

**Company Registration No. 3338021**  
**Charity Registration No. 1081829**

**Sharrow Community Forum Limited**

**(A Company limited by guarantee)**

**Annual Report and financial statements**

**for the year ended 31 March 2021**

**Sharrow Community Forum Limited**  
**(A company limited by guarantee)**

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**Sharrow Community Forum Limited**  
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**Report of the Management Committee**  
**for the year ended 31 March 2021**

The management committee, which comprises the trustees (who are also the directors of the company for the purposes of company law), presents its report together with the independently examined financial statements for the year ended 31 March 2021.

**REFERENCE AND ADMINISTRATIVE INFORMATION**

<b>Charity Name</b>	Sharrow Community Forum Limited
<b>Working Name</b>	Sharrow Community Forum
<b>Charity Number</b>	1081829
<b>Company Number</b>	3338021
<b>Start of financial year</b>	1 April 2020
<b>End of financial year</b>	31 March 2021
<b>Correspondence address and registered office</b>	The Old Junior School South View Road Sheffield S7 1DB
<b>Email</b>	reception@sharrowcf.org.uk
<b>Trustees</b>	Paul McGrath - Chairperson Nasima Akther (Until April 2021) Nighat Basharat Jean Cromar Marion Gerson (Until April 2021) Maggie O'Neill Julie Pearn Emily Wilson (Until April 2021)
<b>CEO</b>	Jonathan Roberts
<b>Bankers</b>	Unity Trust Bank 4 Brindley Place Birmingham B1 2JB
<b>Independent Examiner</b>	Peter Winter Chartered Certified Accountant 103 Wilkinson Street Sheffield S10 2GJ

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**Report of the Management Committee**  
**for the year ended 31 March 2021**

..... continued

The trustees, who are also directors under company law, present their report and the financial statements for the year ended 31 March 2021. The trustees confirm the annual trustees' report and financial statements of the Charity comply with the current statutory requirements, those of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

This report has been prepared taking advantage of the exemptions for small companies within Part 15 of the Companies Act 2006. Since the Charity qualifies as small under section 383, there is no requirement for the strategic report necessary for medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013.

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

### **Governing Document**

The Sharrow Community Forum Limited was incorporated on 21 March 1997 under a Memorandum of Association and is governed under its Articles of Association, as amended by special resolutions dated 18 September 1999, 1 August 2000 and 18 October 2003. It is a private company limited by guarantee and each member of the company is required to contribute an amount not exceeding £1 should the company be wound up while they are a member, or within one year after they cease to be a member. The constitution has provision for members, either associate or corporate and trustees.

### **Trustee Recruitment and Appointment**

We appoint new trustees at our AGM each year. Prior to the AGM we circulate information to members to make them aware of the opportunity to become a trustee and invite them to nominate themselves. At the AGM, elections take place for all new trustee places, with one vote per member.

The constitution has provision for members, either associate or corporate and trustees.

One third of the Trustees must retire at each AGM. Any trustee retiring may offer herself/himself for re-election or further co-option, unless she/he has had six continuous years in office, in which case she/he may not seek re-election or further co-option for at least one year.

The trustees when complete consist of up to 19 individual members or representatives of member organisations elected at each AGM. When their number reaches 19, the trustees should take all reasonable efforts to ensure that at least 10 of them are local residents, at least 5 are from minority groups and at least 2 represent private businesses.

### **Trustee Induction and Training**

In selecting persons to be appointed as trustees, the trustees take into account the benefits of appointing a person who through residence, occupation, employment or otherwise has special knowledge of the Area of Benefit or who is otherwise able by virtue of his or her personal or professional qualifications to make a contribution to the pursuit of the objects or the management of the charity.

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Every trustee must sign a declaration of willingness to act as a trustee of the charity before they are eligible to vote at any meeting of the trustees. Trustees are provided with the Charity Commission's guide "The Essential Trustee: What you need to know" together with a copy of the Memorandum of Association and the latest financial statements.

