

# NORFOLK PARK

England & Wales · Charity number 1040354

## Details

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Other names	NORFOLK HERITAGE PARK
Status	Registered
Legal form	Other
Registered	1994-08-25
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** Sheffield City Council  
Town Hall  
Pinstone Street  
Sheffield  
S1 2HH

**Phone** 07867150747

**Email** [ruth.bell@sheffield.gov.uk](mailto:ruth.bell@sheffield.gov.uk)

## Activities

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**Objects:** (1) IN THE INTERESTS OF SOCIAL WELFARE, TO IMPROVE THE CONDITIONS OF LIFE FOR THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY THE PROVISION AND MAINTENANCE OF A RECREATION GROUND.(2) THE PROVISION AND MAINTENANCE OF A COMMUNITY CENTRE FOR USE BY THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR:(A) MEETINGS, LECTURES AND CLASSES, AND(B) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.(1) IN THE INTERESTS OF SOCIAL WELFARE, TO IMPROVE THE CONDITIONS OF LIFE FOR THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS BY THE PROVISION AND MAINTENANCE OF A RECREATION GROUND.(2) THE PROVISION AND MAINTENANCE OF A COMMUNITY CENTRE FOR USE BY THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR:(A) MEETINGS, LECTURES AND CLASSES, AND(B) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.

**Activities:** Norfolk Park is a city park and one of the oldest in Sheffield. The Centre in the Park continues to have regular communities activities including creche, youth clubs, elderly person's lunch clubs, health walks,

running club as well as routine meetings and bookings throughout the day.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** CITY OF SHEFFIELD
- Sheffield City

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£343,794	£308,851	-	-
2024-03-31	£322,470	£364,015	-	-
2023-03-31	£312,120	£329,860	-	-
2022-03-31	£242,960	£308,589	-	-
2021-03-31	£185,573	£233,963	-	-

## Trustees

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Name	Role	Appointed
SHEFFIELD CITY COUNCIL		

**NORFOLK PARK**

England & Wales - Charity number 1040354

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# Accounts

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Charity registration number 1040354 (England and Wales)

**NORFOLK PARK**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

# NORFOLK PARK

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Sheffield City Council is the sole Trustee of the charity, acting through the Charity Trustee Sub Committee

### Charity Sub-Committee Members

Cllr Richard Williams (Chair)  
Cllr Fran Belbin (Deputy Chair)  
Cllr Douglas Johnson (Group  
Spokesperson)  
Cllr M Chaplin  
Cllr K Crossthorn

### Charity number (England and Wales)

1040354

### Principal address

Sheffield City Council  
Parks and Countryside  
Centre in the Park  
Guildford Avenue  
Sheffield  
S2 2PL

### Independent examiner

Melvin Bailey FCCA DChA  
for and on behalf of:  
Rogers Spencer  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

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# NORFOLK PARK

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 5
Independent examiner's report	6
Statement of financial activities	7 - 8
Balance sheet	9
Notes to the financial statements	10 - 19

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# NORFOLK PARK

## TRUSTEES' REPORT

### FOR THE YEAR ENDED 31 MARCH 2025

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The trustees present their report together with the financial statements of the charity for the year ended 31 March 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19).

#### **Objectives and activities**

The City Council acquired Norfolk Park by virtue of a conveyance dated 18 April 1910 from the Duke of Norfolk. The City Council holds the land acquired on trust for charitable purposes. The governing document is the scheme dated 24 August 1998.

The park is held on trust as a public park, recreation ground and community centre. There is further provision that access to the park will be at no charge and there are restrictions on the sort of public meetings that can be held.

#### **Achievements and performance**

##### *Significant activities and achievements against objectives*

Norfolk Heritage Park is classed as a City Park and is one of the oldest parks in the country. From 1999-2005 the park has been regenerated through a national lottery restoration project. New visitor facilities have been constructed including the Centre in the Park, a multi-purpose community building. The park landscape has been restored to its original Victorian character. A new sports pavilion and car park were opened in March 2005. Renovation and renewal of new Playground facilities was completed.

The latest major development has been the redevelopment of the Sports Pitches, which were officially opened in Spring 2011 and are now used by a junior football club and the local community.

In 2019 a new footpath link between Jervis Lum & Beeches Drive was installed creating better access links into the park. To allow controlled entry to the park a new rising arm barrier was fitted at the entrance off Guildford Avenue.

In 2023, 16 new litter bins were installed throughout the park.

Norfolk Heritage Park has the following facilities for park visitors:

- Under 8's playground
- Adventure playground for over 8's
- Sports pitches, Sports Pavilion and Bowling Green
- Multi-use games area
- A café
- A crèche/Nursery
- Youth club provision
- Sheffield City Council Parks and Countryside Head Office
- Rooms for hire including an I.T. Training Suite
- Toilets including toilets for disabled visitors
- Bookable event space

#### **Summary of activities**

- The Park has been awarded the Green Flag for the sixteenth year running in recognition of the quality of the facilities, services, and management.
- We strive to maintain and improve the high standard of facilities within the park for people and wildlife.
- We have created more biodiversity within the park by increasing wildlife habitats & implementing reduced mowing regimes.
- The new pitches are well used and have benefited from the new drainage, irrigation and a knee-high rail around the pitches. The pitches have received a higher specification for ongoing maintenance and end of season renovation work.
- We have continued to ensure that all the tenanted buildings associated with the park are fully tenanted in order to maximise income for the charity.
- Norfolk Park Bowling Club still operate from the park albeit with now one green in use.
- New signage and notice boards were erected in 2024 throughout the park.

# NORFOLK PARK

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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#### Centre in the Park

During winter 2022- spring 2023 SCC Parks & Countryside relocated its office based operational services to Norfolk Pk following the impending closure of the Moorfoot Building in Sheffield City Centre. Several rooms have now been converted into office space for Parks & Countryside Officers to utilise. The centre can still be hired out for meetings for external clients.

We have successfully reconfigured the building around the core use of Age UK who have established a local service delivery hub within the building taking four of the larger community rooms and bringing increased family usage to the centre which will help to safeguard the long-term viability of the café within the centre.

We have worked with the operators of the crèche to restructure the operation and make it more sustainable which will allow them to continue to provide preschool places within the local area and continue to use facilities within the centre.

#### Groups with an interest in the park

A new Friends of Norfolk Park were formed in the year 22/23 with a view to enhancing the park & working with other stakeholders.

The Friends of Norfolk Park secured grant funding to match fund new signage throughout the park in 2024. There are also plans to secure working days with the Ranger team to facilitate working in areas of the park.

A new Café operator has now been given a lease to run the café within the Centre. Trading commenced March 2023 & to date has been very successful & provided a much-needed facility for the local community & park users.

There is a weekly Junior Park Run in the park which is managed by volunteers under the wider Park Run umbrella.

#### Events

A number of events were undertaken during 24/25:

Date	EVENT	Approx. attendance	Organisation
22/06/2024	Eid Celebration	2,000	The Muslim Welfare Centre
23/06/2024	Eid Celebration	2,000	The Muslim Welfare Centre
09/07/2024	50 Things to Do Before You're 5	50	SCC FACES Team
02/08/2024	HAF Walk and Picnic	50	Manor & Castle Development Trust
26/08/2024	Sheffield Fayre	10,000	Major Events
23/11/2024	Schools XC	400	Major Events
01/02/2025	Schools XC	400	Major Events
01/02/2025	SY Orienteering	320	Major Events

# NORFOLK PARK

## TRUSTEES' REPORT (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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#### Plans for Future Periods

The trustees will continue to work with key stakeholders to further develop Norfolk Heritage Park.

- Continuing to provide a high quality suite of services accessible by all sectors of the community in line with Green Flag standards, maintaining the park's Green Flag Award (nationally recognised).
- Implementing park developments in line with Green Flag Management Plans.
- Continue to implement and develop the Norfolk Heritage Park Environment Policy to reduce the effect of services on the local environment e.g., Bio-Diversity gains
- Work with Norfolk Park bowling club to sustain the use of the bowling green within the park and seek to encourage increases in junior bowling within the park.
- Improve visitor information services including supporting Friends Group in the development of their website and ensure interpretation leaflet is widely available.
- Identify marketing opportunities to further promote the park and its facilities, marketing plan to be completed and implemented.
- Parks and Countryside and the Centre in the Park team will continue to provide support and facilitate a range of partnership / community led events that use the park buildings and the park landscape.
- Ensure that the park links with the wider regeneration process taking place on the estate and any strategies and developments that affect the park and its day-to-day operations.
- The surface of the drive leading into the car park and the car park itself is deteriorating, it has been acknowledged that full surface repairs/renewal will be required in the short-term dependant on funding.
- Study of small wildflower plots adjacent to under 8's playground funded by Sheffield University.

#### Financial review

**Restricted fund** - Net income of £26,241 (23/24: expenditure of £50,002).

**Unrestricted funds** - Net income of £8,702 which is investment income (23/24: £8,458). The income from charitable activities was £95,881 (23/24: £100,509) with expenditure of £222,633 (23/24: £297,704). The deficit was funded by the grant from Sheffield City Council of £140,375 and a Local Area Committee Grant of £7,270 (23/24: £213,503).

At 31 March 2025 the charity had total funds of £2,607,612 (23/24: £2,572,669). These funds are mainly tied up in fixed assets and investments.

Restricted funds of £2,423,752 (23/24: £2,397,511) are held mainly as fixed assets.

Endowment of £160,060 (23/24: £160,060) were held as investments.

There was investment income of £8,702 (23/24: £8,458) and this has been transferred to the Designated Fund which now totals £23,800 and is available to spend in accordance with the Charity's Trusts & Objectives.

#### *Reserves policy*

As the charity is managed and funded by the Council, no specific unrestricted charity reserves are deemed to be necessary.

Annual revenue expenditure is generally greater than income and the variance is borne by the Council and not carried forward into the next financial year.

This charity has specific monies invested in the Council's internal investment fund. Interest is received half yearly on the monies invested. The investment monies are held as endowment funds and any interest earned is unrestricted income. This income has been earmarked by the trustees for use at the site for one-off projects rather than ongoing costs and has therefore been shown as a designated fund.

#### **Risk Management**

The charity is dependent for its day-to-day management upon Sheffield City Council. It is therefore considered expedient and cost effective for the charity to adopt the Council's risk management policy and strategy, which it considers is a crucial part of the service planning process in highlighting key risks and how they affect the Council's ability to deliver its service and how they will be managed. The Council has incorporated a formal approach to risk management in its day-to-day operations and has developed a toolkit to allow managers to identify risk, which would prevent them from achieving their objectives and to provide information and guidance on how these risks can be managed. The Council operates an Internal Insurance Account covering a variety of risks.

# NORFOLK PARK

## TRUSTEES' REPORT (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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

Norfolk Heritage Park is a charity and the sole Trustee is Sheffield City Council. The Charity Trustee Sub Committee is a standing sub committee of the Strategy and Resources Policy Committee. It has been established to take all decisions of the Council, including but not limited to disposal of and other dealings with charitable land.

Management of the park is the responsibility of the Councils' Parks and Countryside service. Management and administrative decisions are not decisions of the Council as Trustee, and are made by the Executive Director of Neighbourhood Services, the Director of Parks, Leisure and Libraries, or the head of Parks and Countryside service in accordance with the Arrangements for the Delegation of Functions To Officers, under part 3 of the Council's constitution.

The park is managed on a day-to-day basis by the Parks Area Team Leader & gardeners with the centre managed via Parks & Property & Facility Management. Overall, this is overseen by the Area Manager.

The trustees who served during the year and up to the date of signature of the financial statements were:

Cllr Richard Williams (Chair)

Cllr Fran Belbin (Deputy Chair)

Cllr Douglas Johnson (Group Spokesperson)

Cllr M Chaplin

Cllr K Crossthorn

### **Recruitment & appointment of trustees**

Norfolk Park is a charity, for which Sheffield City Council is sole trustee, acting through the charity trustee subcommittee (a standing subcommittee of the council's strategy and resources policy committee).

Councillors are elected by registered voters in their wards and are appointed to the committee by full council in accordance with the council's constitution. Appointments to the committee comply with the requirements of political proportionality as set out in the local government and housing act 1989.

Councillors serving on the committee receive appropriate induction to ensure they understand the distinction between the council's statutory duties and its legal obligations as charitable trustee.

Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

### **Trustees induction & training**

New trustees undergo training to brief them on their main duties: their legal obligations under charity and company law, the Freedom of information act 2000 and the Equalities act 2010, the Charity Commission guidance on public benefit, and the the committee and decision-making processes. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

# NORFOLK PARK

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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The trustees' report was approved by the Board of Trustees.

A handwritten signature in black ink, appearing to read "Richard Williams", with a small flourish at the end.

Cllr Richard Williams (Chair)  
**Trustee**

26 January 2026

# NORFOLK PARK

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NORFOLK PARK

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I report to the trustees on my examination of the financial statements of Norfolk Park (the charity) for the year ended 31 March 2025.

### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of Association of Chartered Certified Accountants, which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



### **Melvin Bailey FCCA DChA**

Newstead House  
Pelham Road  
Nottingham  
NG5 1AP  
27 January 2026

# NORFOLK PARK

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2025*

	Notes	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
<b>Income from:</b>									
Donations and legacies	3	147,645	91,566	-	239,211	213,503	-	-	213,503
Charitable activities	4	95,881	-	-	95,881	100,509	-	-	100,509
Investments	5	8,702	-	-	8,702	8,458	-	-	8,458
<b>Total income</b>		<u>252,228</u>	<u>91,566</u>	<u>-</u>	<u>343,794</u>	<u>322,470</u>	<u>-</u>	<u>-</u>	<u>322,470</u>
<b>Expenditure on:</b>									
Raising funds	6	20,893	-	-	20,893	16,308	-	-	16,308
Charitable activities	7	222,633	65,325	-	287,958	297,704	50,002	-	347,706
<b>Total expenditure</b>		<u>243,526</u>	<u>65,325</u>	<u>-</u>	<u>308,851</u>	<u>314,012</u>	<u>50,002</u>	<u>-</u>	<u>364,014</u>
<b>Net income/(expenditure)</b>		8,702	26,241	-	34,943	8,458	(50,002)	-	(41,544)
<b>Other recognised gains and losses:</b>									
Revaluation of tangible fixed assets		-	-	-	-	-	886,496	-	886,496
<b>Net movement in funds</b>	9	8,702	26,241	-	34,943	8,458	836,494	-	844,952
<b>Reconciliation of funds:</b>									
Fund balances at 1 April 2024		15,098	2,397,511	160,060	2,572,669	6,640	1,561,017	160,060	1,727,717
<b>Fund balances at 31 March 2025</b>		<u>23,800</u>	<u>2,423,752</u>	<u>160,060</u>	<u>2,607,612</u>	<u>15,098</u>	<u>2,397,511</u>	<u>160,060</u>	<u>2,572,669</u>

# NORFOLK PARK

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2025*

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The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# NORFOLK PARK

## BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025		2024	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	13		2,423,752		2,397,511
Investments	14		183,860		175,158
			<u>2,607,612</u>		<u>2,572,669</u>
<b>Current assets</b>					
Debtors	15	1,750		1,248	
<b>Creditors: amounts falling due within one year</b>	16	(1,750)		(1,248)	
<b>Net current assets</b>			-		-
<b>Total assets less current liabilities</b>			<u>2,607,612</u>		<u>2,572,669</u>
<b>The funds of the charity</b>					
Endowment funds	18		160,060		160,060
Restricted income funds	19		2,423,752		2,397,511
Unrestricted funds	20		23,800		15,098
			<u>2,607,612</u>		<u>2,572,669</u>

The financial statements were approved by the trustees on 26 January 2026



Cllr Richard Williams (Chair)  
Trustee

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2025

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#### 1 Accounting policies

##### Charity information

Norfolk Park is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to provide a public park, recreation ground and community centre.

The charity constitutes a public benefit entity as defined by FRS 102. 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 applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

##### 1.1 Accounting convention

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

##### 1.2 Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the investments form part of the fund.

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

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#### 1 Accounting policies

(Continued)

##### 1.4 Income

Income from donations and grants, including capital grants, is included in income when it is probable that the income will be received, and is allocated to the appropriate fund.

Investment income is included when receivable.

Rental, events, room hire and similar income is included when the event or function has taken place.

The cost of running the park is funded by Sheffield City Council. Annual revenue expenditure is generally greater than income and any variance is borne by the Council by way of a grant to the charity.

