

# SHINEWATER SHAFTESBURY CENTRE TRUST

## Report and Accounts

year ended 31st March 2017

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COMPANIES HOUSE

**stewardship<sup>®</sup>**

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## SHINewater SHAFTESBURY CENTRE TRUST

FOR THE YEAR ENDED 31 MARCH 2017

### COMPANY INFORMATION

<b>Directors/Trustees</b>	Mark Hayllar (resigned 8 December 2017) Joy Daynes Tanya Hockley-Still (née Hockley) (resigned 7 October 2017) Claire Howell Joshua Hockley-Still (from 4 May 2017; resigned 7 October 2017) Philip Johnson (from 27 July 2017)
<b>Key staff</b>	Paul Downes - Centre Manager
<b>Governing Document</b>	Memorandum and Articles of Association dated 24.02.2011
<b>Company Registration Number</b>	07542231
<b>Charity Registration Number</b>	1142003
<b>Registered Office</b>	Shinewater Shaftesbury Centre Milfoil Drive Eastbourne East Sussex BN23 8BR
<b>Independent Examiner</b>	Fiona Green ACA Stewardship 1 Lamb's Passage London EC1Y 8AB
<b>Bankers</b>	Barclays Bank PLC Bexhill-on Sea East Sussex

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## **SHINEWATER SHAFTESBURY CENTRE TRUST**

### **REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2017**

The Directors have pleasure in submitting the Report and Accounts for the year.

#### **Objects of the charity**

To provide and facilitate help and advice for the local community in a safe, welcoming, non-judgemental environment using our Christian principles to love others. To provide help and advice free of charge to those who may be disadvantaged with social, economic or physical circumstances. To provide a free counselling service to enable people to cope with debilitating personal issues, experiences and situations. To offer a non-legal advocacy service to those who find it difficult to speak up for themselves and exercise their rights. To provide an opportunity for social stimulation for the lonely or older generation.

#### **Government**

The policy and operating decisions of the charity rest with the Directors who meet regularly to monitor the activities of the Company. New Trustees are recruited and appointed by a majority of existing Trustees.

#### **Review of Activities**

The areas we continued to offer help with were:

- \* Debt and budgeting issues accounted for approximately 64% of the Centres advice and support work.
- \* Benefit issues, including help with benefit applications, benefit appeals, help with form, accounted for 28% of the advice and support work.
- \* Housing issues accounted for 3% and then there was a small percentage of work related to employment, community, family and legal issues.
- \* We continue to offer an advice surgery in the Hampden Park area of Eastbourne which also suffers from high levels of deprivation. This is possible due to The Gateway Christian Centre providing us with room, free of charge, for 4 hours on a Monday and Wednesday morning.
- \* In January 2016 we achieved Advice Quality Standard status.
- \* The Centre continues to offer a donations based Counselling Service. This is provided through a team of 13 volunteer counsellors all either qualified or working towards a professional counselling qualification.
- \* We continue to work closely with the Eastbourne Food Bank and act as a Distribution Centre. We have membership with The Eastbourne Christian Agency Network and the Eastbourne Advice Network.
- \* Due to the increased demand on the Advice and Counselling Service we were unable to continue to provide a weekly Lunch Club. Another local charity were eventually able to meet this need.

In planning the activities the Directors have had regard to the guidance on public benefit issued by the Charity Commission.

### **Financial Review**

The income for the year was £65,726 (2016: £62,256) Expenditure was £57,237 (2016: £60,310). The surplus for the year was £8,489 (2016: £1,947), leaving a balance at the year end of £53,539 (2016: £45,051) of which £49,523 (2016: £ 39,852) was unrestricted.

### **Reserves Policy**

The Board of Directors have established a policy whereby free reserves held by the charity should be maintained at a level sufficient to meet six months operating expenditure plus the amount of any debts in dispute. A more detailed Reserves Policy is to be discussed at a trustees meeting in the near future.

### **Risk Statement**

The Directors have reviewed the risks to which a small charity is exposed. Appropriate procedures are in place to identify, monitor and review these risks on a regular basis.

