

**COMPANY REGISTRATION NUMBER: 04769232**  
**CHARITY NUMBER: 1065786**

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED**  
**(BY GUARANTEE)**

**UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2016**

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)**  
**UNAUDITED FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2016**

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**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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**Registration Numbers**

Charity Number 1065786  
Company Number 04769232

**Trustees**

Lisa Watson  
Christine Parkin – Vice Chair  
Tia Patterson – Chair  
Judith Stammers  
Clinton Leeks

**Company Secretary**

Clinton Leeks

**Registered Office**

17 Beatrice Terrace  
Shiney Row  
Houghton le Spring  
Tyne & Wear  
DH4 4QW

**Independent Examiner**

UHY Torgersens  
Chartered Accountants  
Somerford Buildings  
Norfolk Street  
Sunderland  
SR1 1EE

**Bankers**

Unity Trust Bank Plc  
Nine Brindley Place  
4 Oozells Square  
Birmingham  
B1 2HB

**Solicitors**

Hedley & Co  
20 Fawcett Street  
Sunderland  
SR1 1RZ

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## THE TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2016

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The trustees present this report together with the financial statements of the charitable company for the year ended 31 March 2016. The financial statements have been prepared in accordance with the accounting policies set out on page 10 and comply with the current statutory requirements, the requirements of the charitable company's governing document, the current Statement of Recommended Practice and the Companies Act 2006.

### Administration details

#### Constitution

The Shiny Advice and Resource Project ("ShARP") is a registered Charity (No. 1065786) and is a company limited by guarantee (Company No. 04769232).

The principal address of the charitable company is:

17 Beatrice Terrace  
Shiny Row  
Houghton le Spring  
Tyne & Wear  
DH4 4QW

The directors who served during the year are as follows:-

Tia Patterson- Chair  
Christine Parkin – Vice Chair  
Clinton Leeks - Secretary  
Judith Stammers  
Lisa Watson

\* The above are directors and trustees for the purposes of the Companies Act and Charities Act respectively.

### Structure, Governance and Management

ShARP was established under Memorandum and Articles of Association which sets out its aims and objectives and governance. It was established – in September 1981 and registered as a charity and incorporated as a company limited by guarantee on 18 May 2003.

ShARP has a Management Committee made up of a representation from the local community. The members of the committee are the directors of the company. Recruitment is open and anyone with an interest in the area ShARP covers and who supports the aims and objectives of ShARP can volunteer for the board. All positions on the board are voted on and/or confirmed at the AGM. Board members serve for a 3 year term. They are eligible for re-election at the end of their 3 year term. There will be no more than 15 and no less than 5 members.

The Management Committee will invite co-options between AGM's from those whose experience or interests are relevant to the furthering of ShARP's objectives. Appointment of co-options will take place at ordinary meetings and take effect from the end of the meeting. No more than one third of the committee should be co-optees.

ShARP has a board recruitment strategy in order to strengthen the board's skills and capacity. Most trustees joining ShARP are familiar with the practical work of the organisation. New trustees are invited to an induction session given by a serving member of the committee. The induction includes;

- \* The obligations of the committee
- \* The main documents describing the operational framework including the Memorandum and Articles
- \* Resourcing the financial position of ShARP as set out in the accounts
- \* Future plans and objectives

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## THE TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2016

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### Organisational Structure

The Management Committee meets monthly and is responsible for the strategic direction and policy of the organisation. The Chief Officer is responsible for operational management with support from the Chair and nominated board members.

### Objects and Activities

#### Objectives

The object of ShARP is the promotion of any charitable purpose for the benefit of the community living in Houghton-le-Spring and surrounding areas. These objects must be pursued with due regard to equality of opportunity and without discrimination on the grounds of age, disability, race, religion, gender or sexuality.