**Organisational structure**

The activities of the Forum are overseen by the trustees and they delegate the day to day running of the Forum to the Chief Executive Officer, Jonathan Roberts. The financial regulations determine the decision making responsibilities in relation to expenditure, with trustees receiving regular financial reports. Financial oversight is maintained by the trustees.

Other decisions are divided between trustees and staff on the basis of the trustees setting policy and direction whilst staff govern implementation. For example, the trustees agree the budget for the year in April but staff decide how to spend within budget. Trustees will decide on the priorities for work such as working with a particular part of the community but staff are responsible for deciding how to enact it.

The financial regulations determine the decision making responsibilities in relation to expenditure, with trustees receiving regular financial reports. Financial oversight is maintained by the trustees.

**Risk management**

The trustees review the major risks which the charity faces on an annual basis and believe that the maintenance of reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational risks faced by the charity, notably the effects of Covid 19 and confirm that they have established systems to mitigate the significant risks.

**OBJECTIVES AND ACTIVITIES**

**Objects**

The principal activity of the charity is that of facilitating the social, economic and environmental regeneration of the area by encouraging and supporting partnership working between and within the community, voluntary, statutory and business sector. There has been no change in this activity during the year.

Our mission statement remains:

SCF: strengthening communities in Sharrow; improving the quality of life - building the community's voice - bringing people together.

We have adopted the following objectives to meet this mission:

- A. Attract and maintain public and private resources in the area
- B. Foster a vibrant, diverse and active community
- C. Improve community use of the natural and built environment
- D. Improve local use of public services
- E. Improve our sustainability

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**for the year ended 31 March 2021**

..... continued

Our work is underpinned by the following values:

1. Promoting equality of access to facilities and resources
2. Cultural diversity respected and celebrated
3. Supporting social justice and fairness
4. Accountability through transparency
5. Encouraging innovation, change and creativity
6. Responsive to and guided by the community

When recording or collecting evidence of our activities, staff are expected to state how the activity meets the particular objective(s). The evidence is then collated in a monthly outcome report for trustee meetings and each November is synthesised into an Annual Report for presentation at the AGM, when we report on our achievements in relation to our mission and objectives.

Staff report to trustees on a monthly basis against the objectives stated in our business plan. We produce an annual report on our activities and achievements to coincide with our financial accounts.

As part of this process we strive to ask our stakeholders to give us feedback on how they feel we have performed against our objectives. This information is then used to plan our work for the next year.

**Statement of Public Benefit**

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set and ensure services continue to be of benefit to the general public.

The trustees confirm that they have complied with their duties under section 17 of the Charities Act 2011 with regard to public benefit.

**ACHIEVEMENTS AND PERFORMANCE**

Our annual report will provide a full detail of the activities we have undertaken this year, and this will be available in December 2021, but the following are examples of some of the activities, work and partnerships SCF have been involved in during 2020-21.

The past year has seen some changes to the services provided by Sharrow Community Forum with some services severely hampered or curtailed during the pandemic. However, SCF continues to develop children's and youth services. SCF continues to work towards achieving its guiding principles (see above) and has had a year that has seen change and developments throughout. There are 5 key areas of work that provide the focus of much of our work and are explored in more detail throughout the report:

***Facilities Management***

Sharrow Community Forum continues to work to keep buildings for community use that are affordable and accessible. Sharrow Community Forum (SCF) is currently under contract with Sheffield City Council, Children and Young People's Directorate to provide a management service for the Old Junior School (OJS) on South View Road. This means that SCF undertakes to provide cleaning, reception, organise security and basic maintenance on the building for permanent tenants and groups/individuals taking up sessional lets.

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Having developed the use of the Old Junior School for over 11 years, in March 2020 the building effectively closed except for statutory agency staff. All the community spaces were closed and didn't begin to re-open until January 2021. The restrictions and the aftermath will continue to affect footfall for some time to come. It will mean a year or two of re-engagement with previous users and encouraging and marketing the building again. We were fortunate to be able to continue to offer food parcels through donations and our partnership with Food Works that maintained the community presence on site.

