

# **Tinsley Forum**

**(Registered Charity number 1131895)**

**(Company Ltd by Guarantee Number 3881700)**

## **FINANCIAL STATEMENTS**

**for the year ended 31 March 2021**

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## **Tinsley Forum**

### **Company Information**

#### **Trustees**

T K Calvert	Chair
E Finbow	Treasurer
S Sutherland	Secretary
N Akhtar	
Z Naz	
K Iqbal	

#### **Company Number**

3881700

#### **Charity Number**

1131895

#### **Registered Office**

Tinsley Onestop Shop  
120 - 126 Bawtry Road  
Tinsley Onestop Shop  
Sheffield  
S9 1UE

#### **Bank**

Lloyds TSB Bank plc  
14 Church Street  
Sheffield,  
S1 1HP

#### **Independent Examiner**

White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

### **Trustees' report continued**

The Trustees present their annual report and financial statements for the year ended 31 March 2021 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.

#### **Structure, governance and management**

The organisation is a registered charity and a company limited by guarantee. The company was registered as a charity on 29 September 2009. The trustees of the company are elected for a term of one year by a simple majority of those present and voting at the Annual General Meeting. Committee meetings are held approximately every two months for trustees to receive information and make decisions relating to the organisation. The induction and training of new trustees is undertaken by the Forum manager and experienced trustees to ensure that they fully understand their legal and operational responsibilities.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. The Forum employs a project manager to oversee the running of the organisation and he reports directly to the trustees at each meeting. The trustees are responsible for making decisions that impact on the future of the organisation or have a significant cost implication and they also ratify operational decisions that have been made by the project manager between meetings.

#### **Reserves policy**

Financial procedures are in place for regular reporting to the trustees and they then consider viability and potential risks before making financial decisions. The trustees ensure that there are sufficient reserves in place to meet their legal obligations. The level of freely available reserves at 31 March 2021 was £60,120 (2020: £54,179). The Trustees have designated £30,000 (2020: £36,500) as any future redundancy costs and this is held in a separate savings accounts.

#### **Risk assessment**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure. The trustees and officers of the charity acknowledge their responsibility for carrying out an annual risk assessment of the charity's financial strategy and policies, and for managing any risks that are identified. To this end they have set out to identify potential risks by adopting a business plan and by reviewing the financial processes of the charity and establishing control systems to manage the risks which have been identified.

The major risks which the trustees have identified are:

- the charity will, if possible, have to continue to rely on social enterprise and partnership working to provide the majority of its income.

- the charity's premises may have to be vacated during the next financial year if additional funding is not found.

- the charity's operations may have to be considerably reduced due to a lack of funding and the charity not having sufficient operating capital in reserve.

- other local organisations housed at the charities premises may be unable to continue to operate from these premises due to them being unable to find funding to operate at their current level.

## **Tinsley Forum**

### **Trustees' report continued**

#### **Objectives and aims**

-to benefit the community in the Tinsley area of the city of Sheffield by the advancement of education and the relief of poverty, hardship, distress and sickness.

-to advance the education of the inhabitants of the area and to provide for information, recreation and leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the inhabitants without distinction of race, colour, ethnic or national origin, gender, disability, sexuality or of political, religious or other opinion.

-to advance the education of the public by the sponsorship of bursaries, scholarships or grants to any person or persons, institution, association or corporate body for the purpose of furthering the objects.

-to co-operate and enter into arrangements with other bodies (whether national or local and whether voluntary, statutory, industrial or otherwise) in the constitution and maintenance of the charity's facilities and in the furtherance of the objects and the charity's powers generally.

-to further such other charitable purposes as the company shall in its absolute discretion determine and on terms consistent with the charitable purposes of the charity and in accordance with the law of England and Wales.

To achieve these objectives the activities undertaken by the Forum in the last year included:

- the operation of a One Stop Shop.
- the provision of courses for the general public.
- working with young people to provide advice regarding education, training and employment.
- working with local employers.
- social prescribing services.
- addressing local issues.
- help and advice given to the local Roma community.
- the rental of rooms.

The trustees confirm that they have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### **Achievements and performance**

The year has been a very strange and surreal one where we have delivered a variety of work which has been led by community need and a change in circumstances due to the Covid 19 pandemic. In this year we have had to learn to adapt our ways of working to suit the differing circumstance and have worked in partnership with many different community-based organisations to offer a variety of services that have been vital for local people to use during this time.

The year has seen plenty of changes, with staff working, being furloughed, and also working from home, and we have had to reassess ourselves as an organisation and look at how best to serve our community going forwards through the pandemic and going forward. Face-to-face services which have previously been accessed by the local community stopped during the year and projects using the building for traditional uses such as advice services, ESOL classes, conversation clubs, health related activity and library services were all suspended. Our employment service continued to offer a much-needed intervention in an unprecedented time with this being a mixture of mainly: telephone, email, and online support, with some socially distanced support.

## **Tinsley Forum**

### **Trustees' report continued**

We worked to support Tinsley Tree Project and Tinsley Allotment in their work and offered worker time and space for Darnall Wellbeing and Manor and Castle Best Start to provide holiday hunger and food distribution services to the local community and schools in the ward.