##### 1.5 Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis, net of any VAT, which can be recovered as Sheffield City Council is the sole trustee and therefore has special status under s33 VAT Act 1994.

The main exception to this treatment is payments for such items as gas and electricity are charged at the date of the meter reading rather than being apportioned between years. This policy is applied consistently each year.

Expenditure has been allocated to the activities to which it is directly attributable.

The cost of generating any external funding, such as grant applications and events, is attributable to the time of Sheffield City Council officers who work on a range of projects including the charity. As such it is not possible to accurately apportion the cost of this to the charity so no charge is included in the accounts.

Charitable activities are set out within the charitable deeds and represent the costs associated with the running and maintenance of the park.

Independent examination costs and finance officer costs are charged to the charity. The Council currently absorbs the cost of other officers' time. This policy is kept under review.

##### Staff costs

The staff who work for the charity are employed by Sheffield City Council, and are subject to the terms and conditions of that organisation. The costs of such staff are recharged to the charity. Full disclosure of the relevant staff costs and numbers is provided in the notes to these financial statements.

##### Pensions

City Council employees may participate in the Local Government Superannuation Scheme, which provides members with defined benefits related to pay and service. The City Council makes payments for this group of employees to the South Yorkshire Pensions Authority, which administers pension arrangements on behalf of Sheffield City Council and the other local authorities in the South Yorkshire area. The City Council bears any deficit or surplus on the scheme and does not charge this to the charity.

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Norfolk Park is classified as a Community Asset. The trustees policy is to value Community Assets at £Nil.

Land and buildings are initially carried in the accounts at deemed cost, as at transition to SORP (FRS 102).

Charity assets are revalued on a 5-year rolling programme (unless significant works are undertaken in the meantime that would materially impact asset values) to ensure that material changes in value are reflected as at the balance sheet date. Additional revaluations may be undertaken on an ad hoc basis i.e. where properties change use, there has been a material change in value.

Other Plant and Equipment are carried at cost.

Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefit to the charity and the services it provides are for a period of more than one year.

Assets have been reviewed for any impairment loss in respect of consumption of economic benefit.

Depreciation is provided on fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

- Land and previously revalued buildings are not depreciated.
- Park buildings have been depreciated on a straight line basis over 40 years, commencing on the transfer from assets under construction.
- Depreciation is not provided on land or assets under construction.
- The Trustees perform annual impairment reviews in accordance with the requirements of FRS 102 to ensure that the carrying value is not greater than the recoverable amount.

#### 1.7 Fixed asset investments

Fund balances are invested internally with Sheffield City Council. Investments are held at market value.

#### 1.8 Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Grants	147,645	91,566	239,211	213,503	-	213,503
<b>Grants</b>						
S106 maintenance	-	-	-	14,487	-	14,487
Sheffield City Council - revenue grant	140,375	-	140,375	199,016	-	199,016
Sheffield City Council - CRP	-	91,566	91,566	-	-	-
Local Area Committee Grant	7,270	-	7,270	-	-	-
	147,645	91,566	239,211	213,503	-	213,503

If expenditure is greater than income the variance is borne by Sheffield City Council and not brought forward into the next financial year.

### 4 Income from charitable activities

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Park Operation income</b>		
Outdoor sports	7,369	1,745
Events	9,495	22,210
<b>Centre in the Park building income</b>		
Rents and room hire	79,017	76,554
	95,881	100,509

### 5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	8,702	8,458

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 6 Expenditure on raising funds

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
<b>Fundraising and publicity</b>		
Events	20,893	16,308

### 7 Expenditure on charitable activities

	Park Operation costs 2025 £	Centre in the Park building costs 2025 £	Total 2025 £	Park Operation costs 2024 £	Centre in the Park building costs 2024 £	Total 2024 £
<b>Direct costs</b>						
Staff costs	24,535	34,320	58,855	23,552	32,189	55,741
Depreciation and impairment	65,325	-	65,325	50,002	-	50,002
Repairs & maintenance	15,122	13,032	28,154	53,173	40,767	93,940
Grounds maintenance	26,879	-	26,879	28,764	-	28,764
Tree work	2,295	-	2,295	4,565	-	4,565
Playground refurbishment & maintenance	6,069	-	6,069	18,380	-	18,380
Electricity	-	29,926	29,926	-	41,202	41,202
Gas	-	10,400	10,400	-	9,674	9,674
Water & sewage	-	4,739	4,739	-	4,856	4,856
Rates	-	2,762	2,762	-	2,789	2,789
Cleaning charges	-	27,949	27,949	-	24,227	24,227
Telephones	-	2,449	2,449	-	1,930	1,930
Supplies & services	-	18,088	18,088	-	8,953	8,953
Rangers	977	-	977	-	-	-
	<u>141,202</u>	<u>143,665</u>	<u>284,867</u>	<u>178,436</u>	<u>166,587</u>	<u>345,023</u>
<b>Share of support and governance costs (see note 8)</b>						
Governance	-	3,091	3,091	-	2,683	2,683
	<u>141,202</u>	<u>146,756</u>	<u>287,958</u>	<u>178,436</u>	<u>169,270</u>	<u>347,706</u>
<b>Analysis by fund</b>						
Unrestricted funds	75,877	146,756	222,633	128,434	169,270	297,704
Restricted funds	65,325	-	65,325	50,002	-	50,002
	<u>141,202</u>	<u>146,756</u>	<u>287,958</u>	<u>178,436</u>	<u>169,270</u>	<u>347,706</u>

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 8 Support costs allocated to activities

	Park Operation costs 2025 £	Total 2024 £
Governance	3,091	2,683
	<u>2025</u> £	<u>2024</u> £
<b>Governance costs comprise:</b>		
Independent examination fees	1,750	1,248
Finance office costs	1,341	1,435
	<u>3,091</u>	<u>2,683</u>

### 9 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Fees payable for the independent examination of the charity's financial statements	1,750	1,248
Depreciation of owned tangible fixed assets	65,325	50,002
	<u>65,325</u>	<u>50,002</u>

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 11 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	3	3
	<u>3</u>	<u>3</u>
<b>Employment costs</b>	<b>2025</b> £	<b>2024</b> £
Wages and salaries	45,624	43,210
Social security costs	4,562	4,321
Other pension costs	8,669	8,210
	<u>58,855</u>	<u>55,741</u>

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 11 Employees

(Continued)

There were no employees whose annual remuneration was more than £60,000.

### 12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 13 Tangible fixed assets

	<b>Freehold land and buildings £</b>
<b>Cost</b>	
At 1 April 2024	2,618,013
Additions	91,566
	<hr/>
At 31 March 2025	2,709,579
	<hr/>
<b>Depreciation and impairment</b>	
At 1 April 2024	220,502
Depreciation charged in the year	65,325
	<hr/>
At 31 March 2025	285,827
	<hr/>
<b>Carrying amount</b>	
At 31 March 2025	2,423,752
	<hr/> <hr/>
At 31 March 2024	2,397,511
	<hr/> <hr/>

All land and buildings are included at revalued amounts based on a valuation carried out 31st March 2024 by SCC Property Services.

### 14 Fixed asset investments

	<b>Unlisted investments £</b>
<b>Cost or valuation</b>	
At 1 April 2024	175,158
Interest received	8,702
	<hr/>
At 31 March 2025	183,860
	<hr/>
<b>Carrying amount</b>	
At 31 March 2025	183,860
	<hr/> <hr/>
At 31 March 2024	175,158
	<hr/> <hr/>

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 14 Fixed asset investments (Continued)

The charity funds are invested in Sheffield City Council's Consolidated Loan Funds and treated as permanent endowment funds. Interest can be used for unrestricted purposes. Market value is the same as historical cost.

### 15 Debtors

	2025	2024
	£	£
<b>Amounts falling due within one year:</b>		
Other debtors	1,750	1,248
	<u>1,750</u>	<u>1,248</u>

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

	2025	2024
	£	£
Other creditors	1,750	1,248
	<u>1,750</u>	<u>1,248</u>

### 17 Retirement benefit schemes

	2025	2024
	£	£
<b>Defined contribution schemes</b>		
Charge to profit or loss in respect of defined contribution schemes	8,669	8,210
	<u>8,669</u>	<u>8,210</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

### 18 Endowment funds

	At 1 April 2024	At 31 March 2025
	£	£
<b>Permanent endowments</b>		
	160,060	160,060
	<u>160,060</u>	<u>160,060</u>
<b>Previous year:</b>		
	At 1 April 2023	At 31 March 2024
	£	£
<b>Permanent endowments</b>		
Endowment funds	160,060	160,060
	<u>160,060</u>	<u>160,060</u>

The Charity funds are invested in Sheffield City Council's Consolidated Loan Funds. The original investment balances are held as endowment funds. Interest earned can be used for unrestricted purposes but is designated for one-off projects rather than ongoing running costs.

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 19 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024	Incoming resources	Resources expended	Gains and losses	At 31 March 2025
	£	£	£	£	£
Freehold land & buildings	1,511,015	91,566	(65,325)	-	1,537,256
Revaluation reserve	886,496	-	-	-	886,496
	<u>2,397,511</u>	<u>91,566</u>	<u>(65,325)</u>	<u>-</u>	<u>2,423,752</u>
<b>Previous year:</b>	<b>At 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Gains and losses</b>	<b>At 31 March 2024</b>
	£	£	£	£	£
Freehold land & buildings	1,561,017	-	(50,002)	-	1,511,015
Revaluation reserve	-	-	-	886,496	886,496
	<u>1,561,017</u>	<u>-</u>	<u>(50,002)</u>	<u>886,496</u>	<u>1,511,015</u>

#### Freehold Land & Buildings

This fund comprises various grants and donations received to finance capital projects including the Centre in the Park, a new sports pavilion, and a multi use games area.

#### 20 Unrestricted funds

	At 1 April 2024	Incoming resources	Resources expended	Transfers	At 31 March 2025
	£	£	£	£	£
Designated funds	15,098	-	-	8,702	23,800
General funds	-	252,228	(243,526)	(8,702)	-
	<u>15,098</u>	<u>252,228</u>	<u>(243,526)</u>	<u>-</u>	<u>23,800</u>
<b>Previous year:</b>	<b>At 1 April 2023</b>	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Transfers</b>	<b>At 31 March 2024</b>
	£	£	£	£	£
Designated funds	6,640	-	-	8,458	15,098
General funds	-	322,470	(314,012)	(8,458)	-
	<u>6,640</u>	<u>322,470</u>	<u>(314,012)</u>	<u>-</u>	<u>15,098</u>

Designated funds represent accumulated interest on the endowment funds. The trustees have set this money aside for one-off projects in the future, rather than for ongoing running costs.

# NORFOLK PARK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 21 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Endowment funds 2025 £	Total 2025 £
<b>At 31 March 2025:</b>				
Tangible assets	-	2,423,752	-	2,423,752
Investments	23,800	-	160,060	183,860
	<u>23,800</u>	<u>2,423,752</u>	<u>160,060</u>	<u>2,607,612</u>
	Unrestricted funds 2024 £	Restricted funds 2024 £	Endowment funds 2024 £	Total 2024 £
<b>At 31 March 2024:</b>				
Tangible assets	-	2,397,511	-	2,397,511
Investments	15,098	-	160,060	175,158
	<u>15,098</u>	<u>2,397,511</u>	<u>160,060</u>	<u>2,572,669</u>

### 22 Ultimate Controlling Party

The ultimate controlling party is the sole trustee, Sheffield City Council.

### 23 Related party transactions

The charity has a very close relationship with Sheffield City Council who is the sole trustee and provides the balance of funding not provided elsewhere on an annual basis, to enable the charity to carry out its charitable objectives. The amount of funding provided by Sheffield City Council during the year is £231,941 (23/24: £199,016). At the year end Sheffield City Council owed £1,750 (23/24: £1,248) to the Trust.

**NORFOLK PARK**

England & Wales - Charity number 1040354

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# Accounts

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**NORFOLK PARK  
(KNOWN AS NORFOLK HERITAGE PARK)  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2024**

**REGISTERED CHARITY NUMBER 1040354**

# NORFOLK HERITAGE PARK

## CONTENTS

	<b>Page</b>
Reference and administrative details	1
Trustees' report	2 - 7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	11
Accounting Policies	12 - 15
Notes to the financial statements	16 - 20

**NORFOLK HERITAGE PARK  
REFERENCE AND ADMINISTRATIVE DETAILS**

**CHARITY NO:** 1040354

**TRUSTEES**

Sheffield City Council is the sole Trustee of the charity, acting through the Charity Trustee Sub Committee.

**Charity Sub-Committee Members:**

Cllr Richard Williams (Chair)  
Cllr Fran Belbin (Deputy Chair)  
Cllr Christine Gilligan Kubo (Spokesperson)  
Cllr Mike Chaplin  
Cllr Kurtis Crossland

**PRINCIPAL ADDRESS**

Sheffield City Council  
Parks and Countryside  
Centre in the Park  
Guildford Avenue  
Sheffield  
S2 2PL

**INDEPENDENT EXAMINER**

Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

## **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024**

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19).

### **DESCRIPTION OF CHARITY'S TRUSTS AND OBJECTS**

The City Council acquired Norfolk Park by virtue of a conveyance dated 18 April 1910 from the Duke of Norfolk. The City Council holds the land acquired on trust for charitable purposes. The governing document is the scheme dated 24 August 1998.

The park is held on trust as a public park, recreation ground and community centre. There is further provision that access to the park will be at no charge and there are restrictions on the sort of public meetings that can be held.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Norfolk Heritage Park is a charity and the sole Trustee is Sheffield City Council. The Charity Trustee Sub Committee is a standing sub committee of the Strategy and Resources Policy Committee. It has been established to take all decisions of the Council, including but not limited to disposal of and other dealings with charitable land.

Management of the park is the responsibility of the Councils' Parks and Countryside service. Management and administrative decisions are not decisions of the Council as Trustee, and are made by the Executive Director of Neighbourhood Services, the Director of Parks, Leisure and Libraries, or the head of Parks and Countryside service in accordance with the Arrangements for the Delegation of Functions To Officers, under part 3 of the Council's constitution.

The park is managed on a day-to-day basis by the Parks Area Team Leader & gardeners with the centre managed via Parks & Property & Facility Management. Overall, this is overseen by the Area Manager.

### **PUBLIC BENEFIT**

The Trustees have complied with the duty in s. 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of how the charity has carried out its activities for the public benefit are given in the section below.

# **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024**

## **ACTIVITIES AND ACHIEVEMENTS**

Norfolk Heritage Park is classed as a City Park and is one of the oldest parks in the country. From 1999-2005 the park has been regenerated through a national lottery restoration project. New visitor facilities have been constructed including the Centre in the Park, a multi-purpose community building. The park landscape has been restored to its original Victorian character. A new sports pavilion and car park were opened in March 2005. Renovation and renewal of new Playground facilities was completed.

The latest major development has been the redevelopment of the Sports Pitches, which were officially opened in Spring 2011 and are now used by the local schools and community.

In 2019 a new footpath link between Jervis Lum & Beeches Drive was installed creating better access links into the park. To allow controlled entry to the park a new rising arm barrier was fitted at the entrance off Guildford Avenue.

In 2023, 16 new litter bins were installed throughout the park.

Norfolk Heritage Park has the following facilities for park visitors:

- Under 8's playground
- Adventure playground for over 8's
- Sports pitches, Sports Pavilion and Bowling Greens
- Multi-use games area
- A café
- A crèche/Nursery
- Youth club provision
- Sheffield City Council Ranger Service
- Rooms for hire including an I.T. Training Suite
- Toilets including toilets for disabled visitors
- Bookable event space

## **Summary of activities**

- The Park has been awarded the Green Flag for the sixteenth year running in recognition of the quality of the facilities, services, and management.
- We strive to maintain and improve the high standard of facilities within the park for people and wildlife.
- We have created more biodiversity within the park by increasing wildlife habitats & implementing reduced mowing regimes.
- The new pitches are well used and have benefited from the new drainage, irrigation and a knee-high rail around the pitches. The pitches have received a higher specification for ongoing maintenance and end of season renovation work.
- We have continued to ensure that all the tenanted buildings associated with the park are fully tenanted in order to maximise income for the charity.
- Norfolk Park Bowling Club still operate from the park albeit with now one green in use.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2024**

**Centre in the Park**

During winter 2022- spring 2023 SCC Parks & Countryside relocated its office based operational services to Norfolk Pk following the impending closure of the Moorfoot Building in Sheffield City Centre. Several rooms have now been converted into office space for Parks & Countryside Officers to utilise. The centre can still be hired out for meetings for external clients.