***Employability and volunteering***

SCF offers a work club with a range of support services and a range of volunteering options across all projects with a new volunteer training programme being put in place. The Employability Programme's aim is to support individuals in the Central, Sharrow and Nether Edge areas of the city into work through the promotion and provision of an employment support service. This year SCF has continued to manage a large Key Worker programme to support unemployed people back into work, volunteering and training across the city. Again the pandemic severely affected our ability to engage with local people and much of the work switched from face-to-face support to video platforms (e.g. zoom), telephones, etc. Whilst numbers of engagement s was limited supporting local people back into work was still relatively high numbers.

***Families, Children and Young people***

SCF continues to develop projects in and around Highfield Adventure Playground. This is a key venue for families and remained a lifeline for many during the summer months of 2020. Numbers accessing the playground had to be managed and a booking system was introduced to ensure that numbers of people congregating didn't contravene social distancing rules. The summer programme, included food distribution and cooked meals for children and families to take home.

***Made in Sharrow***

Made in Sharrow is based in our fully equipped workshop facility at the Old Junior School. The workshops continued in the latter half of 2020 and supported limited numbers of people with employment support, confidence building and team work skills.

***Community development and engagement***

Community development and engagement-through continuation from the community organising programme and development of projects in buildings SCF manages and supports. On-going discussions continue with local residents and service providers in the area to deliver projects and ideas for Sharrow. Again opportunities to develop relationships and engagement were curtailed in the pandemic.

***Strategic planning for Sharrow***

An area-wide plan has been developed to support and improve local services, partnerships and projects to develop the area and create an overarching vision for all our work. Crucially, SCF will be seeking to engage with local people and promote community activism and cohesion to ensure its aims remain true, to create change and improvements in the area.

Sharrow Community Forum would like to thank the contributions made by local people and organisations over the last few years as anything that has been achieved is a reflection of all their efforts.

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**Summary of the work undertaken during the lockdown period**

Our usual approach to meetings and conferences and social community events were turned upside-down; Sharrow festival was also cancelled. Local people were cautious about what they are allowed to do and local organisations were at times confused about rules and risks to users, volunteers and staff. Members of the Abbeydale and Sharrow Stakeholder Group quickly adapted to holding meetings via Zoom, and this is one of the reasons this area of our work has been able to move forward so positively in 2021.

The impact of the pandemic on our community centre however has been huge, and the impact on the groups and individuals who depended on our facilities has yet to be properly understood. While we have been prohibited from opening our rooms to community hirers as before, we have ensured the Old Junior School site remains a community facility, allowing specific organisations to use the spaces we manage as a base for staff and volunteers from which to deliver key services to the community (rather than the community coming in to use services here). Food Works are a charity which is now operating from our kitchen/café area and have been a key partner in community food provision, they have also helped keep the community atmosphere at the Old Junior School as local people come to collect ready meals and food boxes from our hall during lockdown periods. Food Works take surplus food supplies and redistribute to the community as well as using ingredients to prepare affordable, healthy meals for collection at 14 points across the city.

Just before the first lockdown was announced, SCF had successfully lobbied local Councillors and Officers to support some much-needed improvements to the Adventure Playground. This resulted in the award of £21,500 through the Community Infrastructure Levy in the early summer of 2020. The opportunity to deliver large scale change on the site was planned during the latter part of the summer with developments firmed up in the early winter and scheduled work commenced in January 2021. Building on the brand new stage, play 'raft' feature, a revamped under 5s area and improved landscaping were completed and ready for a 'grand' relaunch in early summer.

Alongside this SCF has also had a centralised outdoor lighting system designed and installed that offers opportunities to open the playground all year round and into evenings (especially useful during the darker nights of the autumn and winter). SCF has also worked with the Community Safety Partnership (Local Council and Police and Crime Commissioner) to lever in funding for mobile security cameras to be installed on site. The hugely exciting improvements are the key to SCF taking over a long lease for the site (at least 25 years) and are currently going through the legalities before completion this summer.

**Partnership Development**

Lots of new relationships and formal and informal partnership work was instigated and existing relationships continue to be embedded. ASSG attendance continuing well on Zoom.

Summer programme put us in touch with new groups and partners as well as providing a much needed comprehensive food and play offer which was supported by schools to ensure the most vulnerable families were benefitting.