In furtherance of its objects but not otherwise, the company has the following powers:

- \* To inform, assist and advise people living, working, or otherwise connected with the area, in all matters relating to their rights and development.
- \* To provide free advice and information to individuals and groups in matters relating to welfare rights, debt, housing and employment.
- \* Promote and provide education and training in matters relating to citizens' rights and skills for personal development.
- \* To promote the use of resources and sharing of knowledge for local individuals and groups.
- \* To respond to the needs of the community by ensuring that the organisation is managed by local people and to provide training for them to function effectively.

### Public benefit statement

The trustees have had regard to the Charities Commission guidance on their legal duty on public benefit; and are satisfied that the charitable company delivers public benefit, and due regard is paid to the evidence on public benefit when deciding on what new projects the charity should undertake.

### Achievements and performance

ShARP has had a successful year. The period 1/4/2015 – 31/3/2016 saw ShARP grow from a small local community project with 9 staff offering advice and volunteering opportunities to local people to an organisation with 14 staff, including a dedicated team of 6 Advice Workers delivering advice services through centre based and outreach appointments in 3 areas of Sunderland. This has meant that we continue to extend our reach into new areas and develop new partnerships to further the objects of the charity whilst maintaining the core purpose of the organisation.

ShARP tendered for and was successful in a bid to deliver a new First Tier Welfare Rights (FTWR) contract in Coalfields, Washington and Sunderland East which includes Hendon and the East End, parts of Millfield and Ryhope. The contract commenced in April 2015 and despite initial challenges in achieving targets due to the delay nationally in rolling out Universal Credit and establishing our service in new areas of the city where we were not well known, good progress has been made in this first year.

ShARP secured further funding from Sunderland Initiative Budget (SIB) to support the training and development of volunteers to support the advice service.

ShARP has maintained Investors in People and the Advice Quality Standard (AQS).

In 2014 ShARP gained the Weston Pilot Light Award and until October 2015 worked with the Pilot Light Team receiving targeted support on strategic business planning. In October 2015 the Chair of Trustees and the newly appointed Chief Officer attended an awards ceremony hosted by the Weston Foundation for the 15 organisations supported by the Pilot Light Team. ShARP received an award of £3,000 from Garfield Weston to support further work on priorities identified through the work with the Pilot Light Team.

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## THE TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2016

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### Achievements and performance (continued)

The refurbishment of the ShARP reception area and the Shiney Diner community café were completed with support from the Ron and Louise Bowey Fund through the Tyne and Wear Community Foundation. The increased space on the ground floor and support from Sunderland City Council and Community IT has enabled ShARP to be designated as an Electronic Village Hall (EVH) with free access to the internet and an IT suite of 10 computers for public use.

Volunteering programmes continue to be popular and develop well. The volunteers have accessed a number of opportunities in ShARP including training, gaining qualifications and some have then progressed into employment. The recruitment and retention of volunteers is good and they will remain a clear priority for ShARP in all future plans and developments.

The support given by volunteers to the operations within ShARP is highly valued and we know we could not deliver the full range of services without this.

### Advice services report

The advice service continues to be at the core of ShARP. The period 1/4/2015 – 31/3/2016 saw ShARP begin delivery of the First Tier Welfare Rights Contract (FTWR) in 3 areas of Sunderland taking the organisation from a small local provider of an advice service to a commissioned service working with new partners and new customers. It has been a challenge at times to reach the targets set in the contract but at the end of this first year we are making steady progress.

In 2014-15 4004 people were helped and advised by ShARP

In 2015-16 7,400 people received help and advice, an increase of 3396 on the previous year and the issues they presented with are as follows:

- assistance with Welfare Benefit entitlement checks
- budgeting advice and support
- advice on housing issues
- employment issues
- help to understand changes to benefit entitlement
- completion of complex benefit application forms
- help to appeal decisions through referral to Sunderland City Council Welfare Rights team
- help with unexpected debt through redundancy or unforeseen sickness
- referral to crisis support teams
- referral to Foodbanks

### Community Enterprise and Volunteering

ShARP has an entrepreneurial approach to opportunities and this is evidenced in the continued development of our community enterprises which are supported by the Community Enterprise and Volunteer Manager.

