



Sheffield
ME & Fibromyalgia
Group

Registered Charity: 1095416

OUR ANNUAL REPORT Jan - Dec 2023



@sheffieldmefm



@sheffieldmefm



facebook.com/SheffieldME
andFibromyalgiaGroup

www.sheffieldmegroup.co.uk

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Introduction

Our charity

We are a registered charity supporting people in South Yorkshire and North Derbyshire living with ME/CFS, fibromyalgia and/or long Covid. 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 a growing **608 members** in the area.



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.

Strategic outcomes

Our annual report is structured following the 3 strategic outcomes of our charity:

1. Our members make more informed life choices by accessing quality information about their illness and support available
2. The economic situation of our members is maximised
3. Our members increase their links and active engagement with other sufferers, carers and allies to reduce their social isolation



Funding

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

Letter from the Chair...

Welcome to our 2023 Annual Report, a very busy year for our charity. We managed to return to holding our AGM in person and online, and decided that going 'hybrid' is the way forward to best accommodate everyone's needs. Becca Gransbury and myself were elected as Co-Chairs and it has been a delight working closely with her. Our Trustees supported the charity through a number of staff changes so that by the end of the year we had secured a highly skilled team and longer term stability.



Our 5 year Lottery funding ceased at the end of December and Trustees worked with staff to successfully secure core funding for the charity for a further 3 years which we are delighted about. So by the end of 2023 the charity was in a strong position with an experienced and excited staff team ready to tackle 2024. Membership continues to increase steadily embracing people with long Covid, fibromyalgia and ME/CFS and we worked hard with Healthwatch and other local community groups to raise the profile of long Covid in our area. Nationally we contributed to a new 'Delivery Plan' led by the Dept for Health and Social Care for those living with ME/CFS and worked with other groups across the UK to put pressure on for the NICE guideline for ME/CFS to be implemented. We'll keep you updated.

As ever our welfare benefits team have steadily continued offering free advice and support and have achieved significant wins - we are so grateful to them for skilfully supporting members through the highly stressful process of claiming their entitlement to benefits.

We've had some brilliant volunteers working in the office to help get records online and reduce clutter so a huge thanks to them for sharing their time. A big thanks also goes to Sheila Broadhead for her work as our treasurer, helping with financial reports and putting budgets together for funding bids.

So, we are feeling very positive about the charity's ability to support members during the year ahead, and we will build on our relationships with our local NHS services, local and national groups to represent members' interests. If you would like to talk about becoming a Trustee or volunteering for our group, please get in touch!

Carolyn Leary, Co-Chair

Our Trustees

- **Simon Briggs** (until Sept)
- **Becca Gransbury Co-Chair** (from May)
- **Beatrice Greenfield**
- **Isabel Hemmings**
- **Carolyn Leary - Chair** (until May), **Co-Chair** (from May)
- **Alison Millar**
- **Ellen Roy** (from May)
- **Emma Saville** (until Sept)
- **Duraiya Kapasi** (until Sept)

Associate Trustee

Sheila Broadhead - Treasurer



Our Staff

- **Elyane Bardou - Charity Manager**
- **Amy Palmer - Charity Manager** (Feb-Oct)
- **Emma Kirby - Senior Benefits Adviser** (joined in March)
- **Ayan Farrah, Ellie Jones, Helen Walkington - Benefits Advisers** (short term)
- **Pippa Line - Engagement Officer** (until August), **Assistant Project Worker** (from Sept)
- **Emma Biczuk - Admin Worker** (joined in Oct)
- **Maddy Whitby - Admin Worker** (Feb-Sept)
- **Emma Isaac - Communications Development Officer** (joined in Oct)
- **Clare Bateman - Bookkeeper** (joined in Oct)

Our Patron

Our patron is the ever supportive Berlie Doherty.

The people making this possible

Our charity is run by people with ME/CFS, fibromyalgia and/or long Covid and their carers. Lived experience of the conditions, or other invisible illnesses, is common among our volunteers, staff, and trustees. Our work is highly member-led, and decision-making is informed by the continuous collection of ideas and feedback from our community.