We have successfully reconfigured the building around the core use of Age UK who have established a local service delivery hub within the building taking four of the larger community rooms and bringing increased family usage to the centre which will help to safeguard the long-term viability of the café within the centre.

We have worked with the operators of the crèche to restructure the operation and make it more sustainable which will allow them to continue to provide preschool places within the local area and continue to use facilities within the centre.

**Groups with an interest in the park**

A new Friends of Norfolk Pk were formed in the year 22/23 with a view to enhancing the park & working with other stakeholders.

The Friends of Norfolk Park are looking to secure grant funding to match fund new signage through the park in 2024. There are also plans to secure working days with the Ranger team to facilitate working in areas of the park.

A new Café operator has now been given a lease to run the café within the Centre. Trading commenced March 2023 & to date has been very successful & provided a much-needed facility for the local community & park users.

**Events**

A number of events were undertaken during 23/24:

Date	EVENT	APPROX ATTENDANCE	ORGANISATION
01/04/2023	Orienteering	370	SYO
06/05/2023	Eid Celebration	1000	The Muslim Welfare House
22/06/2023	Corporate/Private Big Top	1500	Major Events
04/07/2023	Family Learning/FACES event	50	SCC Family Learning
28/07/2023	Ibiza Orchestral Experience	5000	Live Tour Promotions
29/07/2023	Sausage & Cider Festival	5000	Live Tour Promotions
08/08/2023	HAF Outdoor Sensory Play	90	Best Start Communities Count (MCDT)
28/08/2023	Sheffield Fayre	10000	Major Events
09/09/2023	Church Picnic and Games	150	Church
07/10/2023	Sheffield Schools Cross Country	300	SFSS
25/11/2023	Sheffield Schools Cross Country	300	SFSS
07/01/2024	Junior Park Run		Parkrun
23/03/2024	SY Orienteering	350	Major Events

# NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2024

## PLANS FOR FUTURE PERIODS

The trustees will continue to work with key stakeholders to further develop Norfolk Heritage Park.

- Continuing to provide a high quality suite of services accessible by all sectors of the community in line with Green Flag standards, maintaining the park's Green Flag Award (nationally recognised).
- Implementing park developments in line with Green Flag Management Plans.
- Continue to implement and develop the Norfolk Heritage Park Environment Policy to reduce the effect of services on the local environment e.g., Bio-Diversity gains
- Work with Norfolk Park bowling club to sustain the use of the bowling green within the park and seek to encourage increases in junior bowling within the park.
- Improve visitor information services including supporting Friends Group in the development of their website and ensure interpretation leaflet is widely available.
- Identify marketing opportunities to further promote the park and its facilities, marketing plan to be completed and implemented.
- Parks and Countryside and the Centre in the Park team will continue to provide support and facilitate a range of partnership / community led events that use the park buildings and the park landscape.
- Ensure that the park links with the wider regeneration process taking place on the estate and any strategies and developments that affect the park and its day-to-day operations.
- Replacement of the wooden knee rail fencing around the main carpark is planned to replace with steel knee high rails for extra durability/sustainability (2023-2025).
- The surface of the drive leading into the car park & the car park itself is deteriorating, it has been acknowledged that full surface repairs/renewal will be required in the short-term dependant on funding.
- Replacement of notice boards & some additional park signage proposed for 24/25.
- Study of small wildflower plots adjacent to under 8's playground funded by Sheffield University.

## FINANCIAL REVIEW AND FUNDING

**Restricted fund** - Net expenditure of £50,002 (22/23: expenditure of £21,258).

The revaluation of assets this year showed an increase in value of £886,496 on Centre in the Park and the lodges. There was an impairment in value on the Car Park.

**Unrestricted funds** - Net income of £8,458 which is investment income (22/23: £3,518). The income from charitable activities was £100,509 (22/23: £66,519) with expenditure of £297,704 (22/23: £229,886). The deficit was funded by the grant from Sheffield City Council of £213,503 (22/23: £204,906).

In 23/24 post- pandemic activity on events is resuming. The expenditure on charitable activities and raising funds increased by £34,155 this year largely due to repairs on the entrance and perimeter as well as increasing utilities costs. However, there was a corresponding increase in income of £33,990 due to additional music room hire and other room recharges.

At 31 March 2024 the charity had total funds of £2,572,669 (22/23: £1,727,718). These funds are mainly tied up in fixed assets and investments.

Restricted funds of £2,397,511 (22/23: £1,561,017) were held mainly as fixed assets. The increase this year of £844,951 is as a result of assets being revalued upwards, in particular on the Centre in the Park and Lodges.

Endowment and designated funds of £175,158 (22/23: £166,700) were held as investments.

There was investment income of £8,458 (22/23: £3,518) and this has been transferred to the Designated Fund which now totals £15,098 and is available to spend in accordance with the Charity's Trusts & Objectives.

## **RESERVES POLICY**

As the charity is managed and funded by the Council, no specific unrestricted charity reserves are deemed to be necessary.

Annual revenue expenditure is generally greater than income and the variance is borne by the Council and not carried forward into the next financial year.

This charity has specific monies invested in the Council's internal investment fund. Interest is received half yearly on the monies invested. The investment monies are held as endowment funds and any interest earned is unrestricted income. This income has been earmarked by the trustees for use at the site for one-off projects rather than ongoing costs and has therefore been shown as a designated fund.

## **RISK MANAGEMENT**

The charity is dependent for its day-to-day management upon Sheffield City Council. It is therefore considered expedient and cost effective for the charity to adopt the Council's risk management policy and strategy, which it considers is a crucial part of the service planning process in highlighting key risks and how they affect the Council's ability to deliver its service and how they will be managed. The Council has incorporated a formal approach to risk management in its day-to-day operations and has developed a toolkit to allow managers to identify risk, which would prevent them from achieving their objectives and to provide information and guidance on how these risks can be managed. The Council operates an Internal Insurance Account covering a variety of risks.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2024**

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**TRUSTEES**

Sheffield City Council adopted a Committee system in May 2022. The current Trustees are listed on Pg 1.

**Approved by the Trustees and signed on their behalf by:**



Date: 23/01/2025

**Cllr Richard Williams – Chair of the Charity Trustee Sub Committee.**

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF Norfolk Park

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2024.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



.....  
Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

Dated: 29/01/2025

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted 2023/24 £	Restricted 2023/24 £	Endowment 2023/24 £	Total 2023/24 £	Total 2022/23 £
<b>Income and endowments from:</b>						
Donations and legacies	2	213,503	-	-	213,503	242,083
Charitable activities	3	100,509	-	-	100,509	66,519
Investment	10	8,458	-	-	8,458	3,518
<b>Total</b>		<b>322,470</b>	<b>-</b>	<b>-</b>	<b>322,470</b>	<b>312,120</b>
<b>Expenditure on:</b>						
Raising funds	4	16,308	-	-	16,308	41,540
Charitable activities	5	297,704	50,002	-	347,706	288,320
<b>Total</b>		<b>314,012</b>	<b>50,002</b>	<b>-</b>	<b>364,015</b>	<b>329,860</b>
<b>Net income/(expenditure)</b>		<b>8,458</b>	<b>(50,002)</b>	<b>-</b>	<b>(41,545)</b>	<b>(17,740)</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Other recognised gains / (Losses)</b>						
Gains / (Losses) on revaluation of fixed assets	9		886,496		886,496	-
<b>Net movement in funds</b>		<b>8,458</b>	<b>836,494</b>	<b>-</b>	<b>844,952</b>	<b>(17,740)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		6,640	1,561,017	160,060	1,727,718	1,745,457
<b>Total funds carried forward</b>		<b>15,098</b>	<b>2,397,511</b>	<b>160,060</b>	<b>2,572,669</b>	<b>1,727,717</b>

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted 2022/23 £	Restricted 2022/23 £	Endowment 2022/23 £	Total 2022/23 £	Total 2021/22 £
<b>Income and endowments from:</b>						
Donations and legacies	2	204,906	37,177	-	242,083	187,207
Charitable activities	3	66,519	-	-	66,519	55,594
Investment	10	3,518	-	-	3,518	159
<b>Total</b>		<b>274,944</b>	<b>37,177</b>	<b>-</b>	<b>312,121</b>	<b>242,960</b>
<b>Expenditure on:</b>						
Raising funds	4	41,540	-	-	41,540	-
Charitable activities	5	229,886	58,435	-	288,320	308,589
<b>Total</b>		<b>271,425</b>	<b>58,435</b>	<b>-</b>	<b>329,860</b>	<b>308,589</b>
<b>Net income/(expenditure)</b>		<b>3,518</b>	<b>(21,258)</b>	<b>-</b>	<b>(17,740)</b>	<b>(65,629)</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>3,518</b>	<b>(21,258)</b>	<b>-</b>	<b>(17,740)</b>	<b>(65,629)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		3,122	1,582,275	160,060	1,745,457	1,811,086
<b>Total funds carried forward</b>		<b>6,640</b>	<b>1,561,017</b>	<b>160,060</b>	<b>1,727,718</b>	<b>1,745,457</b>


The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

**NORFOLK HERITAGE PARK  
BALANCE SHEET  
AS AT 31 MARCH 2024**

	Note	Unrestricted 2023/24 £	Restricted 2023/24 £	Endowment 2023/24 £	Total 2023/24 £	Total 2022/23 £
<b>Fixed assets</b>						
Tangible fixed assets	9	-	2,397,511	-	2,397,511	1,561,017
Investments	10	15,098	-	160,060	175,158	166,700
		<u>15,098</u>	<u>2,397,511</u>	<u>160,060</u>	<u>2,572,669</u>	<u>1,727,718</u>
<b>Current assets</b>						
Debtors	11	1,248	-	-	1,248	1,055
<b>Liabilities</b>						
Creditors falling due within one year	12	(1,248)	-	-	(1,248)	(1,055)
<b>Net current assets</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net assets</b>		<u>15,098</u>	<u>2,397,511</u>	<u>160,060</u>	<u>2,572,669</u>	<u>1,727,718</u>
<b>The funds of the charity</b>						
Unrestricted income funds						
Designated funds	15	15,098	-	-	15,098	6,640
Restricted income funds	13	-	1,511,015	-	1,511,015	1,561,017
Endowment funds	14	-	-	160,060	160,060	160,060
Revaluation Reserve	19	-	886,496	-	886,496	-
		<u>15,098</u>	<u>2,397,511</u>	<u>160,060</u>	<u>2,572,669</u>	<u>1,727,718</u>

Sheffield City Council adopted a Committee system in May 2022. The current Trustees are listed on Pg 1.

Approved by the Trustees and signed on their behalf by:

Signed 

Date 23/01/2025

Cllr Richard Williams – Chair of the Charity Trustee Sub Committee.

# **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024**

## **1. Accounting Policies**

Norfolk Heritage Park is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to provide a public park, recreation ground and community centre.

The charity constitutes a public benefit entity as defined by FRS 102. 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 applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

### **1.1 Fixed assets**

Norfolk Park is classified as a Community Asset. The trustees policy is to value Community Assets at £Nil.

Land and buildings are carried in the accounts at deemed cost, as at transition to SORP (FRS 102).

Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefit to the charity and the services it provides are for a period of more than one year.

Assets have been reviewed for any impairment loss in respect of consumption of economic benefit.

In 23/24 the assets were revalued by Property Services at Sheffield City Council.

# **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024**

## **1.2 Depreciation**

Depreciation is provided on fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

- Land and previously revalued buildings are not depreciated.
- Park buildings have been depreciated on a straight line basis over 40 years, commencing on the transfer from assets under construction.
- Depreciation is not provided on land or assets under construction.
- The Trustees perform annual impairment reviews in accordance with the requirements of FRS 102 to ensure that the carrying value is not greater than the recoverable amount.

## **1.3 Investments**

Fund balances are invested internally with Sheffield City Council. Investments are held at market value.

## **1.4 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the investments form part of the fund.

## **1.5 Income**

Income from donations and grants, including capital grants, is included in income when it is probable that the income will be received, and is allocated to the appropriate fund.

Investment income is included when receivable.

Rental, events, room hire and similar income is included when the event or function has taken place.

The cost of running the park is funded by Sheffield City Council. Annual revenue expenditure is generally greater than income and any variance is borne by the Council by way of a grant to the charity.

# **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2024**

## **1.6 Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, net of any VAT, which can be recovered as Sheffield City Council is the sole trustee and therefore has special status under s33 VAT Act 1994.

The main exception to this treatment is payments for such items as gas and electricity are charged at the date of the meter reading rather than being apportioned between years. This policy is applied consistently each year.

Expenditure has been allocated to the activities to which it is directly attributable.

### **Cost of raising funds**

The cost of generating any external funding, such as grant applications and events, is attributable to the time of Sheffield City Council officers who work on a range of projects including the charity. As such it is not possible to accurately apportion the cost of this to the charity so no charge is included in the accounts.

### **Charitable activities**

Charitable activities are set out within the charitable deeds and represent the costs associated with the running and maintenance of the park.

### **Governance costs**

Independent examination costs and finance officer costs are charged to the charity. The Council currently absorbs the cost of other officers' time. This policy is kept under review.

### **Staff costs**

The staff who work for the charity are employed by Sheffield City Council, and are subject to the terms and conditions of that organisation. The costs of such staff are recharged to the charity. Full disclosure of the relevant staff costs and numbers is provided in the notes to these financial statements.

### **Pensions**

City Council employees may participate in the Local Government Superannuation Scheme, which provides members with defined benefits related to pay and service. The City Council makes payments for this group of employees to the South Yorkshire Pensions Authority, which administers pension arrangements on behalf of Sheffield City Council and the other local authorities in the South Yorkshire area. The City Council bears any deficit or surplus on the scheme and does not charge this to the charity.

## **1.7 Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2024**

**1.8 Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**1.9 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2024**

**2. Donations and legacies**

<b>Grants</b>	<b>2023/24</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
S106 Maintenance	<b>14,487</b>	6,073
Sheffield City Council - revenue grant	<b>199,016</b>	198,833
	<b>213,503</b>	204,906
Restricted:		
Sheffield City Council - CRP	-	37,177
	-	37,177
	<b>213,503</b>	242,083

If expenditure is greater than income the variance is borne by Sheffield City Council and not brought forward into the next financial year.

**3. Income from charitable activities**

	<b>Park Operation Income</b>	<b>Centre in the park building Income</b>	<b>2023/24 Total</b>	<b>2022/23 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted:				
Outdoor sports	<b>1,744</b>	-	<b>1,744</b>	1,357
Events	<b>22,210</b>	-	<b>22,210</b>	13,445
Rents and room hire	-	<b>76,554</b>	<b>76,554</b>	51,718
	<b>23,954</b>	<b>76,554</b>	<b>100,509</b>	66,519

**4. Analysis of expenditure on raising funds**

	<b>2023/24</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
Events	<b>16,308</b>	41,540

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2024**

**5. Analysis of expenditure on charitable activities**

	Park Operation Costs £	Centre in the Park Building Costs £	2023/24 Total £	2022/23 Total £
Unrestricted:				
Employees	23,552	32,189	55,741	53,000
Repairs and maintenance	53,174	40,767	93,941	56,415
Grounds maintenance	28,764		28,764	23,813
Tree work	4,565		4,565	5,720
Rangers	150			-
Playground refurbishment and maintenance	18,380		18,380	10,950
Electricity	-	41,202	41,202	22,327
Gas	-	9,674	9,674	10,174
Water and sewage	-	4,856	4,856	3,698
Rates	-	2,789	2,789	1,480
Cleaning charges	-	24,227	24,227	22,777
Telephones	-	1,930	1,930	3,522
Supplies and services	-	8,953	8,953	13,544
Governance costs	-	2,683	2,683	2,466
	<b>128,586</b>	<b>169,268</b>	<b>297,704</b>	<b>229,886</b>
Restricted:				
Release Accrued Income	-		-	117
Depreciation	50,002	-	50,002	58,318
	<b>50,002</b>	<b>-</b>	<b>50,002</b>	<b>58,435</b>
	<b>178,588</b>	<b>169,268</b>	<b>347,706</b>	<b>288,320</b>

**6. Governance costs**

	2023/24 £	2022/23 £
Managing and administration:		
Independent examination fees	1,248	1,055
Finance office costs	1,435	1,411
	<b>2,683</b>	<b>2,466</b>

**7. Staff costs and trustees' remuneration**

	2023/24 Total £	2022/23 Total £
Salaries	43,210	41,085
Social security costs	4,321	4,109
Pension	8,210	7,806
	<b>55,741</b>	<b>53,000</b>

No employee received remuneration of over £60,000 during the year (21/22 - None).