We delivered a service during the year that was driven by local people and met the needs of local people, it also was also as a platform for recovery after the pandemic and gave us an opportunity to plan our work going forward. The project has made a noticeable difference to the lives of our project beneficiaries and has helped us as an organisation in starting to look at new ways of working and planning for the inevitable shortfall in funding from rents that comes from some services moving to online platforms, the Advice Service being one of our main streams of income that look like they will move to online only working, although we are pushing for this not to be the case due to the complex needs of our community. The community itself is around a 70% BAME community with the other 30% being mainly made up of an ageing generation who have been equally affected by the pandemic in terms of loneliness and isolation as well as the additional risk that comes with age. As a consequence, some of our time in the year was spent dealing with clients wanting to access services such as the advice service and library which are closed, and to access computers, which was also made more difficult because of social distancing and deep cleaning between uses.

We spent a good amount of time advising people about Covid and we have been involved with Sheffield City Council on Covid zoom calls when they were planning for a local testing station and working with health providers to promote the safe services being delivered.

We worked with young people to promote Covid information and the problems it had on family members, especially in crowded or multi-generational households. We worked with Darnall Wellbeing, Darnall Forum, Sheffield Olympic Park, faith groups and Sheffield City Council to develop a new newsletter for the ward. We worked with South Yorkshire Police to offer building space for them to use for community work and mediation.

We have worked with Sheffield City Council to redevelop part of the Tinsley One Stop Shop for it to be used as a community library and worked to support local groups to be able to access small grants including the Tinsley Trust Fund and E.ON community fund.

The year has been a very difficult one for everyone. Without the continued support of the local community, local volunteers, partner organisations and Trustees, the community would miss out on so much, so a massive thank you to everyone for working so hard to do so much within our community and for making changes that are community led and essential in moving forward over the coming years.

**Trustees' report continued**

**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 \_\_\_\_\_ and is signed on their behalf by:

E Finbow  
Trustee

## **Tinsley Forum**

### **Independent Examiner's report on the Accounts of Tinsley Forum for the year ended 31 March 2021**

I report on the accounts of the company for the year ended 31 March 2021, which are set out on pages 8 to 13.

#### **Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

- ☐ 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  
Aspatria  
CA7 2EL

Date:

**Tinsley Forum****Balance Sheet as at 31 March 2021****Company number: 3881700**

	Notes	2021 £	2020 £
<b>Fixed Assets</b>	2	<u>176,215</u>	<u>182,561</u>
<b>Current assets</b>			
Debtors	3	0	10,569
Balance at bank and cash		<u>174,492</u>	<u>121,372</u>
<b>Total current assets</b>		<u>174,492</u>	<u>131,941</u>
Creditors: amounts falling due within one year	4	(1,207)	(1,396)
<b>Net current assets/(liabilities)</b>		<u>173,285</u>	<u>130,545</u>
<b>Total assets less current liabilities</b>		<u>349,500</u>	<u>313,106</u>
<b>Total net assets</b>		<u><b>349,500</b></u>	<u><b>313,106</b></u>
<b>Represented By</b>			
<b>FUNDS</b>			
Unrestricted income fund - assets		176,215	182,561
Unrestricted income fund		60,120	54,179
Designated Reserves		30,000	36,500
Restricted income fund		<u>83,165</u>	<u>39,866</u>
		<u><b>349,500</b></u>	<u><b>313,106</b></u>

For the year ending 31 March 2021 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 Trustees on \_\_\_\_\_ and signed on its behalf by:



## Tinsley Forum

### Statement of Financial Activities for the year ended 31 March 2021

		Restricted funds	Unrestricted funds	Total 2021	Total 2020
	Notes	£	£	£	£
<b>Incoming resources</b>	<b>1</b>				
Activities for generating funds	5	120,788	18,464	139,252	89,521
Room rental		-	10,314	10,314	12,557
Investment income		-	9	9	17
Other income		-	315	315	2,510
<b>Total Incoming resources</b>		<b>120,788</b>	<b>29,102</b>	<b>149,890</b>	<b>104,605</b>
<b>Resources expended</b>					
Costs of generating income	6	77,490	36,008	113,498	98,513
<b>Total resources expended</b>		<b>77,490</b>	<b>36,008</b>	<b>113,498</b>	<b>98,513</b>
<b>Net (outgoing)/incoming resources</b>		<b>43,298</b>	<b>(6,906)</b>	<b>36,393</b>	<b>6,092</b>
<b>Total funds brought forward</b>		<b>39,866</b>	<b>273,240</b>	<b>313,106</b>	<b>307,014</b>
<b>Total funds carried forward</b>	<b>8</b>	<b>83,165</b>	<b>266,334</b>	<b>349,500</b>	<b>313,106</b>

## Tinsley Forum

### Notes to the Accounts

for the year ended 31 March 2021

#### 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) Donations and fund accounting

Donations received for the general purposes of the charity are included as unrestricted funds.

##### (c) Resources expended

Expenditure is included on an accruals basis.

##### (d) Unrestricted funds are donations and other income receivable or generated for the objects of the Company without further specified purpose and are available as general funds.