The *Shiney Things* Charity Shop is run solely by a committed group of volunteers who open the shop from 10 – 3pm Monday – Friday. The volunteers have the opportunity to access free vocational training in Retail delivered by local training providers.

The *Shiney Diner* Community Café is run by our Café Coordinator, supported by a small team of regular volunteers. The Diner offers a range of reasonably priced good quality home cooked meals and is a welcoming space in the local community. In February half term school holiday the Café Coordinator organised fun family learning activities which gave local children and their families the opportunity to participate in an activity and to have a healthy meal together too.

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## THE TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2016

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### **Management and development of new services**

The success in gaining the new First Tier Welfare Rights contract was an exciting development for ShARP. It increased the reach of the organisation into new areas of Sunderland and Washington. This meant that more people were able to access Advice in their own neighbourhood because we used existing community buildings and partner organisations to support outreach as well as offering customers appointments in the ShARP Community Hub.

Advice on Prescription is a new project for ShARP. This innovative project which started in January 2016 is funded by Comic Relief until 2019. Advice on Prescription is based on the social prescribing model and aims to offer free and confidential advice and support to patients from six GP surgeries in the Coalfields Area. The project aims to help people experiencing low mood and anxiety with issues such as money and debt, benefits, housing matters, completing forms, job loss, unemployment and social isolation. Help from the Advice on Prescription workers is available through weekly sessions at the GP practices.

Advice on Prescription has had additional funding support from the Department for Communities and Local Government through two programmes, the Breaking New Ground which was to support development of the partnership and the Our Place programme to develop an operational plan with a full cost benefit analysis. The latter was supported by Debbie Lamb from Locality. The Cost Benefit Analysis (CBA) was recognised nationally as the best model submitted over the two years of the programme. The CBA will enable us to determine the cost benefits savings from repeat GP appointments as well as savings from reduction in the need for long term dispensing of medicines for anxiety and depression.

The project is due to go live from April 11th 2016 and if successful could be rolled out as a sustainable social prescribing model to support Health services in the future.

Back on the Map, a registered charity, is a well-respected community based voluntary organisation in Hendon. In 2015 Back on the Map were awarded funding from the Big Lottery Reaching Communities Fund to develop their work with local people. ShARP were commissioned to provide a weekly Advice Drop In which has been very successful and is now proving to be such a valuable resource for the local people that discussions are underway to strengthen the partnership between the two organisations.

### **Partnership working and support to local community groups**

ShARP have worked in partnership with a number of regional and local organisations to provide services for local people. Partnerships include Sunderland City Council, Gentoo, Sunderland Clinical Commissioning Group, Bridges Credit Union, Sunderland Carers Centre, Pallion Action Group, Sunderland West Advice Service, Locality, Groundwork, Back on the Map, Sunderland University Community and Youth Work Programme, Sunderland Volunteers Centre, Fiscus, ACES Partnership, Social Enterprise Sunderland, Washington Mind, Sunderland Mind, Sulgrave Community Project, Washington CAB, Sunderland North Community Business, Easington Lane Community Access Point, Hetton Centre, Hetton New Dawn, Bethany Christian Centre, Lifeline, Sunderland Bangladeshi Centre, Pilot Light, Voluntary Community Action Sunderland, CHANCE and Age UK.

Community events have been a very important feature of the past year and will continue to be so in 2016. The events have provided an opportunity to connect local people and have supported consultation about important local issues linked to Community Economic Development. The level of engagement with key community events throughout the year such as Christmas and Easter would not have been possible without the funding and other support provided by Sunderland City Council.

### **Quality**

We are proud of the quality of services we provide. We have maintained the Advice Quality Standard in recognition of the quality of our advice provision.

ShARP holds Investors in People.

Customer satisfaction with ShARP advice services is measured through customer satisfaction surveys which are sent out every month to randomly selected customers. The return rate is fairly consistent averaging 40%.

