

COMPANY REGISTRATION NUMBER: 05585391
CHARITY REGISTRATION NUMBER: 1112687

Woodhouse and District Community Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 December 2020

ALLEN, WEST AND FOSTER
Chartered accountants
2 Broomgrove Road
Sheffield
S10 2LR

Woodhouse and District Community Forum

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2020

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Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Reference and administrative details

Registered charity name	Woodhouse and District Community Forum
Charity registration number	1112687
Company registration number	05585391
Principal office and registered office	2 Goathland Place Woodhouse Sheffield South Yorkshire S13 7TE

The trustees

G Postello	
J Turton	
J Longstone-Hull	(Appointed 20 February 2020)
J Taylor (Vice Chair and Acting Chair)	
H Constable (Chair)	(Resigned 6 April 2021)

Independent examiner	Stephen Allen ACA FCCA 2 Broomgrove Road Sheffield S10 2LR
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Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined in the Companies Act 2006. The company was registered as a charity on 12 January 2006.

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1, for the debts and liabilities contracted before he/she ceases to be a member.

Trustees

The charity is governed by a board of trustees, which is responsible for the strategic direction of the charity, for establishing policy and for oversight of the project manager who is responsible for the day to day operation of the charity. Trustees are appointed by the board following consideration of the skills and experience required. All trustees shall retire at the AGM every third year after appointment but may be re-elected.

The trustees retiring at the upcoming AGM and offering themselves for re-election are J Turton and G Postello.

We have an experienced group of trustees; we are however aware we need to revise current and develop new services. We have therefore recruited the following trustees based on the skills and experience we felt we needed on the board to meet the emerging needs of our community:

Julie Coakley - Practice Manager Charnock Surgery, Primary Care Network representative
Amy Shephard - Woodhouse Juniors FC, SCC Early Years and Children Centre lead
Amanda Frost - Human Resources lead - GP Volunteer and Care Coordinator

All trustees receive an induction into their role by the Manager including training and development opportunities which include sessions around procurement and commissioning, safeguarding & safer recruitment, strategy and change management and financial management and controls. New trustees are provided with guidance from The Charity Commission such as CC3 The Essential Trustee, CC3a What's Involved and CC12 incorporating CC25 Charity Governance, Finances and Resilience - Trustee essentials.

Arrangements for setting remuneration of key management personnel

Woodhouse and District Community Forum does, from time to time, review staff pay scales in response to cost of living increases or recruitment challenges. When such a need arises, the charity board of trustees will consider the business case for a change in salary and it will be agreed and formally reviewed at a full trustee board meeting.

Charity structure

The trustees as charity trustees have control of the charity, its property and funds.

The trustees comprise the officers of the charity (chairperson, vice-chairperson and treasurer), up to 2 representatives of member organisations, up to 3 individual members and individuals co-opted under Article 3.8 of the Articles of Association.

The WDCF board of trustees/directors meet quarterly as an Executive and currently has a Woodhouse subgroup, Westfield subgroup, Mental Health sub group and a Dementia sub group. Staff numbers are now at the following level:

17 members of staff - 328.5 weekly hours
4 Full-time = 8.76 FTE's

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

We initiated and run the South East Sheffield "People Keeping Well" partnership, this is key to ensuring local services are available wherever possible. Over 30 partners come together bi-monthly. This facilitates collaborative working arrangements and an information exchange from all the major statutory and emergency services. Reports are circulated regarding local issues, gaps in services etc. Responses are formulated on a collaborative basis and initiatives developed and delivered. There is also a significant amount of collaborative work outside the meeting, for example when the Citizens Advice Bureau (CAB) have been overwhelmed by requests for support. They have now trained a number of our staff to be able to deal with many of the requests they do not have resources to deal with. This is a highly effective forum, designed to secure, share and maximise resources, fill the gaps in services and provide services locally.

Risk management

The trustees regularly identify and review the risks to which the charity is exposed to ensure appropriate controls are in place to provide a reasonable assurance against fraud and error.

Within its business plan the management committee conducted a review of the major risks which the charity is exposed to. A risk register has been established and is updated annually; ongoing risks are dealt with at directors' meetings. Where appropriate, systems or procedures have been established to mitigate the risks the company faces. Significant external risks to funding led to the development of a funding strategy and strategic plan which facilitates the diversification of funding and activities. This plan was renewed in 2018 and the trustees and manager worked with an external consultant to develop a new three-year strategy. Three years funding was secured from Tudor Trust to cover the exiting funding gap. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures and audits are in place to ensure compliance with legislation in relation to the safeguarding and health and safety of staff, volunteers, clients and visitors.

