

SHINE RELIEF TRUST
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 30 NOVEMBER 2016

Fawley Judge & Easton
Chartered Certified Accountants
1 Parliament Street
Hull
HU1 2AS

SHINE RELIEF TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

P Irvin
D Irvin
P Masters
S Martin

Charity number

1127090

Independent examiner

Fawley Judge & Easton
Chartered Certified Accountants
1 Parliament Street
Hull
East Yorkshire
HU1 2AS

SHINE RELIEF TRUST

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SHINE RELIEF TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 NOVEMBER 2016

The trustees present their report and accounts for the year ended 30 November 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the trust's governing document, the Charities Act 2011 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The trust was established by a charitable trust deed on 3rd December 2008.

The trustees who served during the year were:

P Irvin

D Irvin

P Masters

S Martin

Trust recruits its trustees as required to fulfil any vacancies which may arise, with particular reference to any skills and abilities the board requires to ensure a balanced function of the board.

The Trust is managed by a board of trustees who meet at regular intervals throughout the year who oversee a part-time project manager assisted by two voluntary administration staff in the UK.

The Trust supports the Shine Relief Trust in Malawi.

The trustees have assessed the major risks to which the trust is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives and activities

The Relief of Poverty sickness and distress in particular but not exclusively which may be caused by HIV/AIDS,

in Malawi, UK and the rest of the World.

-To advance the education of, and the preservation of good health of Children in Malawi who are orphaned, in particular but not exclusively due to HIV/AIDS related conditions.

-To advance the education of Malawian orphans over the age of 18 in Malawi, the UK and the rest of the World.

-To advance the Christian faith in Malawi, the UK and the rest of the World.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

SHINE RELIEF TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2016

Achievements and performance

SHINE MALAWI PROJECT - Introduction

The Founding principal of Shine Relief Trust has always been that as Jesus taught we should care for the poor. Matthew 25:40 Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'

Shine Village Infrastructure Development

As part of our long term plans, Shine purchased a 1.8ha site in 2012 on which to build "Shine Village"; a large orphan care residential and educational facility which is central to our strategy to care for vulnerable children and support the local community. Development of Shine Village started with the construction of the multi-purpose hall.

Phase One Shine Village

Land development

As part of our long term plans, Shine land is being developed for income generating agricultural crops.

Landscaping

The levelling of grounds has been done and a new well has been dug and the grounds are being maintained. There is also a new sign post for Shine with new Logo along the road indicating where the centre is.

Shine Village Resource Centre

Shine Centre was built in 2014, with the capacity of 500 to 1000 people.

Shine Centre is used for a variety of sport activities like the local netball, soccer games and the hall is a vital spot in Chilambe. A number of people have visited the centre for different reasons, currently 6 different groups now use the Shine Centre and the following activities now take place

- Prayer
- Bible study groups
- Fundraising functions
- Community meetings
- Sporting activities
- Food relief distributions
- Youth camps

Shine poultry production project

In order to cut expenses on food distribution, Shine started its first poultry project to produce eggs to give to child headed families, orphans and vulnerable children. Construction of a Chicken house was funded through our 2015 Christmas appeal. This project is on going and has helped child headed families, children who are living positively with HIV/AIDS, and contributed to the nutritional needs to all 8 child headed families.

Building Project - Resource Centre

Development of Shine Village started with the construction of the multi-purpose hall. The hall has really changed the face of Chilambe since it is the first of its kind to be built at the centre of Chilambe village.

Construction of this hall by Shine Relief Trust Malawi is helping the people of Chilambe and the entire Traditional Authority in the region currently holding community development meetings and it will also be used to hold religious meetings such as prayers and choral festivals. Shine Early Years Group is currently using the hall as a classroom.

In September Pastor Lino Misho took up residence at Shine Village and began to host church services from the centre currently there are 19 adults, 14 young people and 20 children attending. Other activities include discipleship classes with 19 attending, mid-week prayer meetings and a women's ministry. The trustees both in the UK and Malawi are extremely excited with arrival of Pastor Lino and his family to Shine Village for the guidance and support that he will bring.

SHINE RELIEF TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2016

Building project – Childrens' House

Shine's long term vision is to develop a complex of solid traditional homes for orphaned children at Shine Village, the first phase of this is well on its way, with great thanks to The Beit Trust and Saga Charitable Trust for their grants. The project will open doors to children whom we currently support in the nearby villages.

Shine Village with its beautiful grounds and multi-purpose hall continues to change the face of Chilambe since it is the first of its kind to be built. The entire region has benefitted, holding community development meetings, religious meetings and Shine Early Years Group.

In addition to the building work of the house a playground was also opened at Shine Village. The idea started with a pile of old tyres and other equipment including a swing, slide and seesaw being made by local ironmongers. The staff are thrilled with these new facilities which will be used for both Early Years and the children living at Shine Village.

