to individual strengths to gain maximum benefit for Shine, but also for our volunteers who reported greater confidence and a sense of pride in their achievements.

The project was further trialled in other regions of England and Northern Ireland but will need greater investment and staffing to make it truly sustainable for the future.

Our annual programme of **support and social groups** is now well established and was enhanced by providing information and presentations at conferences and information sessions organised by other external organisations, such as the Occupational Therapy Adaptations Conference (OTAC) and the British Paediatric Neurosurgery Group. This enabled us to reach wider audiences and raise greater awareness of the conditions and the services we provide.

**Research** remained high on our agenda too as we actively engaged with external teams researching various aspects of spina bifida and hydrocephalus, including Intraventricular Haemorrhage (IVH), First Trimester Screening, Language Used at the Antenatal Ultrasound, and Hydrocephalus and COVID-19. We forged new partnerships with the University of Nottingham and University of Bedford to research aspects of exercise and health.

“Huge thanks to Shine for organising these sessions. We had a session today with Bronwen and not only was she a pleasure to chat to, she offered us some fantastic advice. Thanks again to you all. I’m extremely grateful!”

**Abigail, mum to Henry (4 months)  
Feedback following a physio advice and support surgery**

Staff, once again, attended the annual Society of Research into Hydrocephalus and Spina Bifida (SRHSB) conference and continued our support of Dr Trudi Edington’s research into the impact of ageing on neurocognitive and emotional processing in hydrocephalus, which we hope to see published in 2020/21.

2019/20 saw continued links with international organisations as Shine continued our membership and support for the International Federation of Spina Bifida and Hydrocephalus, maintained contact with the Festus Fajemilo Foundation in Nigeria, which we have previously supported through a continence project, and engaged with professionals at the Queensland SBH (Spina Bifida and Hydrocephalus) Association.

## COVID-19 RESPONSE

Lockdown across the UK saw many of our planned events in March 2020 and beyond cancelled or postponed. Shine’s service staff reacted to the situation and rapidly put together a series of virtual social events and online information and discussion forums to support our members and address their concerns.



## Goal 4 Preventing spina bifida

Increasing folate levels in a female's diet before pregnancy can help to prevent or reduce the chance of spina bifida and other neural tube defects. Taking folic acid supplements before and during pregnancy will help. Shine has campaigned, and will continue to campaign, on the need to pursue a step-change in increasing folate levels in women of child-bearing age if more cases of spina bifida and other neural tube defects are going to be prevented in pregnancy.

### Our campaign for mandatory fortification

After another parliamentary drop-in on Folic Acid Awareness Day on 1 May 2019, contribution to media interviews and press articles, and an open letter signed by Shine and other influential individuals, organisations and representative bodies to the then Minister for Public Health, Seema Kennedy, Shine felt we were on the brink of success when the UK Government launched a consultation on the proposal to add folic acid to flour in June 2019.

Shine sent a response to the consultation and organised a joint consensus statement from our

partners to show collective support for mandatory fortification of flour with folic acid.

The Government received over 1,400 responses to the consultation but, at the end of March 2020 a response had yet to be issued, delayed by the general election in December 2019 and the onset of the pandemic.

### Supplementation

A new campaign on supplementation, 'Folic for Life', launched on Folic Acid Awareness Day 2019, with staff and volunteers attending events and running stands in key locations (including high street pharmacies and supermarkets) to raise awareness. Shine also promoted supplementation through a planned social media campaign, and ensured its importance was referenced, where appropriate, in any advice and information that was provided.

Funding applications needed to deliver a sustainable project of awareness and information were developed and submitted but proved unsuccessful, so the project continued on a much smaller scale within existing resources.



# Goal 5 Quality information and support

Providing excellent quality, correct and up to date information and resources plays a key role in the services Shine provides to our members. It also ensures that our staff can provide expert knowledge and advice on both specialist and more general issues, and remain compliant with external regulations and internal policies.

To do this, Shine instigated a cycle of continual review and refresh of our information leaflets, website, and other resources as a key element for the successful delivery of our Corporate Plan.

## In 2019/20, Shine:

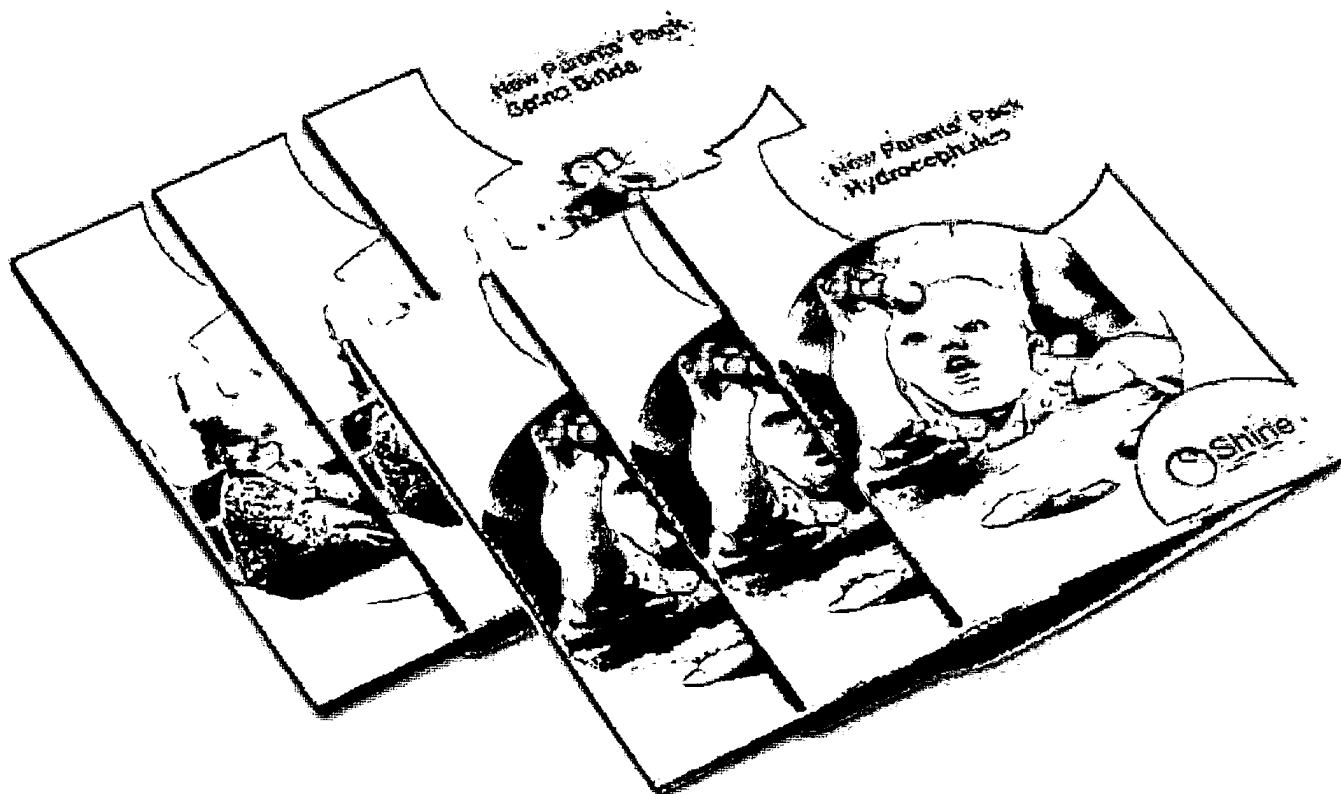
- Improved the format of, and access to, the existing information on the website, and reduced duplication of information
- Added information on new topics
- Further updated the website and introduced a process for continual improvement
- Reviewed and updated internal processes

- Updated our staff handbook and our internal policies
- Developed a benefits toolkit for staff
- Delivered an all-staff residential for training and development on key aspects of our work, including safeguarding and data protection

## Innovative approach to our Awareness Week(s)

In the past, Shine has held an awareness week in October each year, which has focused on both spina bifida and hydrocephalus but 2019/20 saw us test a new approach based on feedback from our members, many of whom were calling for a greater focus on hydrocephalus alone.