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Partnership working across a range of projects this year has helped to strengthen our role as a community anchor organisation that tackles silo working and has contributed to coordinating and leading delivery of a wide range of activity. We have been part of joint initiatives which have fed local people, provided activities for children, collected and redistributed Christmas presents, shared information and resources about Covid and other public health messaging, supported the police in the reduction of violent crime, and levered in funding for security measures. We have run joint campaigns and projects to tackle local crime issues including circulation of key messages and local poster campaigns providing Crimestoppers info.

As a result of our relationships with the police, the stakeholder group and other community partners and because of their awareness of our Community Chest grants programme, South Yorkshire Police Violence Reduction Unit gave SCF a grant of £10K in December 2020 to fund local groups and activities which seeks to tackle violence and antisocial behaviour. The 'Safer Sharrow Fund' was allocated early in 2021 through a grant application process adjudicated by a small panel including SCF, the police and local councillors to three projects which proactively engage the local community in tackling crime and anti-social behaviour on a local level; this work will continue through the Community Safety Partnership grants that we will administrate in conjunction with South Yorkshire Police. This money will bring further resources into the area to support local activity and new and emerging projects from both current and new partners.

We have worked with ASSG partners to deliver joint programmes of food and activities for vulnerable families, namely the Sheffield Healthy Holidays programme which included providing grants to local providers to enable them to run their own holiday schemes to support families with whom they work closely.

We have also joined with other partners to run an initiative to distribute presents to children who would otherwise have nothing at Christmas -the Christmas Toy Appeal brought together JoyBank, Mums United and Sharrow Community Forum. We have subsequently continued to come together as a group to share knowledge and experience on local issues of anti-social behaviour and crime with South Yorkshire Police to help them address localised problems in our area.

During 2020 we identified several organisations working locally that we needed to engage with more constructively as we had identified potential opportunities, synergies, or overlap. We have managed some positive dialogue that has led to a more constructive, partnership approach to significant local problems such as food poverty, crime and anti-social behaviour, and neighbourhood planning. This work has also included responding to the changing and challenging situation posed by Covid. One significant relationship has been nurtured that has established working with Mums United and CRESST to develop a local strategy which supports children, young people and families to engage in positive activities, and builds on both the ASSG locally and the Sheffield Youth Neighbourhoods and Communities work previously undertaken.

## **FINANCIAL REVIEW**

The details are set out on page 11. The company has operated at a surplus during the year. The surplus will be re-invested in community activity and engagement by agreement from the Board during 2021-22 financial cycle. Future income streams remain uncertain post-pandemic and therefore any expenditure needs careful consideration. The trustees continue to monitor the results on a monthly basis and set realistic budgets for future years.

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**Report of the Management Committee**  
**for the year ended 31 March 2021**

..... continued

**Fundraising**

The trustees have taken note of the directive made by the Fundraising Regulator and consider that they are compliant. The charity has no contracts or other arrangements with professional fundraisers or commercial participators and has received no complaints about fundraisers apparently acting on behalf of the charity.

Fundraising activities may be undertaken by staff or volunteers. The charity management is always made aware of these activities and ensure that proper fundraising practice is followed and that there is no risk to the charity's reputation or vulnerable people.

**Reserves policy**

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised.

**PLANS FOR FUTURE PERIODS**

The trustees are aware that grant funding for community engagement work in the future is going to prove harder to access. As a result, the trustees are focused on a strategy of trying to secure new sources of income to support our aims whilst making sure that the services we already provide run on a full cost recovery model.

In terms of work, Trustees are determined to continue a varied programme of engagement based around children and young peoples' services the built environment, and training & skills, whilst making the most of the Old Junior School and Adventure Playground facilities. SCF is negotiating for a long lease of the Adventure Playground with the Council, to allow for greater stability, security of tenure and access to a greater range of funding opportunities, especially in relation to capital equipment and improvements. This also signals our intention of looking at the lease situation at the Old Junior School. Long term planning is needed to ensure community assets remain in place and allow local people opportunities to develop projects in buildings that are affordable and accessible. We will continue to undertake work that brings people together and strengthens communities in Sharrow for public benefit.