1. Early Years Group

Shine Village Early Years Group continues to run and concentrates on nursery age children and aims to equip infants to start primary level education and to support the welfare of infants through feeding and healthcare advice given to their families. A child's value is often based on what they can do in the home; assisting with chores, fetching water and farming the land are tasks expected from a very early age. Mothers and siblings are now learning the importance of introducing play to their young ones and attitudes are changing towards education.

Shine Early Years Group at Shine Village assists 120 young children (0-5 years), particularly those who are vulnerable and affected by HIV/AIDS. It equips infants to start primary level education and supports the welfare of infants through feeding programmes and healthcare advice given to their families.

2. Income generating activities at Shine Centre – Women's Group

Shine's Director organised a number of training sessions. Lumbani from Blantyre trained a group of 20 women in sandal making techniques. Shine's Director is sourcing markets in Blantyre which will take the items. Further funding and support is needed to manage this project helping the women to transport the goods made.

CBO SUPPORT - Chilambe Daily Nursery Feeding programme

Support is given to two CBOs one at Nsondole and one at Chilambe, as the second CBO now sends all its children to Shine Early Years. Our primary task is to provide fortified Likuni Phala and bananas to the CBOs. The CBO's have been challenged with lack of volunteer support and damage to buildings the aim is get them back on their feet. Currently 170 children are registered and further assistance has also provided for 2 teachers who teach a basic programme.

SHINE RELIEF TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2016

DISTRIBUTION OF UK DONATED ITEMS

Blankets, jumpers and baby clothes donated from supporters in the UK were taken out in September and given to children at Shine Centre and to Kangaroo Ward at Zomba Referral Hospital and Bimbi Health Centre.

CHILD HEADED FAMILY SUPPORT

Shine has supported 8 child headed families based in Mtumanji and Chilambe villages in the area of Traditional Authority Kumtumanji for the past 5 years. Our commitment in assisting the under-privileged and vulnerable women, children and elderly begins with supporting Child headed families across the region who have limited or no guardian support. Shine exists to help meet some of the felt needs created through the loss of a parent, guiding children in the way they should go through regular interactions where age appropriate activities take place and life skills are taught. These interactions take place in their homes, in groups at Shine Village and in schools.

- **Nutrition**

Monthly grocery distribution and training in agriculture at Shine Village. Most families are managing to sustain a small garden of vegetables and maize. Items such as oil, salt and sugar are expensive. Fertiliser is provided to ensure these families harvest enough for the coming year.

Food security - Flooding and droughts have been a constant battle for all subsistence farmers and many households remain with little again in the lean season. Each family was assessed and provided with maize to make up their stores.

- **Flood victims additional support**

Additional support, in the form of maize, clothes and other resources, was sent through Shine A Light 2016 appeal.

- **Basic Health Care - Home visits**

Weekly visits have resulted in improvements to living conditions – bed nets have been replaced, repairs to homes have been scheduled, farming support given (fertiliser purchased) and transport to hospital given where required. This support is vital and is a lifeline to families who have come to love and trust the team members who pray with them, provide guidance, healthcare advice, along with regular provision of household items and ongoing needs assessments. Shine supports 2 children who are HIV positive with limited adult support. Shine assesses the health of each child and takes necessary action to ensure children have access to care and medication.

- **Education**

Shine aims to improve access to education for all of the children through various programmes like Early Years for the infants, primary school support through to Secondary School Bursaries. We provide schools fees, uniforms, bags, pens and books for primary and secondary school pupils along with homework support, careers guidance and encouragement for those without someone to assist them.

- **Child protection**

Shine Malawi takes seriously the protection of children and in responding to the specific situations where children are at risk of subject to abuse, violence, physical, sexual, mental & emotional abuse etc., follows government guidelines and operates a clear reporting procedure with Shine providing funds where necessary to facilitate District Social Welfare Office to make visits and take action when needed. Without this the District Social Welfare Office intervention would otherwise not take place due to lack of funding.

Shine Relief Child protection officer works hand in hand with the District Social Welfare Office and the local Child Protection officer and local Police to ensure vulnerable children are protected against sexual abuse and illegal marriages.

SHINE RELIEF TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2016

BURSARY SCHEME PROJECT

Shine Relief Trust continues to implement a Bursary programme with the aim of transforming the economic and social status of the most vulnerable families of T/A Kuntumanji in order that they become self-reliant. The economic status of the Government of Malawi is still struggling in a lot of areas which include the education sector. The government has resulted in raising school fees beyond the reach of many poor families, thereby forcing many students to drop out of school. 85% of Malawian families depend on subsistence farming for their income and the proceeds are not enough to cater for family domestic needs and at the same time support children's education in addition to the high costs of farm inputs e.g fertilizer.