### **Directors' Responsibilities**

Charity law requires us as Directors to prepare financial statements for each accounting year which give a true and fair view of the state of the charity and of its income and expenditure for the year.

1. Select suitable accounting policies and apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. State whether the applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts.
4. Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

We are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable us to ensure that the financial statements comply with the Companies Act 2006.

We also have a responsibility to safeguard the assets of the charity and to take reasonable steps to prevent fraud or any other irregularities.

### **Approval**

This report was approved by the Directors on 18 December 2017 and signed on their behalf by:



P Johnson

Company number: 07542231

Charity number: 1142003

**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF  
SHINewater SHAFTESBURY CENTRE TRUST  
(the Company)**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2017 on pages 5 to 11 following, which have been prepared on the basis of the accounting policies set out on page 7.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

  
Fiona Green ACA

21 December 2017

For and on behalf of:  
Stewardship  
11 Lamb's Passage  
London EC1Y 8AB

# SHINewater SHAFTESBURY CENTRE TRUST

## Statement of Financial Activities

FOR THE YEAR ENDED 31 MARCH 2017

### Summary Income and Expenditure Account

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	61,401	4,325	65,726	60,706
<i>Charitable activities</i>		-	-	-	1,550
Total income and endowments		61,401	4,325	65,726	62,256
<b>EXPENDITURE ON</b>					
Charitable activities	3	51,729	5,508	57,237	60,310
Total expenditure		51,729	5,508	57,237	60,310
<b>Net income/(expenditure)</b>		9,671	(1,183)	8,489	1,947
Transfers between funds		-	-	-	-
<b>Net Movement in Funds</b>		9,671	(1,183)	8,489	1,947
<b>Reconciliation of funds:</b>					
Total funds brought forward		39,852	5,199	45,051	43,104
<b>Total funds carried forward</b>		49,523	4,016	53,539	45,051

Movements on reserves and all recognised gains and losses are shown above.

The notes on page 7-11 form part of these accounts.

# SHINewater SHAFTESBURY CENTRE TRUST

## BALANCE SHEET

AS AT 31 MARCH 2017

	Note	Unrestricted Funds £	Restricted Funds £	2017 £	2016 £
<b>FIXED ASSETS</b>	5	-	-	-	-
<b>CURRENT ASSETS</b>					
Debtors	6	21,105	-	21,105	20,402
Cash at bank	7	37,295	4,016	41,311	31,683
		<u>58,400</u>	<u>4,016</u>	<u>62,416</u>	<u>52,086</u>
<b>CURRENT LIABILITIES</b>					
Liabilities falling due within one year	8	8,877	-	8,877	7,035
Net Current Assets		<u>49,523</u>	<u>4,016</u>	<u>53,539</u>	<u>45,051</u>
<b>NET ASSETS</b>		<u>49,523</u>	<u>4,016</u>	<u>53,539</u>	<u>45,051</u>
<b>FUND BALANCES</b>					
Unrestricted funds	9				
General Funds		49,523	-	49,523	39,852
Designated funds		-	-	-	-
Restricted Funds	9	<u>-</u>	<u>4,016</u>	<u>4,016</u>	<u>5,199</u>
		<u>49,523</u>	<u>4,016</u>	<u>53,539</u>	<u>45,051</u>

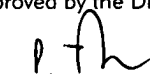
*For the year ended 31 March 2017, the company was entitled to the exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.*

### Responsibilities of directors/trustees:

- The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act - however, in accordance with Section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report forms part of this document.*
- The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.*

*These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.*

Approved by the Directors and signed on their behalf on the 18 December 2017 by:



P Johnson

Company number: 07542231

Charity number: 1142003

The notes on page 7-11 form part of these accounts.

# SHINEWATER SHAFTESBURY CENTRE TRUST

## Notes to the Accounts FOR THE YEAR ENDED 31 MARCH 2017

### 1 Accounting Policies

The accounts have been prepared under the historic cost convention, in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014; and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102).

