

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 2016

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The Parson Cross Community Development Forum

Legal and administrative information

Trustees

Mr Ian Brown LLB

Mrs Janet Bagshaw

Mrs Norma Ashmore

Cllr Leigh Bramall

Mr Nigel Eyre

Mr Christopher Meads

Fr Martin Trask

Mrs Sharon Berry

Mr M Wilde

Treasurer

Chair

Vice Chair

Resigned 1 June 2015

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

Castlemere

Castle lane

Penistone

S36 6AN

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 2016 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 2015/2016 Annual Report. The Forum has had another challenging year due to tighter and diminishing funding. To overcome this Forum has become more creative in the services we provide and deliver to ensure that we address any gaps in provision in the local area.

- We are still in contact with Gleeson's and hold monthly meetings to air any concerns.
- Provide a service to members of the community and organisations
- Through the success of our Lunch Club we have started another group to meet demand.
- We are now hiring out our rooms to various statutory organisation on a regular basis
- We have delivered various partnership contracts to which we have consulted with the local community and have feedback the results.
- Secured funding to deliver a range of youth activities including theatre workshops.
- The forum has fulfilled over and above every contract they have received.

The Parson Cross Community Development Forum

Trustees' report

The Reserves Policy:

The Trustees have reviewed their Reserves Policy in accordance with changing financial responsibilities and have agreed that Reserves be maintained at a level which ensures that the Charities core activity could continue during a period of unforeseen difficulty.

- A proportion of reserves are maintained in a readily realisable form.
- The reserve level currently assessed as being prudent is to be set at £3,000 being the equivalent of one month's 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 on the basis of minimising the impact of risk whilst maximising the charities ability to meet its objectives.

Future Strategy:

The Trustees needed to set out clear priorities for the future development of the Forum. And the impact this has on staffing the Forum, whilst at the same time building on its achievements and dedicated memberships.

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 youth of our area through specific and dedicated events which address the lack of youth provision.
- To work with residents To ensure any new house build fits in with the present landscape
- Ensure consultation is carried out on any new development projects
- To look for new initiatives that will benefit the area and its residents including holistic health
- Continue to develop our Volunteering 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 general public i.e. signposting
- To provide an administration service for community organisations
- Researching a quality assurance to ensure that we are fit for purpose and that what we do is professionally recognise.

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 22/6/16 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 2016

I report on the accounts of the company for the year ended 30 March 2016, which are set out on pages 7 to 10.

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
Castlemere
Castle Lane
Penistone
S36 6AN

Date: 29/6/16

The Parson Cross Community Development Forum

Balance Sheet as at 30 March 2016

	Notes	2016 £	2015 £
Fixed assets		-	-
Current assets			
Balance at bank and cash in hand		30,399	30,281
Debtors	4	-	-
Total current assets		30,399	30,281
Creditors: amounts falling due within one year	5	(455)	(445)
Net current assets/(liabilities)		29,944	29,836
Total assets less current liabilities		29,944	29,836
Net assets		29,944	29,836
Represented by			
Unrestricted general fund		15,189	22,080
Designated funds:			
Young at Heart		2,694	2,773
Restricted income fund	6	12,061	4,983
		29,944	29,836

For the period ending 30 March 2016 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 22/6/16 and is signed on their behalf by:



Norma Ashmore
Chair of trustees

The Parson Cross Community Development Forum

Statement of financial activities for the year ended 30 March 2016

	Notes	Total 2016	Total 2015
Incoming resources	1	£	£
Grants and donations	2	33,778	41,914
Activity income		26,377	17,763
Rental income		25,083	26,800
Young at Heart		3,950	5,133
Service charges		4,509	1,595
Bank interest		2	3
Total incoming resources		93,699	93,208
Resources expended			
Staff	3	26,090	25,844
Travel		35	10
Premises and utilities		8,477	7,363
Equipment, repairs, maintenance and cleaning		4,915	4,538
Stationary, printing and postage		4,129	3,741
Social events and community services		39,461	44,574
Young at Heart		4,029	5,078
St Thomas Moore management and services		6,000	6,000
Independent examination		455	445
Total resources expended		93,591	97,593
Net incoming/(outgoing)resources		108	(4,385)
Fund balances brought forward		29,836	34,221
Fund balances carried forward	6	29,944	29,836

The Parson Cross Community Development Forum

Notes to the accounts

for the year ended 30 March 2016

1 Accounting policies:-

(a) General

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/7/14, the Financial Reporting Standard for Smaller Entities (FRSSE effective January 2015), and the Companies Act 2006.

(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:-

	2016	2015
	£	£
Awards for All	9,797	-
Brelms Trust	4,000	-
Charles haywood Foundation	-	2,880
Community Development Foundation	-	8,741
The D'OYLY Carte Charitable trust	3,984	-
Evan Cornish Foundation	-	2,000
Gleason Homes	-	1,000
Humber Learning Consortium	7,285	10,365
Manor & Castle Development Trust	2,500	3,694
Sheffield City Council - Bid writer	-	2,200
Sheffield City Council - pantomime	-	900
Sheffield City Council - IT & Beyond	988	-
Sheffield City Council - Theatre workshop	1,800	750
Sheffield City Council - Training	1,550	-
Sheffield City Council - Lunch Club Grant	288	864
Viridor	-	6,360
Other grants and donations	1,586	2,160
	33,778	41,914

3 Staff numbers and costs:-

	£
Wages and salaries	26,090
Employers National Insurance	-
	26,090

The Parson Cross Community Development Forum

Notes to the accounts (continued)

for the year ended 30 March 2016

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:

	2016	2015
	£	£
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:

	2016	2015
	£	£
Creditors	455	445
	<u>455</u>	<u>445</u>

6 Restricted funds

	Brought forward	Incoming resources	Outgoing resources	Closing balance 31/03/15
		£	£	£
Awards for All	-	9,797	(4,910)	4,887
Brelms Trust	-	4,000	(4,000)	-
Children in Need	227	-	(227)	-
The D'OYLY Carte Charitable trust	-	3,984	-	3,984
Evan Cornish Foundation	1,208	-	(1,208)	-
SCC - IT & Beyond	-	988	(988)	-
SCC - Theatre Workshop	-	1,800	(1,700)	100
SCC - Training	-	1,550	(660)	890
SCC - Bid Writer	2,200	-	-	2,200
CDF - Get with it	1,044	-	(1,044)	-
CDF - Silent Words	304	-	(304)	-
	<u>4,983</u>	<u>22,119</u>	<u>(15,041)</u>	<u>12,061</u>