



Sheffield  
ME & Fibromyalgia  
Group

Registered Charity: 1095416

# OUR ANNUAL REPORT 2022



@sheffieldmefm



facebook.com/SheffieldME

andFibromyalgiaGroup

[www.sheffieldmegroup.co.uk](http://www.sheffieldmegroup.co.uk)

[info@sheffieldmegroup.co.uk](mailto:info@sheffieldmegroup.co.uk)

## Our charity

We are a registered charity supporting anyone in South Yorkshire and North Derbyshire living with ME/CFS, fibromyalgia and/or long COVID, in particular by the provision of help and assistance through mutual support and information exchange. We are also committed to raising awareness of the conditions and promoting positive changes to local service provision for people living with these illnesses. We currently support **508 members** in the area. Our patron is the ever supportive Berlie Doherty.



## Charitable purposes

1. To relieve those suffering from the illnesses variously known as Myalgic Encephalomyelitis (ME), chronic fatigue syndrome (CFS) or post-viral fatigue syndrome (PVFS) and fibromyalgia and in particular by the provision of help and assistance through mutual support and information exchange.
2. To educate the general public through the promotion and dissemination of knowledge about ME/CFS/PVFS.

## Funding

Thank you to our funders who this year have been the National Lottery Reaching Communities, Sheffield City Council, Healthwatch and The People's Postcode Lottery. They have funded our welfare benefits service, activities programme, and information service to support our members and the wider community across South Yorkshire and North Derbyshire.



## People

## in the lead

Our charity is run by people with ME/CFS, fibromyalgia and/or long COVID and their carers. Lived experience of the conditions is common among our volunteers, staff, and trustees. We 'get it', so we can provide a safe space and are committed to growing our impact. However you've got involved this year - providing feedback, suggesting new ideas, volunteering or participating in our activities - we want to say 'Thank you' for being part of our community!

# Chairperson's report



It's been a significant year for the Sheffield ME and Fibromyalgia Group as we have begun to emerge from the many restrictions of previous years. We have felt compelled to respond to the clear and growing need that many living with long COVID are experiencing both similar symptoms to those with MECFS and similar responses from health care professionals. Our Facebook Long Covid group went from strength to strength and led to regular face to face meet-ups, as requested by members. Thanks to Alison Millar for coordinating these. As our online activities of previous years helped reach many more people, during 2022 we offered both online and some face-to-face meet-ups for our members.

The new NICE guideline for MECFS was published in October 2021 and throughout 2022 we engaged with key partners nationally and locally to raise awareness among health care professionals, leading up to our SpeakUp project, described here in the report. We continued actively participating in the Network of local ME groups across the country that we had jointly set up in 2021 and contributed to the Department for Health and Social Care Delivery Plan. Some real highlights for us locally in 2022 locally were:

- our Art Exhibition, celebrating 20 years since we became a charity (though the group has been running many years longer than that). Many members showcased their art and craft talents, which you can still see on our website and featured in our winter 22 magazine.
- our nutrition project, which was expertly led by one of our Trustees Isabel Hemmings, independently funded, including talks and group sessions online
- picnics in the park, started in the summer and we hope to continue again in summer 2023
- our 4 online 'Science to your sofa' talks to international audiences with Gez Medinger focussing on Long Covid, the DECODE ME genome research project, the ME Association talking about implementing the NICE guideline, and Resia Pretorius from South Africa and Caroline Dalton from Sheffield talking about microclots
- and we always want to say a massive thank you to our benefits team whose dedicated work makes life-changing differences to our members

We hope this report gives you a sense of our vibrant charity which has much input from members living with these conditions. There are many people to thank for their support during the year, but I would want to give a special mention Becca Gransbury who does an incredible job curating our magazine every quarter. We were very sad when we found that our Charity Manager Elyane was going to be leaving to travel, but we are delighted we have successfully recruited a full skilled and experienced team to take us forward in 2023.

**Carolyn Leary, Chairperson**

## Trustees & staff

### Trustees

- Simon Briggs
- Becca Gransbury
- Beatrice Greenfield
- Isabel Hemmings
- Duraiya Kapasi
- Carolyn Leary (Chair)
- Alison Millar
- Emma Saville

### Associate Trustee

- Sheila Broadhead  
Treasurer

### Staff

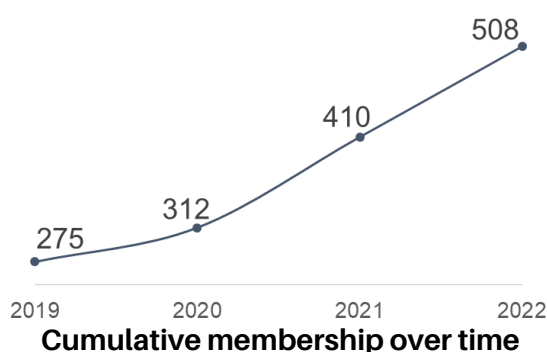
- Elyane Bardou - Charity Manager
- Ayan Farrah, Ellie Jones and Sarah Smith - Benefits advisers
- Pippa Line - Engagement Officer

