

# **The Parson Cross Community Development Forum**

(Registered charity number 1102741)

(Company limited by guarantee. Registered Number 4626358)

## **financial statements**

**for the year ended 30 March 2020**

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# **The Parson Cross Community Development Forum**

## **Legal and administrative information**

### **Trustees**

Mr Ian Brown LLB	
Mrs Janet Bagshaw	Treasurer
Mrs Norma Ashmore	Chair
Leigh Bramall	
Mr Nigel Eyre	
Fr Martin Trask	Vice Chair
Mrs Sharon Berry	
Cyril Olsen	
Anthony Damms	

### **Company Secretary**

Mr Ian Brown LLB

### **Registered Charity number**

1102741

### **Company Ltd by Guarantee number**

4626358

### **Principal address**

St Thomas More Church and Community Centre  
56 Margetson Crescent  
Sheffield  
S5 9NB

### **Independent examiner**

Craig Williamson  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

### **Bank**

National Westminster  
72 Middlewood Road  
Sheffield  
S6 4PB

## **The Parson Cross Community Development Forum**

### **Trustees' report**

The Trustees present their annual report and financial statements for the year ended 30 March 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

### **Achievements and performance**

The Directors of Parson Cross Forum are pleased to present to you their 2019/20 Annual Report. The Forum has had a brilliant start to the year due to obtaining the National Lottery Reaching Communities Fund in December 2018. As a result, we have now been able to employ a Chef and Events worker for 30 hours per week. Simon has settled in well and has proven to be an asset to the Forum.

Staff have participated in training including additional Dementia Support training, Food Safety for Catering and First Aid including Defib training.

The Project Coordinator has had the opportunity to network more this year and become part of new strategic groups such as the Dementia Action Alliance and PKW Network meetings.

Staff have continued to be creative in the projects delivered and the services that they provide and have worked to address gaps in provision in the local area including setting up a new art for health group and a children's project, Superhero and Princess group. The Forum is now delivering around 20 activities per week.

The Forum still provides many different services to members of the community and organisations. We continue to deliver 2 highly successful lunch clubs to around 50 members per week.

We are now delivering 3 weekly dementia cafes, one funded through the People Keeping Well in their Community Southey Owlerton Partnership and two through the National Lottery Reaching Communities Fund. We have secured a further 21 month's tender from People Keeping Well in their Community, Southey Owlerton Partnership and the National Lottery will fund the other 2 cafes for the next 4 years. The cafes are for people living with early stage memory loss and their carers. The Memory Cafes have continued to be a huge success, with around 25-40 people attending each session.

We continue to deliver our much-needed weekly late stage dementia project JABADAO, funded through the National Lottery Reaching Communities Fund, also for another 4 years.

We have secured funding from Sheffield City Council, for a new interactive table for our Dementia groups, this is yet to be purchased, but will be a brilliant addition to the dementia services we offer.

This year has seen us stop working with the Lifelong Learning and Skills Council for our IT classes, due to huge changes in their contracts. We have however managed to secure funding elsewhere to continue to deliver these classes, including one for the visually impaired.

The Forum has fulfilled over and above every contract they have secured.

Over the past year some of the other organisations we have worked with includes SOAR, VAS, Sheffield University, Alzheimer's Society, ASDA, Carer's Centre, Local Nursing Homes, GP Medical Centres, Sheffield Mind, Ignite Imagination, Museum Sheffield, Age UK Sheffield, Enrichment for the Elderly, Intensive Nursing, Sheffield City Council.

We continue to hire out our rooms to various statutory organisations, including the North Locality.

## **The Parson Cross Community Development Forum**

### **Trustees' report**

We have organised several trips including a day trip to York, a 3-night summer holiday to Llandudno, a day trip to Whitby, a day trip to Oswaldtwistle Mill which included a Tom Jones Tribute act and a 3 night Turkey and Tinsel to Fleetwood.

We hosted a show called Grandma Remember Me. The show tells the story of a family living with Dementia and the day to day life of what this means for both the person living with dementia and the family around them. Invites for the show went out City wide and we had over 120 people attend, including our members, people from the local community, other organisations and our funders, the National Lottery. The show was greatly received with some fantastic feedback from the audience and Theatre Company. "Thank you so much for being such amazing hosts. Your passion shone through and we were blown away by your drive, commitment, and dedication. We also loved the cats and dancing to Karma Chameleon!!"