Shine Relief provides school fees to needy students alongside other provisions according to the need. Our Bursary officer looks after the spiritual, physical and academic needs of the pupils on the bursary scheme.

Bicycles are provided to students living 7 to 8 miles from school. Shine is involved in the maintenance of each bike – training the students to care for the bike is key.

STAFF IN MALAWI

Shine Relief Trust now employ eight people, based at Shine Village, to aid the work of the charity on site under the management and direction of Suzen Hastings and the board of Trustees in Malawi.

MONITORING AND EVALUATION

Accountability and transparency are of utmost importance to Shine. We monitor and evaluate all our activities, applying the learning to improve our delivery. There are a number of detailed ways in which we monitor our activities.

- Technical meetings are held monthly at Shine Village to review the work and evaluate our progress.
- Regular Skype and phone with the Chairman and Project manager provides an opportunity for us to discuss the projects development in Malawi.
- Regular reports are received from the Shine Director and staff which are discussed by the UK board at Quarterly Trustees meeting and feedback given.
- Trustees visits and international board meetings.

SHINE RELIEF TRUST

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 NOVEMBER 2016

A substantial portion our income comes through our regular supporters who give monthly by standing order into the bank and in most cases we then claim gift aid on those donations. We also receive several one off gifts throughout the year from a number of supporters. In addition we actively seek new and fresh ways to tap into new resources.

Fundraising Events April 2016 – November 2016

Events are organised each year to increase income, raise awareness and get more people involved in Shine Relief. Most activities take place in Hull and the surrounding area, however a plan to expand the area is under way. These events are promoted using posters and leaflets, which are handed out in the local community, posted directly to supporters or distributed to local businesses, churches and schools.

Events include Malawi Fridays and a Sponsored Walk along and over the Humber Bridge to Fair Ings Nature Reserve (North Lincolnshire). A great deal of thanks go to all the participants who endured heavy rain for most of the time of the walk, together with the corresponding walk up Zomba Mountain in Malawi, over £1,100 was raised.

Individual fundraisers

A number of individuals helped raise funds for the charity during the year, hosting BBQs, clothes Swaps and entering local charity runs, doing sponsored 10K runs and the Yorkshire Three Peaks challenge, which is greatly appreciated.

Income and support from the community

South Holderness Technology, Preston Years 5 and 6 held sponsored walks and a cake sale.

Springhead Primary School raised funds for the charity through a non-uniform day.

Donations from church groups in Hull and York have all played a big part in funding our work.

Grant Income from Trust funds

BEIT Trust gave a grant totalling £20,300 for use on the Childrens House. The Saga Trust also gave £4,500 to be used for the Childrens House. The Souter Trust gave £3,000 for general administrative purposes.

Local and international business support this year came from Acrosentec (South Korea) and UK LED Lighting.

CREATING AWARENESS

Facebook & Twitter was used extensively to share information and stories from Shine Relief Malawi, but also to promote events in the UK. Local media such as the Hull Daily Mail and BBC Radio Humberside were used as a medium to inform the wider public about Shine UK and Shine Malawi.

School and Church Visits - Shine visited South Holderness Technology College and held an inter-church prayer service at City Vision Church, Hull.

MONITORING

Regular reports from Malawi and weekly Skype, Phone and emails calls give us continuous dialogue and feedback on the projects development in Malawi. Our Board sees this as one of the most important tasks as accountability to overseas funding is always being scrutinised. A quarterly report and a set of accounts are sent as a matter of course with a full report and accounts at year end. A Trustee visit, with two volunteers, to Malawi took place in September 2016 and was self-funded.

INTERNSHIP

Mayeso Lazaro spent a number of months at the centre with the staff team and local leaders to help recognise the impact Shine Relief has had on the children in the area, he has produced a very helpful and useful report highlighting the positives and areas for improvement. The trustees of Shine Relief UK and Malawi express their thanks for Mayeso's work.

SHINE RELIEF TRUST

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2016

Financial review

Shine Relief Trust has maintained its overall income and increased support in new ways. This has been achieved by the hard work of the Trustees and a dedicated team of volunteers, who give and pray for Shine Relief to expand its work. In this period funding given to our partners in Malawi has supplied in excess of 110,000 meals for vulnerable children, cared for 8 child headed families, sponsored 11 teenagers through education, some in boarding School.

The Shine Village development has gone from strength to strength with farming and other agricultural projects starting to assist the community. Our Resource Centre now operational with running water and Solar PV electricity is being used to good effect. The grants given by the Beit Trust and Saga Trust have enabled the building of a Childrens' House, to provide shelter and a home for the child headed families looked after by Shine Relief.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Plans for the future

For the further development of the Charity:

On 1st December 2016 the assets, liabilities and activities of the charity were transferred, under the provision of the Trust Deed, to Shine Relief Trust, a Charitable Incorporated Organisation (CIO) registered in England and Wales (Charity Registration Number 1168458). The trustees plan to continue with the objectives and activities outlined above in the new CIO.