After careful planning, Shine delivered two separate and successful awareness weeks which reached new audiences and involved our members in promoting the messages they wanted others to hear.



# Spina Bifida Awareness Week

25th-31st OCTOBER 2019

#Backtofront



**236,700**  
Social media reach

**626** information packs distributed



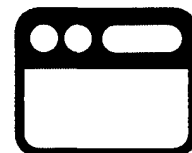
 **13,004** social media interactions



Website visitors

**18,884**

Number of pages viewed **53,265**



## Member, supporter and staff feedback



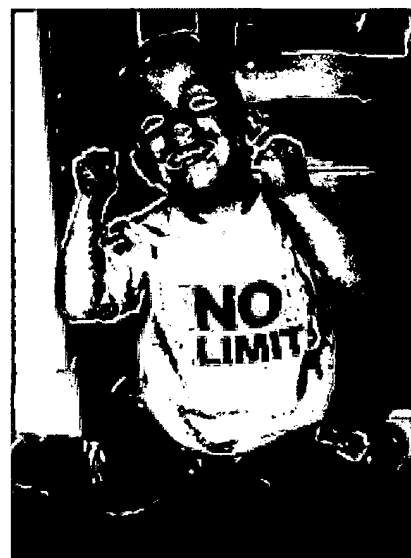
“ We received the mail-shot containing materials to promote Shine's campaign in support of Spina Bifida Awareness in this morning's post. I think that it is great; combining the desire to inform with the need for clarity and brevity. Well done, to all involved. I have already sent copies to all my email contacts and will take it out to our GPs and the local library this afternoon”  
Member feedback

“ I love this awareness fact sheet! Even I learnt something from it and I've got a form of Spina Bifida”  
Member feedback

“ Can I please say a very big Thank you for the thoughtful package you've sent for us, exactly as was wanted and also so much more.

As I work with the parents I will try and get them to open up a little more and recommend the support of yourselves if they are not already in touch, many thanks”

Teacher at a pre-school





## Hydrocephalus awareness week

7th-13th February 2020

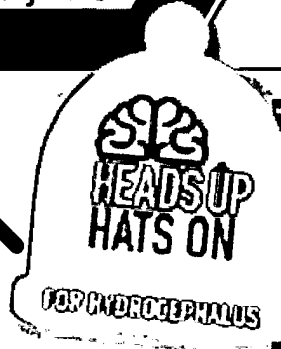


**310,001**  
Social media reach

**8,088**

information packs  
distributed

kindly sponsored by Codman



**43,214** social media  
interactions



Website  
visitors

**13,971**

Number of pages  
viewed

**33,131**



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



Just given the leaflet to my warden to read as if I'm taken ill she is likely to be the one who finds me. I'm going to send the GP letter to my surgery as it is a teaching practice so it could be useful for medical students"



Just wanted to thank you for the concise information, as it is important that people including GPs are aware of hydrocephalus and know what to look out for if there are any complications"

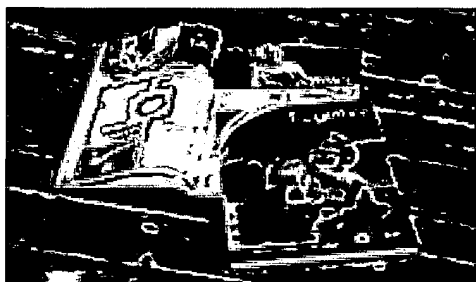


My baby has Hydrocephalus, born 3 months early, now has a VP shunt at 4 months old (1 month corrected). All the info you sent us has really helped the whole family understand his condition"



My son has hydrocephalus and the information you have provided me with has made me understand his condition so much more. I've learnt so much. Thank you!"





## Together – our membership magazine

In the past year, Shine produced two editions of our membership magazine. Usually issued by post to most of our members, a solely digital pilot was undertaken for the second (October) edition to test members' response. Feedback on the magazine was positive, but many told us they still preferred to receive the magazine in hard copy. We will revert to this way of communicating with our members in 2020/21.

## COVID-19 RESPONSE

Confusion reigned for many as lockdown was introduced and Government guidance was issued. From 6 March 2020, our Health Development Team led the research of all key data and information from reliable sources across the world to provide regular and relevant updates for our members.

# Achieving our goals

Since the launch of the Corporate Plan in 2017, Shine has invested in a programme of continual improvement to build expertise, resilience, and efficiency in those internal services and functions that are so vital to the charity's success and future.

## Good governance

Our Board of nine Trustees continued to meet regularly during the year, leading the governance of the organisation and ensuring compliance and due diligence in everything we do. The Board welcomed two new Trustees in March 2020, following the departure of two board members, one for personal reasons, the other as their term of office had been completed. The March 2020 meeting was held virtually due to the coronavirus. This proved an effective and efficient use of time, minimising the need for long journeys (and in some cases, overnight stays) for Trustees. We plan to hold further virtual meetings in 2020/21.

Building on the updates to our Articles of Association in 2018, a review of the charity's HR (Human Resources) and finance policies for legal compliance and best-practice purposes was undertaken during the year. Our Governance Handbook and Staff Handbook were also updated to supply consistency of message and guidance across the organisation.

## Investing in our staff

Without our committed and dedicated teams, and individual and collective contributions to delivering

and supporting our services, Shine would not be the charity that we are.

During the year, it was important that we continued to consider how we could more consistently engage, support, and thank our staff for what they do.

### We:

- Awarded a pay rise
- Renewed membership of the Employee Assistance Programme for independent advice and support
- Held an all-staff residential and provided training and development opportunities
- Introduced new approaches to supervision and support
- Introduced 'Spotlight' a weekly newsletter to improve communication and staff engagement across the organisation
- Kept all staff updated throughout the pandemic

## Supporting our volunteers

The piloting of the volunteer strategy, with its policies and processes, has enabled a better approach to the recruitment, induction, and retention of our volunteers, without whom we would not have the reach and capacity to do what we do.



