

# **The Parson Cross Community Development Forum**

(Registered charity number 1102741)

(Company limited by guarantee. Registered Number 4626358)

## **financial statements**

**for the year ended 30 March 2021**

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<b>Contents</b>	<b>Page</b>
Legal and administrative information	2
Trustees' report	3-6
Examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10-11

# **The Parson Cross Community Development Forum**

## **Legal and administrative information**

### **Trustees**

Mrs Norma Ashmore	Chair
Mr Ian Brown LLB	
Leigh Bramall	
Mrs Sharon Berry	
Cyril Olsen	
Cllr Anthony Damms	
Rebecca Akers	
Cllr Mike Chaplin	

### **Company Secretary**

Mr Ian Brown LLB

### **Registered Charity number**

1102741

### **Company Ltd by Guarantee number**

4626358

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### **Principal address**

St Thomas More Church and Community Centre  
56 Margetson Crescent  
Sheffield  
S5 9NB

### **Independent examiner**

Craig Williamson  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

### **Bank**

National Westminster  
72 Middlewood Road  
Sheffield  
S6 4PB

## **The Parson Cross Community Development Forum**

### **Trustees' report**

The Trustees present their annual report and financial statements for the year ended 30 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

### **Achievements and performance**

The Directors of Parson Cross Forum are pleased to present to you their 2020/21 Annual Report.

In March 2020, Coronavirus stopped our activities and services overnight and we were forced to close the Centre.

Parson Cross Forum knows that we work with some of the most vulnerable members of our community, including many that are living with dementia, so needed to still provide a significant level of support, or many of our members would have fallen through the gaps.

So just three days later, with support from our funders and one of our volunteers, we refocused our efforts on what we could do to continue to meet the needs of our community in this unprecedented time and delivered our first zoom Memory Café.

By April, three Cafes per week were running smoothly via zoom and over time we had increased our Zoom timetable to deliver six activities per week, two of which were completely new to the Centre.

In addition, the following activity has taken place throughout the pandemic, and remains in place today until we have a complete transition to face to face events:

- Face to face contact replaced with weekly well-being checks by phone and doorstep drop offs of activity packs to up to 100 vulnerable members.
- The projects we run via zoom are 3 x Memory Café's (which includes Chair exercises & breathing exercises) Tai Chi, Singing for the Soul, Men-Talk (mental health group) and a Dementia Carers Group
- We distribute approx. 80 activity packs every month to include art and craft supplies, print outs, stories, song sheets and items of nostalgia.
- To replace our tea-party on VE Day we delivered hampers filled with sandwiches, cakes, scones, bunting and decorations to 80 members households and celebrated with them via Zoom that afternoon.
- Staff are working full-time from home and office.
- Assistance has been given for technical, or IT as needed.
- We make phone calls and door-step visits to our volunteers to make sure they are managing as most of our volunteers have had to shield themselves.
- We have joined various partnership meetings via zoom including Voluntary Action Sheffield City Wide Strategy meetings, Dementia Action Alliance meetings and PKW Link Worker meetings.
- Delivered 100 winter warmer packs to our most vulnerable members of the community.
- We have secured funding for a full renovation of our toilets; this was hopefully going to be finished by the end of March 2021 but due to stock issues we are still awaiting a start date.
- We have been successful in securing money for the whole community centre to be re-painted.

## **The Parson Cross Community Development Forum**

### **Trustees' report**

- We have received delivery of our OMI magic table for our new activity for people living with Dementia, this table is portable so could be hired out to local nursing homes.
- We have also secured funding to replace our laptops and help our most vulnerable members who are struggling to access digital services.
- All staff have worked throughout the pandemic and at times have found it challenging and difficult due to the increased workload the pandemic caused.
- Partnership working has increased through the pandemic as staff have been able to attend city wide meeting due to them being delivered via zoom, this has enabled the staff to work closer with other agencies/services and organisations.
- We have been seen as one of the leading organisations in the City of Sheffield for our online Zoom services, with many large Citywide organisations asking for support and guidance from us whilst they were establishing their online presence.
- Majority of funders have allowed the Forum to adapt their grants to meet the local community's needs.
- Directors have undertaken Governance training over zoom.
- Directors' meetings have still taken place but online via zoom.

### **The Reserves Policy:**

- Since securing the National Lottery grant the Trustees will now be reviewing their Reserves Policy in accordance with the change of financial responsibilities
- A proportion of reserves will be maintained in a readily realisable form.
- The currently reserve level will be assessed to ensure it covers the necessary salaries, office expenditure and rent, and winding down costs, these would be drawn from both restricted and unrestricted funds as the risks apply to both heads.