The accounts have been prepared on the going concern basis, as there are no material uncertainties about the charity's ability to continue. Based on the adequacy of the charity's reserves as at the balance sheet date, along with their knowledge of the charity's ability to meet bills, payments and other liabilities as they fall due, the directors have a reasonable expectation that the charity has sufficient resources to continue in operational existence for the foreseeable future.

The following are the accounting policies which have been applied in dealing with material items:-

a) Donated and grant income:

Donated income and grants receivable are taken into account when received by the charity. Income received in circumstances where a claim for repayment of tax has been or will be made to HM Revenue & Customs is grossed up for the tax recoverable. Any amount of tax reclaimed from HM Revenue & Customs but not yet received is shown within the charity's debtors.

The charity has relied significantly upon volunteers in carrying out its activities during the year. In accordance with paragraph 6.18 of the SORP, the role of volunteers has not been recognised as income from donated services in the accounts.

b) Other income and expenditure:

Investment income is taken into account when receivable and expenditure, including irrecoverable VAT, when incurred by the charity, regardless of when payment is made. Grants payable are taken into account at the earlier of when they are paid or become constructive obligations. Grants for the support of [overseas] missionaries are accounted for on the basis of support that relates to the financial year.

c) Funds:

Unrestricted funds are donations and other income received or generated for the objects of the charity without specified purpose and are available for purposes as directed by the trustees. Restricted funds are amounts received where the donor has specified the purpose for which it should be used.

d) Fixed assets and depreciation:

Fixed assets acquired for use by the charity are capitalised and depreciated over their estimated useful life unless they are less than £1,000, when they are written off on purchase.

Depreciation periods are as follows:

Equipment	Between 3 and 7 years
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e) Taxation

The company is a registered charity and is exempt from taxation under the Income & Corporation Taxes Acts.

f) Cashflow statement

The company has taken advantage of the exemption provided by the FRS 102 SORP and has not prepared a Cash Flow Statement for the year.



# SHINEWATER SHAFTESBURY CENTRE TRUST

## Notes to the Accounts FOR THE YEAR ENDED 31 MARCH 2017

<b>2 Voluntary income</b>	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
General donations	7,795	-	7,795	4,884
Grants received	52,500	4,325	56,825	55,408
Tax recoverable	1,105	-	1,105	414
	<u>61,401</u>	<u>4,325</u>	<u>65,726</u>	<u>60,706</u>

<b>3 Charitable activities</b>	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
<b>a Charitable Costs</b>	£	£	£	£
Employment costs	38,985	4,325	43,310	40,555
Supervision and training	-	1,183	1,183	860
Lunch club - expenses	-	-	-	815
Lunch club - closing donation	-	-	-	2,573
Professional subscriptions	1,775	-	1,775	1,461
Printing, postage, publicity and stationery	2,741	-	2,741	1,974
Premises costs	3,887	-	3,887	3,941
Telephone	1,861	-	1,861	2,039
Travel and refreshment expenses	1,409	-	1,409	1,490
Sundries	155	-	155	251
Depreciation	-	-	-	3,328
Accounts and examination	864	-	864	772
Emergency gifts/donations	50	-	50	251
	<u>51,729</u>	<u>5,508</u>	<u>57,237</u>	<u>60,310</u>

<b>4 Staff &amp; Trustees</b>	Total 2017	Total 2016
	£	£
Gross salaries	43,004	40,428
Employer's National Insurance costs	-	-
Total staff costs	<u>43,004</u>	<u>40,428</u>

The charity has two and a half full time equivalent employed staff. Its activities are generally carried out by volunteers.

No staff received salaries at a rate of more than £60,000 per annum.

Remuneration payable to key management (excluding trustees) amounted to £12,600 in the year (2016: £12,355). Key management is considered to cover senior management directly employed by the charity.

The total amount of donations funded by trustees [and connected parties] was £nil (2016: £nil).

No remuneration or expenses was paid to any trustee during the year nor to any person connected to them.

Fees payable to Stewardship, other than for the annual accounts and independent examination, totalled £nil (2016: £nil).