## Fundraising, marketing, and communications

Shine relies on the generosity of the public, companies, and grant foundations and trusts to fund our work. Towards the end of 2018/19, the Board of Trustees agreed an investment programme to re-shape and re-focus our drive for improved income generation and communication with our members and the public. Our new, full-time Director of Fundraising and Marketing brought a more focused fundraising strategy, reviewing current activity and potential areas

for growth, introducing innovative fundraising initiatives and approaches, and building the income generation teams to deliver our plans.

There has been greater recognition of the importance of communication and marketing, so fundamental to our success both internally and externally. The team have reviewed our methods of communication and the messages we portray, engaging with our members and supporters to enrich the services we deliver.

## Investing in our charity infrastructure

Building on the review of core infrastructure requirements in 2018/19 and our ongoing commitment to ensuring compliance with data management and GDPR (General Data Protection Regulation) regulations, the charity invested further in the technology, equipment, IT support, and database development to improve the quality and security of the data and information we process, increase efficiency and continually improve our practices within the functions that underpin everything we do.

# Our next steps for 2020/21

As we enter year four of our current Corporate Plan, the charity is facing challenging times. Shine has had to monitor closely emerging situations and consequences of the coronavirus and react accordingly to safeguard and guide our staff and our members with spina bifida and hydrocephalus.

We have started by:

- Proactively undertaking member well-being phone calls, prioritising those who may:
  - Be digitally isolated or otherwise unable to keep up to date with guidance
  - Live alone or with elderly carers and have executive functioning problems (which could mean they were struggling with issues such as food and essentials)
  - Have the highest health risks associated with coronavirus and lockdown.
  - Be parents of 0 to 10 year olds facing delays in health appointments and issues with access to essential supplies
- Issuing regular guidance to members to advise them how to keep safe and well during the pandemic.
- Running a series of virtual information and advice sessions.
- Issuing a second (follow-up) Little Stars survey incorporating coronavirus related questions and used the results of the baseline and second survey to direct the programme in its second year, whilst being flexible due to the impacts of the virus and the shifting sands of associated government policy
- Considering the supporter journey our members experience, starting with our Little Stars age group
- Bring together and chair an alliance of charity consortiums, working together to co-ordinate collective responses on a range of issues affecting disabled people during the pandemic.

## **Improving outcomes through early intervention by:**

- Developing and launching our professional engagement strategy to grow understanding and improve services for children 0 to 10 with spina bifida and hydrocephalus
- Piloting a training module for those who work in antenatal settings
- Further growing our support for those who have lost a baby to anencephaly
- Offering support and information to all our families on our Little Stars programme
- Attending children's NHS clinics, once they have resumed, or find other ways to support the NHS and our members
- Delivering more of our Hydrocephalus and Learning sessions to a wider audience via virtual sessions

## **Access to better care and services for all by:**

- Publishing a best-practice guide to health and care for people with spina bifida
- Launching Shine's professional area of our website (subject to funding)
- Drafting an e-learning module
- Continuing to support and attend NHS clinics for adults living with the conditions, and explore possibilities for increasing the number of clinics available
- Increasing the reach of our services across our membership
- Promoting Shine Health Direct to a wider audience

## **Improving lifestyles and choices by:**

- Publishing our research into ageing with spina bifida to understand better the needs within different age groups across our membership so we can tailor services accordingly
- Further developing our network of staff to reach and support more members

- Continuing to promote volunteering opportunities
- More focused campaigning to improve access to care services, and promote more awareness of our members' needs to the care sector
- Delivering virtual learning and information sessions
- Increasing reach and engagement with members, families, and professionals through the delivery of Shine's membership engagement strategy

## **Preventing spina bifida by:**

- 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 and inform research
- Collaborating with professionals for information on the latest developments in prevention and treatment

## **Quality information and support by:**

- Improving the quality of our data and databases to inform our work
- Continually reviewing and improving our website for greater accessibility to expert information
- Updating our resources, in line with the review cycle
- Producing additional resources to meet existing and emerging project needs
- Supplying training, information, and toolkits for staff to maintain and develop their knowledge and expertise in their individual and team roles

# Financial Review

## Income and expenditure

Total income for 2019/20 was £2,192,078 (2018/19 £2,052,468), with increases in legacy receivables, grants, and donations offsetting reductions in trading income. Shine benefits from a range of income sources and continues to seek and develop new income streams from fundraising and trading activity. To this end, a permanent Director of Fundraising & Marketing with extensive experience within the charity sector joined Shine in June 2019.

Expenditure in the year was £2,038,060 compared to £1,976,982 in 2018/19. Whilst expenditure on direct charitable activities that is, supporting those with spina bifida and/or hydrocephalus and their families was slightly lower at £1,229,490 (2018/19 £1,237,179), service levels were maintained as far as possible.

Expenditure on raising funds was £808,570 (2018/19 £739,803); the increase reflects the investment in fundraising skills and resources. Therefore, it is encouraging that an improvement in fundraising income was reported during the latter part of the financial year, such that donations received from individuals and corporate entities were the highest recorded by Shine since 2016/17.

However, during March, the COVID-19 pandemic began to make a detrimental impact on our trading income whilst the charity's investment values suffered as financial markets reacted to the pandemic.

## Net movement in funds

In total funds increased by £113,259 in 2019/20 (2018/19 £158,262 surplus), which consisted of a £71,348 unrestricted surplus and a £41,911 restricted surplus.

Included within the unrestricted surplus is a £3,800 actuarial gain from defined benefit pension scheme liability. Since 2017 the scheme has targeted a lower level of investment return from the assets, thereby reducing the level of risk. Therefore, despite volatile financial markets during March, the pension deficit was not adversely affected. During the year, the charity made planned payments of £70,090 to reduce the pension

liability. The charity remains confident that it will meet the required pension contributions from its projected income without significantly impacting 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.

Cash in hand of £369,984 was held on 31 March 2020 (£432,186 on 31 March 2019), additionally £259,451 of investments were held in a portfolio with high liquidity.

As of 31 March 2020, Shine holds reserves of £843,981 of which £820,997 relate to the charity: £700,891 of the charity's reserves are held for general purposes and the remaining £120,102 are subject to certain restrictions set out in Note 22.

## Financial outlook for 2020/21

The budget for 2020/21 was set in early March before the UK Government announced COVID-19 lockdown measures. It is acknowledged that the COVID-19 pandemic has impacted negatively upon fundraising and trading income during the lockdown period and created significant uncertainty about how the UK economy will perform during the coming months. Therefore, since the financial year-end several measures have been taken.

- Contingency budgets have been prepared to cover 2020/21 and 2021/22
- Cost-saving measures have been implemented with further measures identified should the need arise
- The Board is confident that not all income streams will be adversely affected, indeed income from legacies, grants and trusts will perform materially above budget
- The charity's banks have expressed their support and whilst there are no active plans there are options to increase liquidity should the need arise

In the light of the above, the Board remains as confident as it can be at this time that the reserves position of the charity will be maintained in accordance with its policy.