# Thanks to our volunteers!

As ever, our charity benefits from a huge amount of support from volunteers. Their contributions range from being Treasurer - a special shout out to Sheila Broadhead, to contributing to and publishing our quarterly magazine, to helping members engage safely online through our digital inclusion project, and helping with our benefits service (special thanks to Mandy!). Our social media, especially Facebook, is well supported by members who keep a watchful eye and alert us when needed. Our office 'listening ear' service is enhanced by the befriending service set up with trained volunteers, based on learning from best practice locally. This year, the Trustees have accessed fundraising training, essential for our sustainability next year. In the year ahead we really hope we can develop more opportunities for members and volunteers including students as we continue to grow our charity.

## Our membership

Our membership has very nearly doubled since 2019 and we finished 2022 with 520 members. Thank you to everyone who has joined us or spread the word. You make our community what it is!



## Outreach

Our membership is not evenly spread across the whole of south Yorkshire nor does it include the diversity of people affected by the conditions so we have put more energy into reaching out to underrepresented communities. Funds from the Tackling Inequalities Fund (Sheffield City Council) has enabled us to reach out to more populations who experience ME/CFS, fibromyalgia and Long COVID.

We used this money to pay our staff additional hours to reach out to 3 key populations to raise awareness and engage those living with the conditions: young people, people from black and minority ethnic communities and LGBTQIA+ people. We linked up with 47 organisations including the NHS ME/CFS Service, Long COVID Hub, IAPT, Sheffield City Council, 12 BAME focussed organisations (ISRAAC, Shipshape, Broomhall Centre) 17 young adults focused groups (Chilypep, Sheffield Young Carers, SAYiT) and more.

We also had media appearances through articles in People Keeping Well, Bradway Bugle, Now Then & InterAction magazines, and interviews/podcasts with BBC Radio Sheffield, Help Sheffield, and Yorkshire Live Examiner.

# Coming together in 2022...

Our conditions are very isolating. This year we have come together with others who 'get it' through regular activities, meet ups, and projects to share our lived experience and encourage each other in the pursuit of activities.

## Activities



### Mindfulness

25 sessions.  
>16 members



### Qigong

17 sessions.  
>14 members



### Singing

17 sessions.  
>23 members



### Forest bathing

6 sessions.  
>14 members



### Art workshops

8 sessions.  
>10 members



### Meet-ups & picnic

14 events  
23 people making it out!



### Online socials

3 sessions with  
10 members.



### Philosophy

2 sessions with  
5 members



### Seated thai chi



### Online French conversation

8 sessions with  
10 'membres'.



### Long COVID group

Monthly

*"Since being diagnosed in 2019 I have received virtually no support from the medical field. [...] I've felt totally alone and cut adrift whilst my life and health have steadily deteriorated. For this reason Sheffield ME & Fibromyalgia Group is a lifeline. A welcoming and supportive community offering the chance to both learn and interact. Keeping abreast of current developments relating to the illness offers hope for a brighter future. Also the range of ways you can physically or virtually get involved means no one is excluded. A true lifeline." Beck*

Creating new friendships.  
131 hrs over phone and letters.  
8 members befriended and  
7 volunteer befrienders.

## Befriending

## Digital inclusion

Support in using devices & internet.  
Facilitated by students/volunteers.  
17 face-to-face sessions - 9  
supported

## Peer support

Our Facebook groups have grown as platforms for people to support each other. They ask questions, share tips, news and experiences. We host 3 groups:

Private & confidential members only group - **375** community members

Open group for allies, friends & carers - **1900** community members

Long COVID information sharing group - **152** community members

**181** phone queries answered..

Topics of queries: health, support regarding specific issues, benefits, membership, our activities, specific event or idea, or simply needing a listening ear.

## Point of contact



# Info & practical support in 2022...

*"The quality of Sheffield ME Fibromyalgia is second to none from the activities to the support, information, reducing isolation and always developing new ways of helping." - Anne, member*

## Benefits & social care advice

**Casework support:** benefit checks, social care applications, UC/ESA/IB, and PIP advice.

We supported 67 benefit applications with 29 successful awards so far.

**Online sessions:** Topics included starting a PIP claim, PIP renewals, mandatory reconsiderations and appeals. Recording and write-ups were provided to our whole community.