Trustees received no remuneration (21/22 - £Nil) and were not reimbursed for any of their expenses during the year.

**8. Staff numbers**

	2023/24 Number	2022/23 Number
The average number of employees during the year was	<b>3</b>	<b>3</b>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2024**

<b>9. Land and buildings</b>	At cost Assets under Construction	At cost Freehold land and buildings £	<b>Total</b> £
<b>At cost or valuation</b>			
At 1 April 2023	-	2,044,807	2,044,807
Additions	-	-	-
Transfers	-	-	-
Revaluation 31st March 2024	-	573,206	573,206
At 31 March 2024	-	2,618,013	2,618,013
<b>Accumulated depreciation</b>			
At 1 April 2023	-	483,790	483,790
Charge in the year	-	50,002	50,002
Reverse depreciation on revaluation 31 March 2024	-	(313,290)	(313,290)
At 31 March 2024	-	220,502	220,502
<b>Net book value</b>			
At 31 March 2024	-	2,397,511	2,397,511
At 31 March 2023	-	1,561,017	1,561,017

All land and buildings are included at revalued amounts based on a valuation carried out March 31st 2024 by SCC Property Services

**10. Investments**

<b>At market value</b>	<b>2023/24</b> £
At 1 April 2023	166,700
Interest received	8,458
Drawdown	-
At 31 March 2024	175,158

Market value is the same as historical cost.

**11. Debtors**

	<b>2023/24</b> £	<b>2022/23</b> £
Amounts due from Sheffield City Council	1,248	1,055
	1,248	1,055

**12. Creditors: amounts falling due within one year**

	<b>2023/24</b> £	<b>2022/23</b> £
Independent examination fees	1,248	1,055
	1,248	1,055

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2024**

**13. Restricted funds**

	Freehold land and buildings £	Total £
Balance at 1 April 2023	1,561,017	1,561,017
Expenditure	(50,002)	(50,002)
Revaluation	313,290	313,290
Income	573,206	573,206
Transfer	-	-
Balance at 31 March 2024	<u>2,397,511</u>	<u>2,397,511</u>

**Freehold Land and Buildings**

This fund comprises various grants and donations received to finance capital projects including the Centre in the Park, a new sports pavillion, and a multi use games area.

**Restricted funds - prior year**

	Freehold land and buildings £	Total £
Balance at 1 April 2022	1,582,275	1,582,275
Expenditure	(58,435)	(58,435)
Income	37,177	37,177
Transfer	-	-
Balance at 31 March 2023	<u>1,561,017</u>	<u>1,561,017</u>

**14. Endowment funds**

Balance at 1 April 2023 and at 31 March 2024	<u>160,060</u>
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The Charity funds are invested in Sheffield City Council's Consolidated Loan Funds. The original investment balances are held as endowment funds. Interest earned can be used for unrestricted purposes but is designated for one-off projects rather than ongoing running costs.

**Endowment funds - prior year**

Balance at 1 April 2022 and at 31 March 2023	<u>160,060</u>
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**15. Unrestricted funds**

	General Funds £	Designated Funds £	Total £
Balance at 1 April 2023	-	6,640	6,640
Income	322,470	-	322,470
Expenditure	(314,012)	-	(314,012)
Transfer	(8,458)	8,458	-
Balance at 31 March 2024	<u>-</u>	<u>15,098</u>	<u>15,098</u>

Designated funds represent accumulated interest on the endowment funds. The trustees have set this money aside for one-off projects in the future, rather than for ongoing running costs.

**Unrestricted funds - prior year**

	General Funds £	Designated Funds £	Total £
Balance at 1 April 2022	117	3,122	3,239
Income	274,827	-	274,827
Expenditure	(271,425)	-	(271,425)
Transfer	(3,518)	3,518	-
Balance at 31 March 2023	<u>-</u>	<u>6,640</u>	<u>6,640</u>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2024**

<b>16. Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment</b>	<b>Total funds</b>
	£	£	£	£
Investments	15,098	-	160,060	175,158
Fixed assets	-	1,511,015	-	1,511,015
Current assets	1,248	-	-	1,248
Revaluation Reserve	-	886,496	-	886,496
Creditors due within one year	(1,248)	-	-	(1,248)
	<b>15,098</b>	<b>2,397,511</b>	<b>160,060</b>	<b>2,572,669</b>

<b>Analysis of net assets between funds - prior year</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment</b>	<b>Total funds</b>
	£	£	£	£
Investments	6,757	-	160,060	166,817
Fixed assets	-	1,561,017	-	1,561,017
Current assets	1,055	-	-	1,055
Creditors due within one year	(1,055)	-	-	(1,055)
	<b>6,757</b>	<b>1,561,017</b>	<b>160,060</b>	<b>1,727,835</b>

**17. Ultimate Controlling Party**

The ultimate controlling party is the sole trustee, Sheffield City Council.

**18. Related parties**

The charity has a very close relationship with Sheffield City Council who is the sole trustee and provides the balance of funding not provided elsewhere on an annual basis, to enable the charity to carry out its charitable objectives. The amount of funding provided by Sheffield City Council during the year is £199,016 (22/23: £236,010). At the year end Sheffield City Council owed £1,248 (22/23: £1,055) to the Trust.

<b>19. Revaluation Reserve</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment</b>	<b>Total funds</b>
	£	£	£	£
Balance as at 31 March 2023	-	-	-	-
Gains on revaluation of fixed assets	-	(573,206)	-	-
Depreciation charges written to Revaluation Reserve	-	(313,290)	-	-
Losses on revaluation of fixed assets	-	-	-	-
Balance as at 31 March 2024	-	<b>(886,496)</b>	-	-

**NORFOLK PARK**

England & Wales - Charity number 1040354

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# Accounts

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**NORFOLK PARK  
(KNOWN AS NORFOLK HERITAGE PARK)  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**REGISTERED CHARITY NUMBER 1040354**

# NORFOLK HERITAGE PARK

## CONTENTS

	<b>Page</b>
Reference and administrative details	1
Trustees' report	2 - 7
Independent examiner's report	8
Statement of financial activities	9 - 10
Balance sheet	11
Accounting Policies	12 - 15
Notes to the financial statements	16 - 20

**NORFOLK HERITAGE PARK  
REFERENCE AND ADMINISTRATIVE DETAILS**

**CHARITY NO:** 1040354

**TRUSTEES**

Sheffield City Council is the sole Trustee of the charity, acting through the Charity Trustee Sub Committee.

**Charity Sub-Committee Members:**

Cllr Ian Auckland (Chair)  
Cllr Zahira Naz (Deputy Chair)  
Cllr Douglas Johnson (Spokesperson)  
Cllr Richard Williams  
Cllr Fran Belbin

**PRINCIPAL ADDRESS**

Sheffield City Council  
Parks and Countryside  
Centre in the Park  
Guildford Avenue  
Sheffield  
S2 2PL

**INDEPENDENT EXAMINER**

Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

## **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023**

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19).

### **DESCRIPTION OF CHARITY'S TRUSTS AND OBJECTS**

The City Council acquired Norfolk Park by virtue of a conveyance dated 18 April 1910 from the Duke of Norfolk. The City Council holds the land acquired on trust for charitable purposes. The governing document is the scheme dated 24 August 1998.

The park is held on trust as a public park, recreation ground and community centre. There is further provision that access to the park will be at no charge and there are restrictions on the sort of public meetings that can be held.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Norfolk Heritage Park is a charity and the sole Trustee is Sheffield City Council. The Charity Trustee Sub Committee is a standing sub committee of the Strategy and Resources Policy Committee. It has been established to take all decisions of the Council, including but not limited to disposal of and other dealings with charitable land.

Management of the park is the responsibility of the Councils' Parks and Countryside service. Management and administrative decisions are not decisions of the Council as Trustee, and are made by the Executive Director of Neighbourhood Services, the Director of Parks, Leisure and Libraries, or the Head of Parks and Countryside service in accordance with the Arrangements for the Delegation of Functions To Officers, under part 3 of the Council's constitution.

The park is managed on a day-to-day basis by the Parks Area Team Leader & gardeners with the centre managed via Parks & Property & Facility Management. Overall, this is overseen by the Area Manager Andy Mumford.

### **PUBLIC BENEFIT**

The Trustees have complied with the duty in s. 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of how the charity has carried out its activities for the public benefit are given in the section below.

# **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2023**

## **ACTIVITIES AND ACHIEVEMENTS**

Norfolk Heritage Park is classed as a City Park and is one of the oldest parks in the country. From 1999-2005 the park has been regenerated through a national lottery restoration project. New visitor facilities have been constructed including the Centre in the Park, a multi-purpose community building. The park landscape has been restored to its original Victorian character. A new sports pavilion and car park were opened in March 2005 and then later in 2011 the redeveloped Sports Pitches were officially opened.

More recently in 2018 the renovation and renewal of new Playground facilities was completed. Then in 2019 a new footpath link between Jervis Lum & Beeches Drive was installed creating better access links into the park. To allow controlled entry to the park a new rising arm barrier was fitted at the entrance off Guildford Avenue.

Norfolk Heritage Park has the following facilities for park visitors:

- Under 8's playground
- Adventure playground for over 8's
- Sports pitches, Sports Pavilion and Bowling Greens
- Multi-use games area
- A café
- A crèche/Nursery
- Youth club provision
- Sheffield City Council Ranger Service
- Rooms for hire including an I.T. Training Suite
- Toilets including toilets for disabled visitors
- Bookable event space

## **Summary of activities**

- The Park has been awarded the Green Flag for the sixteenth-year running in recognition of the quality of the facilities, services, and management.
- We strive to maintain and improve the high standard of facilities within the park for people and wildlife.
- We have created more biodiversity within the park by increasing wildlife habitats & implementing reduced mowing regimes.
- The new pitches are well used and have benefited from the new drainage, irrigation and a knee high rail around the pitches. The pitches have received a higher specification for ongoing maintenance and end of season renovation work.
- We have continued to ensure that all the tenanted buildings associated with the park are fully tenanted in order to maximise income for the charity.
- Norfolk Park Bowling Club still operate from the park albeit with now one green in use.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2022**

**Centre in the Park**

During winter 2022- spring 2023 SCC Parks & Countryside relocated its office based operational services to Norfolk Pk following the impending closure of the Moorfoot Building in Sheffield City Centre.

Several rooms have now been converted into office space for Parks & Countryside Officers to utilise. The centre can still be hired out for meetings for external clients.

**Groups with an interest in the park**

A new Friends of Norfolk Pk were formed in the year 22/23 with a view to enhancing the park & working with other stakeholders. Whilst the group is still in its infancy regular meetings are planned to assist the group moving forward.

A new Café operator has now been given a lease to run the café within the Centre. Trading commenced March 2023 & to date has been very successful & provided a much needed facility for the local community & park users.

**Events**

A number of events were undertaken during 22/23:

Date	EVENT	APPROX ATTENDANCE	ORGANISATION	Type of Event
02/06/2022	Jubilee Beacon	15000	Major Events Team	Major
16/07/2022	Eid Celebration	1000	The Muslim Welfare House Sheffield	Community
29/08/2022	Sheffield Fayre	10000	Major Events Team	Major
15/10/2022	Secondary Schools XC 2	400	Sheffield Federation for School Sport	Sports
16/10/2022	SYCCA Cross Country	400	South Yorkshire CCA	Sports
26/11/2022	Primary Schools XC 5	400	Sheffield Federation for School Sport	Sports
04/02/2023	Secondary Schools XC	400	Sheffield Federation for School Sport	Sports

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2022**

**PLANS FOR FUTURE PERIODS**

The trustees will continue to work with key stakeholders to further develop Norfolk Heritage Park.

- Continuing to provide a high quality suite of services accessible by all sectors of the community in line with Green Flag standards, maintaining the park's Green Flag Award (nationally recognised).
- Implementing park developments in line with Green Flag Management Plans.
- Continue to implement and develop the Norfolk Heritage Park Environment Policy to reduce the effect of services on the local environment e.g., Bio-Diversity gains
- Work with Activity Sheffield, Heritage Park Community School, GOALS Soccer Centre and All Saints Secondary School to carry out the necessary work to ensure the successful usage of the sports pitches.
- Work with Norfolk Park bowling club to sustain the use of the bowling green within the park and seek to encourage increases in junior bowling within the park.
- Improve visitor information services including supporting Friends Group in the development of their website and ensure interpretation leaflet is widely available.
- Identify marketing opportunities to further promote the park and its facilities, marketing plan to be completed and implemented.
- Parks and Countryside and the Centre in the Park team will continue to provide support and facilitate a range of partnership / community led events that use the park buildings and the park landscape.
- Ensure that the park links with the wider regeneration process taking place on the estate and any strategies and developments that affect the park and its day-to-day operations.
- Replacement of the wooden knee rail fencing around the main carpark is planned to replace with steel knee high rails for extra durability/sustainability.
- The surface of the drive leading into the car park & the car park itself is deteriorating, it has been acknowledged that full surface repairs/renewal will be required in the short-term dependant on funding.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2022**

**FINANCIAL REVIEW AND FUNDING**

**Restricted fund** - Net expenditure of £21,258 (21/22: expenditure of £65,788) comprising depreciation of £58,318 (21/22: £93,100). This expenditure was offset by capital grant income from Sheffield City Council of £37,177.

The additional grant income this year covered works on Arbourthorne Lodge access.

**Unrestricted funds** - Net income of £3,518 (21/22: £159). This includes investment income of £3,518 (21/22: £159). The income from charitable activities was £66,519 (21/22: £55,594) with expenditure of £229,886 (21/22: £215,489). The deficit was funded by the grant from Sheffield City Council of £204,906 (21/22: £159,895).

In 22/23 we identified in the accounts income and expenditure streams from the Parks Events team, since such events have returned post-pandemic. This includes Events income of £13,445 (21/22: £75) and Rents expenditure of £51,718 (21/22: £54,432) from the annual Sheffield Fair and the Queens Jubilee celebrations.

At 31 March 2023 the charity had total funds of £1,727,717 (21/22: £1,745,457). These funds are mainly tied up in fixed assets and investments. Restricted funds of £1,561,017 (21/22: £1,582,275) were held mainly as fixed assets. Endowment and designated funds of £166,700 (21/22: £163,182) were held as investments.

There was investment income of £3,518 (21/22: £159) and this has been transferred to the Designated Fund which now totals £6,640 and is available to spend in accordance with the Charity's Trusts & Objectives.

**RESERVES POLICY**

As the charity is managed and funded by the Council, no specific unrestricted charity reserves are deemed to be necessary.

Annual revenue expenditure is generally greater than income and the variance is born by the Council and not carried forward into the next financial year.

This charity has specific monies invested in the Council's internal investment fund. Interest is received half yearly on the monies invested. The investment monies are held as endowment funds and any interest earned is unrestricted income. This income has been earmarked by the trustees for use at the site for one-off projects rather than ongoing costs and has therefore been shown as a designated fund.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2023**

**RISK MANAGEMENT**

The charity is dependent for its day-to-day management upon Sheffield City Council. It is therefore considered expedient and cost effective for the charity to adopt the Council's risk management policy and strategy, which it considers is a crucial part of the service planning process in highlighting key risks and how they affect the Council's ability to deliver its service and how they will be managed. The Council has incorporated a formal approach to risk management in its day-to-day operations and has developed a toolkit to allow managers to identify risk, which would prevent them from achieving their objectives and to provide information and guidance on how these risks can be managed. The Council operates an Internal Insurance Account covering a variety of risks.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2023**

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**TRUSTEES**

Sheffield City Council adopted a Committee system in May 2022. The current Trustees are listed on Pg 1.

**Approved by the Trustees and signed on their behalf by:**



Signed

Date 25/01/2024

**Cllr Ian Auckland – Chair of the Charity Trustee Sub Committee.**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF Norfolk Park**

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2023.

#### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



.....  
Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

Dated: 25/01/2024

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted 2022/23 £	Restricted 2022/23 £	Endowment 2022/23 £	Total 2022/23 £	Total 2021/22 £
<b>Income and endowments from:</b>						
Donations and legacies	2	204,906	37,177	-	242,083	187,207
Charitable activities	3	66,519	-	-	66,519	55,594
Investment	10	3,518	-	-	3,518	159
<b>Total</b>		<b>274,943</b>	<b>37,177</b>	<b>-</b>	<b>312,120</b>	<b>242,960</b>
<b>Expenditure on:</b>						
Raising funds	4	41,540	-	-	41,540	-
Charitable activities	5	229,886	58,435	-	288,320	308,589
<b>Total</b>		<b>271,425</b>	<b>58,435</b>	<b>-</b>	<b>329,860</b>	<b>308,589</b>
<b>Net income/(expenditure)</b>		<b>3,518</b>	<b>(21,258)</b>	<b>-</b>	<b>(17,740)</b>	<b>(65,629)</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>3,518</b>	<b>(21,258)</b>	<b>-</b>	<b>(17,740)</b>	<b>(65,629)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		3,122	1,582,275	160,060	1,745,457	1,811,086
<b>Total funds carried forward</b>		<b>6,640</b>	<b>1,561,017</b>	<b>160,060</b>	<b>1,727,717</b>	<b>1,745,457</b>

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted 2021/22 £	Restricted 2021/22 £	Endowment 2021/22 £	Total 2021/22 £	Total 2020/21 £
<b>Income and endowments from:</b>						
Donations and legacies	2	159,895	27,312	-	187,207	147,244
Charitable activities	3	55,594	-	-	55,594	38,329
Investment	10	159	-	-	159	-
<b>Total</b>		<b>215,648</b>	<b>27,312</b>	<b>-</b>	<b>242,960</b>	<b>185,573</b>
<b>Expenditure on:</b>						
Raising funds	4	-	-	-	-	-
Charitable activities	5	215,489	93,100	-	308,589	233,963
<b>Total</b>		<b>215,489</b>	<b>93,100</b>	<b>-</b>	<b>308,589</b>	<b>233,963</b>
<b>Net income/(expenditure)</b>		<b>159</b>	<b>(65,788)</b>	<b>-</b>	<b>(65,629)</b>	<b>(48,390)</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>159</b>	<b>(65,788)</b>	<b>-</b>	<b>(65,629)</b>	<b>(48,390)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		2,963	1,648,063	160,060	1,811,086	1,859,476
<b>Total funds carried forward</b>		<b>3,122</b>	<b>1,582,275</b>	<b>160,060</b>	<b>1,745,457</b>	<b>1,811,086</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing

**NORFOLK HERITAGE PARK  
BALANCE SHEET  
AS AT 31 MARCH 2023**

	Note	Unrestricted 2022/23 £	Restricted 2022/23 £	Endowment 2022/23 £	Total 2022/23 £	Total 2021/22 £
<b>Fixed assets</b>						
Tangible fixed assets	9	-	1,561,017	-	1,561,017	1,582,158
Investments	10	6,640	-	160,060	166,700	163,182
		<u>6,640</u>	<u>1,561,017</u>	<u>160,060</u>	<u>1,727,718</u>	<u>1,745,340</u>
<b>Current assets</b>						
Debtors	11	1,055	-	-	1,055	1,167
<b>Liabilities</b>						
Creditors falling due within one year	12	(1,055)	-	-	(1,055)	(1,050)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>117</u>
<b>Net current assets</b>						
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>117</u>
<b>Net assets</b>		<u>6,640</u>	<u>1,561,017</u>	<u>160,060</u>	<u>1,727,718</u>	<u>1,745,457</u>
<b>The funds of the charity</b>						
Unrestricted income funds						
Designated funds	15	6,640	-	-	6,640	3,122
Restricted income funds	13	-	1,561,017	-	1,561,017	1,582,275
Endowment funds	14	-	-	160,060	160,060	160,060
		<u>6,640</u>	<u>1,561,017</u>	<u>160,060</u>	<u>1,727,718</u>	<u>1,745,457</u>

Sheffield City Council adopted a Committee system in May 2022. The current Trustees are listed on Pg 1.

Approved by the Trustees and signed on their behalf by:

Signed 

Date 25/01/2024

CLr Ian Auckland - Chair of the Charity Trustee Sub-Committee

# **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023**

## **1. Accounting Policies**

Norfolk Heritage Park is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to provide a public park, recreation ground and community centre.

The charity constitutes a public benefit entity as defined by FRS 102. 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 applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

### **1.1 Fixed assets**

Norfolk Park is classified as a Community Asset. The trustees policy is to value Community Assets at £Nil.

Land and buildings are carried in the accounts at deemed cost, as at transition to SORP (FRS 102).

Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefit to the charity and the services it provides are for a period of more than one year.

Assets have been reviewed for any impairment loss in respect of consumption of economic benefit.

# **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023**

## **1.2 Depreciation**

Depreciation is provided on fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

- Land and previously revalued buildings are not depreciated.
- Park buildings have been depreciated on a straight line basis over 40 years, commencing on the transfer from assets under construction.
- Depreciation is not provided on land or assets under construction.
- The Trustees perform annual impairment reviews in accordance with the requirements of FRS 102 to ensure that the carrying value is not greater than the recoverable amount.

## **1.3 Investments**

Fund balances are invested internally with Sheffield City Council. Investments are held at market value.

## **1.4 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the investments form part of the fund.

## **1.5 Income**

Income from donations and grants, including capital grants, is included in income when it is probable that the income will be received, and is allocated to the appropriate fund.

Investment income is included when receivable.

Rental, events, room hire and similar income is included when the event or function has taken place.

The cost of running the park is funded by Sheffield City Council. Annual revenue expenditure is generally greater than income and any variance is borne by the Council by way of a grant to the charity.

# **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023**

## **1.6 Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, net of any VAT, which can be recovered as Sheffield City Council is the sole trustee and therefore has special status under s33 VAT Act 1994.

The main exception to this treatment is payments for such items as gas and electricity are charged at the date of the meter reading rather than being apportioned between years. This policy is applied consistently each year.

Expenditure has been allocated to the activities to which it is directly attributable.

### **Cost of raising funds**

The cost of generating any external funding, such as grant applications and events, is attributable to the time of Sheffield City Council officers who work on a range of projects including the charity. As such it is not possible to accurately apportion the cost of this to the charity so no charge is included in the accounts.

### **Charitable activities**

Charitable activities are set out within the charitable deeds and represent the costs associated with the running and maintenance of the park.

### **Governance costs**

Independent examination costs and finance officer costs are charged to the charity. The Council currently absorbs the cost of other officers' time. This policy is kept under review.

### **Staff costs**

The staff who work for the charity are employed by Sheffield City Council, and are subject to the terms and conditions of that organisation. The costs of such staff are recharged to the charity. Full disclosure of the relevant staff costs and numbers is provided in the notes to these financial statements.

### **Pensions**

City Council employees may participate in the Local Government Superannuation Scheme, which provides members with defined benefits related to pay and service. The City Council makes payments for this group of employees to the South Yorkshire Pensions Authority, which administers pension arrangements on behalf of Sheffield City Council and the other local authorities in the South Yorkshire area. The City Council bears any deficit or surplus on the scheme and does not charge this to the charity.

## **1.7 Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**1.8 Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**1.9 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**2. Donations and legacies**

<b>Grants</b>	<b>2022/23</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
S106 Maintenance	<b>6,073</b>	-
Sheffield City Council - revenue grant	<b>198,833</b>	159,895
	<b>204,906</b>	159,895
Restricted:		
Sheffield City Council - CRP	<b>37,177</b>	
Sheffield City Council - capital grant	-	7,312
Environment Agency	-	10,000
Community Infrastructure Levy	-	10,000
	<b>37,177</b>	27,312
	<b>253,008</b>	187,207

If expenditure is greater than income the variance is borne by Sheffield City Council and not brought forward into the next financial year.

**3. Income from charitable activities**

	<b>Park Operation Income £</b>	<b>Centre in the park building Income £</b>	<b>2022/23 Total £</b>	<b>2021/22 Total £</b>
Unrestricted:				
Outdoor sports	<b>1,357</b>	-	<b>1,357</b>	1,087
Events	<b>13,445</b>	-	<b>13,445</b>	75
Miscellaneous	-	-	-	-
Rents and room hire	-	<b>51,718</b>	<b>51,718</b>	54,432
	<b>14,802</b>	<b>51,718</b>	<b>66,519</b>	55,594

**4. Analysis of expenditure on raising funds**

	<b>2022/23</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
Events	<b>41,540</b>	-

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**5. Analysis of expenditure on charitable activities**

	Park Operation Costs £	Centre in the Park Building Costs £	2022/23 Total £	2021/22 Total £
Unrestricted:				
Employees	23,414	29,586	53,000	71,360
Repairs and maintenance	17,897	38,519	56,415	45,252
Grounds maintenance	23,813		23,813	22,980
Tree work	5,720		5,720	6,256
Playground refurbishment and maintenance	10,950		10,950	5,947
Electricity	-	22,327	22,327	15,597
Gas	-	10,174	10,174	5,097
Water and sewage	-	3,698	3,698	4,564
Rates	-	1,480	1,480	1,480
Cleaning charges	-	22,777	22,777	23,259
Telephones	-	3,522	3,522	3,907
Supplies and services	-	13,544	13,544	7,401
Governance costs	-	2,466	2,466	2,390
	<b>81,793</b>	<b>148,093</b>	<b>229,886</b>	215,489
Restricted:				
Release Accrued Income	117		117	-
Depreciation	48,943	9,375	58,318	48,390
	<b>49,060</b>	<b>9,375</b>	<b>58,435</b>	48,390
	<b>130,852</b>	<b>157,468</b>	<b>288,320</b>	263,879

**6. Governance costs**

	2022/23 £	2021/22 £
Managing and administration:		
Independent examination fees	1,055	1,050
Finance office costs	1,411	1,340
	<b>2,466</b>	2,390

**7. Staff costs and trustees' remuneration**

	2022/23 Total £	2021/22 Total £
Salaries	41,085	55,318
Social security costs	4,109	5,532
Pension	7,806	10,510
	<b>53,000</b>	71,360

No employee received remuneration of over £60,000 during the year (21/22 - None).

Trustees received no remuneration (21/22 - £Nil) and were not reimbursed for any of their expenses during the year.

**8. Staff numbers**

	2022/23 Number	2021/22 Number
The average number of employees during the year was	<b>3</b>	4

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

<b>9. Land and buildings</b>	At cost	At cost	<b>Total</b>
<b>At cost or valuation</b>	<b>Assets under Construction</b>	<b>Freehold land and buildings £</b>	<b>£</b>
At 1 April 2022	-	2,007,630	2,007,630
Additions	37,177	-	37,177
Transfers	(37,177)	37,177	-
At 31 March 2023	-	2,044,807	2,044,807

**Accumulated depreciation**

At 1 April 2022	-	425,472	425,472
Charge in the year	-	58,318	58,318
At 31 March 2023	-	483,790	483,790

**Net book value**

At 31 March 2023	-	1,561,017	1,561,017
At 31 March 2022	-	1,582,158	1,582,158

Freehold land and buildings are included at deemed cost as permitted on transition to SORP (FRS102) based on a valuation in 2012/13 by the Asset Partnership Services team of Kier who are MRICS qualified.

**10. Investments**

<b>At market value</b>	<b>2022/23</b>
	<b>£</b>
At 1 April 2022	163,182
Interest received	3,518
Drawdown	-
At 31 March 2023	166,700

Market value is the same as historical cost.

**11. Debtors**

	<b>2022/23</b>	2021/22
	<b>£</b>	£
Amounts due from Sheffield City Council	1,055	1,050
Accrued income	-	117
	<u>1,055</u>	<u>1,167</u>

**12. Creditors: amounts falling due within one year**

	<b>2022/23</b>	2021/22
	<b>£</b>	£
Independent examination fees	1,055	1,050
Deferred income	-	-
	<u>1,055</u>	<u>1,050</u>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

**13. Restricted funds**

	Freehold land and buildings £	Total £
Balance at 1 April 2022	1,582,275	1,582,275
Expenditure	(58,435)	(58,435)
Income	37,177	37,177
Transfer	-	-
Balance at 31 March 2023	<u>1,561,017</u>	<u>1,561,017</u>

**Freehold Land and Buildings**

This fund comprises various grants and donations received to finance capital projects including the Centre in the Park, a new sports pavillion, and a multi use games area.

**Restricted funds - prior year**

	Freehold land and buildings £	Total £
Balance at 1 April 2021	1,648,063	1,648,063
Expenditure	(93,100)	(93,100)
Income	27,312	27,312
Transfer	-	-
Balance at 31 March 2022	<u>1,582,275</u>	<u>1,582,275</u>

**14. Endowment funds**

Balance at 1 April 2022 and at 31 March 2023	<u>£</u> <u>160,060</u>
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The Charity funds are invested in Sheffield City Council's Consolidated Loan Funds. The original investment balances are held as endowment funds. Interest earned can be used for unrestricted purposes but is designated for one-off projects rather than ongoing running costs.

**Endowment funds - prior year**

Balance at 1 April 2021 and at 31 March 2022	<u>£</u> <u>160,060</u>
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**15. Unrestricted funds**

	General Funds £	Designated Funds £	Total £
Balance at 1 April 2022	117	3,122	3,239
Income	274,827	-	274,827
Expenditure	(271,425)	-	(271,425)
Transfer	(3,518)	3,518	-
Balance at 31 March 2023	<u>-</u>	<u>6,640</u>	<u>6,640</u>

Designated funds represent accumulated interest on the endowment funds. The trustees have set this money aside for one-off projects in the future, rather than for ongoing running costs.

**Unrestricted funds - prior year**

	General Funds £	Designated Funds £	Total £
Balance at 1 April 2021	-	2,963	2,963
Income	215,765	-	215,765
Expenditure	(215,489)	-	(215,489)
Transfer	(159)	159	-
Balance at 31 March 2022	<u>117</u>	<u>3,122</u>	<u>3,239</u>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2023**

<b>16. Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	6,757	1,561,017	160,060	1,727,835
Current assets	1,055	-	-	1,055
Creditors due within one year	(1,055)	-	-	(1,055)
	<b>6,757</b>	<b>1,561,017</b>	<b>160,060</b>	<b>1,727,835</b>

<b>Analysis of net assets between funds - prior year</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment</b>	<b>Total funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	3,239	1,582,158	160,060	1,745,457
Current assets	1,050	117	-	1,167
Creditors due within one year	(1,050)	-	-	(1,050)
	<b>3,239</b>	<b>1,582,275</b>	<b>160,060</b>	<b>1,745,574</b>

**17. Ultimate Controlling Party**

The ultimate controlling party is the sole trustee, Sheffield City Council.

**18. Related parties**

The charity has a very close relationship with Sheffield City Council who is the sole trustee and provides the balance of funding not provided elsewhere on an annual basis, to enable the charity to carry out its charitable objectives.

The amount of funding provided by Sheffield City Council during the year is £242,083 (21/22: £167,207). At the year end £1,055 was owed by Sheffield City Council (21/22: £1,167).

**NORFOLK PARK**

England & Wales - Charity number 1040354

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# Accounts

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**NORFOLK PARK  
(KNOWN AS NORFOLK HERITAGE PARK)  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

**REGISTERED CHARITY NUMBER 1040354**

## **NORFOLK HERITAGE PARK**

### **CONTENTS**

	<b>Page</b>
Reference and administrative details	1
Trustees' report	2 - 7
Independent examiner's report	8
Statement of financial activities	9 - 10
Balance sheet	11
Notes to the financial statements	12 - 20

**NORFOLK HERITAGE PARK  
REFERENCE AND ADMINISTRATIVE DETAILS**

**CHARITY NO:** 1040354

**TRUSTEES**

Sheffield City Council is the sole Trustee of the charity, acting through the Charity Trustee Sub Committee.

**Charity Sub-Committee Members:**

Cllr Bryan Lodge (Chair)  
Cllr Richard Williams (Deputy Chair)  
Cllr Douglas Johnson (Spokesperson)  
Cllr Julie Grocutt  
Cllr Dawn Dale

**PRINCIPAL ADDRESS**

Sheffield City Council  
Parks and Countryside  
Moorfoot  
Level 3 West wing  
Sheffield  
S1 4PL

**INDEPENDENT EXAMINER**

Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

## **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19).

### **DESCRIPTION OF CHARITY'S TRUSTS AND OBJECTS**

The City Council acquired Norfolk Park by virtue of a conveyance dated 18 April 1910 from the Duke of Norfolk. The City Council holds the land acquired on trust for charitable purposes. The governing document is the scheme dated 24 August 1998.

The park is held on trust as a public park, recreation ground and community centre. There is further provision that access to the park will be at no charge and there are restrictions on the sort of public meetings that can be held.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Norfolk Heritage Park is a charity and the sole Trustee is Sheffield City Council. The Charity Trustee Sub Committee is a standing sub committee of the Strategy and Resources Policy Committee. It has been established to take all decisions of the Council, including but not limited to disposal of and other dealings with charitable land.