WDCF is due to relocate premises this year, our existing co-produced library and separate offices will be consolidated into a new purpose Community centre and Library. This will be in a purpose-built community centre, along with the ongoing response required for Covid -19 we are currently revising both our business plan and risk register.

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Objectives and activities

Objectives and aims

The aims of the charity are to further the interests, welfare and amenities of Woodhouse and district. More specifically, the objects of the Charity are the promotion for the public benefit of urban or rural regeneration in areas of social and economic deprivation in Woodhouse and District and elsewhere by all and any of the following means:

- The relief of poverty in such ways as may be thought fit
- The relief of unemployment in such ways as may be thought fit including assistance to find employment
- The advancement of education, training or retraining, particularly amongst unemployed people and providing unemployed people with work experience
- The provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business or to existing business
- The creation of training and employment opportunities by the provision of workspace buildings and/or land for use on favourable terms
- The maintenance, improvement or provision of public amenities
- The provision or assistance in the provision of recreational facilities for the public at large and/or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have been needed for such facilities
- The protection or conservation of the environment
- The provision of public health facilities and childcare
- The promotion of public safety and prevention of crime
- Such other means as may from time to time be determined subject to the prior consent of the Charity Commissioners for England and Wales.

The charity is a voluntary organisation administered by the board of trustees.

Membership of the charity 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 board of trustees.

Our Community

The figures below (the latest figures on the Index of Multiple Deprivation) give an indication of the deprivation and disadvantage in our community, we believe these will now have worsened significantly due to the most deprived areas suffering the most damaging effects of Covid-19. We have set out our plans to deal with this at the end of this report.

We have taken the figures below from the 2019 DCLG IMD, LSOA Sheffield 049D (the exact location of our new base).

Overall Index of Multiple Deprivation 270, out of 32,844
Income Deprivation ranked 666 out of 32,844
Employment Deprivation ranked 30 out of 32,844
Education, Skills and Training ranked 2506 out of 32,844
Health, Deprivation and Disability Domain 23 out of 32,844
Crime Domain 317 out of 32,844
Income deprivation affecting children index ranked 3,042 out of 32,844
Income deprivation affecting older people index, ranked 2793 out of 32,844

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Achievements and performance

Review of activities for the year ended 31 December 2020

This has been the most challenging year in our existence. We have seen the increasing need for our services over previous years, this has been due to increasing marginalisation and disadvantage caused by the relentless, ongoing austerity cuts. This had led to centralisation and reduction of services available locally, the end result is many in our community now find these services inaccessible. These circumstances are challenging, we then felt the need to revise all our services to support our community through the Covid - 19 pandemic and restrictions.

With so many vulnerable service users we planned an immediate revision of services. The week prior to lockdown, we met as a team everyday and planned how we would adapt our programme of delivery to meet community need. By the time the restrictions announcement was made, we were able to 'hit the ground running' and support our communities straight away by making wellbeing calls, doorstep deliveries, activities over zoom and coordinating emergency food parcels.

We employ neighbourhood learning champions and neighbourhood wellbeing workers. They attend local meetings, visit playgroups, doctors' surgeries etc, their purpose is to make activities accessible to those who would not normally attend health and wellbeing or learning opportunities. We revised their roles, we contacted all existing beneficiaries to ensure they continued to receive support, enabling people to attend online, doorstep visits, telephone calls etc, and recruiting new beneficiaries through targeted advertising, word of mouth etc.

With staff working from home, we instigated weekly zoom meetings, this facilitated contact with each other, and the Manager made individual WhatsApp calls to check on the wellbeing of staff. The volunteer coordinator and Manager were both in contact with the volunteers, most of whom were shielding.

Zoom licenses were purchased facilitating continued delivery, we carefully coordinated and planned so that we could still progress despite working from home, and also take into account the wellbeing needs of staff and volunteers and avoiding 'burn out'.

Careful organisation allowed us to make over 280 wellbeing calls each week for the first 2 months. This number slowly increased with new referrals from Adult Social Care and Age UK. As time progressed calls became longer as people became more isolated and feeling the need to talk more. We subsequently decided to develop people's personal resilience by, working out who lived near who, and what interests people had. We then sought permission to pass on telephone numbers and formed groups of 4 or 5, 5, they then took it in turns to ring each other. Providing each other with support, and with our input, they formed a good neighbour scheme, making sure each person had the provisions they needed. It's great to see that they are still doing this now and also meeting for coffee in the local tea rooms once a week (when it was allowed). This has facilitated us being able to focus more on those who badly needed our help, and diverting to them any assistance from other organisations, or making referrals to other services. By building personal resilience in people, this number went down from 280 to 139, avoiding dependency in some form or other.