## Information sharing

## Quarterly magazine



## Content included articles on:

- Information on cost of living support
- The new NICE guideline for ME/CFS
- Peer guidance on how to live within our energy
- Local resources and support services
- Health benefits of spending time outdoors
- Celebration of news achievements
- Update on political advances
- GP best practice
- Write-ups of our online educational talks
- Updates on our activities and projects
- Member arts corner: write-ups of our online art workshops plus poems, stories, craft and photos
- Entertainment: sudoku, mindful colouring, quiz

## Website

**9,783 people have viewed** our informative webpages on ME/CFS, fibromyalgia and long COVID.

## Online talks by experts

All talks were recorded and uploaded on our [YouTube](#) and [website](#). Follow-up emails to participants included links to the resources mentioned. Write-ups of the talks were included in our magazine.

Participants included people living with the conditions, carers and healthcare professionals.



### Microclots

with Prof Resia Pretorius & Dr Caroline Dalton.

Vascular pathology in post viral conditions: the role of microclots.

**2,300 people reached.**



### Long COVID Q&A

with Gez Medinger, investigative science journalist & co-author of The Long COVID Handbook.

Communicating with GPS, pacing, new research, viral persistence  
**13,380 people reached.**



### DecodeME study

with Prof Chris Ponting. DecodeME is the world's largest study into ME/CFS, investigating whether it may be partly genetic &, if so, help pinpoint causes.

**3,000 people reached.**



### Making the new NICE guideline work for people with ME

with Dr Shepherd, Hon Medical Adviser of the ME Association /NICE committee member on ME/CFS.

Almed at healthcare professionals.  
**3,700 people reached.**

# Voice & awareness

*"A service that other people cannot provide. An expertise that other people cannot provide. Being able to contact someone who understands is priceless." - RN, member*



Our SpeakUp and outreach work initiated meaningful collaborations with local decision makers. Highlights of the work done so far (collaboration is still ongoing):

- Adult Health & Social Care drafted an action plan to improve access to support
- New GP training and Integrated Care Board protocol are being discussed
- ME/CFS Service is drafting an annual care plan with input from our members
- The IAPT 'Living Well with Fatigue' course and staff training course are being updated to include specific needs of people with ME/CFS

Long COVID: we are now an active part of the Long COVID steering group run by VAS and Healthwatch, shaping better support for patients.

Helping improve health and social care provision for people with ME/CFS and fibromyalgia. We collaborated with Healthwatch Sheffield to gather our community's experiences in accessing support, to identify barriers, find solutions and engage decision makers to implement positive changes.

We presented our findings at a stakeholder engagement event gathering 10 senior policy and decision makers from the NHS and Sheffield City Council and other local organisations who also support our client group, with a follow-up meeting a month later. Our collaborative work continues next year with further meetings arranged with senior officers and politicians committed to making a difference.

**51**  
members volunteered  
for admin, leafleting,  
interviewing, &  
creating a leaflet for  
GPs.

**112**  
people surveyed  
**38**  
participants in focus  
groups

## Arts exhibition

**38**  
members  
volunteered



Marie's 2021 fundraiser supported a 2-week exhibition in Sheffield Winter Gardens, featuring member artwork & an info desk. We raised awareness of our conditions, lives, the work of our charity, and spread hope to others facing the conditions.

Members contributed artwork, designed layouts, wrote contributions, and hosted the stall.

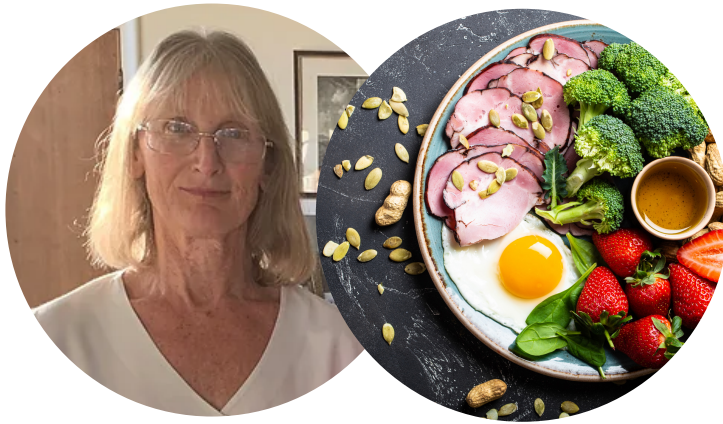
We uploaded the whole exhibition to our [website](#), to share it with members who are housebound, bedbound or living far away.

