

Tinsley Forum

(Registered Charity number 1131895)

(Company Ltd by Guarantee Number 3881700)

FINANCIAL STATEMENTS

for the year ended 31 March 2019

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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 2019 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 2019 was £67,576 (2018: £83,773)

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

Our main work this year was concentrated on work around employability, providing dedicated employability support for the local community. The project worked with unemployed, part time and economically inactive local people to deliver regular, appropriate and ongoing support as part of a planned journey for clients into employment or training. The support included the creation of a quality C.V. job matching, interview preparation and the development of employability skills and in employment support as well as linking people to other relevant training opportunities.

Tinsley Forum

Trustees' report continued

In addition to the employability work we also supported the delivery of a number of training courses

Courses Delivered:

- 3 x ESOL courses
- 2 x Introduction to Computers
- 2 x Universal Job Match & Employment Agencies
- 4 x Interview & Telephone Interview Skills
- 4 x CV Writing
- 4 x Application Writing
- Debt, Money, Benefits and Housing Advice
- Work Club
- Driving Theory
- Stay Safe Online
- Ladies Conversation Club
- Retail Training
- 4 x Universal Job Match
- Construction Skills Certificate Scheme (CSCS cards) - referrals
- Security Industry Authority (SIA) – referrals

In addition to this work around employment and training we worked closely with: IKEA, Sheffield City Council, The Source, Sheffield College, Meadowhall Management and British Land around training support for clients and retail and construction opportunities including the planned Meadowhall extension.

The work around employment was an absolutely essential part of what we did this year and really helped in giving people assistance to move out of poverty, have better life chances and generally feel better about themselves and their community.

The E.ON Community Fund started to grant fund in this year and has helped make a big difference to many local groups, Tinsley Forum have played a major role in the negotiations surrounding the funding coming to Tinsley and in the support of local groups to help them access funds for their project's.

The Forum continues to support the Big Art Project and has 2 representatives on the board who regularly represent the local community at this level. Work is continuing around the creation of the public artwork which would be a major attraction for Tinsley and for the City of Sheffield. The Forum were represented at the bicentenary of Sheffield and Tinsley canal which was a great celebration of the heritage of the Canal which runs through Tinsley to the City Centre.

The Forum continue to house a community library that is run by volunteers and supported by Forum staff, the Forum are in dialog with SCC to look to extend the library within the Tinsley One Stop Shop.

Tinsley Forum

Trustees' report continued

The Forum have worked alongside the Sheffield City Council's Community Investment Deal Project to deliver local initiatives and work with local groups. Work is currently being undertaken with the SCC's help around turning TINGAS (the old Infants school building) into a social enterprise.

Tinsley Forum Trustees, staff and volunteers have again worked around many different topics, as well as the work undertaken to address issues of noise and air pollution, littering, fly-tipping, speeding, traffic and many other issues that were personal to individuals, work has also been undertaken with and around:

- . Air pollution
- . Streetforce, and fly-tipping issues
- . Tinsley Community Allotment
- . Tinsley Academy Trust
- . Ikea planning application and effect on the community
- . Administering and supporting Tinsley United
- . Administering and supporting Darnall United
- . Administering and supporting Tinsley Trust Fund
- . Administering and supporting Tinsley Junior Futsal
- . Partnership working with The Source and British Land
- . Darnall and Tinsley Environmental Group
- . Heeley City Farm - Tinsley Time and Travel
- . Lower Don Strategy Group
- . Supporting Tinsley Youth Club and various youth activities
- . Healthy Tinsley Partnership
- . Citizens Advice Service within Tinsley
- . Healthy Tinsley Partnership
- . TINGAS – Social enterprises in the old Infants School, bringing the building back into use

The Trustees play a vital role in the overseeing of the Forums work and aim to work in a way that is transparent and relevant to the needs of the local community. Trustees also spend a great deal of their own time attending meetings, developing partnerships and speaking up for Tinsley. Tinsley Forum is part of various city wide and local partnerships and undertakes a great deal of unseen work on behalf of the community in order to protect and develop local people and the needs of the community as a whole.

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 2019

I report on the accounts of the company for the year ended 31 March 2019, which are set out on pages 9 to 14.

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 2019****Company number: 3881700**

	Notes	2019 £	2018 £
Fixed Assets	2	<u>188,782</u>	<u>194,881</u>
Current assets			
Debtors	3	24,739	7,200
Balance at bank and cash		<u>95,645</u>	<u>104,931</u>
Total current assets		<u>120,384</u>	<u>112,131</u>
Creditors: amounts falling due within one year	4	(2,152)	(1,813)
Net current assets/(liabilities)		<u>118,232</u>	<u>110,318</u>
Total assets less current liabilities		<u>307,014</u>	<u>305,199</u>
Total net assets		<u>307,014</u>	<u>305,199</u>
Represented By FUNDS			
Unrestricted income fund - assets		188,782	194,881
Unrestricted income fund		67,576	83,773
Restricted income fund		<u>50,656</u>	<u>26,545</u>
		<u>307,014</u>	<u>305,199</u>