Staff team - 5 years ago, we had 2 benefits advisers and 1 info & communications officer. By the end of 2023, we managed to form a more robust staff team detailed above. Every staff member in our new team is highly skilled and experienced in their role, with a strong dedication to helping the people we support, which makes us very confident and excited in the future work of our charity.

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!

Big thanks to our volunteers!

We are so grateful for the 40+ volunteers who dedicated time helping our charity and community in so many ways throughout this year: being a trustee, contributing to and editing our magazine, moderating our facebook group, befriending a member, hosting meet-ups and activities, decluttering our office and digitalising our paperwork, being a treasurer...

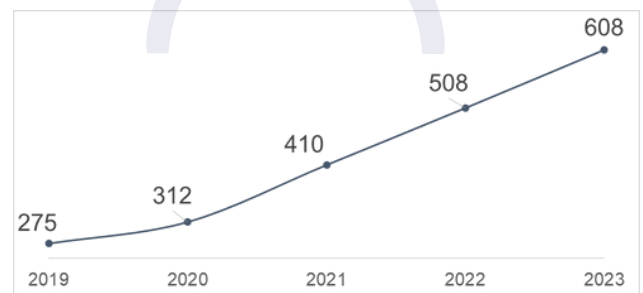
In the year ahead, we will continue to provide volunteering opportunities for our members and other volunteers including students, as we continue to grow our charity both online and in-person.

Our membership

Our membership has more than doubled in the last 4 years, increasing between 14% and 31% each year to reach 608 members at the end of 2023.

48% of our members have a recurring membership, demonstrating the value of our long-lasting support and community.

Thank you to everyone who has joined us or helped raise awareness of our support. You make our community what it is!



Our membership growth over time

Outcome 1

Our members make more informed life choices by accessing quality information about their illness and support available

This includes information, updates, tips & tools to manage symptoms, signposts and more.

Point of contact



700
email queries
answered



172
phone queries
answered

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

Website



47,575

views of our website

35,459

views of our pages dedicated to information sharing.

Topics: benefits, educational talks, management of symptoms, support available.

e-news



76

digital newsletters sent to

976

recipients

with relevant updates and information about activities, expert talks, latest research etc.

Facebook page



2,018
followers

Sharing information on what our charity is doing, activities and opportunities for members to be involved, relevant activities and events organised by others in our region, and accurate information from reputable sources on national developments, policy and research relevant to ME/CFS, fibromyalgia and long Covid.

Twitter



1,012
followers



Science to your sofa

Gut Microbes as Cause and Treatment of ME/CFS

Prof Simon Carding - Research Leader, Gut Microbes in Health and Disease, Quadram Institute, Norwich.

Co-hosted with Cinnamon Days CIC

1,240
viewers across
Zoom, Facebook
and YouTube



Viewers included people living with the condition(s), carers and workers in related fields.





Quarterly magazine

All our members receive our magazine via email or post

24 pages or more!

Informative, entertaining, to keep in touch with the community and the wider world.

21 informative articles on:

- Benefits updates and advice
- Access to Work
- Wheelchair accessible trails in the area
- Care plans update with Sheffield ME/CFS Service
- Genetic research on ME/CFS
- Gamechangers - tips and tricks from the community to manage the conditions
- Write-ups of our online science talks
- Updates on our activities & projects
- Nutrition

Created by
20
volunteer
members
+ staff

Regular wellbeing activities

A total of **68** weekly and fortnightly sessions hosted by professional tutors

The details of these activities is described in Outcome 3.

These qigong, mindfulness and singing activities not only provide a safe and accessible space for our members to practice healthy activities and to make new social connections, but it also provides them with **tools to practice at home and help relieve symptoms in their daily life.**



"Mindfulness has given me the skills to help manage the many symptoms of ME."

"[Singing sessions] have been helpful for managing the breathing issues I experienced with long covid and I believe are a great tool for my efforts to soothe the vagus nerve which effects my symptoms of M.E."