We have worked with local mutual aid groups, food banks and other grass roots organisations to provide a generous leadership model, coordinating services, not duplicating them. We play a key role in empowering individuals, organisations and communities, by working together to support each other in responding to the challenges they face. This has involved coordinating efforts to our community and having a clear route for referral. Additionally, we designed, printed, posted or hand delivered 250 activity packs for our service users that were unable to attend our virtual activities, we delivered strawberries and cream over Wimbledon fortnight, and wrote postcards over the summer months of July and August. Our Community Dementia Advice Service has kept in contact with an additional 45 clients, supporting them and their families through this period. We have also continued to deliver Dementia Friends Awareness via zoom to other community organisations.

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Year ended 31 December 2020

We revised our adult learning classes ensuring all current and new participants were able to continue receiving support throughout lockdown, this resulted in:

ICT x 4 classes = 24 learners

English x 2 classes of learners over google classroom = 20 learners

Maths x 1 class of learners over google classroom. This tutor has also created a maths club = 8 learners

Store-cupboard Cooking x 1 class over zoom and posting pictures of their completed dishes on our social media pages = 8 learners

Yoga x 2 evening classes over zoom = 30 learners

Tai Chi x 3 Classes using Zoom, as well as individual audio/facetime sessions for blind institute students = 27 learners

The adult learning team have been in contact every 2 weeks with an additional 75 of our learners. We extended learning for our learners who were able to take part by email, zoom or post, depending on the needs of individuals. In the first 3 months of this year, we had already engaged with 103 new people in our community.

The continuation of our health and wellbeing activities and the development of new ones has seen the biggest growth in new engagements - we moved our weekly Love Sport group to zoom and had more people attend, we developed a new weekly carer's zoom, and a new weekly women only social group over zoom. Our movement instructor kept in touch with the care homes we work in to make sure they also had activities to do for their residents. We are launching a new 'Family Learning Café' over zoom, which is designed for parents who believe their child is struggling with their schoolwork since returning to school after lockdown, and any other issues parents want to discuss in a safe environment.

We have achieved the following attendances by referrals from the social prescribing team and supporting new and existing beneficiaries to use digital devices.

Carers Zoom - 13

Women's Social zoom - 7

Chair-based Exercise - 116 attendees each week

Chair-based Exercise in Sheltered Housing - 15

Chair-based Exercise in Care Homes - 50

Love Sport - a discussion and reminiscence group based round sport - 6

This has transformed some of these people's lives, they tell us being able to interact with others has been the most important facet. Additionally, as well as improving their physical and mental Health, they are now able to use face time, contact friends and relatives as well as all the other benefits of surfing the net.

There has also been significant collaborative work outside the activity reported. When it looked as though we were reaching capacity, we enlisted the help of South Yorkshire Police, their PCSO's helped us to collect and deliver medication to vulnerable community members. South Yorkshire Fire and Rescue staff who were shielding helped us make some of the more straightforward wellbeing calls. This worked really well.

We have collaborated with the Ranger Service to use our local Green Space for Dementia, Early Years and Intergenerational walks. Working with Sheffield Dementia Action Alliance, we have designed a route to allow people living with dementia to take part and provide a memory café at the end of their walk (when allowed). The Ranger Service have also received funding to make the green space more user friendly, we were invited to assist and co-produce plans as to where benches should go, how where should platforms be to allow people in wheelchairs to go pond dipping with their carers etc. From our Community Garden, we will grow flowers to plant in their new project to build pollinator plots to attract insects. Volunteers and staff working on the Early Years walk, have co-produced a route with parents and their toddlers. We will provide educational activities and a snack at the end of the route. This is part of the Walking for Purpose initiative partnering "Move More".

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

The CAB have been overwhelmed by requests for support, they are now training a number of our staff to be able to deal with many of the requests they do not have resources to deal with, such as completing PIP, Universal Credit and Housing enquiries. We will provide this work under the Citizen's Advice Bureau (CAB) banner. The benefit to the community is more important to us than the WDCF "brand recognition".