## Reserves policy

Reserves are those unrestricted funds which are freely available to the Trustees to spend on any of the charity's purposes. Therefore, the Board excludes the following from the free reserve's calculation:

- A fund representing Shine's investment in fixed assets, net of the outstanding mortgage on 42 Park Road (the registered office)
- Restricted reserves which must be applied to the specific purpose(s) intended by the donor so do not form part of the free reserves' funds. These totalled £120,102 at the year-end and are planned to be expended in 2020/21

A review of the reserves policy was concluded in 2019/20 with approval as follows:

### Shine holds reserves for the following purposes:

- To provide working capital for ongoing activities
- To cover statutory obligations and to wind up its affairs or restructure in an orderly manner within 3 months if the Trustees cease to be confident in the charity's ability to continue

The target level of reserves required for the above purposes is £560,000 and consists of three months of committed expenditure £485,000 plus a working capital cover of £75,000.

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 this commitment is considered in all our financial planning.

At the year-end, Shine held free reserves of £608,017 (general unrestricted funds excluding designated funds and the pension deficit payments due after 12 months), which was above the reserves target level and represents 3.3 months of expenditure cover.

## Investment policy and performance for the charity

Under the governing document, the charity has the power to make any investment which the Trustees see fit. R.C. Brown Investment Management plc is Shine's investment management with the remit to manage the investments in line with the policy outlined as follows:

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 includes 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 be engaged to manage the Shine portfolio. The funds were fully invested throughout the year, the long-term funds fell short of their benchmark recording a disappointing minus 11.84 return versus the minus 6.56 benchmark (ARC steady growth index).

## Risk management and internal control for the charity

The Board of Trustees reviews and oversees strategic risks with the support of the Senior Leadership Team. A risk register is maintained and shared annually with the Trustees (more frequently if a significant issue arises).

The major risks have been reviewed and systems established to manage these risks. At the time of this report, the most significant risk is COVID-19 in terms of the way in which the charity is supporting its members in the economic climate. Therefore, the register now includes a dedicated COVID-19 plan and is being reviewed at quarterly Board meetings on an ongoing basis as Shine continues to make structural and strategic changes to the organisation to mitigate this risk.

# Going concern and statement of public benefit

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## Going concern

The activities of the charity, its objectives, factors likely to affect its future development and the policies for managing its reserves and financial risk are detailed in the Trustees Report. Our planning processes, including financial projections, take into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure. We acknowledge our pension fund obligations and have a strategy to manage the deficit, which includes a payment plan designed to eliminate the deficit by 2025.

The Board of Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

Thus, they continue to adopt the going-concern basis of accounting in preparing the financial statements.

## Statement of public benefit

The Board of 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.

Shine's charitable objects are enshrined within its memorandum and articles and as such ensure that the charity's activities are carried out for the public benefit through its strategic goals. This report allows us to show how our charitable funds are spent and the impact and benefit that has on people living with spina bifida and associated conditions such as hydrocephalus.

# Our commitment to quality fundraising

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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:

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 with 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.

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 2020 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 choose 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

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### 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 (registration 01031004). The consolidated accounts include Shine (Trading) Limited (see note 9).

The activity of the company is to raise funds for the charity, principally by the operation of virtual balloon races for which supporters participate in a non-commercial prize competition.

### Governance

Shine is governed by Articles of Association, which were updated in 2018. The liability of members in the event of a winding-up of the company is limited to £1.

### Organisational purpose

Shine has a clear, sustainable corporate strategy for 2017-2022 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.

### 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 November 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 sign up to a declaration of commitment to achieve the objectives of Shine and regularly declare any conflicts of interest.

## 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. Considering 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 the future 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.

## Diversity

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

## Senior management remuneration

The remuneration of senior staff is set by benchmarking with similarly sized charities, and the market rate required to attract the best people to the job. Details of the remuneration levels are detailed in note 10.

## 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 2019/20, Shine had 70 registered volunteers, to whom we remain eternally grateful. The volunteering roles included:

- Attending events and promoting the work we do
- Working in our charity shop
- Giving talks and representing Shine
- Acting as peer-support volunteers
- Supporting other 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 for the purposes of company law), are responsible for preparing the annual report and the financial statements in accordance with applicable law and the United Kingdom's Generally Accepted Accounting Practice.

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the situation of the charitable group and of the net income or expenditure of the group for the year. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable 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, the financial position of the charity and the group at any time 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

**Baldwins Audit Services continue to act until further notice as determined by the Board of Trustees.**

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

On 7 September 2020 Group Audit Service Limited trading as Baldwins Audit Services changed its name to Azets Audit Services Limited. The name they practice under is Azets Audit Services and accordingly they have signed their report in their new name.

By order of the Board of Trustees



**Mark Noakes**  
Chairman

8th September 2020

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

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS 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 2020 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 2020 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**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Group and Parent Charitable Company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. 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.

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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 MEMBERS 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.

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

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

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

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#### **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 for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.



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

**29.9.2020**

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

Ruthlyn House  
90 Lincoln Road  
Peterborough  
PE1 2SP

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

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

### Current financial year

	Notes	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b>Income from:</b>						
Donations and legacies	3	1,094,879	-	345,672	1,440,551	1,249,364
Other trading activities	4	741,219	-	-	741,219	794,092
Income from investments	5	10,308	-	-	10,308	9,012
<b>Total income</b>		<b>1,846,406</b>	<b>-</b>	<b>345,672</b>	<b>2,192,078</b>	<b>2,052,468</b>
<b>Expenditure on:</b>						
Raising funds	6	808,570	-	-	808,570	739,803
Charitable activities	7	873,794	51,935	303,761	1,229,490	1,237,179
<b>Total resources expended</b>		<b>1,682,364</b>	<b>51,935</b>	<b>303,761</b>	<b>2,038,060</b>	<b>1,976,982</b>
Net gains/(losses) on investments	12	(44,559)	-	-	(44,559)	(224)
<b>Net incoming resources before transfers</b>		<b>119,483</b>	<b>(51,935)</b>	<b>41,911</b>	<b>109,459</b>	<b>75,262</b>
Gross transfers between funds		(68,950)	68,950	-	-	-
<b>Net incoming resources</b>		<b>50,533</b>	<b>17,015</b>	<b>41,911</b>	<b>109,459</b>	<b>75,262</b>
<b>Other recognised gains and losses</b>						
Actuarial gain on defined benefit pension schemes		3,800	-	-	3,800	83,000
<b>Net movement in funds</b>		<b>54,333</b>	<b>17,015</b>	<b>41,911</b>	<b>113,259</b>	<b>158,262</b>
Fund balances at 1 April 2019		277,717	374,814	78,191	730,722	572,460
<b>Fund balances at 31 March 2020</b>		<b>332,050</b>	<b>391,829</b>	<b>120,102</b>	<b>843,981</b>	<b>730,722</b>