Management of the park is the responsibility of the Councils' Parks and Countryside service. Management and administrative decisions which are not decisions of the Council as Trustee, may be made, in accordance with the Council constitution delegations, by the Executive Director of Operational Services, the Director of Parks, Leisure and Libraries, or the head of Parks and Countryside service.

### **PUBLIC BENEFIT**

The Trustees have complied with the duty in s. 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of how the charity has carried out its activities for the public benefit are given in the section below.

## **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

### **ACTIVITIES AND ACHIEVEMENTS**

Norfolk Heritage Park is classed as a City Park and is one of the oldest parks in the country. From 1999-2005 the park has been regenerated through a national lottery restoration project. New visitor facilities have been constructed including the Centre in the Park, a multi-purpose community building. The park landscape has been restored to its original Victorian character. A new sports pavilion and car park were opened in March 2005 and then later in 2011 the redeveloped Sports Pitches were officially opened.

More recently in 2018 the renovation and renewal of new Playground facilities was completed. Then in 2019 a new footpath link between Jervis Lum & Beeches Drive was installed creating better access links into the park. To allow controlled entry to the park a new rising arm barrier was fitted at the entrance off Guildford Avenue.

Norfolk Heritage Park has the following facilities for park visitors:

- Under 8's playground
- Adventure playground for over 8's
- Sports pitches, Sports Pavilion and Bowling Greens
- Multi-use games area
- A café
- A crèche/Nursery
- Youth club provision
- Sheffield City Council Ranger Service
- Rooms for hire including an I.T. Training Suite
- Toilets including toilets for disabled visitors
- Bookable event space

### **Summary of activities**

Most activities and achievements at the park during 21/22 were returning to pre-pandemic levels again including the following:

- The Park has been awarded the Green Flag for the fifteenth-year running in recognition of the quality of the facilities, services and management.
- We strive to maintain and improve the high standard of facilities within the park for people and wildlife.
- We have created more biodiversity within the park by increasing wildlife habitats & implementing reduced mowing regimes.
- The new pitches are well used and have benefited from the new drainage, irrigation and a knee high rail around the pitches. The pitches have received a higher specification for ongoing maintenance and end of season renovation work.
- We have continued to ensure that all the tenanted buildings associated with the park are fully tenanted in order to maximise income for the charity.
- Norfolk Park Bowling Club still operate from the park albeit with now one green in use.
- Due to the covid pandemic room booking / income within CIP was greatly reduced but has now increased again in 21/22.

## NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022

### Centre in the Park

Due to Covid 19 operations & income within the centre was greatly reduced however the toilet facilities remained open with social distancing & other mitigations in place. Activity has since recovered during 21/22.

There has been successful re configuration of the building around the core use of Age UK who have established a local service delivery hub within the building taking four of the larger community rooms and bringing increased family usage to the centre which will help to safeguard the long term viability of the café within the centre.

There has been significant work with the operators of the crèche to restructure the operation and make it more sustainable which will allow them to continue to provide preschool places within the local area and continue to use facilities within the centre.

The youth club continues to operate from the centre on two nights each week although this was curtailed somewhat by the covid restrictions.

### Groups with an interest in the park

A new Friends of Norfolk Heritage Park met with Councillors and Sheffield City Council Officers during late 2021 and are currently forming a new committee.

### Events

A number of events were undertaken during 21/22, some being outdoor events in the park and others being based in Centre in the Park and utilising outdoor facilities.

Date	EVENT	APPROX ATTENDANCE	ORGANISATION	Type of Event
06/07/2021	Little Library & Family Learning	100	Major Events	Community
11/09/2021	Community Picnic	90	SODIT Survivors of Depression in Transition	Community
19/09/2021	Froglife Event	50	Froglife	Community
09/10/2021	Secondary schools XC 2	300	Major Events	Sports
27/10/2021	Froglife Event	50	Froglife	Community
20/11/2021	Secondary Schools XC 4	300	Major Events	Sports
27/11/2021	Primary Schools XC 5	300	Major Events	Sports
22/01/2022	Schools Cross country	150	Major Events	Sports
05/02/2022	SFSS Orienteering 5	100	Major Events	Sports
12/03/2022	yorkshire vets cross country	300	Major Events	Sports

## **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

### **PLANS FOR FUTURE PERIODS**

The trustees will continue to work with key stakeholders to further develop Norfolk Heritage Park.

- Continuing to provide a high quality suite of services accessible by all sectors of the community in line with Green Flag standards, maintaining the park's Green Flag Award (nationally recognised).
- Implementing park developments in line with Green Flag Management Plans.
- Continue to implement and develop the Norfolk Heritage Park Environment Policy to reduce the effect of services on the local environment e.g., Bio-Diversity gains
- Work with Activity Sheffield, Heritage Park Community School, GOALS Soccer Centre and All Saints Secondary School to carry out the necessary work to ensure the successful usage of the sports pitches.
- Work with Norfolk Park bowling club to sustain the use of the bowling green within the park and seek to encourage increases in junior bowling within the park.
- Improve visitor information services including supporting Friends Group in the development of their website and ensure interpretation leaflet is widely available.
- Identify marketing opportunities to further promote the park and its facilities, marketing plan to be completed and implemented.
- Parks and Countryside and the Centre in the Park team will continue to provide support and facilitate a range of partnership / community led events that use the park buildings and the park landscape.
- Ensure that the park links with the wider regeneration process taking place on the estate and any strategies and developments that affect the park and its day-to-day operations.
- Work is underway to install 5mph speed limit signage from the Norfolk Pk Rd entrance up to the bowling green car park following a risk assessment exercise
- Replacement of the wooden knee rail fencing around the main carpark is planned to replace with steel knee high rails for extra durability/sustainability.
- The surface of the drive leading into the car park & the car park itself is deteriorating, it has been acknowledged that full surface repairs/renewal will be required in the short-term dependant on funding.

### **FINANCIAL REVIEW AND FUNDING**

**Restricted fund** - Net expenditure of £65,788 (2021: expenditure of £48,390) comprising depreciation of £93,100 (2021: £48,390). This expenditure was offset by capital grant income from the Environment Agency £10,000, Community Infrastructure Levy £10,000 and Sheffield City Council Grant £7,312.

The additional grant income this year covered works on Arbourthorne Pond and Arbourthorne Lodge access.

Fixed assets totalling £44,710 were written off as part of an impairment review to ensure that the carrying value is not greater than the recoverable amount. This comprises of £36,421 on the Centre in the Park and £8,289 in the Park.

## **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2022**

**Unrestricted funds** - Net income of £159 (2021: £0), this includes investment income of £159 (2021: £0). The income from charitable activities was £55,594 (2021: £38,329) with expenditure of £215,489 (2021: £185,573). The deficit was funded by the grant from Sheffield City Council of £159,895 (2021: £147,244).

There has been an increase in charitable expenditure of £29,916 in 21/22. This is a result of activity generally increasing again after the pandemic. Most notably employee costs have risen by £16,225 (30%) due to investing more time in maintaining the Park. There has also been an increase of £4,562 expenditure on supplies & services due to increased activity at the Centre in the Park.

The additional expenditure in year has been partially offset by increased rents and room hire income of £16,103. This is as a result of the post pandemic activity returning to more normal levels. The remainder of the deficit has been covered by the Sheffield City Council grant of £159,895.

At 31 March 2022 the charity had total funds of £1,745,457 (2021: £1,811,086). These funds are mainly tied up in fixed assets and investments. Restricted funds of £1,582,275 (2021: £1,648,063) were held mainly as fixed assets. Endowment and designated funds of £163,182 (2021: £163,023) were held as investments.

There was investment income of £159 (2021: £0) and this has been transferred to the Designated Fund which now totals £3,122 and is available to spend in accordance with the Charity's Trusts & Objectives.

### **RESERVES POLICY**

As the charity is managed and funded by the Council, no specific unrestricted charity reserves are deemed to be necessary.

Annual revenue expenditure is generally greater than income and the variance is born by the Council and not carried forward into the next financial year.

This charity has specific monies invested in the Council's internal investment fund. Interest is received half yearly on the monies invested. The investment monies are held as endowment funds and any interest earned is unrestricted income. This income has been earmarked by the trustees for use at the site for one-off projects rather than ongoing costs and has therefore been shown as a designated fund.

### **RISK MANAGEMENT**

The charity is dependent for its day-to-day management upon Sheffield City Council. It is therefore considered expedient and cost effective for the charity to adopt the Council's risk management policy and strategy, which it considers is a crucial part of the service planning process in highlighting key risks and how they affect the Council's ability to deliver its service and how they will be managed. The Council has incorporated a formal approach to risk management in its day-to-day operations and has developed a toolkit to allow managers to identify risk, which would prevent them from achieving their objectives and to provide information and guidance on how these risks can be managed. The Council operates an Internal Insurance Account covering a variety of risks.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2022**

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**TRUSTEES**

Sheffield City Council adopted a Committee system in May 2022. The current Trustees are listed on Pg 1.

**Approved by the Trustees and signed on their behalf by:**



**Cllr Bryan Lodge – Chair of the Charity Trustee Sub Committee.**

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF Norfolk Park

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2022.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

DocuSigned by:

*Melvin Bailey*

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Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

Dated: 18-04-2023

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted 2021/22 £	Restricted 2021/22 £	Endowment 2021/22 £	Total 2021/22 £	Total 2020/21 £
<b>Income and endowments from:</b>						
Donations and legacies	2	159,895	27,312	-	187,207	147,244
Charitable activities	3	55,594	-	-	55,594	38,329
Investment	10	159	-	-	159	-
<b>Total</b>		<b>215,648</b>	<b>27,312</b>	<b>-</b>	<b>242,960</b>	<b>185,573</b>
<b>Expenditure on:</b>						
Raising funds	4	-	-	-	-	-
Charitable activities	5	215,489	93,100	-	308,589	233,963
<b>Total</b>		<b>215,489</b>	<b>93,100</b>	<b>-</b>	<b>308,589</b>	<b>233,963</b>
<b>Net income/(expenditure)</b>		<b>159</b>	<b>(65,788)</b>	<b>-</b>	<b>(65,629)</b>	<b>(48,390)</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>159</b>	<b>(65,788)</b>	<b>-</b>	<b>(65,629)</b>	<b>(48,390)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		2,963	1,648,063	160,060	1,811,086	1,859,476
<b>Total funds carried forward</b>		<b>3,122</b>	<b>1,582,275</b>	<b>160,060</b>	<b>1,745,457</b>	<b>1,811,086</b>

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted 2020/21 £	Restricted 2020/21 £	Endowment 2020/21 £	Total 2020/21 £	Total 2019/20 £
<b>Income and endowments from:</b>						
Donations and legacies	2	147,244	-	-	147,244	132,699
Charitable activities	3	38,329	-	-	38,329	90,824
Investment	10	-	-	-	-	868
<b>Total</b>		<b>185,573</b>	<b>-</b>	<b>-</b>	<b>185,573</b>	<b>224,391</b>
<b>Expenditure on:</b>						
Raising funds	4	-	-	-	-	15,563
Charitable activities	5	185,573	48,390	-	233,963	248,563
<b>Total</b>		<b>185,573</b>	<b>48,390</b>	<b>-</b>	<b>233,963</b>	<b>264,126</b>
<b>Net income/(expenditure)</b>		<b>-</b>	<b>(48,390)</b>	<b>-</b>	<b>(48,390)</b>	<b>(39,735)</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>-</b>	<b>(48,390)</b>	<b>-</b>	<b>(48,390)</b>	<b>(39,735)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		2,963	1,696,453	160,060	1,859,476	1,899,211
<b>Total funds carried forward</b>		<b>2,963</b>	<b>1,648,063</b>	<b>160,060</b>	<b>1,811,086</b>	<b>1,859,476</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

**NORFOLK HERITAGE PARK  
BALANCE SHEET  
AS AT 31 MARCH 2022**

	Note	Unrestricted 2021/22 £	Restricted 2021/22 £	Endowment 2021/22 £	Total 2021/22 £	Total 2020/21 £
<b>Fixed assets</b>						
Tangible fixed assets	9	-	1,582,158	-	1,582,158	1,647,946
Investments	10	3,122	-	160,060	163,182	163,023
		<u>3,122</u>	<u>1,582,158</u>	<u>160,060</u>	<u>1,745,340</u>	<u>1,810,969</u>
<b>Current assets</b>						
Debtors	11	1,050	117	-	1,167	1,267
<b>Liabilities</b>						
Creditors falling due within one year	12	(1,050)	-	-	(1,050)	(1,150)
		<u>-</u>	<u>117</u>	<u>-</u>	<u>117</u>	<u>117.00</u>
<b>Net current assets</b>		<u>-</u>	<u>117</u>	<u>-</u>	<u>117</u>	<u>117.00</u>
<b>Net assets</b>		<u><u>3,122</u></u>	<u><u>1,582,275</u></u>	<u><u>160,060</u></u>	<u><u>1,745,457</u></u>	<u><u>1,811,086</u></u>
<b>The funds of the charity</b>						
Unrestricted income funds						
Designated funds	15	3,122	-	-	3,122	2,963
Restricted income funds	13	-	1,582,275	-	1,582,275	1,648,063
Endowment funds	14	-	-	160,060	160,060	160,060
		<u>3,122</u>	<u>1,582,275</u>	<u>160,060</u>	<u>1,745,457</u>	<u>1,811,086</u>

Sheffield City Council adopted a Committee system in May 2022. The current Trustees are listed on Pg 1.

Approved by the Trustees and signed on their behalf by:

Signed \_\_\_\_\_



Date 11/04/2023

Cllr Bryan Lodge – Chair of the Charity Trustee Sub Committee.

# **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022**

## **1. Accounting Policies**

Norfolk Heritage Park is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to provide a public park, recreation ground and community centre.

The charity constitutes a public benefit entity as defined by FRS 102. 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 applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

### **1.1 Fixed assets**

Norfolk Park is classified as a Community Asset. The trustees policy is to value Community Assets at £Nil.

Land and buildings are carried in the accounts at deemed cost, as at transition to SORP (FRS 102).

Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefit to the charity and the services it provides are for a period of more than one year.

Assets have been reviewed for any impairment loss in respect of consumption of economic benefit.

## **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022**

### **1.2 Depreciation**

Depreciation is provided on fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

- Land and previously revalued buildings are not depreciated.
- Park buildings have been depreciated on a straight line basis over 40 years, commencing on the transfer from assets under construction.
- Depreciation is not provided on land or assets under construction.
- The Trustees perform annual impairment reviews in accordance with the requirements of FRS 102 to ensure that the carrying value is not greater than the recoverable amount.

### **1.3 Investments**

Fund balances are invested internally with Sheffield City Council. Investments are held at market value.

### **1.4 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the investments form part of the fund.

### **1.5 Income**

Income from donations and grants, including capital grants, is included in income when it is probable that the income will be received, and is allocated to the appropriate fund.

Investment income is included when receivable.

Rental, events, room hire and similar income is included when the event or function has taken place.

The cost of running the park is funded by Sheffield City Council. Annual revenue expenditure is generally greater than income and any variance is borne by the Council by way of a grant to the charity.

## **NORFOLK HERITAGE PARK NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022**

### **1.6 Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, net of any VAT, which can be recovered as Sheffield City Council is the sole trustee and therefore has special status under s33 VAT Act 1994.

The main exception to this treatment is payments for such items as gas and electricity are charged at the date of the meter reading rather than being apportioned between years. This policy is applied consistently each year.

Expenditure has been allocated to the activities to which it is directly attributable.

### **Cost of raising funds**

The cost of generating any external funding, such as grant applications and events, is attributable to the time of Sheffield City Council officers who work on a range of projects including the charity. As such it is not possible to accurately apportion the cost of this to the charity so no charge is included in the accounts.

### **Charitable activities**

Charitable activities are set out within the charitable deeds and represent the costs associated with the running and maintenance of the park.

### **Governance costs**

Independent examination costs and finance officer costs are charged to the charity. The Council currently absorbs the cost of other officers' time. This policy is kept under review.

### **Staff costs**

The staff who work for the charity are employed by Sheffield City Council, and are subject to the terms and conditions of that organisation. The costs of such staff are recharged to the charity. Full disclosure of the relevant staff costs and numbers is provided in the notes to these financial statements.