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## THE TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2016

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### Funders and Supporters

Our thanks go to the following funders over the year

Sunderland City Council (SIB and FTWR)

Garfield Weston

Community IT

Skillsbridge

Gentoo

Tudor Trust

ELCAP

SIB

Money Advice Trust

Tyne & Wear Community Foundation

Ron and Louise Bowey Fund

County Durham Community Foundation

Santander

ESF Community Grants

Hetton Centre

Bridges CU

Greggs Foundation

Sunderland University

Locality

Lloyds TSB

Pilot Light

Fiscus - Big Lottery Advice Transition Fund (ACES)

NEA

Department for Communities and Local Government

All kind donations received from local supporters

### Financial Review

ShARP's financial position is stable with a plan in development to support growth and long term sustainability.

A small trading surplus for charity shop Shiney Things was achieved.

The community café Shiney Diner remains popular but is trading at a deficit with measures in place for improvement.

Initial work has taken place to adopt Sage financial systems to improve management and scrutiny of all financial processes.

Financial expenditure is subject to scrutiny by the Board.

### Reserves Policy

The Balance Sheet shows that the charitable company has restricted funds of £280 and unrestricted funds of £393,187 of which £341,898 is designated leaving general funds of £51,289.

The Trustees intend to build up unrestricted funds as reserves to cover six months operating costs in accordance with recommendations of the Charity Commissioners.



# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## THE TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2016

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### Plans for the future 2016

In 2016 we will continue to build on our learning from work with the Pilot Lighters to develop our Business Planning and Strategy to support the longer term sustainability of ShARP. We are working with support from Social Enterprise Sunderland on an application to Big Potential. If successful this funding will enable ShARP to support the growth of our current social enterprises and consider development opportunities for new ones too.

Big Potential funding would enable us to become social investment ready ensuring that our infrastructure and all systems are fit for purpose and can clearly demonstrate the impact of our service delivery by evidencing improved outcomes for those using our services.

We will continue to find opportunities to expand our current services with a focus on developing an “Early Help” approach through our Advice services so that we can offer early intervention which helps people to help themselves with support before difficulties escalate into either crisis or become long term entrenched problems.

Volunteer programmes are central to our work. We will apply for funding to develop a more structured approach where we will recruit volunteers perhaps 4 times per annum and provide more experienced volunteers with opportunities to support and mentor them. We will continue to host and work with other partners to deliver a varied programme of community events to support recruitment of volunteers and encourage community involvement.

We will extend our reach into other areas of the city through continuously developing partnerships with other organisations and identifying opportunities for joint work to maximise the reach and impact of advice services.

The Advice team will support the development of the ShARP Electronic Village Hall (EVH) which offers free public access to wi-fi and computers. The EVH is used by the public for Universal Job Match, cv preparation and training. We will offer supported self-serve opportunities for people to check their own benefit entitlement and use price comparison websites to check out energy prices.

We will develop additional services that directly compliment the current advice services including support to get employment ready, “help into work” and training.

The Advice on Prescription project will launch formally and begin work in the GP surgeries in the Coalfields area. The project has started well but we will continue to monitor it closely and work with others to develop the partnership with the Clinical Commissioning Group so that new learning and knowledge gained from the project can inform future developments in social prescribing.

The First Tier Welfare Rights contract is a major source of income and will be so until 2017. It is not known whether that will remain the case in the longer term so it is therefore essential that we plan for the possibility that advice may need to be funded and delivered in other ways way. In 2016 we will apply for funding to deliver additional services to complement what we already do, for example to deliver:

- Advice Out of Hours in the evenings and at weekends
- Advice Drop Ins
- Advice for Young People

### Statement of the Trustees Responsibilities

Company Law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the surplus or deficit of the charitable company for that period. In preparing these financial statements, the Board is required to:

- \* select suitable accounting policies and then apply them consistently;
- \* make judgements and estimates that are reasonable and prudent;
- \* follow the recommendations of the Charity Commission and of the accounting profession with regard to the form and content of the financial statements and to disclose and explain any departures therefrom; and
- \* prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)**

**THE TRUSTEES' REPORT**

**YEAR ENDED 31 MARCH 2016**

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The Board is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

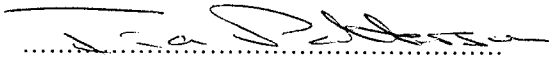
**Risk Assessment**

The trustees have considered any risks to which the charitable company might be exposed and are satisfied that the administrative, investment and financial procedures which are in place minimise the risk of any loss to the charitable company.

**Exemption Statement**

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Trustees



Tia Patterson

Date: 18.10.16

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)**

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I report on the accounts of the Charity for the year ended 31 March 2016 which are set out on pages 10 to 18.

**Respective responsibility of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for the year under Section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

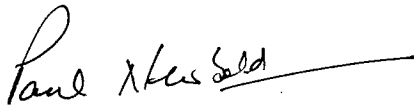
**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements;
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principals of the Statement of Recommended Practice, Accounting and Reporting by Charitieshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul Newbold BA, FCA  
UHY Torgersens  
Chartered Accountants  
Sommerford Buildings  
Norfolk Street  
Sunderland  
SR1 1EE

Date: 18.10.16

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)****UNAUDITED STATEMENT OF FINANCIAL ACTIVITIES****YEAR ENDED 31 MARCH 2016**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>INCOME AND EXPENDITURE ACCOUNT</b>					
<b>Income from:</b>					
Donations and legacies	3	3,133	–	3,133	3,603
Charitable activities	4	164,500	61,048	225,548	199,155
Other trading activities	5	32,887	–	32,887	36,850
Investments	6	126	–	126	122
<b>Total</b>		<b>200,646</b>	<b>61,048</b>	<b>261,694</b>	<b>239,730</b>
<b>Expenditure on:</b>					
Raising funds	7	21,692	–	21,692	13,157
Charitable activities	8	193,753	58,292	252,045	211,987
Other	10	1,740	–	1,740	1,620
<b>Total</b>		<b>217,185</b>	<b>58,292</b>	<b>275,477</b>	<b>226,764</b>
<b>Net income/(expenditure)</b>		<b>(16,539)</b>	<b>2,756</b>	<b>(13,783)</b>	<b>12,966</b>
<b>Transfers between Funds</b>		<b>10,476</b>	<b>(10,476)</b>	<b>–</b>	<b>–</b>
<b>Net movement in funds</b>		<b>(6,063)</b>	<b>(7,720)</b>	<b>(13,783)</b>	<b>12,966</b>
Total funds brought forward		399,250	8,000	407,250	394,284
<b>Total funds carried forward</b>		<b>393,187</b>	<b>280</b>	<b>393,467</b>	<b>407,250</b>

The notes on pages 12 to 18 form part of these unaudited financial statements.

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)****UNAUDITED BALANCE SHEET****31 MARCH 2016**

	Note	£	2016 £	2015 £
<b>Fixed Assets</b>				
Tangible fixed assets	12		341,898	335,851
<b>Current Assets</b>				
Stock		300		100
Debtors	13	24,142		8,771
Cash at bank		62,052		83,718
Cash in hand		150		150
			86,644	92,739
<b>Creditors: amounts falling due within one year</b>	14	(35,075)		(21,340)
<b>Net Current Assets</b>			51,569	71,399
<b>Net Assets</b>			393,467	407,250
<b>Funds of the Charity</b>				
Designated reserves	17		341,898	335,851
Unrestricted funds - general	17		51,289	63,399
Restricted funds	18		280	8,000
<b>Total Funds</b>			393,467	407,250

The members of the committee are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for: (i) ensuring that the charitable company keeps proper accounting records which comply with section 386 of the Act; and (ii) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its incoming resources and application of resources, including its surplus or deficit for the financial year in accordance with the requirements of section 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

These unaudited financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective January 2015).