**Statement of Trustees' Responsibilities**

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements the trustees are required to:

- \* select suitable accounting policies and apply them consistently;
- \* make judgements and estimates that are reasonable and prudent.
- \* state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- \* prepare the financial statements on the going concern basis unless it is appropriate to presume that the Forum will not continue in operation.

**Sharrow Community Forum Limited**  
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**Report of the Management Committee**  
**for the year ended 31 March 2021**

..... continued

**Independent Examiner**

Anthony Ball FCA retired during the year. Peter Winter MA FCCA was appointed as the charity's Independent Examiner during the year and he has indicated his willingness to act as the charity's independent examiner for the ensuing year.

This report has 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 1 January 2019), with FRS 102 and with the requirements of the Companies Act 2006 and the Charities Act 2011.

Approved on behalf of the board of trustees on 19 October 2021 and signed on its behalf by:

 30/11/21

Paul McGrath  
Chair

**Sharrow Community Forum Limited**  
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**Independent Examiner's Report to the Charity Trustees on the preparation  
of unaudited financial statements of Sharrow Community Forum Limited  
for the year ended 31 March 2021**

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

**Responsibilities and basis of report**

As the charity trustees of the company (who are also its directors for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

**Independent Examiner's Statement**

Since the company's gross income exceeds £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 ACCA and a Fellow of the Association of Charity Independent Examiners, both of which are listed in section 145.

I have completed my examination. I confirm that no material matters have come to my attention which give me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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
- the accounts have not been prepared in accordance with the Charities SORP (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 accounts to be reached.

.....  
**Peter Winter MA FCCA FCIE**  
**Chartered Certified Accountant**  
**103 Wilkinson Street**  
**Broomhill**  
**Sheffield**  
**S10 2GJ**

**19 October 2021**

**Sharrow Community Forum Limited**  
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**Statement of Financial Activities**  
**for the year ended 31 March 2021**

	Notes	Unrestricted Funds	Restricted Funds	2021 Total	2020 Total
<b><u>Incoming resources</u></b>					
Incoming resources from generated funds					
Donations and legacies	5	72,387	-	72,387	68,650
Charitable activities	6	205,380	204,028	409,408	413,067
Covid Govt grants		132,373	-	132,373	6,780
Investment Income		-	-	-	-
<b>Total incoming resources</b>		<b>410,140</b>	<b>204,028</b>	<b>614,168</b>	<b>488,497</b>
<b><u>Resources Expended</u></b>					
Charitable activities	7	314,435	264,394	578,829	491,728
Governance Costs	8	1,170	-	1,170	1,113
<b>Total Resources Expended</b>		<b>315,605</b>	<b>264,394</b>	<b>579,999</b>	<b>492,841</b>
<b>Net Incoming/(Outgoing) Resources for the year</b>		<b>94,535</b>	<b>(60,366)</b>	<b>34,169</b>	<b>(4,344)</b>
Funds at 1 April 2020		(5,134)	80,357	75,223	79,567
<b>Funds at 31 March 2021</b>		<b>89,401</b>	<b>19,991</b>	<b>109,392</b>	<b>75,223</b>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The Statement of Financial Activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**The notes on pages 13 to 21 form an integral part of these financial statements.**

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**Balance sheet**  
**as at 31 March 2021**

		<b>2021</b>		<b>2020</b>	
	<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Fixed assets</b>					
Tangible assets	<b>10</b>		8,006		5,400
<b>Current assets</b>					
Debtors		13,923		37,189	
Cash at bank and in hand		133,790		50,313	
		<u>147,713</u>		<u>87,502</u>	
<b>Current Liabilities</b>					
Creditors and accruals	<b>13</b>	(46,327)		(17,679)	
<b>Net current assets</b>			<u>101,386</u>		<u>69,823</u>
<b>Total assets less current liabilities</b>			<u>109,392</u>		<u>75,223</u>
<b>Net assets</b>			<u><b>109,392</b></u>		<u><b>75,223</b></u>
<b>The funds of the charity</b>					
Restricted Funds	<b>14</b>		19,991		80,357
Unrestricted Funds	<b>14</b>		89,401		(5,134)
<b>Total charity funds</b>			<u><b>109,392</b></u>		<u><b>75,223</b></u>

For the year ended 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


**Directors' responsibilities:**

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the provisions of FRS 102.