### **Pensions**

City Council employees may participate in the Local Government Superannuation Scheme, which provides members with defined benefits related to pay and service. The City Council makes payments for this group of employees to the South Yorkshire Pensions Authority, which administers pension arrangements on behalf of Sheffield City Council and the other local authorities in the South Yorkshire area. The City Council bears any deficit or surplus on the scheme and does not charge this to the charity.

### **1.7 Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

**1.8 Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**1.9 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

**2. Donations and legacies**

<b>Grants</b>	<b>2021/22</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
Sheffield City Council - revenue grant	<b>159,895</b>	147,244
	<b>159,895</b>	147,244
Restricted:		
Sheffield City Council - capital grant	<b>7,312</b>	-
Environment Agency	<b>10,000</b>	-
Community Infrastructure Levy	<b>10,000</b>	-
S106	-	-
Norfolk Park TARA	-	-
Public Health	-	-
	<b>27,312</b>	-
	<b>187,207</b>	147,244

If expenditure is greater than income the variance is borne by Sheffield City Council and not brought forward into the next financial year.

**3. Income from charitable activities**

	<b>Park Operation Income</b>	<b>Centre in the park building Income</b>	<b>2021/22 Total</b>	<b>2020/21 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted:				
Outdoor sports	<b>1,087</b>	-	<b>1,087</b>	-
Events	<b>75</b>	-	<b>75</b>	-
Miscellaneous	-	-	-	-
Rents and room hire	<b>6,000</b>	<b>48,432</b>	<b>54,432</b>	38,329
	<b>7,162</b>	<b>48,432</b>	<b>55,594</b>	38,329

**4. Analysis of expenditure on raising funds**

	<b>2021/22</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
Events	-	-

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

**5. Analysis of expenditure on charitable activities**

	Park Operation Costs £	Centre in the Park Building Costs £	2021/22 Total £	2020/21 Total £
Unrestricted:				
Employees	44,776	26,584	71,360	55,135
Rangers	-	-	-	110
Repairs and maintenance	26,973	18,279	45,252	45,181
Grounds maintenance	22,980		22,980	21,789
Tree work	6,256		6,256	3,565
Playground refurbishment and maintenance	5,947		5,947	4,837
Electricity	-	15,597	15,597	14,565
Gas	-	5,097	5,097	4,993
Water and sewage	-	4,564	4,564	2,595
Rates	-	1,480	1,480	-
Council tax	-	-	-	-
Cleaning charges	-	23,259	23,259	22,454
Transport	-	-	-	-
Telephones	-	3,907	3,907	5,061
Supplies and services	-	7,401	7,401	2,839
Governance costs	-	2,390	2,390	2,449
	<b>106,932</b>	<b>108,558</b>	<b>215,489</b>	185,573
Restricted:				
Depreciation	47,304	45,796	93,100	48,390
	<b>154,236</b>	<b>154,354</b>	<b>308,589</b>	233,963

**6. Governance costs**

	2021/22 £	2020/21 £
Managing and administration:		
Independent examination fees	1,050	1,150
Finance office costs	1,340	1,299
	<b>2,390</b>	<b>2,449</b>

**7. Staff costs and trustees' remuneration**

	2021/22 Total £	2020/21 Total £
Salaries	55,318	42,740
Social security costs	5,532	4,274
Pension	10,510	8,121
	<b>71,360</b>	<b>55,135</b>

No employee received remuneration of over £60,000 during the year (2021 - None).

Trustees received no remuneration (2021 - £Nil) and were not reimbursed for any of their expenses during the year.

**8. Staff numbers**

	2021/22 Number	2020/21 Number
The average number of employees during the year was	<b>4</b>	<b>4</b>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

<b>9. Land and buildings</b>	At cost	At cost	<b>Total</b>
	<b>Assets under Construction</b>	<b>Freehold land and buildings</b>	
<b>At cost or valuation</b>		<b>£</b>	<b>£</b>
At 1 April 2021	-	1,980,318	1,980,318
Additions	27,312	-	27,312
Transfers	(27,312)	27,312	-
At 31 March 2022	-	2,007,630	2,007,630

**Accumulated depreciation**

At 1 April 2021	-	332,372	332,372
Charge in the year	-	93,100	93,100
At 31 March 2022	-	425,472	425,472

**Net book value**

At 31 March 2022	-	1,582,158	1,582,158
At 31 March 2021	-	1,647,946	1,647,946

Freehold land and buildings are included at deemed cost as permitted on transition to SORP (FRS102) based on a valuation in 2012/13 by the Asset Partnership Services team of Kier who are MRICS qualified.

**10. Investments**

<b>At market value</b>	<b>2021/22</b>
	<b>£</b>
At 1 April 2021	163,023
Interest received	159
Drawdown	-
At 31 March 2022	163,182

Market value is the same as historical cost.

**11. Debtors**

	<b>2021/22</b>	2020/21
	<b>£</b>	<b>£</b>
Amounts due from Sheffield City Council	1,050	1,150
Accrued income	117	117
	<b>1,167</b>	<b>1,267</b>

**12. Creditors: amounts falling due within one year**

	<b>2021/22</b>	2020/21
	<b>£</b>	<b>£</b>
Independent examination fees	1,050	1,150
Deferred income	-	-
	<b>1,050</b>	<b>1,150</b>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

**13. Restricted funds**

	Freehold land and buildings £	Total £
Balance at 1 April 2021	1,648,063	1,648,063
Expenditure	(93,100)	(93,100)
Income	27,312	27,312
Transfer	-	-
Balance at 31 March 2022	<u>1,582,275</u>	<u>1,582,275</u>

**Freehold Land and Buildings**

This fund comprises various grants and donations received to finance capital projects including the Centre in the Park, a new sports pavillion, and a multi use games area.

**Restricted funds - prior year**

	Freehold land and buildings £	Total £
Balance at 1 April 2020	1,696,453	1,696,453
Expenditure	(48,390)	(48,390)
Income	-	-
Transfer	-	-
Balance at 31 March 2021	<u>1,648,063</u>	<u>1,648,063</u>

**14. Endowment funds**

Balance at 1 April 2021 and at 31 March 2022	<u>£ 160,060</u>
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The Charity funds are invested in Sheffield City Council's Consolidated Loan Funds. The original investment balances are held as endowment funds. Interest earned can be used for unrestricted purposes but is designated for one-off projects rather than ongoing running costs.

**Endowment funds - prior year**

Balance at 1 April 2020 and at 31 March 2021	<u>£ 160,060</u>
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**15. Unrestricted funds**

	General Funds £	Designated Funds £	Total £
Balance at 1 April 2021	-	2,963	2,963
Income	215,765	-	215,765
Expenditure	(215,489)	-	(215,489)
Transfer	(159)	159	-
Balance at 31 March 2022	<u>117</u>	<u>3,122</u>	<u>3,239</u>

Designated funds represent accumulated interest on the endowment funds. The trustees have set this money aside for one-off projects in the future, rather than for ongoing running costs.

**Unrestricted funds - prior year**

	General Funds £	Designated Funds £	Total £
Balance at 1 April 2020	-	2,963	2,963
Income	185,573	-	185,573
Expenditure	(185,573)	-	(185,573)
Transfer	-	-	-
Balance at 31 March 2021	<u>-</u>	<u>2,963</u>	<u>2,963</u>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2022**

<b>16. Analysis of net assets between funds</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Endowment £</b>	<b>Total funds £</b>
Fixed assets	3,239	1,582,158	160,060	1,745,457
Current assets	1,050	117	-	1,167
Creditors due within one year	(1,050)	-	-	(1,050)
	<b>3,239</b>	<b>1,582,275</b>	<b>160,060</b>	<b>1,745,574</b>

<b>Analysis of net assets between funds - prior year</b>	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Endowment £</b>	<b>Total funds £</b>
Fixed assets	2,963	1,647,946	160,060	1,810,969
Current assets	1,150	117	-	1,267
Creditors due within one year	(1,150)	-	-	(1,150)
	<b>2,963</b>	<b>1,648,063</b>	<b>160,060</b>	<b>1,811,086</b>

**17. Ultimate Controlling Party**

The ultimate controlling party is the sole trustee, Sheffield City Council.

**18. Related parties**

The charity has a very close relationship with Sheffield City Council who is the sole trustee and provides the balance of funding not provided elsewhere on an annual basis, to enable the charity to carry out its charitable objectives. The amount of funding provided by Sheffield City Council during the year is £167,090 (2021: £147,244). At the year end was owed by Sheffield City Council £1,167 (2021: £1,267).

**NORFOLK PARK**

England & Wales - Charity number 1040354

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# Accounts

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**NORFOLK PARK  
(KNOWN AS NORFOLK HERITAGE PARK)  
TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**REGISTERED CHARITY NUMBER 1040354**

# **NORFOLK HERITAGE PARK**

## **CONTENTS**

	<b>Page</b>
Reference and administrative details	1
Trustees' report	2 - 7
Independent examiner's report	8
Statement of financial activities	9 - 10
Balance sheet	11
Notes to the financial statements	12 - 21

**NORFOLK HERITAGE PARK  
REFERENCE AND ADMINISTRATIVE DETAILS**

**CHARITY NO:** 1040354

**TRUSTEES**

Sheffield City Council is the sole trustee of the charity, acting through the Cabinet of the Council

**Cabinet Members**

Councillor Jayne Dunn  
Councillor Terry Fox (Chair)  
Councillor Julie Grocutt  
Councillor Mazher Iqbal  
Councillor Douglas Johnson  
Councillor George Lindars-Hammond  
Councillor Cate McDonald  
Councillor Alison Teal  
Councillor Paul Turpin  
Councillor Paul Wood

**PRINCIPAL ADDRESS**

Sheffield City Council  
Parks and Countryside  
Moorfoot  
Level 3 West wing  
Sheffield  
S1 4PL

**INDEPENDENT EXAMINER**

Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

## **NORFOLK HERITAGE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021**

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19).

### **DESCRIPTION OF CHARITY'S TRUSTS AND OBJECTS**

The City Council acquired Norfolk Park by virtue of a conveyance dated 18 April 1910 from the Duke of Norfolk. The City Council holds the land acquired on trust for charitable purposes. The governing document is the scheme dated 24 August 1998.

The park is held on trust as a public park, recreation ground and community centre. There is further provision that access to the park will be at no charge and there are restrictions on the sort of public meetings that can be held.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Norfolk Heritage Park is a charity. The sole trustee is Sheffield City Council. Decisions in respect of the charity are made on behalf of the City Council as trustee in accordance with delegation by the Leader of the Council through her Scheme of Delegation: Cabinet takes decisions on matters of policy and on disposals of charitable land; the Director of Policy, Performance and Communications, in consultation with the Director of Legal and Governance, makes other decisions.

Management of Norfolk Heritage Park is the responsibility of the Council's Parks and Countryside Service. Management and administrative decisions which are not decisions of the Council as trustee may be made, in accordance with the Leader's Scheme of Delegation, by the Executive Director of the Place portfolio, the Director of Culture and Environment or the Head of Parks and Countryside.

The Service Manager, Parks and Public Realm, is responsible for the day to day management of the park.

### **PUBLIC BENEFIT**

The Trustees have complied with the duty in s. 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of how the charity has carried out its activities for the public benefit are given in the section below.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2021**

**ACTIVITIES AND ACHIEVEMENTS**

Norfolk Heritage Park is classed as a City Park and is one of the oldest parks in the country. From 1999-2005 the park has been regenerated through a national lottery restoration project. New visitor facilities have been constructed including the Centre in the Park, a multi-purpose community building. The park landscape has been restored to its original Victorian character. A new sports pavilion and car park were opened in March 2005. The latest major development has been the redevelopment of the Sports Pitches, which were officially opened in Spring 2011 and now used by the local schools and community.

Norfolk Heritage Park has the following facilities for park visitors:

- Under 8's playground
- Adventure playground for over 8's
- Sports pitches, Sports Pavilion and Bowling Greens
- Multi-use games area
- A café
- A crèche
- Youth club provision
- Sheffield City Council Ranger Service
- Rooms for hire including an I.T. Training Suite
- Toilets including toilets for disabled visitors

**Summary of activities**

Most activities and achievements at the park during 20/21 were curtailed as a result of the Covid 19 pandemic. SCC acted in accordance with government regulations and guidelines resulting in significant periods of lockdown where access to the park was limited to essential work only.

- The Park has been awarded the Green Flag for thirteen years running in recognition of the quality of the facilities, services and management.
- We strive to maintain and improve the high standard of facilities within the park for people and wildlife.
- The new pitches have benefited from the new drainage, irrigation and a knee high rail around the pitches. The pitches have received a higher specification for ongoing maintenance and end of season renovation work.
- We have installed an under 8 and over 8 playground replacing the old playgrounds.
- We have continued to ensure that all the tenanted buildings associated with the park are fully tenanted in order to maximise income for the charity.
- Several years ago year English heritage carried out a review of the Norfolk Park funding project to ensure that we were meeting the heritage lottery funding long term criteria. The review confirmed that they were happy with the maintenance of the funded facilities.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2021**

**Centre in the Park**

Most activities and achievements at the park during 20/21 were curtailed as a result of the Covid 19 pandemic. SCC acted in accordance with government regulations and guidelines resulting in significant periods of lockdown where access to the park was limited to essential work only.

**Groups with an interest in the park**

Most activities and achievements at the park during 20/21 were curtailed as a result of the Covid 19 pandemic. SCC acted in accordance with government regulations and guidelines resulting in significant periods of lockdown where access to the park was limited to essential work only.

**Events**

Most activities and achievements at the park during 20/21 were curtailed as a result of the Covid 19 pandemic. SCC acted in accordance with government regulations and guidelines resulting in significant periods of lockdown where access to the park was limited to essential work only.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2021**

**PLANS FOR FUTURE PERIODS**

The trustees will continue to work with key stakeholders to further develop Norfolk Heritage Park.

- Continuing to provide a high quality suite of services accessible by all sectors of the community in line with Green Flag standards, maintaining the park to Green Flag Award standards (nationally recognised).
- Implementing park developments in line with Green Flag Management Plans.
- Continue to implement and develop the Norfolk Heritage Park Environment Policy to reduce the effect of services on the local environment e.g. composting and recycling.
- Work with Heritage Park Community School, GOALS Soccer Centre and All Saints Secondary School to carry out the necessary work to ensure the successful usage of the sports pitches.
- Work with Norfolk Park bowling club to sustain the use of the bowling green within the park and seek to encourage increases in junior bowling within the park.
- Improve visitor information services including supporting Friends Group in the development of their website and ensure interpretation leaflet is widely available.
- Identify marketing opportunities to further promote the park and its facilities, marketing plan to be completed and implemented.
- Parks and Countryside and the Transport & Facility Management will continue to provide support and facilitate a range of partnership / community led events that use the park buildings and the park landscape.
- Ensure that the park links with the wider regeneration process taking place on the estate and any strategies and developments that affect the park and its day to day operations.
- Provide new signage relating to Cycling through the park.
- Continue to monitor car park surface and replenish with gravel material as and when required/
- Trial wildflower areas within the park

**FINANCIAL REVIEW AND FUNDING**

The restricted fund had net expenditure of £48,390 (2020: expenditure of £40,603) comprising depreciation of £48,390 (2020: £40,603).

Unrestricted funds had net income of £nil (2020: £868). The income from charitable activities was £38,329 (2020: £90,824) with expenditure of £185,573 (2020: £223,523). The deficit was funded by the grant from Sheffield City Council of £147,244 (2020: £132,699). In addition there was investment income of £nil (2020: £868).

At 31 March 2021 the charity had total funds of £1,811,086 (2020: £1,859,476). These funds are mainly tied up in fixed assets and investments. Restricted funds of £1,648,063 (2020: £1,696,453) were held mainly as fixed assets, and endowment and designated funds of £163,023 (2020: £163,023) were held as investments.

## **RESERVES POLICY**

As the charity is managed and funded by the Council, no specific unrestricted charity reserves are deemed to be necessary.

Annual revenue expenditure is generally greater than income and the variance is born by the Council and not carried forward into the next financial year.

This charity has specific monies invested in the Council's internal investment fund. Interest is received half yearly on the monies invested. The investment monies are held as endowment funds and any interest earned is unrestricted income. This income has been earmarked by the trustees for use at the site for one-off projects rather than ongoing costs and has therefore been shown as a designated fund.

During 20/21 there was zero interest receivable on the Sheffield City Council Internal Investment Fund.