These unaudited financial statements were approved by the trustees on 3-10-16 and are signed on their behalf by:



Tia Patterson  
Chair

Company number 04769232

The notes on pages 12 to 18 form part of these unaudited financial statements.

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## NOTES TO THE UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

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### 1. Accounting Policies

#### *Basis of Accounting*

These financial statements have been prepared under the historical cost convention and in accordance with:

- i) the Statement of Recommended Practice, "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSSE) (effective January 2015)" (SORP 2015);
- ii) the special provisions of Part 15 of the Companies Act 2006 ("the 2006 Act") relating to small companies; and
- iii) the Financial Reporting Standard for Smaller Entities (effective January 2015).

#### *Tangible Fixed Assets*

All fixed assets are included at cost.

#### *Depreciation*

Depreciation is calculated to write down the cost, less estimated residual value of all tangible fixed assets over their expected useful lives. The rates generally applicable are:

Freehold Properties	2% straight line
Fixtures, Fittings & Equipment	10% - 25% reducing balance
Kitchen Equipment	6.67% straight line

#### *Recognition of Incoming Resources*

These are included in the Statement of Financial Activities (SOFA) when:

- \* the charitable company becomes entitled to the resources;
- \* the trustees are virtually certain they will receive the resources; and
- \* the monetary value can be measured with sufficient reliability.

Income is deferred only when the charitable company has to fulfil conditions before becoming entitled to it or when the donor specifies that it is to be expended in a future period.

#### *Investment Income*

Bank interest is included in the Statement of Financial Activities on the accruals basis.

#### *Voluntary Income*

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants receivable are credited to income immediately.

#### *Expenditure*

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities.

#### *Governance Costs*

Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

#### *Taxation*

Due to the company's charitable operations no corporation tax is payable on the results for the year.

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## NOTES TO THE UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

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### 1. Accounting Policies (continued)

#### *Funds Accounting*

Funds held by the charitable company are used for:

General fund comprises those funds which the principals are free to use in accordance with the charitable objectives.

Restricted funds are funds which are to be used for specific purposes as laid down by the donor or by the specific terms of the appeal under which the funds are raised. Expenditure which meets these criteria is charged to the fund, with a fair allocation of management and support costs.

Designated funds are unrestricted funds earmarked by the management committee for a particular purpose.

The capital fund reflects the net book value of tangible fixed assets owned by the charitable company less any monies owed in respect of the assets.

### 2. Surplus for the year

Surplus for the year is stated after charging:

Administrative expenses including:

	2016	2015
	£	£
Depreciation of fixed assets	<u>10,490</u>	<u>9,562</u>

### 3. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>Donations:</b>				
Garfield Weston	3,000	—	3,000	—
Others	133	—	133	3,603
	<u>3,133</u>	<u>—</u>	<u>3,133</u>	<u>3,603</u>

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)**

**NOTES TO THE UNAUDITED FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**4. Charitable activities**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
<b>Grants &amp; Contractors Services:</b>				
Weston	-	181	181	5,000
City of Sunderland - Contracted Services	164,500	-	164,500	70,000
City of Sunderland – Community Projects	-	3,704	3,704	3,624
The Tudor Trust	-	43,333	43,333	45,333
<b>Less:- Deferred income</b>	-	(16,000)	(16,000)	(11,333)
Durham Community Foundation	-	1,475	1,475	-
Groundworks UK	-	19,530	19,530	-
Gentoo	-	280	280	-
Sherburn	-	50	50	-
Comic Relief	-	20,473	20,473	-
<b>Less:- Deferred income</b>	-	(11,978)	(11,978)	-
Community Foundation	-	-	-	13,271
Tyne & Wear Community Foundation	-	-	-	8,000
Santander	-	-	-	9,646
Greggs	-	-	-	15,000
Clore Social Leadership	-	-	-	1,750
Northern Energy Awards	-	-	-	1,800
Citizens Advice	-	-	-	1,500
Locality – Emerging Potential	-	-	-	3,000
Fiscus	-	-	-	32,564
	<u>164,500</u>	<u>61,048</u>	<u>225,548</u>	<u>199,655</u>