We have rebranded our outdoor activities with Green Prescribing to match our Social Prescribing activities. This has been done with the assistance of one of our GP's. We started a digital inclusion project; this has been pivotal in reducing isolation and enabling people to live more independent lives. There are a significant number of people in our community without digital skills or access to equipment. This has resulted in us securing funding for 10 laptops, 12 tablets and portable WIFI equipment. We now intend to loan out the equipment on a 10/12 week booking system. ICT support/training is also built into this project. We anticipate this will be incorporated to a number of projects as we progress.

We have also attended weekly strategic partnership meetings with Local Authority heads of services delivering in our area, as well as weekly community partnership meetings enabling us to target services to different sections of our community previously unknown to us.

Our South East Sheffield People Keeping Well Partnership did not meet after February as all services were being stretched. However, we have kept in touch with all partners and produced a 'One Stop' booklet detailing what service was being delivered and what had ended. This was invaluable to staff when making their wellbeing calls. The partnership met in September for the first time since the restrictions, despite pandemic conditions 15 organisations attended, we used the opportunity to identify the greatest problems the community were facing. Where available resources were directed to the most critical areas, where not key agencies were alerted to issues of concern. The fact that 15 organisations attended amid the pandemic is an indicator how valuable people and organisations find this partnership.

Financial review

Reserves policy

We have referred to the charitable company's requirements for reserves in relation to the main risks to the organisation. We have decided that unrestricted funds amounting to approximately six to nine months of normal expenditure should be our target so that in the event of a significant drop in funding the current activities may be continued.

At 31 December 2020, unrestricted reserves were £72,276 (2019: £62,904) representing 3.0 months running costs (2019: 3.0 months).

Figures above demonstrate our current position related to this and the effort required to achieve our target figure. This will require us to increase or current level of reserves, this will be one of the CEO's targets.

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Plans for future periods

The ramifications of the pandemic, adding to the continued effect of austerity, has exposed, and amplified every unmet need in the community. We have continually revised services to meet this need, we are now revising our long-term strategy and organisational capacity to match this.

We know most of the areas which our community will require support in, this will include:

- Physical and mental health
- Training and learning
- Debt and personal financial management
- Job seeking & employment support
- Isolation, restoring confidence and the ability to re-join mainstream activities
- Fractured community networks and lack of support

Some of our existing programmes meet this need, they will require some revision to take into account the new circumstances facing people. For example, people will require confidence building measures to engage - we may have to provide a dual track approach of digital and in person meetings. We are currently reviewing all our options. For other programmes such as job seeking, longer term unemployment, we will need to seek further resources.

Our new community centre and library which will operate from summer this year brings with it significant opportunities. It is situated a few footsteps from the shopping centre and near the job centre. We see the potential to engage and support an additional new cohort of people who will pass our doors. We are planning to use our opening few weeks to hold a community wide consultation, from this we will make any service revisions necessary whilst making our community centre and library accessible. We are planning easy access taster sessions for our health and our training activities. We will use the new Library as we did the old one, it will be the base for our volunteers, our gardening project, community walks, engaging the community, and a place where people can come for information and support. It will be a true community hub.

One example of our meeting the emergent community need is the Primary and Community Mental Health Project. We attended some Mental Health workshops earlier in the year and successfully secured funds to deliver a mental health project. We are now in the process of appointing a Mental Health Community Development Worker who will work closely with the Primary Care Mental Health Team of Mental Health Nurses, Psychologists and Community Connectors, co-producing and delivering activities in the areas of need and closed activities for those in our community suffering with Severe Mental Illness. This a 2-year project with our third partner, Sheffield Mind, previous partners with our suicide prevention project. Our new location will give us the platform to attract people who need support and easy access to engage.

Our South East Sheffield People Keeping Well Partnership has drawn plaudits from agencies and the Local Authority. Many of them have testified to the benefit of this partnership, improving and making services accessible and joined up. This contributes to our remit to work strategically and operationally, to grow the spread of the business and encourage generous leadership models in new Community Leaders who, will be able to further embed our approach in the community, speak on behalf of local people in advocating for their needs, design services to meet those needs, and hold other decision makers accountable. This whilst increasing the support available to people where they need it, and increasing participation in community activities and services.

The 106 members of the People Keeping Well Partnership include all the major agencies, we use joint working and collaboration opportunities to successfully deliver benefits to our residents. Such is the success of this that neighbouring areas now join our meetings; they understand the benefits and want the benefits to spread to their areas. We are in discussion with them, we live and operate side by side, we know empowering their community empowers us. We are currently drawing up a framework of how we can share our experience and expertise with our neighbours. We anticipate submitting an application to

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

the The National Lottery Community Fund (TNLCF) Partnerships programme later in the year, this will be based on growing the capacity and understanding of other neighbouring community organisations, enabling us all to provide a more coherent support and voice for our communities.