This year also saw us hold our first ever Drag Show, with permission from the Church. The event was a sell out and the feedback was amazing. We are now looking to have this as an annual event.

We delivered our two Christmas Lunch Clubs meals which included a visit from Father Christmas, two Boxing day party for services users and 4 large tea parties through various funding streams.

Counter Context are still looking to work with the Forum on rebranding and updating our website to make it more user friendly including mobile phone friendly

Parson Cross Forum continue to deal with issues that the Local Tenants and Residents Association would have originally dealt with since it folded and we are still working with the Sheffield City Council to see how we can incorporate the TARA into the Forum

As the Forum is in a prominent venue within the community, we are the first point of contact for residents as they do not know where to go or how to deal with issues that they face. The Forum envisages that this will significantly increase due to the recent announcement from the Governments about COVID-19 (March 2020).

And finally.....

This year Louise Ashmore was nominated for a Lifetime Achievement Award though Age UK Sheffield's Age Friendly Awards. Parson Cross Forum have also been nominated for the ITV News National Diversity Awards 2020, there are 64,000 nominees, so wish us luck!

### **The Reserves Policy:**

- Since securing the National Lottery grant the Trustees will now be reviewing their Reserves Policy in accordance with the change of financial responsibilities
- A proportion of reserves will be maintained in a readily realisable form.
- The currently reserve level will be assessed to ensure it cover's the necessary salaries, office expenditure and rent, and winding down costs, these would be drawn from both restricted and unrestricted funds as the risks apply to both heads.

### **Risk Management Policy:**

In assessing the risks, the Trustees measured the likelihood of occurrence and the severity of the impact on the work of the charity. The trustees make decisions based on minimising the impact of risk whilst maximising the charities ability to meet its objectives.

## **The Parson Cross Community Development Forum**

### **Trustees' report**

#### **Future Strategy:**

The Trustees need to build on the Forums achievements and dedicated memberships and continue to set out clear priorities for the future development of the Forum and the impact this has on staffing.

Taking into account our objectives the Trustees have set a forward planning strategy, which ensures continuity of staff, so that in the event of future funding becoming available we are still equipped to fulfil our aims and objectives and more.

- The plans for this forthcoming year include.
- To continue and promote the development of services and facilities at St Thomas More Community Centre
- To engage with the whole community and ensure that consultation is carried out on any new development projects
- To work with residents to ensure that the new house building project continues to fit in with the present landscape as well as dealing with the ongoing problem of fly tipping and any anti-social behaviour in our local community
- Directors to undertake Governance training over the next financial year.
- To look for new initiatives that will benefit the area and its residents including reducing social isolation and loneliness and offering a holistic health approach to some of our services
- To continue to develop our volunteer programme
- To explore new and future opportunities for promoting the work of the Forum.
- To offer services which will bring in sustainable income streams for the Forum
- To provide an information point for the public i.e. signposting
  
- To provide an administration service for the community and other organisations · Some of these objectives will have a higher priority than others, such as developing priorities that sustain the Forum, but it is our intention to have as much involvement as is physically possible in others.

## **The Parson Cross Community Development Forum**

### **Trustees' report**

#### **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;
- ☐ 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 2/11/2020 and is signed on their behalf by:

Norma Ashmore  
Chair of trustees



## **The Parson Cross Community Development Forum**

### **Independent Examiner's report on the Accounts of The Parson Cross Community Development Forum for the year ended 30 March 2020**

I report on the accounts of the company for the year ended 30 March 2020, which are set out on pages 8 to 11.

#### **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.

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 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  
The Ghyll  
Threapland  
Aspatia  
CA7 2EL

Date: 21/9/202

# The Parson Cross Community Development Forum

## Statement of financial activities for the year ended 30 March 2020

	Notes	Total 2020	Total 2019
<b>Incoming resources</b>		<b>£</b>	<b>£</b>
Grants and donations	1		
Activity income	2	119,398	74,280
Rental income		33,263	15,237
Young at Heart		30,357	30,572
Service charges		2,922	4,794
Bank interest		2,999	940
		10	19
<b>Total incoming resources</b>		<b>188,949</b>	<b>125,842</b>
<b>Resources expended</b>			
Staff	3	80,769	41,581
Travel		186	16
Premises and utilities		7,790	7,268
Equipment, repairs, maintenance and cleaning		5,800	8,250
Stationary, printing and postage		212	260
Social events and community services		44,947	24,166
Young at Heart		2,398	1,242
St Thomas Moore management and services		6,000	6,000
Accountancy & payroll		684	637
<b>Total resources expended</b>		<b>148,786</b>	<b>89,420</b>
<b>Net incoming/(outgoing)resources</b>		<b>40,163</b>	<b>36,422</b>
<b>Fund balances brought forward</b>		<b>63,007</b>	<b>26,585</b>
<b>Fund balances carried forward</b>	6	<b>103,170</b>	<b>63,007</b>