**5. Other trading activities**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Room hire and use of facilities	9,030	-	9,030	8,708
AGM & Miscellaneous income	1,067	-	1,067	370
Cafe	14,909	-	14,909	18,599
Shop	7,881	-	7,881	9,173
	<u>32,887</u>	<u>-</u>	<u>32,887</u>	<u>36,850</u>

**6. Investments**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Bank interest receivable	126	-	126	122

**7. Raising funds**

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Café purchases	6,497	-	6,497	13,157
Shop purchases	-	-	-	-
Wages, national insurance and pension	15,195	-	15,195	-
	<u>21,692</u>	<u>-</u>	<u>21,692</u>	<u>13,157</u>



**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)**

**NOTES TO THE UNAUDITED FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**8. Charitable Activities**

	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Room hire	–	3,015	3,015	2,264
Bank and visa charges	82	–	82	135
Insurance	3,177	–	3,177	2,414
Printing, postage and stationery	506	5,657	6,163	5,258
Telephone	506	7,132	7,638	4,250
Rates	–	1,306	1,306	1,277
Heat, light and water	–	6,067	6,067	6,784
Repairs and renewals	4,483	–	4,483	2,709
Miscellaneous expenses	3,406	–	3,406	3,927
Depreciation	10,490	–	10,490	9,562
Advertising	–	828	828	–
Subscriptions	2,773	–	2,773	1,101
Wages, national insurance and pension	164,500	26,668	191,168	160,221
Staff and volunteer expenses	–	5,869	5,869	7,833
Training	600	–	600	1,479
Legal and professional	1,012	–	1,012	582
Computer software	988	–	988	1,942
Meeting	–	–	–	249
Scholarships and honorariums	1,230	1,750	2,980	–
	<u>193,753</u>	<u>58,292</u>	<u>252,045</u>	<u>211,987</u>

**9. Staff costs**

	2016	2015
	£	£
Gross wages, salaries and benefits in kind	193,260	151,819
Employers national insurance cost	10,687	8,402
Redundancy costs	2,416	–
	<u>206,363</u>	<u>160,221</u>

The average number of full time equivalent employees in the year

	2016	2015
Charitable activities	<u>13</u>	<u>10</u>

No employee received more than £60,000 during the year.

The trustees received no remuneration during the year (2015:- £Nil).

**10. Other costs**

	2016	2015
		£
Independent examination	<u>1,740</u>	<u>1,620</u>

**11. Corporation tax**

The charitable company is exempt from taxation under Section 505 of the Income and Corporation Taxes Act 1988.

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)**

**NOTES TO THE UNAUDITED FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**12. Tangible fixed assets**

	Property Improvement £	Freehold property £	Fixtures, fittings And equipment £	Total £
<b>Cost or valuation</b>				
At 1 April 2015	8,149	368,408	38,170	414,727
Additions	16,537	—	—	16,537
<b>At 31 March 2016</b>	<u>24,686</u>	<u>368,408</u>	<u>38,170</u>	<u>431,264</u>
<b>Depreciation</b>				
At 1 April 2015	2,044	51,576	25,256	78,876
Charge for year	1,570	7,368	1,552	10,490
<b>At 31 March 2016</b>	<u>3,614</u>	<u>58,944</u>	<u>26,808</u>	<u>89,366</u>
<b>Net book value</b>				
<b>At 31 March 2016</b>	<u>21,072</u>	<u>309,464</u>	<u>11,362</u>	<u>341,898</u>
<b>At 31 March 2015</b>	<u>6,105</u>	<u>316,832</u>	<u>12,914</u>	<u>335,851</u>