New resources

We secured a Long Covid Community Grant with Healthwatch/VAS to create resources for people with long Covid and healthcare professionals:

- **Family and Friends leaflet**, explaining in simple words what it is like to live with the illness;
- **Long Covid NICE guideline for patients**, a 3-page summary of the guideline;
- **Long Covid NICE guideline for GPs**, a 1-page summary with key information that your GP should know;
- **Long Covid Symptom Tracker**, to be used as a helper for medical appointments.

The resources can be found on our website.

Outcome 2

The economic situation of our members is maximised

Benefits & social care advice

A good year for our benefits service, which for the time includes a senior benefits adviser thanks to the new staff team structure. There has been a lot of work done on ironing our processes and procedures, and making referrals more streamlined and accessible.

120 clients supported, from initial advice to challenging decisions

73 one-off advice provided on benefits, housing, social care

1 online information session on changes to the work capability assessment

Casework support

Casework support includes: first claims, reviews, challenging decisions, benefits checks, social care checks, accessing further support in the area of housing, mobility, aids and adaptations.

"Peace of mind"

£ 456,8k

Yearly increase

£ 128k

Arrears

"It helps me be able to feel a bit like me again"

97%

success rate

100%

success rate when support provided before the MR stage

"PIP allows me to compensate for the ways that my illness affects me, and participate in my life to a fuller extent. Having the support of the benefits team in order to maintain this is invaluable for my quality of life."

"Tremendous positive difference to help with the cost of living and additional expense that I face."

Mobility support & other

ESA, Universal Credit

Mandatory Reconsideration (MR)

Appeal

Renewal

Stage of claim supported

New Claim

Area of casework supported

Personal Independence Payment (PIP)

4.7/5

client satisfaction rating

"I have been able to buy aids such as a light weight kettle, light weight cutlery, lightweight pens. "

"The message I would like to leave is thank you for listening to me and supporting me and helping me navigate the complexities of the benefits system! Emma is very good at providing support and cares and is compassionate which is rare these days!"

Outcome 3

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

A total of **147** social and wellbeing activities offered free of charge throughout the year. Hosted by professional tutors and volunteers.



Weekly Mindfulness

30 sessions hosted by Jane, a professional tutor

"I find these very beneficial in helping with stress and symptoms and also very important in providing social interaction as I rarely leave the house and have very few social interaction besides the classes."



Weekly Qigong

33 sessions hosted by Orla, a professional tutor

"I have found the qigong invaluable. It is one of the few activities I am able to do as with ME/CFS one cannot do normal exercise. It helps relieve symptoms and is energising. It is also good to be able to mix with other people as I am alone in my house much of the time."

Monthly French conversation

10 sessions hosted by Tina, a volunteer member



"Very accessible and welcoming and there is no pressure to be on top form, either in terms of your French or your health!"



Fortnightly Singing

22 sessions hosted by Helen, a professional tutor

"Having access to the singing group is a great boost to my general well-being and gives me a sense of connection to the world which I otherwise would not have."

"Some [singing] sessions I'm moved to tears by the music and communal feeling and every session I end up with a big smile on my face. [...] I feel a genuine fondness for the other members and miss them when they don't attend."

In-person meet-ups



33 meet-ups hosted by our members

"The meet-ups are always enjoyed by everyone. It's great to be with people in the same situation and, whilst we talk about all manner of things, a lot of useful information is always exchanged."



Pilates, Warm water swimming

3 sessions hosted by a tutor (pilates) or volunteer (swimming)
The swimming group is keeping in touch on whatsapp

"I was really fragile, and it was so nice to be supported to do this."

New wellbeing activities

Skill-focused activities

Arts & Craft, British Sign Language, Cartooning, Writing workshop

17 sessions hosted by a tutor or a volunteer member



Really good fun, easy to do and great to try something different. [cartooning]

Our AGM

30 participants



Our first ever hybrid AGM - both in the Circle, and online on Zoom. Our special guest was **Adam Lowe**, explaining his role as a lay person in the NICE guideline development committee for ME/CFS, resulting in the new guideline being published in October 2021. Adam is also a performance poet and performed some of his work for us.