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 2020

Prior financial year

	Notes	Unrestricted funds 2019 £	Designated funds 2019 £	Restricted funds 2019 £	Total 2019 £
<b>Income from:</b>					
Donations and legacies	3	981,556	-	267,808	1,249,364
Other trading activities	4	794,092	-	-	794,092
Income from investments	5	9,012	-	-	9,012
<b>Total income</b>		<b>1,784,660</b>	<b>-</b>	<b>267,808</b>	<b>2,052,468</b>
<b>Expenditure on:</b>					
Raising funds	6	739,803	-	-	739,803
Charitable activities	7	849,936	118,815	268,428	1,237,179
<b>Total resources expended</b>		<b>1,589,739</b>	<b>118,815</b>	<b>268,428</b>	<b>1,976,982</b>
Net gains/(losses) on investments	12	(224)	-	-	(224)
<b>Net incoming resources before transfers</b>		<b>194,697</b>	<b>(118,815)</b>	<b>(620)</b>	<b>75,262</b>
Gross transfers between funds		(57,963)	57,963	-	-
<b>Net incoming resources</b>		<b>136,734</b>	<b>(60,852)</b>	<b>(620)</b>	<b>75,262</b>
<b>Other recognised gains and losses</b>					
Actuarial gain on defined benefit pension schemes		83,000	-	-	83,000
<b>Net movement in funds</b>		<b>219,734</b>	<b>(60,852)</b>	<b>(620)</b>	<b>158,262</b>
Fund balances at 1 April 2018		57,983	435,666	78,811	572,460
<b>Fund balances at 31 March 2019</b>		<b>277,717</b>	<b>374,814</b>	<b>78,191</b>	<b>730,722</b>

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 2020

	Notes	Group 2020 £	Charity 2020 £	Group 2019 £	Charity 2019 £
<b>Fixed assets</b>					
Tangible assets	14	849,734	845,178	875,185	870,460
Investments	15	259,451	259,454	299,995	299,998
		1,109,185	1,104,632	1,175,180	1,170,458
<b>Current assets</b>					
Debtors	17	296,171	270,374	215,461	210,420
Cash at bank and in hand		369,984	353,678	432,186	391,207
		666,155	624,052	647,647	601,627
<b>Creditors: amounts falling due within one year</b>	18	(238,707)	(215,035)	(280,995)	(253,237)
Net current assets		427,448	409,017	366,652	348,390
<b>Total assets less current liabilities</b>		1,536,633	1,513,649	1,541,832	1,518,848
<b>Creditors: amounts falling due after more than one year</b>	19	(416,685)	(416,685)	(459,151)	(459,151)
<b>Net assets excluding pension liability</b>		1,119,948	1,096,964	1,082,681	1,059,697
<b>Defined benefit pension liability</b>	21	(275,967)	(275,967)	(351,959)	(351,959)
<b>Net assets</b>		843,981	820,997	730,722	707,738
<b>Income funds</b>					
Restricted funds	22	120,102	120,102	78,191	78,191
<u>Unrestricted funds - general</u>					
Designated funds	23	391,825	387,269	374,814	370,089
General unrestricted funds		332,050	313,622	277,717	259,458
		723,875	700,891	652,531	629,547
		843,981	820,997	730,722	707,738


The financial statements were approved by the board of directors and authorised for issue on 8/9/2020 and are signed on its behalf by:

  
.....

Mr M Noakes

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 2020

	Notes	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	28		(16,355)		92,968
<b>Investing activities</b>					
Purchase of tangible fixed assets		(5,836)		(18,366)	
Interest received		2,455		2,095	
<b>Net cash used in investing activities</b>			(3,381)		(16,271)
<b>Financing activities</b>					
Repayment of bank loans		(42,466)		(41,192)	
<b>Net cash used in financing activities</b>			(42,466)		(41,192)
<b>Net (decrease)/increase in cash and cash equivalents</b>			(62,202)		35,505
Cash and cash equivalents at beginning of year			432,186		396,681
<b>Cash and cash equivalents at end of year</b>			369,984		432,186

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

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2020**

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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.

#### **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 2016). 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, whilst income has reduced in 2020, 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 2020

### 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 2020

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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 2020

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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 2020

### 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 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Donations and gifts	563,906	31,700	595,606	580,714
Legacies receivable	530,973	-	530,973	400,937
Grants receivable	-	313,972	313,972	267,713
	<u>1,094,879</u>	<u>345,672</u>	<u>1,440,551</u>	<u>1,249,364</u>
<b>For the year ended 31 March 2019</b>	<u>981,556</u>	<u>267,808</u>		<u>1,249,364</u>
<b>Donations and gifts</b>				
Individuals	303,730	-	303,730	364,418
Trusts	116,733	30,500	147,233	146,736
Corporate donors	102,621	-	102,621	29,987
Local associations	2,999	-	2,999	2,955
Support groups	-	1,200	1,200	95
Health Trusts	37,823	-	37,823	36,523
	<u>563,906</u>	<u>31,700</u>	<u>595,606</u>	<u>580,714</u>

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 3 Donations and legacies

(Continued)

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<b>Grants receivable for core activities</b>				
Welsh Government	-	56,183	56,183	53,808
Big Lottery Fund - England	-	-	-	41,992
Big Lottery Fund - Northern Ireland	-	84,125	84,125	79,755
Merchant Taylors Fund	-	-	-	7,000
29th May 1961 Charity	-	-	-	10,000
Weston Bay ABMU services	-	-	-	10,477
Sorbell	-	-	-	10,000
Buchanan and Henry Allen	-	-	-	24,500
Margaret Giffin Charitable Trust	-	-	-	15,000
Early Intervention (Community lottery & others)	-	106,370	106,370	-
The Thomas Cook Children's Charity	-	27,805	27,805	-
National Lottery Community Fund	-	9,975	9,975	-
Wales Council for Voluntary Action	-	19,998	19,998	-
Other	-	9,516	9,516	15,181
	-	313,972	313,972	267,713

### 4 Other trading activities

	2020 £	2019 £
Income of trading subsidiary	686,728	740,891
Donations sold through shops	41,732	44,883
Rental income	6,022	7,807
Publications and attendance fees	6,737	511
	741,219	794,092

### 5 Income from investments

	2020 £	2019 £
Income from listed investments	7,853	6,917
Interest receivable	2,455	2,095
	10,308	9,012

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 6 Raising funds

			2020 £	2019 £
<u>Fundraising and publicity</u>				
Direct staff costs			288,801	195,549
Other fundraising direct costs			79,648	149,390
Support costs (see note 8)			80,334	84,463
			<hr/>	<hr/>
Fundraising and publicity			448,783	429,402
			<hr/>	<hr/>
	Shine (Trading) Limited £	Shops £	Total 2020 £	Total 2019 £
<u>Trading costs</u>				
Direct staff costs	151,590	20,805	172,395	166,698
Other direct operational costs	57,360	1,974	59,334	33,172
Support costs (see note 8)	117,296	10,762	128,058	110,531
	<hr/>	<hr/>	<hr/>	<hr/>
Trading costs	326,246	33,541	359,787	310,401
	<hr/>	<hr/>	<hr/>	<hr/>
			808,570	739,803
			<hr/>	<hr/>