**189** people have watched it online.



*"Looking at the whole exhibition, it felt really powerful and emotive: expressions of grief, lament and the devastating illness that ME is, mixed with signs of hope and things to hold onto, and some light-hearted fun interspersed." - Alison, member*

# Nutrition project



Trustee and therapeutic nutritionist Isabel Hemmings provided our members with webinars and nutrition sessions to help us understand the role of what types of food we eat in maintaining energy levels.

We hope this will lead to further work around diet and managing chronic health conditions in future.

## Our impact

The data demonstrating our impact has been collated from: survey (85 members participants) and feedback forms, interviews with beneficiaries, quotes and stories submitted via email or phone call, and our casework software Charitylog.

1

**Members make more informed life choices by accessing quality information about their illness and support available**

98%

**feel more informed about their illness, how to manage it and the support available to them**

*"This group is invaluable to its members and for some activities non-members. Provides valuable information in an area where it is hard to be found. Gives hope, understanding and support." - GW*

*"I have learnt a lot that I can use to try to manage my condition."*

2

**The economic situation of our beneficiaries is maximised**

This year, we supported our clients to win:

**£ 2764**  
Weekly  
Increase

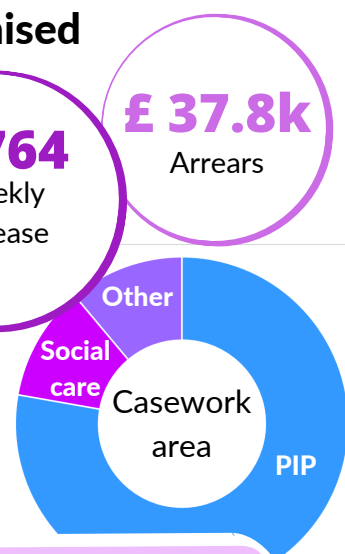
**£ 37.8k**  
Arrears

*"I am now able to pay for a home help, which is a huge support. I have also been able to purchase a mobility scooter. This helps me get out and about more, and gives me better access to the local open spaces, and shops."*

*"I wouldn't have been able to complete the process without them as it is SO stressful. Their reassurance and guidance was essential and helped reduce my anxiety levels significantly."*

*"The extra income means I can now heat the house properly, also having PIP mobility means I have a disabled bus pass, so I can use buses more."*

*"A huge difference, less stress day to day with worry about money. Being able to pay for prescriptions and travel."*







## Members increase their links and active engagement with other sufferers, carers and allies to reduce their social isolation

**94%** feel more socially connected, less isolated

*"The digital inclusion support gave me another window to communicate with. I am now using all sorts of apps like Gmail and Google."*

*"I hope the group is able to continue to offer so much help to people with ME, particularly when so many people are housebound like me and have little to look forward to without the group." - AC*

*"It has meant a lot to be able to come together with other people experiencing similar things and to do things gently and with understanding that we may be struggling with our health. [...] This is particularly so while I'm too unwell to go out of the house and am starved of human company."*

*"I really really appreciate all that SMEFG does to serve and include our community ME/CFS/FM/LC in whatever way we can engage. Always looking to and investigating new ways to tackle our heterogenous conditions. Including everyone of us, in whatever way & whenever we can join in, THANK YOU !!!!!" - JO*

*"I have found organising and hosting the S11 Meet Ups incredibly beneficial. [...] and have now made three local friends. [...] The people who attend regularly often tell me how the Meet Ups have been a godsend for them as ME is obviously isolating."*

**88%** feel heard/seen and supported

*"I felt empowered to be part of an exhibition that got our voices heard. I also felt seen, which is a big deal for someone who's not physically well enough to be out and about much."*

*"A refuge from the disbelief and contempt from the NHS and general public/ neighbours"*

**87%** feel more positive and hopeful

*"ME, Fibromyalgia and Long Covid can be very tough to live with. Being a member of the group prevents me from feeling alone in dealing with them. I cannot express how positive and empowering an experience being part of the wonderful SMEFG community is. The value of being connected to other local people who "get it", is invaluable." - AM*

*"It's very comforting to know the ME/CFS group is there for you, it makes you feel less isolated and just knowing there are other people going through the same and to know you can reach out for help or just a little conversation to help you feel better."*

**79%** feel empowered to speak up and to do more

*"I feel valued, connected and my voice heard through my Craft in spite of my absence. Subsequently I feel empowered and encouraged to do more art and craft to raise awareness of the invisible ME community. This left me feeling good about yourself and proud of my work."*

*"Volunteering at the art exhibition and charity means I have met new people and engaged with the public. After stopping work this year due to ME and fibro it was nice to communicate with others. It has distracted me from my own health issues, gave me a sense of purpose and has been fun. It has made me think about volunteering more on the days I feel well." - AC*