50 participants
30 in person and
20 online



A jolly, hybrid, family-friendly event to get together!

Live carols & singalong with Stan Edge and the Belle Haggs quartet
Professional juggling show by Chris Marley
Quiz, poem, raffle and chatter
A free, healthy buffet to suit all diets
30 prizes won, in-person and online

Our Christmas social



Quarterly magazine

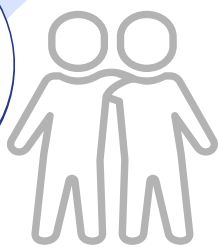
Another way to share among the community

Content from the community included:

- Details of members' meet-ups
- Tips & tricks for everyday life
- Poems, storys, music, craft, photos
- Entertainment: quiz, jokes



Befriending



4 long lasting friendships

128 phone calls

115 hours over the phone

"At times I feel so alone and had not spoken to a single person for a number of days, I welcome the call & always look forward to it."

"The befriending scheme is wonderful, it has made a positive difference in my life. I'm looking forward to each call. The calls often break up long periods of time of being on my own - I can spend days without talking to anyone."

Thank you to our 4 long-standing volunteers who have been opening their hearts to new friendships. We would like to further develop this invaluable scheme over the coming year.

Peer support platforms

Private Facebook group

394 members

Public Facebook group

2041 members

Long Covid Facebook group

186 members



Our Facebook groups continued to be a platform for people to ask questions, share tips, news and experiences, and most of all support each other.

Looking forward

Becoming completely hybrid

We are aiming at significantly increasing our in-person activities offer. This would mean continuing our in-person meet-ups and organising more in-person activities in Sheffield and in the rest of our area of benefit (South Yorkshire and North Derbyshire). These would be organised as much as possible outdoors, or indoors with appropriate communication around safety measures in place. The success of our hybrid Christmas party demonstrated that we are capable of offering completely hybrid events to our community, which we aim to do for our major events like our AGM.

Reaching out beyond Sheffield

Currently, the majority of our membership lives in Sheffield. We wish to reach out to the rest of our area of benefit by engaging with individuals, community groups, local authorities, Voluntary Action offices and Healthwatch branches, and organising activities in those areas.

Long Covid outreach

We intend to collaborate with long Covid Hubs and long Covid support groups across South Yorkshire and North Derbyshire for as long as they exist to reach out to individuals and provide sustainable long-term support and a wider engagement platform for people through our membership.

Increasing active engagement of our members

We wish to offer new inclusive opportunities for our members to volunteer, share skills, share opinions, take initiative and participate in projects. These will be both online and in-person. For some members we hope this can be a step-by-step approach to re-discovering previous skills and interests, and growing in confidence. Our small swimming group has been a prime example of this, with people returning to the pool after 6 years and more.

Diversifying our income

We will look into developing new ways of raising vital funds for our charity, to support our growing membership, make a difference locally, sustain and develop our current staff team, and to enable us to take on more projects and ideas coming from our community.

Big thanks to our Funders!



healthwatch
Sheffield

And a huge *Thank you!* to all who donated to our charity this year



Get in touch!

Our address (office open Monday to Thursday, 10.45am to 2.15pm)
The Circle
33 Rockingham Lane
Sheffield S1 4FW



Our phone line (open Monday to Thursday, 10.45am to 2.15pm)
0114 2536700

Our email
info@sheffieldmegroup.co.uk



Our website
www.sheffieldmegroup.co.uk



Our social media - follow us!

Facebook



facebook.com/SheffieldMEandFibromyalgiaGroup

Twitter



[@sheffieldmefm](https://twitter.com/sheffieldmefm)

Instagram



[@sheffieldmefm](https://www.instagram.com/sheffieldmefm)

SHEFFIELD ME AND FIBROMYALGIA GROUP

FINANCIAL STATEMENTS

for the year ended 31 December 2023

(registered Charity Number 1095416)

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SHEFFIELD ME AND FIBROMYALGIA GROUP

Legal information

Trustees

Carolyn Leary	Chair
Simon Briggs	
Becca Gransbury	
Beatrice Greenfield	
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
Aspatia
CA7 2EL

SHEFFIELD ME AND FIBROMYALGIA GROUP

Trustees' report

The trustees are pleased to present their report and financial statements of the charity for the year ended 31 December 2023.