# **The Parson Cross Community Development Forum**

## **Balance Sheet as at 30 March 2020**

	Notes	2020 £	2019 £
<b>Fixed assets</b>		-	-
<b>Current assets</b>			
Balance at bank and cash in hand		103,670	63,507
Debtors	4	-	-
<b>Total current assets</b>		<b>103,670</b>	<b>63,507</b>
<b>Creditors: amounts falling due within one year</b>	5	(500)	(500)
<b>Net current assets/(liabilities)</b>		<b>103,170</b>	<b>63,007</b>
<b>Total assets less current liabilities</b>		<b>103,170</b>	<b>63,007</b>
<b>Net assets</b>		<b>103,170</b>	<b>63,007</b>
<b>Represented by</b>			
Unrestricted general fund		41,376	22,655
Designated funds		8,643	8,119
Restricted income fund	6	53,151	32,233
		<b>103,170</b>	<b>63,007</b>

For the period ending 30 March 2020 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.

This report was approved by the Trustees on 2/11/2020 and is signed on their behalf by:

Norma Ashmore  
Chair of trustees

*N Ashmore*

# **The Parson Cross Community Development Forum**

## **Notes to the accounts**

**for the year ended 30 March 2020**

### **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) Accounting for income**

Donations and sundry income are accounted for on receipts basis. Grant income and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

#### **(c) Accounting for purchases with an expected life of more than one year**

It has been considered prudent to write off the costs of such items in the year of purchase

### **2 Grants**

Grants received during the year were:-

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The Brelms Trust	4,160	4,160
Big Lottery Reaching Communities	78,382	39,145
Awards for All	10,000	9,025
Groundworks UK	-	1,452
D Oyle Charitable Trust	2,000	-
Sheffield City Council	10,568	5,680
Sheffield Town Trust	3,000	-
SOAR - Memory Café	10,312	13,398
Other grants and donations	1,476	1,420
	<b>119,898</b>	<b>74,280</b>

### **3 Staff numbers and costs:-**

	<b>£</b>
Wages and salaries	80,769
Employers National Insurance	-
	<b>80,769</b>

The average number of employees during the year was 2, all of whom were engaged in activities in furtherance of the objects of the charity.

No employees received emoluments in excess of £50,000 per year

Trustees are not remunerated. No trustees received reimbursement of out-of-pocket expenses.

## The Parson Cross Community Development Forum

### Notes to the accounts (continued) for the year ended 30 March 2020

#### 4 Debtors

These are services and expenses that have been paid for in advance but not used during the accounting period. They are in respect of:

	2020 £	2019 £
Debtors	-	-
	<u>-</u>	<u>-</u>

#### 5 Creditors and accruals

These are expenses owed by the group but not paid during the accounting period. They are in respect of:

	2020 £	2019 £
Creditors	500	500
	<u>500</u>	<u>500</u>

#### 6 Restricted funds

	Brought forward	Incoming resources	Outgoing resources	Closing balance 31/03/20
		£	£	£
Big Lottery Reaching Communities	27,850	78,382	(72,608)	33,624
The Brelms Trust	1,733	4,160	(4,160)	1,733
Awards for All	-	10,000	(6,274)	3,726
Groundworks UK	90		(90)	-
D Oyle Charitable Trust	-	2,000		2,000
Sheffield City Council	2,560		(2,560)	-
Sheffield City Council - Lunch Club	-	1,500	(1,500)	-
Sheffield City Council	-	1,568		1,568
Sheffield City Council	-	7,500	-	7,500
SOAR	-	10,312	(10,312)	-
Sheffield Town Trust	-	3,000	-	3,000
	<u>32,233</u>	<u>118,422</u>	<u>(97,504)</u>	<u>53,151</u>