These financial statements were approved and issued by the Board on 19 October 2021 and are signed on its behalf by:

  
**Paul McGrath**  
Trustee

**Company Registration Number: 3338021**

**The notes on pages 13 to 21 form an integral part of these financial statements.**

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**Notes to the financial statements**  
**for the year ended 31 March 2021**

**1 Basis of Preparation**

**General Information**

The charity is a public benefit entity as defined by FRS 102 and a private company limited by guarantee. It is registered as both a company and a charity in England and Wales. The address of the registered office is The Old Junior School, South View Road, Sheffield S11 9HQ.

**1.1 Basis of accounting**

These financial statements have been prepared on the basis of historic cost in accordance with:

- a) 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 1 January 2019).
- b) The Charities Act 2011
- c) The Companies Act 2006

**Going Concern**

There are no material uncertainties about the charity's ability to continue its normal operations. The trustees are aware that existing and confirmed funding may not be sufficient to cover existing spending in the long term, so have taken and continue to take steps to restructure the activities and costs so that objectives can be achieved and services delivered for the following year and beyond. They consider it appropriate, therefore, to prepare these financial statements as a going concern. The financial statements are prepared in sterling, the functional currency of the charity.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that effect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**2 Accounting Policies**

**2.1 Form of Financial Statements**

- a) Unrestricted funds Funds that are available for use at the discretion of the trustees in furtherance of the general objectives of the Forum.
- b) Restricted funds Funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- c) Designated funds Designated funds comprise unrestricted funds that have been set aside by the trustees for particular projects or commitments.

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**Notes to the financial statements**  
**for the year ended 31 March 2021**

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**2.2 Incoming resources**

- a) Incoming resources are included in the Statement of Financial Activities (SOFA) when the Forum is entitled to the income, the trustees are virtually certain they will receive the resources and the amount can be quantified with reasonable accuracy.
- b) Where incoming resources have related expenditure (as with fundraising), the incoming resources and related expenditure are reported gross in the SOFA
- c) Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.
- d) Grants, where entitlement is not conditional on the delivery of a specific performance by the Forum, are recognised when the Forum becomes unconditionally entitled to the grant. Grants related to performance and specific deliverables, are accounted for as the Forum earns the right to consideration by its performance.
- e) Income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be measured reliably. The value of services provided by volunteers has not been included in these accounts. Funds received to be held on behalf of other organisations are not treated as income.
- f) Bank interest is recognised when it is credited to the account.

**2.3 Expenditure & Liabilities**

- a) Expenditure is recognised on an accruals basis.
- b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- c) Charitable expenditure comprises those costs incurred by the Forum in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.
- e) The charity operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.



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**Notes to the financial statements**  
**for the year ended 31 March 2021**

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**2.4 Tangible fixed assets and depreciation**

- a) The cost of tangible fixed assets is their purchase cost, together with any incidental expenses of acquisition, or if gifted, their value on receipt. Items of equipment are only capitalised where the purchase price per item exceeds £1,000 and they have a useful economic life of more than one year.
- b) Depreciation is provided on all tangible assets, at rates calculated to write off the cost or valuation of each asset, over its expected useful life, the annual rates are as follows:

Fixtures, fittings and equipment    -    33% Reducing balance

**2.5 Taxation**

As a registered charity, the Forum is exempt from tax on its income or gains arising on its charitable activities to the extent that these are applied to its charitable objects. Irrecoverable VAT is included in the asset cost or expense to which it relates.