*"This exhibition [...] inspired me to get creative again, (and to do something different than the usual life activities) [...] It also helped me to feel included and by having a purpose and focus to be part of something positive that is happening in the city whilst also feeling empowered to help raise awareness to others in Sheffield and beyond as to what having CFS / Fibro can be all about."*

# Looking forward

## ***Pursuing our game-changing work with local decision-makers***

We aim to pursue the ongoing joint work with the ME/CFS Service, Sheffield City Council Adult Health and Social Care, Long COVID Hub, IAPT, Healthwatch and VAS in improving support for people living with the conditions in our area. We are looking forward to taking the learning from the SpeakUp! project forwards, and as well as sharing our symptom management knowledge with the growing Long COVID community. We know, from being part of the ME Local Network, that our work is seen as a model of best practice by local support groups across the UK. We will be using our position as the only ME/CFS benefits service to inform negotiations between the DWP and ME advocates around PIP.

## ***Hiring a skilled & diverse team***

We wish to hire a senior benefits adviser to fill the benefits adviser role which has remained vacant since July. On top of their advisory role, they will monitor and promote the service, and actively support our members with additional cost of living issues. Conscious that our current manager's role entails a significant amount of admin work, we wish to bring the charity manager's role down to 0.8fte and hire a 0.35fte admin support worker. This will enable queries to be handled more efficiently and will allow the manager to focus on partnership working, fundraising and growth of the charity.

## ***Securing funds for after November 2023***

We will need to secure funds to enable our work into 2024 and beyond. Our funding strategy is up-to-date and we aim to start applying in the new year, following recommendations from SYFAB advisers.

## Big Thanks to our Funders



**NATIONAL  
LOTTERY FUNDED**



**South Yorkshire's  
Community  
Foundation**

Supported by players of



Awarded funds from



PEOPLE KEEPING WELL

**PKW**

IN THEIR COMMUNITY

**Sheffield  
City Council**





# **SHEFFIELD ME GROUP**

## **FINANCIAL STATEMENTS**

**for the year ended 31 December 2022**

(Registered Charity Number 1095416)

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# **SHEFFIELD ME GROUP**

## **Legal information**

### **Trustees**

Carolyn Leary

Chair

Simon Briggs

Becca Gransbury

Beatrice Greenfield

appointed 22 November 2022

Isabel Hemmings

Duraiya Kapasi

Alison Millar

Emma Saville

### **Registered Charity Number**

1095416

### **Principal address**

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

### **Bank**

Lloyds TSB

Church Street

Sheffield

### **Independent examiner**

Craig Williamson

White Rose Accounting for Charities

The Ghyll

Threapland

Aspatria

CA7 2EL

## **SHEFFIELD ME GROUP**

### **Trustees' report**

The trustees are pleased to present their report and financial statements of the charity for the year ended 31 December 2022.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", issued in March 2005, in preparing the annual report and financial statements of the charity.

### **Organisation**

Sheffield ME Group is a registered charity and is governed by a constitution dated 11 October 2001, as amended 8 December 2002, and was entered on the register of charities on 15 January 2003.

The group is managed by a voluntary committee who are elected at each Annual General Meeting. Since 2002, part-time staff have been employed (60 hours total).

### **Objects of the charity**

The objects of the charity are:-

- to relieve those suffering from the illness variously known as Myalgic Encephalomyelitis (ME), Chronic Fatigue Syndrome (CFS) or Post-Viral Fatigue Syndrome (PVFS) and, in particular, by the provision of help and assistance through mutual support and information exchange.
- to educate the general public through the promotion and dissemination of knowledge about ME/CFS/PVFS.

We do this by providing online and in-person wellbeing and social activities and drop-ins, talks relevant to the conditions as well as seeking media coverage and liaison with other voluntary and statutory organisations. We do not give medical advice nor do we offer individual treatment programmes. Where possible we signpost to relevant bodies and resources. We are a self-help group with finite resources and we are, therefore, restricted to providing the above services.

### **Public Benefit Statement**

Sheffield ME group is a self-help group which encourages and helps support those with Myalgic Encephalomyelitis (ME), Chronic Fatigue Syndrome (CFS) and their families and carers to use their own resources so that they are better able to manage the illness and the changes it has made to their lives. We do this by providing a wide range of services tailored to meet a variety of needs and/or circumstances and by raising awareness of the condition.

The trustees regularly give due consideration to the Commission's guidance in deciding what activities they should undertake, by reviewing the needs of their beneficiaries, by ensuring that the service is fully inclusive and that no detriment or harm arises from the organisation by carrying out its activities.

We operate with respect to each individual person and we aim to give each one an opportunity to have their say and to become more involved in the group, whilst working within our adopted policies and guidelines.

Our core values are based on our charitable objectives as stated in our constitution.