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 and Fibromyalgia 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. At the end of 2023, our staff team totalled 99 weekly hours.

Objects of the charity

The objects of the charity are:

- to relieve those suffering from the illnesses known as myalgic encephalomyelitis (ME)/ chronic fatigue syndrome (CFS)/ post-viral fatigue syndrome (PVFS), fibromyalgia, and long Covid.
- to educate the general public through the promotion and dissemination of knowledge about the conditions.

We do this through our benefits and social care service, helpline, magazine and information sharing, wellbeing and social activities, peer support groups, befriending and educational talks. We also network with local organisations to raise awareness and improve local support provision for our community. We do not give medical advice nor do we offer individual treatment programmes. Where possible we signpost to relevant bodies and resources. We are an independent charity relying on grants, donations and income from our nominal membership fee.

Public Benefit Statement

Sheffield ME and Fibromyalgia Group is a registered charity supporting those with ME/CFS/PVFS, fibromyalgia and long Covid, their families and carers. Our impact on our members is reduced social isolation, enhanced wellbeing, empowerment and improved understanding of their illness and support available, maximised welfare benefits entitlement and social care support. Our wider aim is fighting stigma through education, and improving local support provision.

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 £33,142 based on the 2024 budget. The Group met this target during 2023, the unrestricted funds being £43,156 at 31 December 2023.

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.....11.06.2024..... By

..........

Print name.....Carolyn Leary.....

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 2023, 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
have not been met; or
(2) to which, in my opinion, attention should be drawn in order to enable a proper

Signed: 

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

Date: 6/6/2024

SHEFFIELD ME GROUP

Receipts and Payments Account for the year ended 31 December 2023

		Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
	Notes				
Receipts	1				
Grants and donations	2	3,890	73,794	77,684	105,719
Members' subscriptions		6,102	0	6,102	5,292
Gift aid received		447	0	447	-
Fundraising		-	0	0	30
Total receipts		10,439	73,794	84,233	111,041
Payments					
Salaries and national Insurance	3	17,518	65,298	82,816	62,267
Payroll fees		0	304	304	352
Recruitment & DBS checks		0	120	120	15
Staff training		0	373	373	90
Staff travel		0	6	6	301
Trustee training		0	32	32	50
Events, conference, workshops and activities		3,610	1,669	5,279	4,385
Premises rental and room hire		0	5,148	5,148	5,511
Insurance		0	1,066	1,066	982
Telephone, internet and web		0	989	989	1,238
Equipment		269	175	444	3,105
Postage		0	1,129	1,129	1,445
Stationery and office		0	142	142	302
Subscriptions		176	2,491	2,667	2,120
Publicity and newsletter		0	1,234	1,234	1,618
Volunteers' travel and social		0	0	0	61
Accountancy		0	215	215	205
Professional fees		175	0	175	0
Bank , Paypal & WIX charges		206	-	206	154
Other		60	-	60	(179)
Total payments		22,014	80,391	102,405	84,022
Net receipts/(payments) for the year		(11,575)	(6,597)	(18,172)	27,019
Cash and bank balance at 01/01/2023		28,554	75,884	104,438	77,419
Correction to fund allocation at 01/01/2023		26,177	(26,177)	0	0
Revised cash and bank balance at 01/01/2023		54,731	49,707	104,438	77,419
Cash and bank balance at 31/12/2023	4	43,156	43,110	86,266	104,438

SHEFFIELD ME GROUP

Statement of assets and liabilities as at 31 December 2023

	2023 £	2022 £
Monetary assets		
Balance at bank and cash	86,266	104,438
	<u>86,266</u>	<u>104,438</u>
	£	£
Liabilities		
Rent and room hire	0	1,324
Independent examination	215	205
Postage	0	207
ICT	0	127
Telephone, internet and website	440	12
Equipment	0	9
Service review	0	286
Printing	0	326
Qigong sessions	0	80
Bank, paypal and Wix charges	5	0
Payroll processing	165	0
Singing sessions	480	0
Events	250	0
	<u>1,555</u>	<u>2,577</u>

Signed on behalf of the Trustees on.....11.06.2024..... by

Trustee 

PRINT NAME: Carolyn Leary.....