# SHINEWATER SHAFTESBURY CENTRE TRUST

## Notes to the Accounts FOR THE YEAR ENDED 31 MARCH 2017

<b>5 Tangible Fixed Assets</b>	IT equipment	Total
Cost	£	£
At 1st April 2016	9,985	9,985
Additions in year	-	-
At 31st March 2017	<u>9,985</u>	<u>9,985</u>
Accumulated Depreciation		
At 1st April 2016	9,985	9,985
Charge for year	-	-
At 31st March 2017	<u>9,985</u>	<u>9,985</u>
Net book value		
At 31st March 2017	<u>-</u>	<u>-</u>
At 1st April 2016	<u>-</u>	<u>-</u>
<b>6 Debtors and Prepayments</b>	2017	2016
	£	£
Grants receivable	20,000	20,000
Tax reclaimable	1,105	402
Prepayments	-	-
	<u>21,105</u>	<u>20,402</u>
<b>7 Cash at Bank and in Hand</b>		
Bank operating accounts	41,220	31,573
Petty cash	92	111
	<u>41,311</u>	<u>31,683</u>
<b>8 Creditors: liabilities falling due within one year</b>		
Creditors	417	135
Accruals	960	900
Rent provision	7,500	6,000
	<u>8,877</u>	<u>7,035</u>

# SHINEWATER SHAFTESBURY CENTRE TRUST

## Notes to the Accounts FOR THE YEAR ENDED 31 MARCH 2017

### 9 Funds

The restricted funds represent amounts received for specific purposes and the movements in the year are as follows:

	Opening balance £	Incoming resources £	Outgoing resources £	Transfers in the year £	Closing balance £
<b>Restricted Funds</b>					
Supervision Fund	5,199	-	(1,183)	-	4,016
Advice Service Fund	-	4,325	(4,325)	-	-
	<u>5,199</u>	<u>4,325</u>	<u>(5,508)</u>	<u>-</u>	<u>4,016</u>
<b>Unrestricted Funds</b>					
General	<u>39,852</u>	<u>61,401</u>	<u>(51,729)</u>	<u>-</u>	<u>49,523</u>
<b>Total Funds</b>	<u>45,051</u>	<u>65,726</u>	<u>(57,237)</u>	<u>-</u>	<u>53,539</u>

The assets and liabilities represented by the various funds are as follows:

	Fixed assets £	Bank & cash balances £	Other net assets £	Total £
Restricted funds	-	4,016	-	4,016
Unrestricted funds				
General	-	37,295	12,228	49,523
	<u>-</u>	<u>41,311</u>	<u>12,228</u>	<u>53,539</u>

### 10 Members

Each member of the company commits to contribute if the charity is wound up an amount of £10.

**SHINewater SHAFTESBURY CENTRE TRUST**  
**Detailed Statement of Financial Activities with Comparatives**  
**FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted Funds - General		Restricted Funds		Total Funds	Total Funds
		2017	2016	2017	2016	2017	2016
		£	£	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>							
Donations and legacies	2	61,401	49,298	4,325	11,408	65,726	60,706
<i>Charitable activities</i>		-	1,550	-	-	-	1,550
Total income and endowments		61,401	50,848	4,325	11,408	65,726	62,256
<b>EXPENDITURE ON</b>							
Charitable activities	3	51,729	49,450	5,508	10,860	57,237	60,310
Total expenditure		51,729	49,450	5,508	10,860	57,237	60,310
<b>Net income/(expenditure)</b>		<b>9,671</b>	<b>1,398</b>	<b>(1,183)</b>	<b>548</b>	<b>8,489</b>	<b>1,947</b>
Transfers between funds		-	-	-	-	-	-
<b>Net movement in funds</b>		<b>9,671</b>	<b>1,398</b>	<b>(1,183)</b>	<b>548</b>	<b>8,489</b>	<b>1,947</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		39,852	38,453	5,199	4,651	45,051	43,104
<b>Total funds carried forward</b>		<b>49,523</b>	<b>39,852</b>	<b>4,016</b>	<b>5,199</b>	<b>53,539</b>	<b>45,051</b>

Movements on reserves and all recognised gains and losses are shown above.