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

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

#### 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 2020	Total 2019
	£	£	£	£	£	£	£
Direct staff costs	349,914	114,691	302,657	69,774	66,862	903,898	862,193
Other direct costs	51,773	16,970	44,781	10,324	9,893	133,741	153,941
	<u>401,687</u>	<u>131,661</u>	<u>347,438</u>	<u>80,098</u>	<u>76,755</u>	<u>1,037,639</u>	<u>1,016,134</u>
Share of support costs (see note 8)	64,009	20,980	55,365	12,764	12,231	165,349	194,813
Share of governance costs (see note 8)	10,259	3,363	8,874	2,046	1,960	26,502	26,232
	<u>475,955</u>	<u>156,004</u>	<u>411,677</u>	<u>94,908</u>	<u>90,946</u>	<u>1,229,490</u>	<u>1,237,179</u>
<b>Analysis by fund</b>							
Unrestricted funds - general						873,794	849,936
Unrestricted funds - designated						51,935	118,815
Restricted funds						303,761	268,428
						<u>1,229,490</u>	<u>1,237,179</u>

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 8 Support and governance costs

	Fundraising and publicity £	Trading costs £	Charitable activities £	2020 £	2019 £
<b>Support costs</b>					
Staff costs	27,042	41,988	61,879	130,909	164,328
IT costs	10,374	4,855	28,141	43,370	42,004
Premises costs	27,309	48,743	32,593	108,645	100,266
Other support costs	15,609	32,472	42,736	90,817	83,208
	<u>80,334</u>	<u>128,058</u>	<u>165,349</u>	<u>373,741</u>	<u>389,806</u>
				<b>2020</b>	<b>2019</b>
<b>Governance costs</b>				<b>£</b>	<b>£</b>
Staff costs				15,886	15,163
Audit fees				9,160	8,540
Other governance costs				1,456	2,529
				<u>26,502</u>	<u>26,232</u>

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 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.

	2020 £	2019 £
<b>Shine (Trading) Ltd Profit &amp; Loss Account</b>		
Turnover	686,728	740,891
Cost of sales	(211,894)	(179,857)
Gross profit	474,834	561,034
Administration expenses	(114,352)	(95,222)
Operating profit	360,482	465,812
Amount payable by gift aid to Shine	(360,482)	(465,812)
Profit on ordinary activities	-	-
	<u>          </u>	<u>          </u>
	2020 £	2019 £
<b>Shine (Trading) Ltd Balance Sheet</b>		
Fixed assets	4,556	4,725
Current assets	154,524	289,285
Current liabilities	(136,093)	(171,023)
Net current assets	18,431	18,262
	<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 2020

### 10 Employees

#### Number of employees

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

	2020 Number	2019 Number
Services	25	25
Fundraising and publicity	9	6
Shops	1	1
Administration	5	4
Shine (Trading) Limited	6	5
	<u>46</u>	<u>41</u>

#### Employment costs

	2020 £	2019 £
Wages and salaries	1,346,034	1,230,337
Redundancy costs	-	29,436
Social security costs	115,984	103,827
Other pension costs	47,183	34,748
Other staff related benefits	2,686	5,585
	<u>1,511,887</u>	<u>1,403,933</u>

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

	2020 Number	2019 Number
£80,001 - £90,000	1	-
£70,001 - £80,000	-	1

Pension contributions for higher paid employees were £6,560 (2019 - £4,181).

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

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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 £1,086 (2019 - £821) have been reimbursed to 5 (2019 - 5) members of the Board of Trustees.

The accounts include a charge of £1,920 (2019 - £1,829) to provide the Trustees with indemnity insurance.

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

	<b>Total 2020 £</b>	<b>Total 2019 £</b>
Revaluation of investments	(53,081)	(7,771)
Gain/(loss) on sale of investments	8,522	7,547
	<u>(44,559)</u>	<u>(224)</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 2020

### 14 Tangible fixed assets

	Land and buildings £	Equipment £	Fixtures and fittings £	Software and website £	Total £
<b>Group Cost</b>					
At 1 April 2019	1,487,404	34,936	17,024	18,366	1,557,730
Additions	-	-	-	5,836	5,836
At 31 March 2020	1,487,404	34,936	17,024	24,202	1,563,566
<b>Depreciation and impairment</b>					
At 1 April 2019	639,896	31,190	11,459	-	682,545
Depreciation charged in the year	17,500	2,398	3,401	7,988	31,287
At 31 March 2020	657,396	33,588	14,860	7,988	713,832
<b>Carrying amount</b>					
At 31 March 2020	830,008	1,348	2,164	16,214	849,734
At 31 March 2019	847,508	3,746	5,565	18,366	875,185
	Land and buildings £	Equipment £	Fixtures and fittings £	Software and website £	Total £
<b>Charity Cost</b>					
At 1 April 2019	1,487,404	32,297	17,024	13,641	1,550,366
Additions	-	-	-	3,760	3,760
At 31 March 2020	1,487,404	32,297	17,024	17,401	1,554,126
<b>Depreciation and impairment</b>					
At 1 April 2019	639,896	28,551	11,459	-	679,906
Depreciation charged in the year	17,500	2,398	3,401	5,743	29,042
At 31 March 2020	657,396	30,949	14,860	5,743	708,948
<b>Carrying amount</b>					
At 31 March 2020	830,008	1,348	2,164	11,658	845,178
At 31 March 2019	847,508	3,746	5,565	13,641	870,460

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 15 Fixed asset investments

	Group 2020 £	Charity 2020 £	Group 2019 £	Charity 2019 £
Investments in subsidiaries	-	3	-	3
Listed investments	259,451	259,451	299,995	299,995
	<u>259,451</u>	<u>259,454</u>	<u>299,995</u>	<u>299,998</u>

#### Movements in fixed asset investments

##### Group and Charity

	2020 £	2019 £
<b>Cost or valuation</b>		
At 31 March 2019	269,545	273,128
Additions within portfolio	64,946	37,912
Disposals within portfolio	(69,223)	(46,659)
Valuation changes	(47,051)	5,164
	<u>218,217</u>	<u>269,545</u>
Cash held for investment	41,234	30,450
At 31 March 2020	<u>259,451</u>	<u>299,995</u>

### 16 Financial instruments

	Group 2020 £	Charity 2020 £	Group 2019 £	Charity 2019 £
<b>Carrying amount of financial assets</b>				
Trade debtors	141,116	6,244	146,971	1,781
Other debtors	923	923	1,573	1,573
Accrued income	139,450	139,450	52,010	52,010
Amounts due from subsidiary undertakings	-	112,421	-	143,265
Bank and cash	369,984	353,678	432,186	391,207
Measured at cost	<u>651,473</u>	<u>612,716</u>	<u>632,740</u>	<u>589,836</u>
Fixed asset investments	259,451	259,454	299,995	299,998
Measured at market value	<u>259,451</u>	<u>259,454</u>	<u>299,995</u>	<u>299,998</u>