## **SHEFFIELD ME GROUP**

### **Trustees' report (continued)**

#### **Reserves policy**

Sheffield ME Group aims to hold free reserves of 3 months running costs, which would equate to £28,386 based on the 2023 budget. The Group met this target during 2022, the unrestricted reserves being £28,554 at 31 December 2022.

The reserve fund will be ring-fenced to offer protection to employees, to meet any outstanding overhead costs, contracts and leases plus payment of any other outstanding liabilities.

#### **Trustees' responsibilities for the financial statements**

The trustees are responsible for preparing financial statements for each financial period which show the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the trustees are required to:-

- ☐ select suitable accounting policies and apply them consistently
- ☐ make judgements and estimates that are reasonable and prudent
- ☐ prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable the trustees to prepare financial statements.

The trustees are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Signed on behalf of the trustees on..... By

.....

Print name.....  
Trustee

## **SHEFFIELD ME GROUP**

### **Independent examiner's report to the trustees of SHEFFIELD ME GROUP**

I report on the accounts for the year ended 31 December 2022, which are set out on pages 6 to 8.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

#### **It is my responsibility to:**

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:  
q to keep accounting records in accordance with section 130 of the 2011 Act; and  
q to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act  
have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_

Craig Williamson  
White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

Date: \_\_\_\_\_



## SHEFFIELD ME GROUP

### Receipts and Payments Account for the year ended 31 December 2022

		Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
	Notes				
<b>Receipts</b>	1				
Grants and donations	2	2,093	103,626	105,719	68,577
Members' subscriptions		5,292	-	5,292	4,246
Fundraising		30	-	30	1,655
<b>Total receipts</b>		<b>7,415</b>	<b>103,626</b>	<b>111,041</b>	<b>74,478</b>
<b>Payments</b>					
Salaries and national Insurance	3	-	62,267	62,267	55,242
Payroll fees		-	352	352	235
Recruitment & DBS checks		-	15	15	115
Staff training		-	90	90	57
Staff travel		-	301	301	62
Trustee training		-	50	50	-
Events, conference, workshops and activities		141	4,244	4,385	2,731
Premises rental and room hire		-	5,511	5,511	5,820
Insurance		-	982	982	609
Telephone, internet and web		-	1,238	1,238	714
Equipment		-	3,105	3,105	0
Postage		-	1,445	1,445	924
Stationery and office		-	302	302	93
Subscriptions		-	2,120	2,120	733
Publicity and newsletter		-	1,618	1,618	1,104
Volunteers' travel and social		-	61	61	79
Accountancy		-	205	205	205
Bank , Paypal & WIX charges		154	-	154	107
Other		(179)	-	(179)	327
<b>Total payments</b>		<b>116</b>	<b>83,906</b>	<b>84,022</b>	<b>69,157</b>
<b>Net receipts/(payments) for the year</b>		<b>7,299</b>	<b>19,720</b>	<b>27,019</b>	<b>5,321</b>
Cash and bank balance at 01/01/2021		21,255	56,164	77,419	72,098
<b>Cash and bank balance at 31/12/2021</b>	5	<b>28,554</b>	<b>75,884</b>	<b>104,438</b>	<b>77,419</b>

## SHEFFIELD ME GROUP

### Statement of assets and liabilities as at 31 December 2022

	2022	2021
	£	£
<b>Monetary assets</b>		
Balance at bank and cash	104,438	77,419
	<b>104,438</b>	<b>77,419</b>

	£	£
<b>Liabilities</b>		
Rent and room hire	1,324	-
Independent examination	205	205
Postage	207	399
ICT	127	457
Office telephone calls & mobiles	12	503
Equipment	9	-
Service review	286	-
Printing	326	-
Qigon sessions	80	-
	<b>2,577</b>	<b>1,564</b>

Signed on behalf of the Trustees on..... by

Trustee .....

PRINT NAME:.....

## SHEFFIELD ME GROUP

### Notes to the accounts for the year ended 31 December 2022

#### 1 Receipts and payments account

Because the level of income and expenditure is below £250,000, the group has opted for accounts to be prepared on a receipts and payments basis rather than an accruals basis. This is in line with Charity Commission guidelines for small groups and is seen as more appropriate for this group.