The board have analysed our capacity, our income has grown in the past three years to £426,386 in 2020. We have many different programmes including;

- Physical and Mental Health outreach and centre based services
- Accredited and non-accredited training programmes
- Digital inclusion programmes
- Dementia Cafes
- Exercise classes, chair-based exercise, dance, yoga
- Gardening project
- Reading friends for the elderly
- Community Walks
- Volunteer programme - 56 volunteers across all projects
- Community Centre and Library
- South East Sheffield people Keeping Well Partnership - links with agencies to influence services

Following board analysis, we have decided the way forward is to appoint a CEO, our current Manager retires at the end of the year and is fully supportive of this process. The main remit will be all the usual strategic and operational duties associated with such a post. Some of the particular aspects will relate to maximising the benefits of the new community centre and library, providing support and guidance for the board, engaging and supporting the Woodhouse Community, working collaboratively with neighbouring communities and organisations sharing skills and expertise. Continue to develop the Keeping Well Partnership, strengthening relationships with smaller groups and businesses through to the emergency services and Local Authority.

To ensure the success of the Community centre and Library the new CEO will be charged with securing funding/financing a post of Library and Learning Manager. A preliminary search for funders has begun, this post is important in meeting some of the emerging needs of our community post pandemic.

The other main factor will be promoting the sustainability of WDCF. The previously referred to network and partnership strengthening will contribute to sustainability, there will also be an expectation of securing funding/finance and developing independent income streams. To this end we are now in the third year of a Tudor Trust funded programme, we will make a further application to fund a three-year CEO post. Although this is not guaranteed they have reassured us they are pleased with the progress we made under their current funded programme. Our proposal will be based on the needs of our community and will be a development of the current programme, and our need to grow our capacity to maximise benefit for ours and surrounding communities.

Summary

Despite the continuing austerity and the unprecedented demand and need to revise our services due to the pandemic, we feel we have supported our community well. We have provided appropriate support when required, this has been critical to overcoming the disadvantage they face, and to access new opportunities.

This has been a valuable learning experience for us, we now know we can adapt quickly, our next challenge is to revise services yet again so we can build confidence and offer reassurance to those who will be nervous of mixing with others freely. We may have to offer a twin track approach of digital and in person. We have extended our community reach with food programmes, linking people up etc, we now will seek to maintain this.

Many of our staff are employed through learning and health contracts, we plan to maintain and increase

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

these contracts. We are reaching the end of a valuable three-year funded project with Tudor Trust, we will seek to secure our three year CEO post through them. This will be to enable us to manage the significant growth required to meet the increased community need. We will also identify and seek funding for the Library and Learning post. In this past year we have laid the foundations and have plans in place for the growth of WDCF. This is not growth for growth's sake, it is to enable us to support our disadvantaged and vulnerable community members, and to support neighbouring communities for us to work together cohesively for community wide benefit.

Public Benefit

We have referred to The Charity Commission's guidance on public benefit when reviewing our aims and objectives and in planning our future activities. We have considered how our activities contribute to our set aims and objectives, we are satisfied we meet the public benefit requirement as stated in charity law.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 31 March 2021 and signed on behalf of the board of trustees by:



J Taylor (Vice Chair and Acting Chair)
Trustee

Woodhouse and District Community Forum

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Woodhouse and District Community Forum

Year ended 31 December 2020

I report to the trustees on my examination of the financial statements of Woodhouse and District Community Forum ('the charity') for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Stephen Allen ACA FCCA
Independent Examiner

2 Broomgrove Road
Sheffield
S10 2LR

Woodhouse and District Community Forum

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Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	1,700	423,648	425,348	239,876
Charitable activities	6	1,810	2,228	4,038	9,318
Total income		<u>3,510</u>	<u>425,876</u>	<u>429,386</u>	<u>249,194</u>
Expenditure					
Expenditure on charitable activities	7,8	27,067	263,650	290,717	253,215
Total expenditure		<u>27,067</u>	<u>263,650</u>	<u>290,717</u>	<u>253,215</u>
Net income/(expenditure)		<u>(23,557)</u>	<u>162,226</u>	<u>138,669</u>	<u>(4,021)</u>
Transfers between funds		32,929	(32,929)	—	—
Net movement in funds		<u>9,372</u>	<u>129,297</u>	<u>138,669</u>	<u>(4,021)</u>
Reconciliation of funds					
Total funds brought forward		62,904	194,836	257,740	261,761
Total funds carried forward		<u>72,276</u>	<u>324,133</u>	<u>396,409</u>	<u>257,740</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 14 to 23 form part of these financial statements.