**3 Trustees' remuneration and related party transactions**

- a) No remuneration was paid to any trustee for acting as a trustee.
- b) Travel and other expenses amounting to £Nil (2020 - £Nil) were reimbursed to trustees.
- c) Jean Cromar is a trustee of Football Unites, Racism Divides, Educational Trust (FURD). One of the projects of the Forum involves 'Sheffield Healthy Holidays' which aims to make sure that children are happy and healthy during the holidays. It is particularly aimed at disadvantaged children. FURD was commissioned by Sharrow Community Forum to deliver non-contact (online) music and possibly football sessions for children in the area. The project targeted primary/junior school aged children who were on free school meals, the aim being to offer activities during the school (summer) holidays of 2020. The Forum paid £3,750 to FURD during the year as part of the Healthy Holidays programme.

**4 Limited by Guarantee**

The charity is limited by guarantee and each member is required to contribute a sum not exceeding £1 should the company be wound up while they are a member, or within a year after they cease to be a member.

**Sharrow Community Forum Limited**  
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**Notes to the financial statements**  
**for the year ended 31 March 2021**

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**5 Donations and legacies**

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
Donations, gifts and sundries	12,387	-	12,387	8,650
Grant for core activities	60,000	-	60,000	60,000
	<u>72,387</u>	<u>-</u>	<u>72,387</u>	<u>68,650</u>
<i>Previous year analysis:</i>	<u>68,650</u>	<u>-</u>	<u>68,650</u>	

**6 Incoming resources from charitable activities**

	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 Total £
<u>Charitable activities</u>				
Room hire, cleaning and management contracts	16,064	-	16,064	63,717
Regeneration projects	189,316	204,028	393,344	349,350
	<u>205,380</u>	<u>204,028</u>	<u>409,408</u>	<u>413,067</u>
<i>Previous year analysis:</i>	<u>87,757</u>	<u>325,310</u>	<u>413,067</u>	

Included within income relating to regeneration projects are the following grants:

Big Lottery Fund	-	87,470	87,470	114,524
Community Infrastructure Levy	21,525	-	21,525	-
Employability	-	106,558	106,558	169,573
Grants less than £5000	6,920	-	6,920	13,863
Loss of earnings grant	24,200	-	24,200	-
Safer and Sustainable	13,800	-	13,800	15,150
Sheffield City Council - Misc grants	21,584	-	21,584	-
South Yorkshire Police Commissioner	-	10,000	10,000	36,240
Voluntary Action Sheffield	101,287	-	101,287	-
	<u>189,316</u>	<u>204,028</u>	<u>393,344</u>	<u>349,350</u>

**Sharrow Community Forum Limited**  
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**Notes to the financial statements**  
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	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>7 Charitable activities</b>				
Administration of Payroll	1,895	-	1,895	1,817
Bad debts	-	-	-	3,500
Bank charges	670	-	670	1,403
CCTV	-	8,400	8,400	-
Cleaning & hygiene materials	2,912	-	2,912	6,164
Computer software	10,525	-	10,525	9,864
Depreciation	-	-	-	2,700
Foodbank collection fees	2,452	-	2,452	-
Gross Wages and Employer's NIC	147,105	238,445	385,550	342,162
Heat and light	1,055	-	1,055	1,170
Hire of equipment	7,815	-	7,815	8,417
Insurance	2,958	-	2,958	2,071
Legal and professional fees	20	-	20	13
Playground	-	8,256	8,256	-
Office Supplies & Photocopier	10,423	-	10,423	8,379
Rates and water rates	2,572	-	2,572	3,764
Redundancy	1,250	-	1,250	-
Rent	7,144	-	7,144	8,161
Repairs and Sundry office costs	1,687	-	1,687	4,853
Small grants payable	62,953	-	62,953	4,088
Staff pension contributions	9,293	9,293	18,586	13,592
Staff training	548	-	548	3,674
Subcontract costs	37,472	-	37,472	62,541
Subscriptions	419	-	419	720
Telephone	3,268	-	3,268	2,675
	<u>314,436</u>	<u>264,394</u>	<u>578,830</u>	<u>491,728</u>
Direct costs	147,105	238,445	385,550	355,754
Support costs	167,331	25,949	193,280	135,974
	<u>314,436</u>	<u>264,394</u>	<u>578,830</u>	<u>491,728</u>
<i>Analysis of previous year:</i>				
<i>Direct and support costs</i>	<u>204,869</u>	<u>286,859</u>	<u>491,728</u>	