2 Grants and donations	Unrestricted funds	Restricted funds	Total 2022
	£	£	£
<b>Grants:-</b>			
Big Lottery Fund	-	61,535	61,535
ME group Derby		3,750	3,750
Postcode Neighbourhood Trust		24,341	24,341
Sheffield City Council Tackling Inequalities Fund grant		12,000	12,000
Healthwatch Sheffield - SpeakUp small grants scheme		2,000	2,000
<b>Sub total</b>	<b>-</b>	<b>103,626</b>	<b>103,626</b>
<b>Donations</b>	<b>2,093</b>	<b>-</b>	<b>2,093</b>
<b>Total grants and donations</b>	<b>2,093</b>	<b>103,626</b>	<b>105,719</b>

#### 3 Staff costs

Staff costs during the period were:-

Gross salaries and employers pension  
Employer's national insurance

£

62,267

-

**62,267**

Number of staff: 4 part time staff

#### 4 Restricted funds

	Balance at 01/01/2022	Receipts	Payments	Balance at 31/12/2022
	£	£	£	£
Big Lottery Fund Lottery	52,363	61,535	64,627	49,271
South Yorkshire Community Foundation	1,120	-	1,120	-
ZEST small grants scheme award	750	-	750	-
Tai Chi Classes restricted donation	436	-	-	436
Fundraising (Marie's hair-raising fundraising)	1,075	-	1,075	-
Fundraising (Emer's fundraising)	420	-	-	420
ME group Derby	-	3,750	-	3,750
Postcode Neighbourhood Trust	-	24,341	2,334	22,007
Healthwatch Sheffield - SpeakUp small grants scheme	-	2,000	2,000	-
Sheffield City Council Tackling Inequalities Fund grant	-	12,000	12,000	-
	<b>56,164</b>	<b>103,626</b>	<b>83,906</b>	<b>75,884</b>

# **SHEFFIELD ME GROUP**

## **FINANCIAL STATEMENTS**

**for the year ended 31 December 2022**

(Registered Charity Number 1095416)

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# **SHEFFIELD ME GROUP**

## **Legal information**

### **Trustees**

Carolyn Leary	Chair
Simon Briggs	
Becca Gransbury	
Beatrice Greenfield	appointed 22 November 2022
Isabel Hemmings	
Duraiya Kapasi	
Alison Millar	
Emma Saville	

### **Registered Charity Number**

1095416

### **Principal address**

The Circle  
33 Rockingham Lane  
Sheffield  
S1 4FW

### **Bank**

Lloyds TSB  
Church Street  
Sheffield

### **Independent examiner**

Craig Williamson  
White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL



## **SHEFFIELD ME GROUP**

### **Trustees' report**

The trustees are pleased to present their report and financial statements of the charity for the year ended 31 December 2022.

The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities", issued in March 2005, in preparing the annual report and financial statements of the charity.

### **Organisation**

Sheffield ME Group is a registered charity and is governed by a constitution dated 11 October 2001, as amended 8 December 2002, and was entered on the register of charities on 15 January 2003.

The group is managed by a voluntary committee who are elected at each Annual General Meeting. Since 2002, part-time staff have been employed (60 hours total).

### **Objects of the charity**

The objects of the charity are:-

- to relieve those suffering from the illness variously known as Myalgic Encephalomyelitis (ME), Chronic Fatigue Syndrome (CFS) or Post-Viral Fatigue Syndrome (PVFS) and, in particular, by the provision of help and assistance through mutual support and information exchange.
- to educate the general public through the promotion and dissemination of knowledge about ME/CFS/PVFS.

We do this by providing online and in-person wellbeing and social activities and drop-ins, talks relevant to the conditions as well as seeking media coverage and liaison with other voluntary and statutory organisations. We do not give medical advice nor do we offer individual treatment programmes. Where possible we signpost to relevant bodies and resources. We are a self-help group with finite resources and we are, therefore, restricted to providing the above services.

### **Public Benefit Statement**

Sheffield ME group is a self-help group which encourages and helps support those with Myalgic Encephalomyelitis (ME), Chronic Fatigue Syndrome (CFS) and their families and carers to use their own resources so that they are better able to manage the illness and the changes it has made to their lives. We do this by providing a wide range of services tailored to meet a variety of needs and/or circumstances and by raising awareness of the condition.

The trustees regularly give due consideration to the Commission's guidance in deciding what activities they should undertake, by reviewing the needs of their beneficiaries, by ensuring that the service is fully inclusive and that no detriment or harm arises from the organisation by carrying out its activities.

We operate with respect to each individual person and we aim to give each one an opportunity to have their say and to become more involved in the group, whilst working within our adopted policies and guidelines.

Our core values are based on our charitable objectives as stated in our constitution.

## **SHEFFIELD ME GROUP**

### **Trustees' report (continued)**

#### **Reserves policy**

Sheffield ME Group aims to hold free reserves of 3 months running costs, which would equate to £28,386 based on the 2023 budget. The Group met this target during 2022, the unrestricted reserves being £28,554 at 31 December 2022.