For the year ending 31 March 2019 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:

E Finbow
Trustee

Tinsley Forum

Statement of Financial Activities for the year ended 31 March 2019

		Restricted funds	Unrestricted funds	Total 2019	Total 2018
	Notes	£	£	£	£
Incoming resources	1				
Activities for generating funds	5	49,507	54,554	104,061	54,367
Room rental		-	15,129	15,129	15,225
Investment income		-	16	16	15
Other income		-	60	60	1,190
Total Incoming resources		49,507	69,759	119,266	70,797
Resources expended					
Costs of generating income	6	25,396	92,055	117,451	114,352
Total resources expended		25,396	92,055	117,451	114,352
Net (outgoing)/incoming resources		24,111	(22,296)	1,815	(43,555)
Total funds brought forward		26,545	278,654	305,199	348,754
Total funds carried forward	8	50,656	256,358	307,014	305,199

Tinsley Forum

Notes to the Accounts

for the year ended 31 March 2019

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 £
Cost or Valuation			
At 01/04/18	499,851	211,942	711,793
at 31/03/19	<u>499,851</u>	<u>211,942</u>	<u>711,793</u>
Depreciation			
At 01/04/18	304,970	211,492	516,462
Charge for the year	6,099	-	6,099
at 31/03/19	<u>311,069</u>	<u>211,492</u>	<u>522,561</u>
Net book value at 31/03/19	<u>188,782</u>	<u>-</u>	<u>188,782</u>
Net book value at 31/03/17	194,881	-	194,881

3 Debtors

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

	2019 £	2018 £
Trade debtors	24,739	7,200
	<u>24,739</u>	<u>7,200</u>

Tinsley Forum

Notes to the Accounts

for the year ended 31 March 2019

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:

	2019	2018
	£	£
Trade creditors	2,152	1,813
	2,152	1,813

5 Activities for generating funds

	Restricted funds £	Unrestricted funds £	2019 £	2018 £
Grants				
Big Lottery Grant Fund	-	-	-	25,496
Financial Inclusion Services Yorkshire	-	497	497	494
Sheffield City Council	23,040	-	23,040	-
Tinsley Area Trust Fund	-	-	-	1,000
Zest	-	45,077	45,077	15,491
Fund holding				
British Land	15,116	-	15,116	5,430
E.ON	8,701	8980	17,681	-
Tinsley Area Trust Fund	2,650	-	2,650	1,000
	49,507	54,554	104,061	48,911

Tinsley Forum

Notes to the Accounts for the year ended 31 March 2019

6 Resources expended

Costs of generating income	2019	2018
	£	£
Staff costs	70,449	69,046
Payroll services	326	492
Community activities and projects	19,335	21,071
Printing, stationery and postage	248	169
Telephone and internet	2,676	97
Light and heat	11,727	10,170
Insurance	1,251	1,317
Computer consumables	-	302
Repairs and renewals	642	640
Cleaning and waste removal	1,618	1,723
Travelling	27	11
Sundry	310	511
Water	1,006	783
Ground rent	50	50
Rates	937	910
Grant repayment	-	380
Depreciation of long lease	6,099	5,980
Accountancy	750	700
	117,451	114,352

Tinsley Forum

Notes to the Accounts

for the year ended 31 March 2019

7 Staff Costs and Directors' Expenses and Remuneration

	2019	2018
	£	£
Staff salaries	61,996	60,974
Social security costs	2,976	3,147
Pension costs	5,477	4,925
	<u>70,449</u>	<u>69,046</u>

Directors did not receive any remuneration (2018 - £nil) and were not reimbursed for any expenses in the year (2018 - £nil).

8 Movement between funders

Projects	Opening balance 1 Apr 18	Receipts	Payments	Closing balance 31 Mar 2019
Children Under 5's	3,930	-	-	3,930
Football Foundation	3539	-	-	3,539
Darnall Utd British Land	9,740	-	(9,740)	-
British Land - Tinsley Utd	4,165	960	(2,600)	2,525
Darnall Utd	-	14,156	(7,000)	7,156
Hope Support TATF	-	150	(150)	-
Live Project TATF	1,000	-	(1,000)	-
Tinsley Library E.ON	-	2,000	-	2,000
Tinsley Library TATF	-	500	-	500
Tinsley Library SCC	-	23,040	-	23,040
Time for Me E.ON	-	1,721	(1,721)	-
Time for Me TATF	-	500	-	500
Tinsley Boys Youth Club TATF	-	500	-	500
Tinsley Boys Youth Club E.ON	-	1,680	(1,279)	401
Tinsley Girls Youth Club TATY	811	-	(45)	766
Tinsley Girls Youth Club E.ON	-	1,300	(97)	1,203
Tinsley Tribune TATF	-	500	-	500
Tinsley Utd - TATF	1,000	500	-	1,500
Tinsley Utd E.ON	-	2,000	(1,764)	236
Tinsley Utd - SCC	2,360	-	-	2,360
	<u>26,545</u>	<u>49,507</u>	<u>(25,396)</u>	<u>50,656</u>