**13. Debtors**

	2016 £	2015 £
Other debtors	20,833	6,050
Prepayments	2,486	1,898
Accrued income	—	—
VAT	823	823
	<u>24,142</u>	<u>8,771</u>

**14. Creditors: amounts falling due within one year**

	2016 £	2015 £
Other creditors:	1,849	2,575
Accruals	1,788	1,812
Deferred income	27,978	11,333
Wages	3,460	5,620
	<u>35,075</u>	<u>21,340</u>

**SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)**

**NOTES TO THE UNAUDITED FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**15. Related Party Transactions**

No transactions with related parties were undertaken during the year such as are required to be disclosed under Financial Reporting Standard for Smaller Entities (effective January 2015).

**16. Analysis of net assets between funds**

	Restricted Reserves	General Reserves	Designated Reserves	Total Funds
	£	£	£	£
Tangible fixed assets	–	–	341,898	341,898
Current assets	280	86,364	–	86,644
Current liabilities	–	(35,075)	–	(35,075)
	<u>280</u>	<u>51,289</u>	<u>341,898</u>	<u>393,467</u>

**17. Unrestricted reserves**

	Balance @ 01.04.15 £	Income £	Expenditure £	Transfers £	Balance @ 31.03.16 £
<b>Designated reserve</b>					
Capital fund	335,851	–	(10,490)	16,537	341,898
<b>Unrestricted funds</b>					
General funds	63,399	200,646	(206,695)	(6,061)	51,289
Total unrestricted funds	<u>399,260</u>	<u>200,646</u>	<u>(217,185)</u>	<u>10,476</u>	<u>393,187</u>

The designated reserve represents the amounts spent on capital by the project.

The Accumulated Surplus is available for the charitable company to use for the purposes of the charitable company without restriction.

**18. Restricted funds**

	Balance @ 01.04.15 £	Income £	Expenditure £	Transfers £	Balance @ 31.03.16 £
Tyne & Wear Foundation	8,000	–	–	(8,000)	–
City of Sunderland	–	3,704	(3,704)	–	–
The Tudor Trust	–	27,333	(27,333)	–	–
Weston	–	181	(181)	–	–
Durham Community Foundation	–	1,475	(1,475)	–	–
Groundworks UK	–	19,530	(19,530)	–	–
Gentoo	–	280	–	–	280
Sherburn	–	50	(50)	–	–
Comic Relief	–	8,495	(6,019)	(2,476)	–
Total restricted funds	<u>8,000</u>	<u>61,048</u>	<u>(58,292)</u>	<u>(10,476)</u>	<u>280</u>

# SHINEY ADVICE AND RESOURCE PROJECT LIMITED (BY GUARANTEE)

## NOTES TO THE UNAUDITED FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

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### 18. Restricted funds (continued)

The Tyne & Wear Community Foundation were funds to enable the refurbishment of the reception area and Shiney Diner community cafe. The transfer represents the contribution towards the capital expenditure on this project.

City of Sunderland provided funding for small community projects.

Tudor Trust provided funding for the chief officer position

Weston provided funds for the provision of targeted support for strategic business with the Pilot Light Team.

Durham Community Foundation managed funding for a grant European Social Fund in support of volunteer management

Groundworks UK provided funds for Community Economic Development plan to boost jobs and training through local partnerships, Breaking New Ground and Our Place projects were to develop local health partnerships to enable the Advice on Prescription project.

Gentoo provided funds towards the cost of a television for the reception area. This had not been purchased at the year end as redecoration of the Reception was not complete.

Sherburn provided a funds towards the purchase of new clothes for a homeless person.

Comic Relief provided funds to the Advice on Prescription project which offers free and confidential advice to patients of six GP surgeries in the area. The transfer is to the transfer represents the capital additions purchased for this project.

### 19. Company Limited by Guarantee

The charitable company is limited by guarantee in that every member undertakes to contribute such amounts as may be required in the event of the charitable company being wound-up, for the payments of the debts, liabilities and the cost of winding up not exceeding £1 per member.