**Sharrow Community Forum Limited**  
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**Notes to the financial statements**  
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**8 Governance Costs**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2021</b>	<b>Total 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Independent Examiner	1,170	-	1,170	1,100
	<u>1,170</u>	<u>-</u>	<u>1,170</u>	<u>1,100</u>

**9 Employees**

<b>Number of employees</b>	<b>2021</b>	<b>2020</b>
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The average number of employees based on head count is 19. The average number of employees based on full-time equivalents during the year is:

<u>19</u>	<u>17</u>
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<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	362,086	330,760
Social security costs	23,464	16,821
Employer's staff pension contributions	18,586	7,852
Redundancy costs	1,250	-
	<u>405,386</u>	<u>355,433</u>

No employee received remuneration above £60,000.

**Sharrow Community Forum Limited**  
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**Notes to the financial statements**  
**for the year ended 31 March 2021**

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<b>10. Tangible fixed assets</b>	<b>Fixtures, fittings and equipment</b>		<b>Total</b>
	<b>£</b>		<b>£</b>
<b>Cost</b>			
At 1 April 2020	79,746		79,746
Additions	2,606		2,606
Disposals	-		-
At 31 March 2021	82,352		82,352
<b>Depreciation</b>			
At 1 April 2020	74,346		74,346
Charge for the year	-		-
At 31 March 2021	74,346		74,346
<b>Net book values</b>			
At 31 March 2021	8,006		8,006
At 31 March 2020	5,400		5,400

<b>11. Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	11,144	35,184
Prepayments and accrued income	2,779	2,005
	13,923	37,189

<b>12. Analysis of net assets between funds</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	8,006		8,006
Current assets	97,334	50,379	147,713
Creditors falling due within one year	(15,939)	(30,388)	(46,327)
	89,401	19,991	109,392

**Sharrow Community Forum Limited**  
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**Notes to the financial statements**  
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<b>13 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Independent Examination	1,170	1,000
Trade creditors	1,753	13,617
Deferred income	40,388	-
Accruals	2,640	3,061
People's pension contributions	376	-
	<u>46,327</u>	<u>17,678</u>

**14 Restricted Funds**

	<b>At 1 April 2020</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>At 31 March 2021</b>
Grant - computer server	1,109	-	-	-	1,109
Grant - woodworking machine	405	-	-	-	405
Employability	37,515	106,558	(144,073)	-	-
S. Yorks Community Foundation	9,283	-	(9,283)	-	-
Big Lottery	32,045	87,470	(101,038)	-	18,477
S. Yorks Police Commissioner	-	10,000	(10,000)	-	-
	<u>80,357</u>	<u>204,028</u>	<u>(264,394)</u>	<u>-</u>	<u>19,991</u>

The Zest Employability Programme is funded by Sheffield City Council. The programme aims to support individuals in the Central, Sharrow and Nether Edge areas of the city into work through the promotion and provision of an employment programme.

South Yorkshire Community Foundation is funding the Building Stronger Britain Together Project (BSBT).

The Big Lottery is funding the Reaching Communities project.

The South Yorkshire Police Commissioner's grant was used to support four projects related to the Safer Sharrow Fund: Allama Iqbal Cricket Club £3,000; Mum's United £3,000; Sheffield Wednesday £3,000; Sheffield FC £1,000.

**15 APB Ethical Standards**

In common with many organisations of this size and nature, Sharrow Community Forum uses its independent examiner to prepare the financial statements and for advice on tax compliance issues.

**Sharrow Community Forum Limited**  
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**Notes to the financial statements**  
**for the year ended 31 March 2021**

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**16 Designated Funds**

The trustees have designated £4,000 towards a redundancy fund in the event of certain contracts not being renewed in the immediate future.

**17 Operating Lease Commitment**

At 31 March 2021, the total of the Charity's future minimum lease payments under non-cancellable operating leases was as follows:

	<b>2021</b>	<b>2020</b>
Amounts payable:	<b>£</b>	<b>£</b>
Within 1 year	3,984	3,984
Between 1 and 5 years	2,988	6,972
Total	<u>6,972</u>	<u>10,956</u>