## **RISK MANAGEMENT**

The charity is dependent for its day-to-day management upon Sheffield City Council. It is therefore considered expedient and cost effective for the charity to adopt the Council's risk management policy and strategy, which it considers is a crucial part of the service planning process in highlighting key risks and how they affect the Council's ability to deliver its service and how they will be managed. The Council has incorporated a formal approach to risk management in its day-to-day operations and has developed a toolkit to allow managers to identify risk, which would prevent them from achieving their objectives and to provide information and guidance on how these risks can be managed. The Council operates an Internal Insurance Account covering a variety of risks.

**NORFOLK HERITAGE PARK  
TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2021**

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

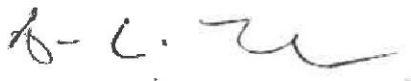
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**TRUSTEES**

The trustees of the charity who served during the year and up to the date of this report are given on page 1.

**Approved by the trustees and signed on their behalf by:**



Councillor Alison Teal  
Executive Member for Sustainable Neighbourhoods, Wellbeing, Parks and  
Leisure.

24/03/22

Date:.....

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF Norfolk Park

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2021.

#### Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).


Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



.....  
Melvin Bailey FCCA DChA  
for and on behalf of Rogers Spencer  
Chartered Accountants  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

Dated: 20/4/22

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted 2020/21 £	Restricted 2020/21 £	Endowment 2020/21 £	Total 2020/21 £	Total 2019/20 £
<b>Income and endowments from:</b>						
Donations and legacies	2	147,244	-	-	147,244	132,699
Charitable activities	3	38,329	-	-	38,329	90,824
Investment	10	-	-	-	-	868
<b>Total</b>		<b>185,573</b>	<b>-</b>	<b>-</b>	<b>185,573</b>	<b>224,391</b>
<b>Expenditure on:</b>						
Raising funds	4	-	-	-	-	15,563
Charitable activities	5	185,573	48,390	-	233,963	248,563
<b>Total</b>		<b>185,573</b>	<b>48,390</b>	<b>-</b>	<b>233,963</b>	<b>264,126</b>
<b>Net income/(expenditure)</b>		<b>-</b>	<b>(48,390)</b>	<b>-</b>	<b>(48,390)</b>	<b>(39,735)</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>-</b>	<b>(48,390)</b>	<b>-</b>	<b>(48,390)</b>	<b>(39,735)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		2,963	1,696,453	160,060	1,859,476	1,899,211
<b>Total funds carried forward</b>		<b>2,963</b>	<b>1,648,063</b>	<b>160,060</b>	<b>1,811,086</b>	<b>1,859,476</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derives from continuing activities.

**NORFOLK HERITAGE PARK  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted 2019/20 £	Restricted 2019/20 £	Endowment 2019/20 £	Total 2019/20 £	Total 2018/19 £
<b>Income and endowments from:</b>						
Donations and legacies	2	132,699	-	-	132,699	318,363
Charitable activities	3	90,824	-	-	90,824	104,864
Investment	10	868	-	-	868	1,079
<b>Total</b>		<b>224,391</b>	<b>-</b>	<b>-</b>	<b>224,391</b>	<b>424,306</b>
<b>Expenditure on:</b>						
Raising funds	4	15,563	-	-	15,563	17,703
Charitable activities	5	207,960	40,603	-	248,563	219,811
<b>Total</b>		<b>223,523</b>	<b>40,603</b>	<b>-</b>	<b>264,126</b>	<b>237,514</b>
<b>Net income/(expenditure)</b>		<b>868</b>	<b>(40,603)</b>	<b>-</b>	<b>(39,735)</b>	<b>186,792</b>
<b>Transfer between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>868</b>	<b>(40,603)</b>	<b>-</b>	<b>(39,735)</b>	<b>186,792</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		2,095	1,737,056	160,060	1,899,211	1,712,419
<b>Total funds carried forward</b>		<b>2,963</b>	<b>1,696,453</b>	<b>160,060</b>	<b>1,859,476</b>	<b>1,899,211</b>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derives from continuing activities.

**NORFOLK HERITAGE PARK  
BALANCE SHEET  
AS AT 31 MARCH 2021**

	Note	Unrestricted 2020/21 £	Restricted 2020/21 £	Endowment 2020/21 £	Total 2020/21 £	Total 2019/20 £
<b>Fixed assets</b>						
Tangible fixed assets	9	-	1,647,946	-	1,647,946	1,696,336
Investments	10	2,963	-	160,060	163,023	163,023
		<u>2,963</u>	<u>1,647,946</u>	<u>160,060</u>	<u>1,810,969</u>	<u>1,859,359</u>
<b>Current assets</b>						
Debtors	11	1,150	117	-	1,267	1,267
<b>Liabilities</b>						
Creditors falling due within one year	12	(1,150)	-	-	(1,150)	(1,150)
		<u>-</u>	<u>117</u>	<u>-</u>	<u>117</u>	<u>117.00</u>
<b>Net current assets</b>		<u>-</u>	<u>117</u>	<u>-</u>	<u>117</u>	<u>117.00</u>
<b>Net assets</b>		<u>2,963</u>	<u>1,648,063</u>	<u>160,060</u>	<u>1,811,086</u>	<u>1,859,476</u>
<b>The funds of the charity</b>						
Unrestricted income funds						
Designated funds	15	2,963	-	-	2,963	2,963
Restricted income funds	13	-	1,648,063	-	1,648,063	1,696,453
Endowment funds	14	-	-	160,060	160,060	160,060
		<u>2,963</u>	<u>1,648,063</u>	<u>160,060</u>	<u>1,811,086</u>	<u>1,859,476</u>

Approved by the Board of Trustees on 24/03/22 and signed on its behalf by



Councillor Alison Teal  
Executive Member for Sustainable Neighbourhoods, Wellbeing, Parks and Leisure

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**1. Accounting Policies**

Norfolk Heritage Park is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to provide a public park, recreation ground and community centre.

The charity constitutes a public benefit entity as defined by FRS 102. 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 applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

**1.1 Fixed assets**

Norfolk Park is classified as a Community Asset. The trustees policy is to value Community Assets at £Nil.

Land and buildings are carried in the accounts at deemed cost, as at transition to SORP (FRS 102).

Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefit to the charity and the services it provides are for a period of more than one year.

Assets have been reviewed for any impairment loss in respect of consumption of economic benefit.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**1.2 Depreciation**

Depreciation is provided on fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

- Land and previously revalued buildings are not depreciated.
- Park buildings have been depreciated on a straight line basis over 40 years, commencing on the transfer from assets under construction.
- Depreciation is not provided on land or assets under construction.
- The Trustees perform annual impairment reviews in accordance with the requirements of FRS 102 to ensure that the carrying value is not greater than the recoverable amount.

**1.3 Investments**

Fund balances are invested internally with Sheffield City Council. Investments are held at market value.

**1.4 Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the investments form part of the fund.

**1.5 Income**

Income from donations and grants, including capital grants, is included in income when it is probable that the income will be received, and is allocated to the appropriate fund.

Investment income is included when receivable.

Rental, events, room hire and similar income is included when the event or function has taken place.

The cost of running the park is funded by Sheffield City Council. Annual revenue expenditure is generally greater than income and any variance is borne by the Council by way of a grant to the charity.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**1.6 Expenditure**

Expenditure is included in the Statement of Financial Activities on an accruals basis, net of any VAT, which can be recovered as Sheffield City Council is the sole trustee and therefore has special status under s33 VAT Act 1994.

The main exception to this treatment is payments for such items as gas and electricity are charged at the date of the meter reading rather than being apportioned between years. This policy is applied consistently each year.

Expenditure has been allocated to the activities to which it is directly attributable.

**Cost of raising funds**

The cost of generating any external funding, such as grant applications and events, is attributable to the time of Sheffield City Council officers who work on a range of projects including the charity. As such it is not possible to accurately apportion the cost of this to the charity so no charge is included in the accounts.

**Charitable activities**

Charitable activities are set out within the charitable deeds and represent the costs associated with the running and maintenance of the park.

**Governance costs**

Independent examination costs and finance officer costs are charged to the charity. The Council currently absorbs the cost of other officers' time. This policy is kept under review.

**Staff costs**

The staff who work for the charity are employed by Sheffield City Council, and are subject to the terms and conditions of that organisation. The costs of such staff are recharged to the charity. Full disclosure of the relevant staff costs and numbers is provided in the notes to these financial statements.

**Pensions**

City Council employees may participate in the Local Government Superannuation Scheme, which provides members with defined benefits related to pay and service. The City Council makes payments for this group of employees to the South Yorkshire Pensions Authority, which administers pension arrangements on behalf of Sheffield City Council and the other local authorities in the South Yorkshire area. The City Council bears any deficit or surplus on the scheme and does not charge this to the charity.

**1.7 Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**1.8 Financial instruments**

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**1.9 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**2. Donations and legacies**

<b>Grants</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
Sheffield City Council - revenue grant	<b>147,244</b>	132,699
	<b>147,244</b>	132,699
Restricted:		
Sheffield City Council - capital grant	-	-
S106	-	-
Norfolk Park TARA	-	-
Public Health	-	-
	-	-
	<b>147,244</b>	<b>132,699</b>

If expenditure is greater than income the variance is borne by Sheffield City Council and not brought forward into the next financial year.

**3. Income from charitable activities**

	<b>Park Operation Income</b>	<b>Centre in the park building Income</b>	<b>2020/21 Total</b>	<b>2019/20 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Unrestricted:				
Outdoor sports	-	-	-	-
Events	-	-	-	7,279
Miscellaneous	-	-	-	458
Rents and room hire	-	<b>38,329</b>	<b>38,329</b>	83,087
	<b>-</b>	<b>38,329</b>	<b>38,329</b>	<b>90,824</b>

**4. Analysis of expenditure on raising funds**

	<b>2020/21</b>	<b>2019/20</b>
	<b>£</b>	<b>£</b>
Unrestricted:		
Events	-	17,703

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

5. Analysis of expenditure on charitable activities	Park Operation	Centre in the Park Building Costs	2020/21 Total	2019/20 Total
	Costs £	£	£	£
Unrestricted:				
Employees	18,812	36,323	55,135	58,592
Rangers	-	110	110	651
Repairs and maintenance	30,446	14,735	45,181	49,994
Grounds maintenance	21,789		21,789	21,789
Tree work	3,565		3,565	6,840
Playground refurbishment and maintenance	4,837		4,837	3,747
Electricity	-	14,565	14,565	17,464
Gas	-	4,993	4,993	6,454
Water and sewage	-	2,595	2,595	3,852
Rates	-	-	-	1,940
Council tax	-	-	-	-
Cleaning charges	-	22,454	22,454	20,972
Transport	-	-	-	-
Telephones	-	5,061	5,061	3,492
Supplies and services	-	2,839	2,839	9,793
Governance costs	-	2,449	2,449	2,380
	<b>79,449</b>	<b>106,124</b>	<b>185,573</b>	<b>207,960</b>
Restricted:				
Depreciation	39,015	9,375	48,390	40,603
	<b>118,464</b>	<b>115,499</b>	<b>233,963</b>	<b>248,563</b>
<b>6. Governance costs</b>			<b>2020/21</b>	<b>2019/20</b>
			£	£
Managing and administration:				
Independent examination fees			1,150	1,150
Finance office costs			1,299	1,230
			<b>2,449</b>	<b>2,380</b>
<b>7. Staff costs and trustees' remuneration</b>			<b>2020/21</b>	<b>2019/20</b>
			Total	Total
			£	£
Salaries			42,740	46,145
Social security costs			4,274	3,688
Pension			8,121	8,759
			<b>55,135</b>	<b>58,592</b>

No employee received remuneration of over £60,000 during the year (2020 - None).

Trustees received no remuneration (2020 - £Nil) and were not reimbursed for any of their expenses during the year.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

<b>8. Staff numbers</b>	<b>2020/21</b>	<b>2019/20</b>
	<b>Number</b>	<b>Number</b>

The average number of employees during the year was	<u>4</u>	<u>4</u>
---	----------	----------

<b>9. Land and buildings</b>	<b>At cost Assets under Construction</b>	<b>At cost Freehold land and buildings £</b>	<b>Total £</b>
<b>At cost or valuation</b>			

At 1 April 2020	-	1,980,318	1,980,318
Additions	-	-	-
Transfers	-	-	-
At 31 March 2021	<u>-</u>	<u>1,980,318</u>	<u>1,980,318</u>

**Accumulated depreciation**

At 1 April 2020	-	283,982	283,982
Charge in the year	-	48,390	48,390
At 31 March 2021	<u>-</u>	<u>332,372</u>	<u>332,372</u>

**Net book value**

At 31 March 2021	<u>-</u>	<u>1,647,946</u>	<u>1,647,946</u>
At 31 March 2020	<u>-</u>	<u>1,696,336</u>	<u>1,696,336</u>

Freehold land and buildings are included at deemed cost as permitted on transition to SORP (FRS102) based on a valuation in 2012/13 by the Asset Partnership Services team of Kier who are MRICS qualified.

**10. Investments**

<b>At market value</b>	<b>2020/21</b>
	<b>£</b>
At 1 April 2020	<b>163,023</b>
Interest received	-
Drawdown	-
At 31 March 2021	<u><b>163,023</b></u>

Market value is the same as historical cost.

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**11. Debtors**

	2020/21	2019/20
	£	£
Amounts due from Sheffield City Council	1,150	1,150
Accrued income	117	117
	<u>1,267</u>	<u>1,267</u>

**12. Creditors: amounts falling due within one year**

	2020/21	2019/20
	£	£
Independent examination fees	1,150	1,150
Deferred income	-	-
	<u>1,150</u>	<u>1,150</u>

**13. Restricted funds**

	Freehold land and buildings £	Total £
Balance at 1 April 2020	1,696,453	1,696,453
Expenditure	(48,390)	(48,390)
Income	-	-
Transfer	-	-
Balance at 31 March 2021	<u>1,648,063</u>	<u>1,648,063</u>

**Freehold Land and Buildings**

This fund comprises various grants and donations received to finance capital projects including the Centre in the Park, a new sports pavilion, and a multi use games area.

**Restricted funds - prior year**

	Freehold land and buildings £	Total £
Balance at 1 April 2019	1,737,056	1,737,056
Expenditure	(40,603)	(40,603)
Income	-	-
Transfer	-	-
Balance at 31 March 2020	<u>1,696,453</u>	<u>1,696,453</u>

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**14. Endowment funds**

	<b>£</b>
Balance at 1 April 2020 and at 31 March 2021	<b>160,060</b>

The Charity funds are invested in Sheffield City Council's Consolidated Loan Funds. The original investment balances are held as endowment funds. Interest earned can be used for unrestricted purposes but is designated for one-off projects rather than ongoing running costs.

**Endowment funds - prior year**

	<b>£</b>
Balance at 1 April 2019 and at 31 March 2020	<b>160,060</b>

**15. Unrestricted funds**

	General Funds	Designated Funds	Total
	£	£	£
Balance at 1 April 2020	-	2,963	2,963
Income	185,573	-	185,573
Expenditure	(185,573)	-	(185,573)
Transfer	-	-	-
Balance at 31 March 2021	-	2,963	2,963

Designated funds represent accumulated interest on the endowment funds. The trustees have set this money aside for one-off projects in the future, rather than for ongoing running costs.

**Unrestricted funds - prior year**

	General Funds	Designated Funds	Total
	£	£	£
Balance at 1 April 2019	-	2,095	2,095
Income	224,391	-	224,391
Expenditure	(223,523)	-	(223,523)
Transfer	(868)	868	-
Balance at 31 March 2020	-	2,963	2,963

**16. Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Endowment	Total funds
	£	£	£	£
Fixed assets	2,963	1,647,946	160,060	1,810,969
Current assets	1,150	117	-	1,267
Creditors due within one year	(1,150)	-	-	(1,150)
	2,963	1,648,063	160,060	1,811,086

**Analysis of net assets between funds - prior year**

	Unrestricted funds	Restricted funds	Endowment	Total funds
	£	£	£	£
Fixed assets	2,963	1,696,336	160,060	1,859,359
Current assets	1,150	117	-	1,267
Creditors due within one year	(1,150)	-	-	(1,150)
	2,963	1,696,453	160,060	1,859,476

**NORFOLK HERITAGE PARK  
NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

**17. Ultimate Controlling Party**

The ultimate controlling party is the sole trustee, Sheffield City Council.

**18. Related parties**

The charity has a very close relationship with Sheffield City Council who is the sole trustee and provides the balance of funding not provided elsewhere on an annual basis, to enable the charity to carry out its charitable objectives. The amount of funding provided by Sheffield City Council during the year is £147,244 (2020: £132,699). At the year end was owed by Sheffield City Council (2020: £1,267).