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

				(Continued)
16	Financial instruments	Group	Charity	Group Charity
	<b>Carrying amount of financial liabilities</b>			
	Trade creditors	23,537	23,238	50,981 45,326
	Accruals and deferred income	39,686	32,260	61,825 54,311
	Other creditors	89,500	89,500	85,843 85,843
	Other taxation and social security	44,764	28,817	41,126 26,537
	Bank loans	457,905	457,905	500,371 500,371
	Measured at cost	655,392	631,720	740,146 712,388
17	<b>Debtors</b>			
		<b>Group</b>	<b>Charity</b>	<b>Group</b> <b>Charity</b>
		<b>2020</b>	<b>2020</b>	<b>2019</b> <b>2019</b>
	<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>	<b>£</b> <b>£</b>
	Trade debtors	141,116	6,244	146,971 1,781
	Amounts due from subsidiary undertakings	-	112,421	- 143,265
	Other debtors	923	923	1,573 1,573
	Prepayments and accrued income	154,132	150,786	66,917 63,801
		296,171	270,374	215,461 210,420
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</b>	<b>Charity</b>	<b>Group</b> <b>Charity</b>
		<b>2020</b>	<b>2020</b>	<b>2019</b> <b>2019</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	44,764	28,817	41,126 26,537
	Trade creditors	23,537	23,238	50,981 45,326
	Other creditors	89,500	89,500	85,843 85,843
	Accruals and deferred income	39,686	32,260	61,825 54,311
		238,707	215,035	280,995 253,237
19	<b>Creditors: amounts falling due after more than one year</b>			
			<b>2020</b>	<b>2019</b>
	<b>Group and Charity</b>	<b>Notes</b>	<b>£</b>	<b>£</b>
	Loans and overdrafts	<b>20</b>	416,685	459,151

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 20 Loans and overdrafts

	2020	2019
Group and Charity	£	£
Bank loans	457,905	500,371
	<u>          </u>	<u>          </u>
Payable within one year	41,220	41,220
Payable after one year	416,685	459,151
	<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 2020

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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)
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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)
From 1 April 2016 to 30 September 2028:	£54,560 per annum (payable monthly and increasing by 3% each on 1st April)

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 2020

### 21 Retirement benefit schemes

(Continued)

#### Present values of provision

	31 March 2020	31 March 2019	31 March 2018
Present value of provision	348,159	422,347	580,046

An amount of £72,192 (2019 - 70,090) is included within short term creditors and £275,967 (2019 - £351,959) in long term liabilities.

#### Reconciliation of opening and closing provisions

	Period Ending 31 March 2020	Period Ending 31 March 2019
Provision at start of period	422,347	580,046
Unwinding of the discount factor (interest expense)	5,344	9,282
Deficit contribution paid	(70,090)	(74,748)
Remeasurements - impact of any change in assumptions	(9,442)	3,860
Remeasurements - amendments to the contribution schedule	-	(96,093)
Provision at end of period	348,159	422,347

#### Income and expenditure impact

	Period Ending 31 March 2020	Period Ending 31 March 2019
Interest expense	5,344	9,282
Remeasurements - impact of any change in assumptions	(9,442)	3,860
Remeasurements - amendments to the contribution schedule	-	(96,093)
Costs recognised in income and expenditure account	(4,098)	(82,951)

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 21 Retirement benefit schemes

(Continued)

#### Assumptions

	31 March 2020 % per annum	31 March 2019 % per annum	31 March 2018 % per annum
Rate of discount	2.53	1.39	1.71

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 2020	31 March 2019	31 March 2018
Year 1	72,192	70,090	74,748
Year 2	74,358	72,192	76,990
Year 3	76,589	74,358	79,300
Year 4	78,887	76,589	81,679
Year 5	67,711	78,887	84,129
Year 6	-	67,711	86,653
Year 7	-	-	89,253
Year 8	-	-	45,965

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 2020

#### 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 2018 £	Income £	Expenditure £	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Welsh Assembly Government – early intervention work in Wales	4,413	53,808	(58,221)	-	56,183	(56,183)	-
Big Lottery Fund Wales – supporting work in Wales	18,543	41,992	(60,535)	-	-	-	-
Big Lottery Fund Northern Ireland – support to children in Northern Ireland	16,882	79,755	(76,979)	19,658	84,125	(90,953)	12,830
International Projects – developing a continence clinic in Nigeria	4,901	-	(368)	4,533	-	(502)	4,031
Peter Harrison Foundation – South East Family Project	210	2,657	(2,867)	-	-	-	-
Merchant Taylors' Company Grant - supporting our work in the London	7,000	7,000	(7,000)	7,000	7,000	(14,000)	-
29th May 1961 Charity – supporting our work in Birmingham	7,500	10,000	(10,000)	7,500	-	(7,500)	-
Awards for All – Shine 40+ Pioneers Project	1,700	-	(1,700)	-	-	-	-
Good to Talk Project	6,618	-	(6,618)	-	-	-	-
Adult Groups in Northern Ireland	8,500	-	(8,500)	-	-	-	-
Welfare Grants	464	5,876	(6,340)	-	6,183	(6,183)	-
Support Groups	227	95	(322)	-	1,200	(175)	1,025
Health and Well-being Centre and Living skills Training Suite	1,853	-	(1,853)	-	-	-	-
Weston Bay ABMU services - supporting our work in Wales	-	10,477	(10,477)	-	-	-	-
SOBELL - supporting our Shine 40plus pioneer work	-	10,000	(10,000)	-	-	-	-
Buchanan & Henry Allen - supporting our work in the North of England	-	24,500	-	24,500	-	(14,460)	10,040
Volunteer Action - supporting our work in Wales	-	6,648	(6,648)	-	-	-	-
Margaret Giffen Charitable Trust - supporting our work in Northampton	-	15,000	-	15,000	15,000	(15,000)	15,000
Carried forward to next page	78,811	267,808	268,428	78,191	169,691	204,956	42,926

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

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

#### 22 Restricted funds

(Continued)

Group and Charity	Balance at 1 April 2018 £	Income £	Expenditure £	Balance at 1 April 2019 £	Income £	Expenditure £	Balance at 31 March 2020 £
Brought forward from previous page	78,811	267,808	268,428	78,191	169,691	204,956	42,926
National Lottery Community Fund – Early intervention programme across England	-	-	-	-	106,370	(42,407)	63,963
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
Coop Grant	-	-	-	-	3,333	(716)	2,617
Wales Council for Voluntary Action - Volunteer and shine	-	-	-	-	19,998	(19,377)	621
Other Trusts	-	-	-	-	8,500	(8,500)	-
	<u>78,811</u>	<u>267,808</u>	<u>(268,428)</u>	<u>78,191</u>	<u>345,672</u>	<u>(303,761)</u>	<u>120,102</u>

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 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 2018 £	Net movement £	Balance at 1 April 2019 £	Net movement £	Balance at 31 March 2020 £
Interest in land and property and other fixed assets	341,715	33,099	374,814	17,015	391,829
Pension deficit	74,748	(74,748)	-	-	-
Digital development fund	19,203	(19,203)	-	-	-
	<u>435,666</u>	<u>(60,852)</u>	<u>374,814</u>	<u>17,015</u>	<u>391,829</u>
<b>Charity</b>					
Interest in land and property and other fixed assets	341,188	28,901	370,089	17,184	387,273
Pension deficit	74,748	(74,748)	-	-	-
Digital development fund	19,203	(19,203)	-	-	-
	<u>435,139</u>	<u>(65,050)</u>	<u>370,089</u>	<u>17,184</u>	<u>387,273</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 pension deficit fund that was previously set aside by Trustees as a reserve representing one year's payment required to reduce the pension deficit. Trustees have decided that this reserve is no longer required.
- the digital development fund for redevelopment of the charity's membership database and the website.