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Statement of Financial Position

31 December 2020

	Note	2020 £	2019 £
Current assets			
Cash at bank and in hand		398,209	258,120
Creditors: amounts falling due within one year	12	1,800	380
Net current assets		396,409	257,740
Total assets less current liabilities		396,409	257,740
Net assets		396,409	257,740
Funds of the charity			
Restricted funds		324,133	194,836
Unrestricted funds		72,276	62,904
Total charity funds	14	396,409	257,740

For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 31 March 2021, and are signed on behalf of the board by:

J. Taylor

J Taylor (Vice Chair and Acting Chair)
Trustee

The notes on pages 14 to 23 form part of these financial statements.

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Notes to the Financial Statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 2 Goathland Place, Woodhouse, Sheffield, South Yorkshire, S13 7TE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Grants			
Police and Crime Commissioner	—	—	—
Sheffield City Council - Adult Community Learning	—	36,178	36,178
Sheffield City Council - Adult Education Budget	—	18,346	18,346
Sheffield City Council - Clean Our Streets	—	—	—
Sheffield City Council - Community Wellbeing Programme	—	140,440	140,440
Sheffield City Council - People Keeping Well	—	34,599	34,599
Sheffield City Council - Youth Forum	—	1,195	1,195
Tudor Trust	—	10,000	10,000
Woodhouse Health Surgery	—	20,000	20,000
Mental Health Transformation Project	—	65,810	65,810
Move More	—	8,888	8,888
Jaunty Springs Medical Centre	—	76,821	76,821
Other grants	1,700	11,371	13,071
	<u>1,700</u>	<u>423,648</u>	<u>425,348</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Grants			
Police and Crime Commissioner	—	22,500	22,500
Sheffield City Council - Adult Community Learning	—	29,932	29,932
Sheffield City Council - Adult Education Budget	—	18,000	18,000
Sheffield City Council - Clean Our Streets	—	10,000	10,000
Sheffield City Council - Community Wellbeing Programme	—	72,885	72,885
Sheffield City Council - People Keeping Well	—	42,864	42,864
Sheffield City Council - Youth Forum	—	1,500	1,500
Tudor Trust	—	20,000	20,000
Woodhouse Health Surgery	—	10,000	10,000
Mental Health Transformation Project	—	—	—
Move More	—	—	—
Jaunty Springs Medical Centre	—	—	—
Other grants	12,195	—	12,195
	<u>12,195</u>	<u>227,681</u>	<u>239,876</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Other income	<u>1,810</u>	<u>2,228</u>	<u>4,038</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Other income	<u>3,726</u>	<u>5,592</u>	<u>9,318</u>

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Management and charitable costs	25,267	263,650	288,917
Support costs	1,800	—	1,800
	<u>27,067</u>	<u>263,650</u>	<u>290,717</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Management and charitable costs	18,765	234,101	252,865
Support costs	349	—	350
	<u>19,114</u>	<u>234,101</u>	<u>253,215</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2020

8. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2020	Total fund 2019
	£	£	£	£
Management and charitable costs	288,917	—	288,917	252,865
Governance costs	—	1,800	1,800	350
	<u>288,917</u>	<u>1,800</u>	<u>290,717</u>	<u>253,215</u>

9. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,800</u>	<u>380</u>

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	184,861	125,555
Social security costs	24,870	24,809
Employer contributions to pension plans	2,257	1,682
	<u>211,988</u>	<u>152,046</u>

The average head count of employees during the year was 17 (2019: 14). The average number of full-time equivalent employees during the year is analysed as follows:

	2020 No.	2019 No.
Administration	<u>9</u>	<u>8</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

11. Trustee remuneration and expenses

No remuneration was paid to the trustees of the charity (2019: £Nil).

No expenses were paid to the trustees of the charity (2019: £Nil).

12. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	<u>1,800</u>	<u>380</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2020

13. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,257 (2019: £1,682).

14. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2020	Income	Expenditure	Transfers	At 31 Dec 2020
	£	£	£	£	£
General funds	62,904	3,510	(27,067)	32,929	72,276

	At 1 Jan 2019	Income	Expenditure	Transfers	At 31 Dec 2019
	£	£	£	£	£
General funds	66,097	15,921	(19,114)	—	62,904

Restricted funds

	At 1 Jan 2020	Income	Expenditure	Transfers	At 31 Dec 2020
	£	£	£	£	£
Adult Community Learning	2,249	36,178	(11,964)	(10,443)	16,020
Awards for All - Supporting Locally	5,150	—	(4,758)	—	392
Sheffield City Council - Adult Education Budget	6,324	18,346	(14,939)	—	9,731
Big Lottery	—	—	—	—	—
Clean Our Streets	4,900	—	—	(4,900)	—
Community Wellbeing Programme	37,487	140,440	(34,621)	(73,778)	69,528
Digital Inclusion	5,660	—	—	—	5,660
Garden Project	135	200	(145)	1,500	1,690
GP Volunteers	14,978	20,000	(19,026)	—	15,952
Web Site	—	—	—	—	—
People Keeping Well	49,802	34,599	(54,768)	51,088	80,721
Police and Crime Commissioner	20,000	—	(20,000)	—	—
Publicity (Peter)	177	—	—	—	177
Publicity	190	—	—	2,000	2,190
Youth Forum	—	1,195	(335)	(860)	—
Tudor Trust	20,000	10,000	(20,827)	827	10,000
Festive Lights	68	305	—	—	373
Library	27,716	1,278	(501)	106	28,599

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

14. Analysis of charitable funds *(continued)*

Co-op Health	—	3,380	(915)	—	2,465
Jaunty Springs Medical Centre	—	77,771	(79,879)	2,108	—
Mental Health Transformation Project	—	65,810	—	—	65,810
Move More	—	8,888	—	—	8,888
Link Workers	—	7,486	(972)	(577)	5,937
	<u>194,836</u>	<u>425,876</u>	<u>(263,650)</u>	<u>(32,929)</u>	<u>324,133</u>

	At 1 Jan 2019 £	Income £	Expenditure £	Transfers £	At 31 Dec 2019 £
Adult Community Learning	6,072	29,932	(33,765)	—	2,249
Awards for All - Supporting Locally	6,500	—	(1,350)	—	5,150
Sheffield City Council - Adult Education Budget	2,269	18,000	(13,945)	—	6,324
Big Lottery	2,665	—	(2,665)	—	—
Clean Our Streets	—	10,000	(5,100)	—	4,900
Community Wellbeing Programme	2,146	72,885	(37,544)	—	37,487
Digital Inclusion	6,000	—	(340)	—	5,660
Garden Project	375	—	(240)	—	135
GP Volunteers	20,000	10,000	(15,022)	—	14,978
Web Site	135	—	(135)	—	—
People Keeping Well	100,353	42,864	(93,415)	—	49,802
Police and Crime Commissioner	—	22,500	(2,500)	—	20,000
Publicity (Peter)	252	—	(75)	—	177
Publicity	2,228	—	(2,038)	—	190
Youth Forum	1,589	1,500	(3,089)	—	—
Tudor Trust	18,333	20,000	(18,333)	—	20,000
Festive Lights	568	—	(500)	—	68
Library	26,179	5,592	(4,055)	—	27,716
Co-op Health	—	—	—	—	—
Jaunty Springs Medical Centre	—	—	—	—	—
Mental Health Transformation Project	—	—	—	—	—
Move More	—	—	—	—	—
Link Workers	—	—	—	—	—
	<u>195,664</u>	<u>233,273</u>	<u>(234,101)</u>	<u>—</u>	<u>194,836</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

14. Analysis of charitable funds *(continued)*

The purposes of and restrictions imposed on each individual fund are as follows:

Tudor Trust - Contribution to Managers salary

Co-Op - To deliver Community Health Activities

Adult Community Learning (ACL) - Community Education- Held for Sheffield City Council to deliver programme of learning. Paying for tutors and learning resources

Adult Education Budget (AEB) - Community Education to deliver engagement activities, attract/support people into training. This fund employs one Learning Champion

People Keeping Well - Contract with Sheffield City Council (SCC) to deliver services in South East Sheffield. Resilient Communities employing a Health Development Worker whilst work to to deliver SCC dementia contract for Community Dementia Advice Service employs a Dementia Advisor and Dementia Administrator. Early Years contract to deliver Volunteer support in early years settings

Digital Inclusion - Enabling people to access health support, prescriptions, appointments etc

Awards for All - To provide support for Business Planning, Governance Training, Funding Advice and Trustee support