##### (e) Restricted funds are to be used for specific purposes as laid down by the donor.

##### (f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life, as follows:

Forum equipment - 25% on cost

Land and buildings - 2% on cost

#### 2 Fixed assets

	Leasehold property £	Forum Equipment £	Total £
<b>Cost or Valuation</b>			
At 01/04/20	499,851	211,942	711,793
<b>at 31/03/21</b>	<u>499,851</u>	<u>211,942</u>	<u>711,793</u>
<b>Depreciation</b>			
At 01/04/20	317,290	211,492	528,782
Charge for the year	6,346	-	6,346
<b>at 31/03/21</b>	<u>323,636</u>	<u>211,492</u>	<u>535,128</u>
<b>Net book value at 31/03/21</b>	<u>176,215</u>	<u>-</u>	<u>176,215</u>
<b>Net book value at 31/03/20</b>	182,561	-	182,561

#### 3 Debtors

These are monies owed to the Company but not received during the accounting period. They are in respect of:

	2021 £	2020 £
Trade debtors	<u>0</u>	<u>10,569</u>

## Tinsley Forum

### Notes to the Accounts

#### for the year ended 31 March 2021

#### 4 Creditors: amounts falling due within one year

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

	2021	2020
	£	£
Trade creditors	1,207	1,396
	<b>1,207</b>	<b>1,396</b>

#### 5 Activities for generating funds

	Restricted funds	Unrestricted funds	2021	2020
	£	£	£	£
<b>Grants</b>				
Cycling Uk	500	-	500	-
Financial Inclusion Services Yorkshire	-	-	-	751
HMRC Job Retention Grant	-	13,464	13,464	-
National Lottery - Covid Fund	39,282	-	39,282	-
Power to Change	-	-	-	8,000
Sheffield City Council	64,832	5,000	69,832	53,960
South Yorks Police & Crime Commissioner	4,000	-	4,000	-
South Yorkshire Community Foundation	12,174	-	12,174	-
E.ON	-	-	-	2,572
Zest	-	-	-	11,925
<b>Fund holding</b>				
British Land	-	-	-	7,156
E.ON	-	-	-	5,157
	<b>120,788</b>	<b>18,464</b>	<b>139,252</b>	<b>89,521</b>

## Tinsley Forum

### Notes to the Accounts for the year ended 31 March 2021

#### 6 Resources expended

Costs of generating income	2021	2020
	£	£
Staff costs	54,531	37,883
Payroll services	448	166
Community activities and projects	6,386	11,431
Printing, stationery and postage	704	1,611
Telephone and internet	3,244	2,923
Light and heat	2,295	3,491
Insurance	1,683	1,376
Computer consumables	11,692	2,344
Repairs and renewals	5,110	1,075
Library Building work	14,190	24,000
Cleaning and waste removal	4,156	1,786
Travelling	-	8
Sundry	48	416
Water	942	989
Ground rent	50	50
Rates	973	958
Grant repayment	-	1,034
Depreciation of long lease	6,346	6,221
Accountancy	700	750
	<b>113,498</b>	<b>98,513</b>

## Tinsley Forum

### Notes to the Accounts

for the year ended 31 March 2021

#### 7 Staff Costs and Directors' Expenses and Remuneration

	2021 £	2020 £
Staff salaries	48,920	33,328
Social security costs	1,987	1,412
Pension costs	3,624	3,143
	<u>54,531</u>	<u>37,883</u>

Directors did not receive any remuneration (2020 - £nil) and were not reimbursed for any expenses in the year (2020 - £nil).

#### 8 Movement between funders

Projects	Opening balance 1 Apr 20	Receipts	Payments	Closing balance 31 Mar 2021
Children Under 5's	3,930	-	-	3,930
Community Anchor SCC	2,000	-	-	2,000
Cycling UK	-	500	(500)	-
Darnall Utd - British Land	9,234	-	(2,628)	6,606
Library Capital Project	1,000	45,000	(14,391)	31,609
National Lottery - Covid Fund	-	39,282	(38,977)	305
Power to Change	6,350	-	(1,650)	4,700
Sheffield City Council - Covid Fund	-	3,400	(3,400)	-
Sheffield City Council - Covid Fund	-	3,315	-	3,315
Sheffield City Council - Ward Pot	-	2,157	(2,157)	-
A Short Walk to Employment SCC	4,490	-	-	4,490
South Yorkshire Community Foundation	-	12,174	-	12,174
South Yorks Police & Crime Commissioner	-	4,000	(4,000)	-
Tinsley Library E.ON	373	-	-	373
Tinsley Library TATF	500	-	-	500
Tinsley Library Book Reserves SCC	6,640	-	-	6,640
Tinsley Library SCC	3,224	10,960	(9,787)	4,397
Time for Me E.ON	368	-	-	368
Time for Me TATF	500	-	-	500
Tinsley Boys Youth Club TATF	500	-	-	500
Tinsley Girls Youth Club TATF	631	-	-	631
Tinsley Utd E.ON	125	-	-	125
	<u>39,865</u>	<u>120,788</u>	<u>(77,490)</u>	<u>83,165</u>