SHEFFIELD ME GROUP

Notes to the accounts for the year ended 31 December 2023

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.

	Unrestricted funds	Restricted funds	Total 2023
	£	£	£
2 Grants and donations			
Grants:-			
Big Lottery Fund 2018 - 2023	-	31,072	31,072
Big Lottery Fund 2024 - 2026	-	38,722	38,722
Healthwatch Long Covid Community Grant Stage 2	2,000	0	2,000
ME Local Network	-	3,000	3,000
University of Sheffield	0	1,000	1,000
Sub total	2,000	73,794	75,794
Donations	1,890	0	1,890
Total grants and donations	3,890	73,794	77,684

3 Staff costs

Staff costs during the period were:- £

Gross salaries and employers pension	82,816
Employer's national insurance	-
	82,816

Number of staff: 6 part time staff

4 Restricted funds

	Balance at 01/01/2023	Correction to Unrestricted	Revised Balance at 01/01/2023	Receipts	Payments	Balance at 31/12/2023
	£	£	£	£	£	£
Big Lottery Fund Lottery 2018 - 2023	49,271	-	49,271	31,072	79,491	851
Big Lottery Fund Lottery 2024 - 2026	0	-	0	38,722	0	38,722
Tai Chi Classes restricted donation	436	-	436	-	-	436
Fundraising (Emer's fundraising)	420	- 420	0	-	-	0
ME group Derby	3,750	- 3,750	0	-	-	0
Postcode Neighbourhood Trust	22,007	- 22,007	0	-	-	0
ME Local Network	-	-	0	3,000	171	2,830
University of Sheffield	-	-	0	1,000	729	271
	75,884	(26,177)	49,707	73,794	80,391	43,110

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Sheffield

Independent examiner

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

SHEFFIELD ME AND FIBROMYALGIA GROUP

Trustees' report

The trustees are pleased to present their report and financial statements of the charity for the year ended 31 December 2023.

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 and Fibromyalgia 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. At the end of 2023, our staff team totalled 99 weekly hours.

Objects of the charity

The objects of the charity are:

- to relieve those suffering from the illnesses known as myalgic encephalomyelitis (ME)/ chronic fatigue syndrome (CFS)/ post-viral fatigue syndrome (PVFS), fibromyalgia, and long Covid.
- to educate the general public through the promotion and dissemination of knowledge about the conditions.

We do this through our benefits and social care service, helpline, magazine and information sharing, wellbeing and social activities, peer support groups, befriending and educational talks. We also network with local organisations to raise awareness and improve local support provision for our community. We do not give medical advice nor do we offer individual treatment programmes. Where possible we signpost to relevant bodies and resources. We are an independent charity relying on grants, donations and income from our nominal membership fee.

Public Benefit Statement

Sheffield ME and Fibromyalgia Group is a registered charity supporting those with ME/CFS/PVFS, fibromyalgia and long Covid, their families and carers. Our impact on our members is reduced social isolation, enhanced wellbeing, empowerment and improved understanding of their illness and support available, maximised welfare benefits entitlement and social care support. Our wider aim is fighting stigma through education, and improving local support provision.

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 £33,142 based on the 2024 budget. The Group met this target during 2023, the unrestricted funds being £43,156 at 31 December 2023.

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.....11.06.2024..... By

..........

Print name.....Carolyn Leary.....