On behalf of the board of trustees

.....
P Irvin
Trustee
Dated:

SHINE RELIEF TRUST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SHINE RELIEF TRUST

I report on the accounts of the the trust for the year ended 30 November 2016, which are set out on pages 9 to 13.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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:

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

Michael Craughan
Fawley Judge & Easton
1 Parliament Street
Hull
HU1 2AS

Dated:

SHINE RELIEF TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 NOVEMBER 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2016 £
<u>Incoming resources from generated funds</u>					
Donations and legacies	2	21,817	-	21,817	33,016
Activities for generating funds		1,609	-	1,609	3,167
		<u>23,426</u>	<u>-</u>	<u>23,426</u>	<u>36,183</u>
Incoming resources from charitable activities	3	871	419	1,290	1,488
Other incoming resources	4	3,000	26,040	29,040	1,712
		<u>27,297</u>	<u>26,459</u>	<u>53,756</u>	<u>39,383</u>
<u>Resources expended</u>					
Costs of generating funds					
Costs of generating donations and legacies		-	-	-	46
Investment management costs		521	-	521	653
		<u>521</u>	<u>-</u>	<u>521</u>	<u>699</u>
Net incoming resources available		26,776	26,459	53,235	38,684
Charitable activities					
Shine Village		23,804	26,178	49,982	40,596
Governance costs		180	-	180	244
Total resources expended		24,505	26,178	50,683	41,539
Net income/(expenditure) for the year/ Net movement in funds		2,792	281	3,073	(2,156)
Fund balances at 1 April 2016		5,932	328	6,260	8,416
Fund balances at 30 November 2016		8,725	609	9,334	6,260

SHINE RELIEF TRUST

BALANCE SHEET

AS AT 30 NOVEMBER 2016

	Notes	2016 £	£	2016 £	£
Fixed assets					
Tangible assets	9		112		150
Current assets					
Debtors	10	-		389	
Cash at bank and in hand		9,401		5,901	
		<u>9,401</u>		<u>6,290</u>	
Creditors: amounts falling due within one year	11	(179)		(180)	
Net current assets			<u>9,222</u>		<u>6,110</u>
Total assets less current liabilities			<u>9,334</u>		<u>6,260</u>
Income funds					
Restricted funds			609		328
Unrestricted funds			<u>8,725</u>		<u>5,932</u>
			<u>9,334</u>		<u>6,260</u>

The accounts were approved by the Trustees on

.....
D Irvin
Trustee

SHINE RELIEF TRUST

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 NOVEMBER 2016

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 2011.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

2 Donations and legacies

	2016 £	2016 £
Donations and gifts	<u>21,817</u>	<u>33,016</u>

3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2016 £
Generated funds	<u>871</u>	<u>419</u>	<u>1,290</u>	<u>1,488</u>

4 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2016 £
Other income	<u>3,000</u>	<u>26,040</u>	<u>29,040</u>	<u>1,712</u>

SHINE RELIEF TRUST

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2016

5 Total resources expended

	2016	2016
	£	£
Costs of generating funds		
Costs of generating donations and legacies	-	46
Investment management costs	521	653
	<hr/>	<hr/>
Total	521	699
Charitable activities		
<u>Shine Village</u>		
Activities undertaken directly	46,025	33,348
Support costs	3,957	7,248
	<hr/>	<hr/>
Total	49,982	40,596
Governance costs	180	244
	<hr/>	<hr/>
	50,683	41,539
	<hr/> <hr/>	<hr/> <hr/>

Governance costs includes payments to the auditors of £180 (2016: £180) for independent examination fees.

6 Support costs

	2016	2016
	£	£
UK Administration	37	1,418
Staff costs	3,920	5,830
	<hr/>	<hr/>
	3,957	7,248
	<hr/> <hr/>	<hr/> <hr/>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2016	2016
	Number	Number
UK administration	1	1
	<hr/> <hr/>	<hr/> <hr/>

There were no employees whose annual remuneration was £60,000 or more.

SHINE RELIEF TRUST

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 NOVEMBER 2016

9 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2016 and at 30 November 2016	150
Depreciation	
At 1 April 2016	-
Revaluation	38
At 30 November 2016	38
Net book value	
At 30 November 2016	112
At 31 March 2016	150

10 Debtors	2016 £	2016 £
Other debtors	-	389

11 Creditors: amounts falling due within one year	2016 £	2016 £
Trade creditors	179	180

12 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 30 November 2016 are represented by:			
Tangible fixed assets	112	-	112
Current assets	8,792	609	9,401
Creditors: amounts falling due within one year	(179)	-	(179)
	<u>8,725</u>	<u>609</u>	<u>9,334</u>