



# The Sunday Centre Sheffield

## Annual Report For the Year 01/08/2019 - 31/12/2019

Status: Draft  
Date Issued: 18-02-2019

## **Administrative Information**

For the sixteen months from 10 August 2018 to 31 December 2019

## **Management Committee**

Steve Clark	Chair
Peter Herbert	Treasurer
Michael Burston	Secretary, Communications
Howard Parry	Kitchen Lead
Kelly Lingard	
Abigail Sherwin	
Laura Howson	
Robert Freeman	
Victor Mujakachi	

## **Registered Office**

% Victoria Hall Methodist Church  
Norfolk Street  
Sheffield  
S1 2JB

## **Charity Number**

1179514

## **Independent Examiner**

An independent examiner isn't required as The Sunday Centre's income is less than £25,000 per annum

**Committee's annual report  
For the sixteen months ended 31 December 2019**

The management committee, who are the trustees of the charity, submit their annual report and the financial statements for the period 10/08/2018 to 31 December 2019 inclusive.

**Structure, governance and management**

The Sunday Centre was registered as a Charitable Incorporated Organisation (CIO) by the Charity Commission on 10 August 2018.

The Sunday Centre is run by a voluntary management committee who are elected each year at the Annual General Meeting. Management committee members have no beneficial interest in the organisation and are not remunerated.

**Objects and Activities**

The objects of The Sunday Centre (CIO) are:

- To provide a safe, friendly, welcoming place and a meal for homeless and other people in need to come and congregate on a Sunday afternoon
- To provide signposting to other agencies and projects who can help our service users
- To work with other agencies and projects to improve help for homeless and other people in need in Sheffield
- To provide a good quality volunteering experience to our volunteers

The charity meets the needs of Sheffield's men and women who are homeless, rootless, marginalised and anyone in need on Sundays throughout the year; closing only for Easter Sunday and between Christmas Day and New Years Day. The Sunday Centre's user group is diverse and includes not only local homeless and other people in need but also refugees, asylum seekers, and new arrivals in the city.

The Sunday Centre provides a safe place for people on the streets to come on a Sunday when all other projects in the city centre are closed. This has immediate benefits for service users and also makes a contribution towards reducing risk to our service users and, from some, reduces their risk of anti-social behaviour i.e. they are in a safe managed space

We cater for up to 90 (and occasionally up to 100) guests each Sunday. However, we are not a project that is set up to do one to one work but if we can advise or signpost, we do.

We have good information about sources of professional help and support in the city (e.g. medical help, advice about housing, substance mis-use services) and can direct service users to those sources of help effectively

The management committee have taken due note of the Charity Commission guidance on public benefit.

## The Sunday Centre

### Achievements and performance

For this financial year, we opened the project on 2 September 2018 and since then have served anywhere between 80 and 90 guests each Sunday, with a record number of guests of over 100 during January and February 2019.

Assuming an average of 85 guests per week for the 68 Sundays that we were open throughout the time period covered by this report we provided a total of 5,780 meals.

Our kitchen staff cook enough meals for an anticipated 90 guests each Sunday.

We open the doors for the guests at 1:30pm each Sunday and then serve tea, coffee and soup until 2pm when we serve our guests a hot two course meal. Once the meal is out of the way we then go back to serving tea, coffee, etc. until about 3:15/3:30pm.

We also provide a variety of activities for our guests including: sudoku and word search puzzles, a craft table, snooker, and table football.

### Volunteers

Throughout the period covered by this annual report we have hosted 197 volunteers of which 133 were students from either University of Sheffield or Sheffield Hallam University. It is fair to say that we couldn't provide the service that we do without the participation of the students.

### Reserves Policy

The Sunday Centre aims to maintain reserves at a level that covers running costs for 12 months. This equates to approximately £20,000 per year.

### Approval Of Annual Report

The trustees declare that they have approved The Sunday centre's annual report for the financial reporting period 10 August 2018 to 31 December 2019.

Dated: 

Signed on behalf of the trustees:

Print Name:

Stephen Clark

Position Held:

Chair of Trustees



**Statement of Financial Activities**

**For the sixteen months from 10 August 2018 to 31 December 2019**

Bank Balance (as at 10/08/2018)	19,141.13			
Liabilities (b/fwd)				
		<b>Liabilities</b>	<b>0.00</b>	
Income				
Donations	21958.93			
Collecting Tins	795.38			
Total Income	22,754.31			
Expenditure				
SC Re-Imbursement Paid 10/08/18-31/12/19			17,186.14	Note 1
PH Re-imbursement			29.64	Note 2
Misc Management				
LG Time & Expenses			523.39	Note 3, Note 4
The Foundry (rent for hall)			5,707.03	Note 5, Note 6
Total Expenditure			23,446.20	
Balance (as at 31/03/19) - calculated		£18,449.24		
Balance (as at 31/03/19) - bank a/c		£18,449.24		

Note 1: Point 3: Amount Claimed was £17,189.00 but reimbursement amount was only £17,186.14. a discrepancy of -£2.86

Note 2: Expenditure on stationery and postage

Note 3: See itemised 10/08/18-2019 income & expenditure for details - Invoices 24&25 From 2018 + all 26 to 32 for 2019

Note 4: LG is Liz Grasso, our fund raiser - the only person who is financially reimbursed for the time and materials incurred undertaking this role on behalf of The Sunday Centre. Liz Grasso works freelance as an outside consultant and we buy in her services for the Sunday Centre.

Note 5: See itemised 10/08/18-2019 income & expenditure for details.

Note 6: The monies to The Foundry cover room rent each Sunday (@ £100 per Sunday) plus cost of recycling. Plus for this financial year 50% of cost of 6 half-sized tables for the committee (aka snooker) room