

Woodhouse & District Community Forum

(A Company Limited by Guarantee no. 05585391)

(Registered Charity no. 1112687)

FINANCIAL STATEMENTS

for the year ended 31 December 2017

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Woodhouse & District Community Forum

Committee report

Trustees

Howard Constable Chair
Maurice Birch
Graham Postello
James Turton
Alan Charlesworth
Joan Longstone-Hull
Jack Taylor

Principal Address

2 Goathland Place
Woodhouse
Sheffield
S13 7TE

Independent Examiner

Craig Williamson
White Rose Accounting for Charities
Castlemere
Castle Lane
Penistone
S36 6AN

Bank

Lloyds TSB
Woodhouse
Sheffield

Aims and organisation

The aims of the group are to further the interests, welfare and amenities of Woodhouse and District.

The group is a voluntary organisation administered by the Management Committee.

Membership of the group is open to any person or organisation living or located in the area who is interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the Management Committee.

Woodhouse & District Community Forum

Committee report continued for the year ended 31 December 2017

Reserves Policy

The charity has a policy of maintaining sufficient free reserves, which are not committed or invested in fixed assets, to meet any future redundancy costs which are calculated at £21,000. In addition the charity aim to hold unavoidable running costs for a period of at least 6 months in the event of grant income being withdrawn, on present expenditure levels £38,000

Based on these figures the Trustees aim to hold free reserves of £59,000

As at 31 December 2017 reserve stood at £36,166

Trustees responsibilities for the financial statements

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ observe the methods and principles in the Charities SORP FRS (102);
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

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

This report was approved by the Trustees on _____ and is signed on their behalf by:

Howard Constable
Chair

Woodhouse & District Community Forum

Independent Examiner's report on the Accounts of Woodhouse & District Community Forum for the year ended 31 December 2017

I report on the accounts of the company for the year ended 31 December 2017, which are set out on pages 6 to 8.

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 ne

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 Commission 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 principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have 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.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
Castlemere
Castle Lane
Penistone
S36 6AN

Date: _____

Woodhouse & District Community Forum

Statement of Financial Activities for the year ended 31 December 2017

	Notes	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
Income from	1				
Grants	2	-	130,835	130,835	122,694
Other Income		4,467	24,228	28,695	34,379
Total income		4,467	155,063	159,530	157,073
Expenditure					
Staff costs		1,770	101,753	103,523	108,217
Room hire			1,670	1,670	1,075
Training Fees & project costs		3,515	25,549	29,064	28,019
Utilities		-	453	453	634
Administration		-	814	814	424
Telephone		-	2,017	2,017	1,916
Insurance		1,011	-	1,011	938
Publicity		324	4,010	4,334	4,275
Accountancy and payroll		732	-	732	325
Legal fees		196	-	196	-
Travel		-	419	419	163
Volunteer expenses		-	6,587	6,587	-
Other expenditure		-	64	64	168
Total expenditure		7,548	143,336	150,884	146,154
Net (outgoing)/incoming resources		(3,081)	11,727	8,646	10,919
Transfer between funds		6,272	(6,272)	-	-
Total funds brought forward		32,975	53,656	86,631	75,712
Total funds carried forward		36,166	59,111	95,277	86,631

Woodhouse & District Community Forum

Balance Sheet

as at 31 December 2017

Company Number: 05585391

	Notes	2017 £	2016 £
Current Assets			
Debtors		18,315	-
Bank		77,297	86,956
Total current assets		95,612	86,956
Creditors: amounts falling due within one year			
Creditors	4	(335)	(325)
Total current liabilities		(335)	(325)
Net current assets		95,277	86,631
Total Assets		95,277	86,631
Represented by			
Unrestricted funds		36,166	32,975
Restricted funds		59,111	53,656
Total funds		95,277	86,631

For the year ending 31 December 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,

The directors acknowledge their responsibilities for complying with the requirements of the 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.

The financial statements are approved by the Board on _____ and signed on its behalf by:

Howard Constable
Chair

Woodhouse & District Community Forum

Notes to the accounts

for the year ended 31 December 2017

1 Accounting Policies

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Donation and fund accounting

Unrestricted funds comprise those funds which the trustees are free to use in accordance with the charitable objects.

Restricted funds are to be used for specific purposes laid down by the donor.

(c) Resources expended

Expenditure is included on an accruals basis.

2 Grants and incoming resources

	Unrestricted	Restricted	2017	2016
	£	£	£	£
The Big Lottery Grants Fund	-	68,754	68,754	68,573
Sheffield City Council	-	1,425	1,425	-
Sheffield City Council - ACL	-	1,245	1,245	-
Sheffield City Council - Adult Education Budget	-	9,000	9,000	-
Sheffield City Council - NLDC	-	5,250	5,250	21,000
Sheffield City Council - CWP	-	42,161	42,161	14,833
Sheffield City Council - Health Trainers	-	-	-	16,753
Sheffield City Council - Youth Forum	-	3,000	3,000	1,535
	<u>-</u>	<u>130,835</u>	<u>130,835</u>	<u>122,694</u>

3 Restricted fund movements

	Carried Forward from 2016	Incoming Resources	Resources Expended	Transfers between funds	Balance at 31 December 2017
ACL	9,892	22,433	(22,937)	-	9,388
Sheffield City Council - Adult Education Budget	-	9,000	(8,052)	-	948
Big Lottery	17,844	68,754	(65,264)	-	21,334
Community Wellbeing Programme	645	42,161	(26,604)	(8,537)	7,665
Garden Project	1,056	1,014	(757)	(700)	613
Health Trainer	717	-	-	(717)	-
Web Site	551	-	(128)	-	423
NLDC	8,977	5,250	(12,357)	(59)	1,811
Publicity	190	300	(151)	-	339
Youth Forum	178	3,387	(2,229)	700	2,036
Sheffield City Council - Health Trainers	2,794	-	(4,245)	1,451	-
Festive Lights	568	-	-	-	568
Library	9,280	2,764	(612)	1,590	13,022
Newsletter	965	-	-	-	965
	<u>53,655</u>	<u>155,063</u>	<u>(143,336)</u>	<u>(6,272)</u>	<u>59,111</u>

Woodhouse & District Community Forum

Notes to the accounts

for the year ended 31 December 2017

4 Creditors

These are amounts owed by the group but not paid during the accounting period.

It is in respect of:

	£
Accountancy	335
	<hr/>
	335

5 Fixed assets

In July 2015 the Forum took over the administration and running of the Community Gardens and in doing so acquired the following fixed assets:

Polytunnel purchase cost £2,000

Storage Shed / garage purchase cost £10,000

The Directors took the view not to include them on the balance sheet as donated assets

The market value of these good as at 31 December 2017 is valued at £3,000 (2016: £6,000)