The reserve fund will be ring-fenced to offer protection to employees, to meet any outstanding overhead costs, contracts and leases plus payment of any other outstanding liabilities.

#### **Trustees' responsibilities for the financial statements**

The trustees are responsible for preparing financial statements for each financial period which show the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements the trustees are required to:-

- ☐ select suitable accounting policies and apply them consistently
- ☐ make judgements and estimates that are reasonable and prudent
- ☐ prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable the trustees to prepare financial statements.

The trustees are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

Signed on behalf of the trustees on..... By

.....

Print name.....  
Trustee

## **SHEFFIELD ME GROUP**

### **Independent examiner's report to the trustees of SHEFFIELD ME GROUP**

I report on the accounts for the year ended 31 December 2022, which are set out on pages 6 to 8.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

#### **It is my responsibility to:**

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:  
q to keep accounting records in accordance with section 130 of the 2011 Act; and  
q to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act  
have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_

Craig Williamson  
White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

Date: \_\_\_\_\_

## SHEFFIELD ME GROUP

### Receipts and Payments Account for the year ended 31 December 2022

		Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
	Notes				
<b>Receipts</b>	1				
Grants and donations	2	2,093	103,626	105,719	68,577
Members' subscriptions		5,292	-	5,292	4,246
Fundraising		30	-	30	1,655
<b>Total receipts</b>		<b>7,415</b>	<b>103,626</b>	<b>111,041</b>	<b>74,478</b>
<b>Payments</b>					
Salaries and national Insurance	3	-	62,267	62,267	55,242
Payroll fees		-	352	352	235
Recruitment & DBS checks		-	15	15	115
Staff training		-	90	90	57
Staff travel		-	301	301	62
Trustee training		-	50	50	-
Events, conference, workshops and activities		141	4,244	4,385	2,731
Premises rental and room hire		-	5,511	5,511	5,820
Insurance		-	982	982	609
Telephone, internet and web		-	1,238	1,238	714
Equipment		-	3,105	3,105	0
Postage		-	1,445	1,445	924
Stationery and office		-	302	302	93
Subscriptions		-	2,120	2,120	733
Publicity and newsletter		-	1,618	1,618	1,104
Volunteers' travel and social		-	61	61	79
Accountancy		-	205	205	205
Bank , Paypal & WIX charges		154	-	154	107
Other		(179)	-	(179)	327
<b>Total payments</b>		<b>116</b>	<b>83,906</b>	<b>84,022</b>	<b>69,157</b>
<b>Net receipts/(payments) for the year</b>		<b>7,299</b>	<b>19,720</b>	<b>27,019</b>	<b>5,321</b>
Cash and bank balance at 01/01/2021		21,255	56,164	77,419	72,098
<b>Cash and bank balance at 31/12/2021</b>	5	<b>28,554</b>	<b>75,884</b>	<b>104,438</b>	<b>77,419</b>

## SHEFFIELD ME GROUP

### Statement of assets and liabilities as at 31 December 2022

	2022	2021
	£	£
<b>Monetary assets</b>		
Balance at bank and cash	104,438	77,419
	<b>104,438</b>	<b>77,419</b>

	£	£
<b>Liabilities</b>		
Rent and room hire	1,324	-
Independent examination	205	205
Postage	207	399
ICT	127	457
Office telephone calls & mobiles	12	503
Equipment	9	-
Service review	286	-
Printing	326	-
Qigon sessions	80	-
	<b>2,577</b>	<b>1,564</b>

Signed on behalf of the Trustees on..... by

Trustee .....

PRINT NAME:.....



## SHEFFIELD ME GROUP

### Notes to the accounts for the year ended 31 December 2022

#### 1 Receipts and payments account

Because the level of income and expenditure is below £250,000, the group has opted for accounts to be prepared on a receipts and payments basis rather than an accruals basis. This is in line with Charity Commission guidelines for small groups and is seen as more appropriate for this group.

2 Grants and donations	Unrestricted funds	Restricted funds	Total 2022
	£	£	£
<b>Grants:-</b>			
Big Lottery Fund	-	61,535	61,535
ME group Derby		3,750	3,750
Postcode Neighbourhood Trust		24,341	24,341
Sheffield City Council Tackling Inequalities Fund grant		12,000	12,000
Healthwatch Sheffield - SpeakUp small grants scheme		2,000	2,000
<b>Sub total</b>	<b>-</b>	<b>103,626</b>	<b>103,626</b>
<b>Donations</b>	<b>2,093</b>	<b>-</b>	<b>2,093</b>
<b>Total grants and donations</b>	<b>2,093</b>	<b>103,626</b>	<b>105,719</b>

#### 3 Staff costs

Staff costs during the period were:-

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Number of staff: 4 part time staff

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