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

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

#### 24 Analysis of net assets between funds

Group	Unrestricted funds 2020 £	Designated funds 2020 £	Restricted funds 2020 £	Total Unrestricted funds 2020 £	Designated funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:							
Tangible assets	-	849,734	-	849,734	-	875,185	875,185
Investments	259,451	-	-	259,451	299,995	-	299,995
Current assets/(liabilities)	348,566	(41,220)	120,102	427,448	329,681	(41,220)	366,652
Long term liabilities	-	(416,685)	-	(416,685)	-	(459,151)	(459,151)
Provisions and pensions	(275,967)	-	-	(275,967)	(351,959)	-	(351,959)
	<u>332,050</u>	<u>391,829</u>	<u>120,102</u>	<u>843,981</u>	<u>277,717</u>	<u>374,814</u>	<u>730,722</u>
<b>Charity</b>							
Fund balances at 31 March 2020 are represented by:							
Tangible assets	-	845,178	-	845,009	-	870,460	870,460
Investments	259,454	-	-	259,454	299,998	-	299,998
Current assets/(liabilities)	330,135	(41,220)	120,102	409,186	311,419	(41,220)	348,390
Long term liabilities	-	(416,685)	-	(416,685)	-	(459,151)	(459,151)
Provisions and pensions	(275,967)	-	-	(275,967)	(351,959)	-	(351,959)
	<u>313,622</u>	<u>387,273</u>	<u>120,102</u>	<u>820,997</u>	<u>259,458</u>	<u>370,089</u>	<u>707,738</u>

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

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 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:

	2020 £	2019 £
Within one year	5,200	5,200

In addition to the above, there is a contingent liability of £nil (2019 - £11,433) in respect of a lease on premises previously occupied by the charity that has been assigned to a new tenant.

### 26 Related party transactions

#### Remuneration of key management personnel

The remuneration of key management personnel, who on a full time equivalent basis are the 3.6 (2019 - 2.9) members of the senior management team, is as follows.

	2020 £	2019 £
Aggregate compensation including pension contributions	248,963	179,218

#### 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 2020

28	Cash generated from operations	2020 £	2019 £
	Surplus for the year	113,259	158,262
	Adjustments for:		
	Investment income recognised in statement of financial activities	(10,308)	(9,012)
	Investment management fees recognised in statement of financial activities	3,834	3,695
	Gain on disposal of investments	(8,522)	(7,547)
	Fair value gains and losses on investments	53,081	7,771
	Depreciation and impairment of tangible fixed assets	31,287	26,459
	Movements in working capital:		
	(Increase)/decrease in debtors	(80,710)	9,759
	(Decrease)/increase in creditors	(42,284)	56,671
	Increase/(decrease) in pension liability	(75,992)	(153,090)
	Cash (absorbed by)/generated from operations	(16,355)	92,968

29	Analysis of changes in net (debt)/funds Group	At 1 April 2019 £	Cash flows £	At 31 March 2020 £
	Cash at bank and in hand	432,186	(62,202)	369,984
	Loans falling due within one year	(41,220)	-	(41,220)
	Loans falling due after more than one year	(459,151)	42,466	(416,685)
		(68,185)	(19,736)	(87,921)
	Charity			
	Cash at bank and in hand	391,207	(37,529)	353,678
	Loans falling due within one year	(41,220)	-	(41,220)
	Loans falling due after more than one year	(459,151)	42,466	(416,685)
		(109,164)	4,937	(104,227)

## Registration details

Charity number 249338  
Company number 00877990  
Registered Office 42, Park Road, Peterborough, PE1 2UQ  
Royal Patron HRH The Duchess of Gloucester GCVO



## Patrons

Dennis Bryant (sadly passed away in 2019)

Sarah Jayne Dunn

Ellis Jenkins

Danny Mills

The Baroness Masham of Ilton,  
Countess of Swinton DL

Natalie Povey

## 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.

### The Trustees serving during the year were as follows:

Mark Noakes (Chairman)

Gregory Smith (Vice Chairman)

Rebecca Bates (Hon. Treasurer)

Patricia Adley

Stuart Barrow (Appointed 17 Mar 2020)

Roger Bayston

Michael Brown

Lisa Rodan (Resigned 14 Jan 2020)

Peter Serjent (Resigned 3 Dec 2019)

Andrew Smart (Appointed 23 Mar 2020)

Joanne Williams

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

## Senior Leadership Team

Chief Executive Kate Steele

Director of Services Heidi Watson

Director of Finance Stephen Ellen (from May 19)

Director of Fundraising & Marketing

Teresa Hicks (from June 19)

## 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

### Solicitors

#### Greenwoods GRM LLP

Monkstone House  
City Road  
Peterborough  
PE1 1JE

### HR

#### Vero HR

St. James House,  
Flaxley Road,  
Kingston Park  
Peterborough  
PE2 9FT

### Investment Managers

#### R.C. Brown Investment Management

1 The Square  
Temple Quay  
Bristol  
BS1 6DG

### 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)

# Thank you...

On behalf of the thousands of individuals with spina bifida and/or hydrocephalus and their families that 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 which are listed below.

## Trusts and Foundations

The Adint Foundation	The Jones 1986 Charitable Trust	The Privy Purse Charitable Trust
The Alchemy Foundation	The Joseph and Annie Cattle Trust	Roger and Douglas Turner Charitable Trust
Amanda Lee Charitable Trust	The Lady Hind Trust	The Rozel Trust
The Basil Brown Foundation	John Swire 1989 Charitable Trust	The Scarfe Charitable Trust
The Basil Death Charitable Trust	J Reginald Corah Foundation Fund	The Soloway Trust
Belfast Health and Social Care Trust (Northern Ireland)	National Lottery Community Fund Northern Ireland	Southern Health & Social Care Trust (Northern Ireland)
The Charlotte Bonham Carter Charitable Trust	National Lottery Community Fund England	The Syder Foundation
The D'Oyly Carte Charitable Trust	Northern Health & Social Care Trust (Northern Ireland)	The Thomas Farr Charity
The David Gibbons Foundation	Margaret Giffen	The Worshipful Company of Gold and Silver Wyre Drawers
The Friarsgate Trust	The Peter Kershaw Trust	The Worshipful Company of Insurers
Hospital Saturday Fund	PF Charitable Trust	Welsh Government
The Jessie Spencer Trust		

## Corporates, organisations and individual supporters

Andrew Mitchell	North Wales Running Club	Jo and Ian Barker
Amy & Freya Dawson	Queensgate Shopping Centre	Jon Clark
BGL	Royal Pigeon Racing Association	Jordan and Louise Field
Buckles Solicitors LLP	Amy and Freya Dawson	Lily Jade Gunning
Bulks Gym	Anne and Ella Thomas	Lord Family
Bullen Healthcare	Barbara Smith	Matt Tiner
Enable Law	Chivers Family and Friends	Rupert Heathcote
GR Lane Health Products	Ian Shawcross	Val Conway
Hollister Limited	James Flaherty	
Irwin Mitchell		





**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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**Shine**

Spina bifida • Hydrocephalus  
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