Clean our Streets - Funding to enable environmental projects

Community Wellbeing Programme - To provide a health and wellbeing service - this fund employs 3 Health & Wellbeing Practitioners, Movement Instructor and a Garden Manager

Garden Project - Funding to buy equipment and other resources required to keep the garden for community use

Police and Crime Commissioner - Funding for a Youth Project in Woodhouse

Publicity Funding - to allow the forum to promote its activities, meetings and events

Website Money - to enable the forum to keep its website information up to date

Publicity (Peter) - Funding for our local historian to use as he documents the changing spaces in the area

Youth Forum - Funding for youth projects

Festive Lights - Funding for Christmas lights in the community

Library Funds - Raised for library projects

Jaunty Springs - From Primary Care Network for payment of Link worker salaries

Move More - Funding to set-up and deliver activities in the area

Link Workers - Funds from Primary Care Network for resources, consumables etc for link worker role

GP Volunteers, Contract with Primary Care Network (NHS) - To provide a volunteer base for duties in the Primary Care Network of Townships 1&2 - drivers, admin etc. This fund employs one Volunteer Coordinator

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2020

14. Analysis of charitable funds (continued)

Primary and Community Mental Health Transformation Project (PCMHTP) - Supporting better mental health. The contract to deliver this service is with Primary Care Sheffield. Includes salary funding for one Community Development Worker (mental health).

The purposes of the material transfers made to or from the restricted funds are as follows:

Adult Community Learning - £10,443 was transferred out with the agreement of the funder to use for similar charitable purposes of delivering community learning within the South East area of Sheffield, and paying the salaries of sessional staff to allow this to happen.

Clean Our Streets- £4,900 was transferred out with the agreement of the funder to be used for the same charitable purpose of litter picking, environmental issues, and keeping our streets clean and tidy. Community litter picking groups will benefit from the remaining funding.

Community Wellbeing Programme - £73,778 was transferred out with the agreement of the funder to be used for the same charitable purpose of delivering health and well-being activities in the 2 partnership areas of Townships 1&2 as well as increasing staff hours.

People Keeping Well - £51,088 was transferred in to allow the project to deliver it's aims and objectives.

15. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	74,076	324,133	398,209
Creditors less than 1 year	(1,800)	—	(1,800)
Net assets	72,276	324,133	396,409

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	63,284	194,836	258,120
Creditors less than 1 year	(380)	—	(380)
Net assets	62,904	194,836	257,740

16. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2020 £	2019 £
Financial assets measured at fair value through income and expenditure		
Financial assets measured at fair value through income and expenditure	398,209	258,120

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

16. Financial Instruments *(continued)*

	2020 £	2019 £
Financial liabilities measured at fair value through income and expenditure		
Financial liabilities measured at fair value through income and expenditure	<u>1,800</u>	<u>380</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Management Information

Year ended 31 December 2020

The following pages do not form part of the financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 December 2020

	2020 £	2019 £
Income and endowments		
Donations and legacies		
Police and Crime Commissioner	—	22,500
Sheffield City Council - Adult Community Learning	36,178	29,932
Sheffield City Council - Adult Education Budget	18,346	18,000
Sheffield City Council - Clean Our Streets	—	10,000
Sheffield City Council - Community Wellbeing Programme	140,440	72,885
Sheffield City Council - People Keeping Well	34,599	42,864
Sheffield City Council - Youth Forum	1,195	1,500
Tudor Trust	10,000	20,000
Woodhouse Health Surgery	20,000	10,000
Mental Health Transformation Project	65,810	—
Move More	8,888	—
Jaunty Springs Medical Centre	76,821	—
Other grants	13,071	12,195
	<u>425,348</u>	<u>239,876</u>
Charitable activities		
Other income	4,038	9,318
	<u>4,038</u>	<u>9,318</u>
Total income	<u>429,386</u>	<u>249,194</u>
Expenditure		
Expenditure on charitable activities		
Wages and salaries	184,861	125,555
Employer's NIC	24,870	24,809
Pension costs	2,257	1,682
Rent	448	1,890
Light and heat	—	53
Insurance	950	1,788
Motor vehicle expenses	1,490	2,697
Legal and professional fees	2,756	1,244
Telephone	3,873	2,508
Other office costs	1,309	2,938
Publicity	275	1,935
Training fees and project costs	67,628	86,116
	<u>290,717</u>	<u>253,215</u>
Total expenditure	<u>290,717</u>	<u>253,215</u>
Net income/(expenditure)	<u>138,669</u>	<u>(4,021)</u>