

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 2019

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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

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

The Ghyll

Threapland

Aspatria

CA7 2EL

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 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.

Achievements and performance

The Directors of Parson Cross Forum are pleased to present to you their 2018/19 Annual Report. The Forum has had a difficult start to the year due to tighter and diminishing funding, but the staff have continued to be more creative in the projects delivered and the services that they provide and have worked to address gaps in provision in the local area

- The Forum still provides 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 late stage dementia project JABADAO on weekly basis
- We continue to hire out our rooms to various statutory organisation on a regular basis including the North Locality
- The Forum has fulfilled over and above every contract they have secured
- Over the past year we have worked in Partnership with Norrie Waite and Slater solicitors, SOAR, VAS, Foxhill Forum, Alzheimer's Society, ASDA, Tesco, NatWest Community worker, Sheffield Mind, Ignite Imagination, Irwin Mitchell Solicitors Drink Wise Age Well, Enrichment for the Elderly, Intensive Nursing, Dickory Dock Nursery, Sheffield City Council, Community and Lifelong Learning, and Foxhill Medical Centre
- Counter Context are going to be working with the Forum over the next year on rebranding and updating our website to make it more user friendly including mobile phone friendly
- We have organised several trips including a day trip to Whitby, a 3-night Turkey and Tinsel to Morecombe a day trip to York
- We held a Christmas Boxing day party for services users, Christmas Lunch Clubs including a visit from Father Christmas and 4 large tea parties through various funding streams
- We have secured a further one year's tender from People Keeping Well in their Community, Southey Owlerton Partnership, for continuation funding for our weekly, term time, Memory Café. The café is for people with early stage memory loss and their carers. The Memory Café has been a huge success. We were estimated to have around 12 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
- After months and months of hard work, in December 2018 Parson Cross Forum announced on Radio Sheffield that we had been successful with the biggest funder we have ever applied to – the National Lottery Community Fund. This funding is to further develop the already well-established dementia services here at Parson Cross Forum. We secured £402,716 over 5 years to deliver 2 new memory cafes and continuation funding for our late stage dementia project – JABADAO. The funding has also allowed us to recruit a Chef and Events Worker
- 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 Forum envisages that this will increase due to the rolling out of Universal Credits within the area.

The Parson Cross Community Development Forum

Trustees' report

The Reserves Policy:

- Since securing the National Lottery grant the Trustees will now be reviewing their Reserves Policy in accordance with the change of financial responsibilities
- A proportion of reserves will be maintained in a readily realisable form.
- The currently reserve level will be assessed to ensure it covers the necessary 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 based on minimising the impact of risk whilst maximising the charities ability to meet its objectives.

Future Strategy:

- The Trustees need 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
- Directors to undertake Governance training over the next financial year.
- To look for new initiatives that will benefit the area and its residents including reducing social isolation and loneliness and 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 26.6.19 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 2019

I report on the accounts of the company for the year ended 30 March 2019, 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
The Ghyll
Threapland
Aspatria
CA7 2EL

Date: 13/6/19

The Parson Cross Community Development Forum

Statement of financial activities for the year ended 30 March 2019

	Notes	Total 2019	Total 2018
Incoming resources		£	£
Grants and donations	1		
Activity income	2	74,280	27,052
Rental income		15,237	12,912
Young at Heart		30,572	33,620
Service charges		4,794	4,893
Bank interest		940	1,836
		19	2
Total incoming resources		125,842	80,315
Resources expended			
Staff	3	41,581	30,478
Travel		16	106
Premises and utilities		7,268	8,821
Equipment, repairs, maintenance and cleaning		8,250	7,800
Stationary, printing and postage		260	1,932
Social events and community services		24,166	26,706
Young at Heart		1,242	2,501
St Thomas Moore management and services		6,000	6,000
Accountancy & payroll		637	585
Total resources expended		89,420	84,929
Net incoming/(outgoing)resources		36,422	(4,614)
Fund balances brought forward		26,585	31,199
Fund balances carried forward	6	63,007	26,585

The Parson Cross Community Development Forum

Balance Sheet as at 30 March 2019

	Notes	2019 £	2018 £
Fixed assets		-	-
Current assets			
Balance at bank and cash in hand		63,507	27,070
Debtors	4	-	-
Total current assets		63,507	27,070
Creditors: amounts falling due within one year	5	(500)	(485)
Net current assets/(liabilities)		63,007	26,585
Total assets less current liabilities		63,007	26,585
Net assets		63,007	26,585
Represented by			
Unrestricted general fund		22,655	13,448
Designated funds		8,119	8,069
Restricted income fund	6	32,233	5,068
		63,007	26,585

For the period ending 30 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.

This report was approved by the Trustees on 26-6-19 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 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) 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:-

	2019	2018
	£	£
The Brelms Trust	4,160	4,160
Big Lottery Reaching Communities	39,145	-
Enable	-	3,840
Awards for All	9,025	-
Groundworks UK	1,452	-
Sheffield City Council	5,680	3,900
SOAR	13,398	10,312
South Yorkshire Community Foundation	-	2,340
The Talbot Trust	-	2,500
Other grants and donations	1,420	-
	74,280	27,052

3 Staff numbers and costs:-

	£
Wages and salaries	41,581
Employers National Insurance	-
	41,581

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 2019

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:

	2019 £	2018 £
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:

	2019 £	2018 £
Creditors	485	475
	<u>485</u>	<u>475</u>

6 Restricted funds

	Brought forward	Incoming resources	Outgoing resources	Closing balance 31/03/19
		£	£	£
Big Lottery Reaching Communities	-	39,145	(11,295)	27,850
The Brelms Trust	1,733	4,160	(4,160)	1,733
Enable	1,526	-	(1,526)	-
Awards for All	-	9,025	(9,025)	-
Groundworks UK	-	1,452	(1,362)	90
Sheffield City Council	-	3,480	(920)	2,560
Sheffield City Council	-	1,500	(1,500)	-
Sheffield City Council	-	700	(700)	-
SOAR	-	13,398	(13,398)	-
South Yorkshire Community Foundation	975	-	(975)	-
The Talbot Trust	833	-	(833)	-
	<u>5,068</u>	<u>72,860</u>	<u>(45,694)</u>	<u>32,233</u>