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 2023, 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
have not been met; or
(2) to which, in my opinion, attention should be drawn in order to enable a proper

Signed: 

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

Date: 6/6/2024

SHEFFIELD ME GROUP

Receipts and Payments Account for the year ended 31 December 2023

		Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
	Notes				
Receipts	1				
Grants and donations	2	3,890	73,794	77,684	105,719
Members' subscriptions		6,102	0	6,102	5,292
Gift aid received		447	0	447	-
Fundraising		-	0	0	30
Total receipts		10,439	73,794	84,233	111,041
Payments					
Salaries and national Insurance	3	17,518	65,298	82,816	62,267
Payroll fees		0	304	304	352
Recruitment & DBS checks		0	120	120	15
Staff training		0	373	373	90
Staff travel		0	6	6	301
Trustee training		0	32	32	50
Events, conference, workshops and activities		3,610	1,669	5,279	4,385
Premises rental and room hire		0	5,148	5,148	5,511
Insurance		0	1,066	1,066	982
Telephone, internet and web		0	989	989	1,238
Equipment		269	175	444	3,105
Postage		0	1,129	1,129	1,445
Stationery and office		0	142	142	302
Subscriptions		176	2,491	2,667	2,120
Publicity and newsletter		0	1,234	1,234	1,618
Volunteers' travel and social		0	0	0	61
Accountancy		0	215	215	205
Professional fees		175	0	175	0
Bank , Paypal & WIX charges		206	-	206	154
Other		60	-	60	(179)
Total payments		22,014	80,391	102,405	84,022
Net receipts/(payments) for the year		(11,575)	(6,597)	(18,172)	27,019
Cash and bank balance at 01/01/2023		28,554	75,884	104,438	77,419
Correction to fund allocation at 01/01/2023		26,177	(26,177)	0	0
Revised cash and bank balance at 01/01/2023		54,731	49,707	104,438	77,419
Cash and bank balance at 31/12/2023	4	43,156	43,110	86,266	104,438

SHEFFIELD ME GROUP

Statement of assets and liabilities as at 31 December 2023

	2023 £	2022 £
Monetary assets		
Balance at bank and cash	86,266	104,438
	<u>86,266</u>	<u>104,438</u>
	£	£
Liabilities		
Rent and room hire	0	1,324
Independent examination	215	205
Postage	0	207
ICT	0	127
Telephone, internet and website	440	12
Equipment	0	9
Service review	0	286
Printing	0	326
Qigong sessions	0	80
Bank, paypal and Wix charges	5	0
Payroll processing	165	0
Singing sessions	480	0
Events	250	0
	<u>1,555</u>	<u>2,577</u>

Signed on behalf of the Trustees on.....11.06.2024..... by

Trustee 

PRINT NAME: Carolyn Leary.....

SHEFFIELD ME GROUP

Notes to the accounts for the year ended 31 December 2023

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.

	Unrestricted funds	Restricted funds	Total 2023
	£	£	£
2 Grants and donations			
Grants:-			
Big Lottery Fund 2018 - 2023	-	31,072	31,072
Big Lottery Fund 2024 - 2026	-	38,722	38,722
Healthwatch Long Covid Community Grant Stage 2	2,000	0	2,000
ME Local Network	-	3,000	3,000
University of Sheffield	0	1,000	1,000
Sub total	2,000	73,794	75,794
Donations	1,890	0	1,890
Total grants and donations	3,890	73,794	77,684

3 Staff costs

Staff costs during the period were:- £

Gross salaries and employers pension	82,816
Employer's national insurance	-
	82,816

Number of staff: 6 part time staff

4 Restricted funds

	Balance at 01/01/2023	Correction to Unrestricted	Revised Balance at 01/01/2023	Receipts	Payments	Balance at 31/12/2023
	£	£	£	£	£	£
Big Lottery Fund Lottery 2018 - 2023	49,271	-	49,271	31,072	79,491	851
Big Lottery Fund Lottery 2024 - 2026	0	-	0	38,722	0	38,722
Tai Chi Classes restricted donation	436	-	436	-	-	436
Fundraising (Emer's fundraising)	420	- 420	0	-	-	0
ME group Derby	3,750	- 3,750	0	-	-	0
Postcode Neighbourhood Trust	22,007	- 22,007	0	-	-	0
ME Local Network	-	-	0	3,000	171	2,830
University of Sheffield	-	-	0	1,000	729	271
	75,884	(26,177)	49,707	73,794	80,391	43,110