

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 2018

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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

Leigh Bramall

Mr Nigel Eyre

Fr Martin Trask

Mrs Sharon Berry

Cyril Olsen

Anthony Damms

Treasurer

Chair

Vice Chair

Appointed 25 September 2017

Appointed 19 September 2017

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 2018 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 2017/18 Annual Report. The Forum has had yet another challenging year due to tighter and diminishing funding. The Forum continues to be more creative in the projects we deliver and the services that we provide and work to address 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
- We continue to deliver 2 highly successful lunch clubs to around 50 members per week
- We continue to deliver our much needed JABADAO dementia project on weekly basis
- We are now hiring out our rooms to various statutory organisation on a regular basis
- The Forum has fulfilled over and above every contract they have received.
- Over the past year we have been working in Partnership with Norrie Waite and Slater solicitors
- Counter Context are going to be working with us over the next year on rebranding and updating our website to make it more user friendly including mobile phone friendly
- We have organised a number of trips including a day trip to Whitby, A Sheffield Canal Trip, Nottingham Christmas Market and Thirsk Races
- We held a Christmas Pantomime and worked in partnership with Shelter for some of their families to come along. We held a Christmas Boxing day party for services users, Christmas Lunch Clubs including a visit from Father Christmas, Afternoon Pie and Pea event sponsored by Counter Context and 4 large tea parties through various funding streams
- We have secured a tender from People Keeping Well in their Community, Sheffield. To deliver a weekly, term time Memory Café for people with early stage memory loss and their carers. The Memory Café has been a huge success. We were estimated to have around 10 members and partners attending on a weekly basis and within the first few months of the project we have between 30 to 40 people on a weekly basis.
- Parson Cross Forum are still dealing with many issues that the Local Tenants and Residents Association would have originally dealt with since it folded. As the Forum is in a prominent venue within the community we are the first point of contact for residents as they do not know where to go or how to deal with issues that they face.

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

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

The plans for this forthcoming year include;

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

The Parson Cross Community Development Forum

Trustees' report

Trustees responsibilities for the financial statements


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

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

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

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

This report was approved by the Trustees on 25.6.18 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 2018

I report on the accounts of the company for the year ended 30 March 2018, 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: _____

15/6/18

The Parson Cross Community Development Forum

Statement of financial activities for the year ended 30 March 2018

	Notes	Total 2018	Total 2017
Incoming resources	1	£	£
Grants and donations	2	27,052	16,428
Activity income		12,912	15,992
Rental income		33,620	27,515
Young at Heart		4,893	4,239
Service charges		1,836	4,471
Bank interest		2	2
Total incoming resources		80,315	68,647
Resources expended			
Staff	3	30,478	28,091
Travel		106	-
Premises and utilities		8,821	8,356
Equipment, repairs, maintenance and cleaning		7,800	5,319
Stationary, printing and postage		1,932	2,028
Social events and community services		26,706	15,839
Young at Heart		2,501	1,256
St Thomas Moore management and services		6,000	6,000
Accountancy & payroll		585	503
Total resources expended		84,929	67,392
Net incoming/(outgoing)resources		(4,614)	1,255
Fund balances brought forward		31,199	29,944
Fund balances carried forward	6	26,585	31,199

The Parson Cross Community Development Forum

Balance Sheet as at 30 March 2018

	Notes	2018 £	2017 £
Fixed assets		<u>-</u>	<u>-</u>
Current assets			
Balance at bank and cash in hand		27,070	31,674
Debtors	4	<u>-</u>	<u>-</u>
Total current assets		<u>27,070</u>	<u>31,674</u>
Creditors: amounts falling due within one year	5	<u>(485)</u>	<u>(475)</u>
Net current assets/(liabilities)		<u>26,585</u>	<u>31,199</u>
Total assets less current liabilities		<u>26,585</u>	<u>31,199</u>
Net assets		<u>26,585</u>	<u>31,199</u>
Represented by			
Unrestricted general fund		13,448	15,891
Designated funds		8,069	5,677
Restricted income fund	6	<u>5,068</u>	<u>9,631</u>
		<u>26,585</u>	<u>31,199</u>

For the period ending 30 March 2018 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 _____ and is signed on their behalf by:

Norma Ashmore
Chair of trustees

The Parson Cross Community Development Forum

Notes to the accounts

for the year ended 30 March 2018

1 Accounting policies:-

(a) Basis of preparation

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

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

(b) Accounting for income

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

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

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

2 Grants

Grants received during the year were:-

	2018	2017
	£	£
The Brelms Trust	4,160	-
Big Lottery Celebrate	-	8,160
Enable	3,840	-
NHS Sheffield	-	2,700
Sheffield City Council	-	1,560
Sheffield City Council	3,900	-
Sheffield City Council - Lunch Club Grant	-	1,728
Sheffield Town Trust	-	2,000
SOAR	10,312	-
South Yorkshire Community Foundation	2,340	-
The Talbot Trust	2,500	-
Other grants and donations	-	280
	27,052	16,428

3 Staff numbers and costs:-

	£
Wages and salaries	30,478
Employers National Insurance	-
	30,478

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

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

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

The Parson Cross Community Development Forum

Notes to the accounts (continued) for the year ended 30 March 2018

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:

	2018	2017
	£	£
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:

	2018	2017
	£	£
Creditors	485	475
	<u>485</u>	<u>475</u>

6 Restricted funds

	Brought forward	Incoming resources	Outgoing resources	Closing balance 31/03/18
		£	£	£
Big Lottery Celebrate	7,431	-	(7,431)	-
The Brelms Trust	-	4,160	(2,427)	1,733
Enable	-	3,840	(2,314)	1,526
Sheffield City Council	-	3,900	(3,900)	-
South Yorkshire Community Foundation	-	2,340	(1,365)	975
The Talbot Trust	-	2,500	(1,667)	833
SCC - Bid Writer	2,200	-	(2,200)	-
	<u>9,631</u>	<u>16,740</u>	<u>(21,303)</u>	<u>5,068</u>