### **Risk Management Policy:**

In assessing the risks, the Trustees measured the likelihood of occurrence and the severity of the impact on the work of the charity. The trustees make decisions based on minimising the impact of risk whilst maximising the charities ability to meet its objectives.



## **The Parson Cross Community Development Forum**

### **Trustees' report**

#### **Future Strategy:**

- The Trustees need to build on the Forums achievements and dedicated memberships and continue to set out clear priorities for the future development of the Forum, and the impact this has on staffing.
- Considering our objectives, the Trustees have set a forward planning strategy, which ensures continuity of staff, so that in the event of future funding becoming available we are still equipped to fulfil our aims and objectives and more.
- The plans for this forthcoming year include. To re-open the community Centre in a safe and COVID free way.
- To continue and promote the development of services and facilities at St Thomas More Community Centre, including our Specialist Dementia Services.
- To engage with the whole community and ensure that consultation is carried out on any new development projects.
- To look for new initiatives that will benefit the area and its residents including reducing social isolation and loneliness and offering a holistic health approach to some of our services.
- To continue to develop our volunteer programme.
- To explore new and future opportunities for promoting the work of the Forum.
- To offer services which will bring in sustainable income streams for the Forum.
- To provide an information point for the public i.e., signposting.
- To provide an administration service for the community and other organisations
- Some of these objectives will have a higher priority than others, such as developing priorities that sustain the Forum, but it is our intention to have as much involvement as is physically possible in others.

## **The Parson Cross Community Development Forum**

### **Trustees' report**

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

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

This report was approved by the Trustees on 27.9.21 and is signed on their behalf by:



Norma Ashmore  
Chair of trustees

## **The Parson Cross Community Development Forum**

### **Independent Examiner's report on the Accounts of The Parson Cross Community Development Forum for the year ended 30 March 2021**

I report on the accounts of the company for the year ended 30 March 2021, which are set out on pages 8 to 11.

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

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

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

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

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

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

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

Date: 16/7/2021

# The Parson Cross Community Development Forum

## Statement of financial activities for the year ended 30 March 2021

	Notes	Total 2021	Total 2020
<b>Incoming resources</b>	1	£	£
Grants and donations	2	177,512	119,398
Activity income		14,608	33,263
Rental income		7,241	30,357
Young at Heart			2,922
Service charges		86	2,999
Bank interest		27	10
<b>Total incoming resources</b>		<b>199,474</b>	<b>188,949</b>
<b>Resources expended</b>			
Staff	3	81,493	80,769
Travel		34	186
Premises and utilities		8,526	7,790
Equipment, repairs, maintenance and cleaning		5,223	5,800
Stationary, printing and postage		298	212
Social events and community services		44,413	44,947
Young at Heart		-	2,398
St Thomas Moore management and services		6,000	6,000
Accountancy & payroll		713	684
<b>Total resources expended</b>		<b>146,700</b>	<b>148,786</b>
<b>Net incoming/(outgoing)resources</b>		<b>52,774</b>	<b>40,163</b>
<b>Fund balances brought forward</b>		<b>103,170</b>	<b>63,007</b>
<b>Fund balances carried forward</b>	6	<b>155,944</b>	<b>103,170</b>



# The Parson Cross Community Development Forum

## Balance Sheet as at 30 March 2021

	Notes	2021 £	2020 £
<b>Fixed assets</b>		-	-
<b>Current assets</b>			
Balance at bank and cash in hand		156,444	103,670
Debtors	4	-	-
<b>Total current assets</b>		<b>156,444</b>	<b>103,670</b>
<b>Creditors: amounts falling due within one year</b>	5	<b>(500)</b>	<b>(500)</b>
<b>Net current assets/(liabilities)</b>		<b>155,944</b>	<b>103,170</b>
<b>Total assets less current liabilities</b>		<b>155,944</b>	<b>103,170</b>
<b>Net assets</b>		<b>155,944</b>	<b>103,170</b>
<b>Represented by</b>			
Unrestricted general fund		68,511	41,376
Designated funds		9,652	8,643
Restricted income fund	6	77,781	53,151
		<b>155,944</b>	<b>103,170</b>

For the period ending 30 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

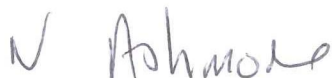
Director's responsibilities;

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the Trustees on 27-9-21 and is signed on their behalf by:



Norma Ashmore  
Chair of trustees

# The Parson Cross Community Development Forum

## Notes to the accounts

for the year ended 30 March 2021

### 1 Accounting policies:-

#### (a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

#### (b) Accounting for income

Donations and sundry income are accounted for on receipts basis. Grant income and fee income are accounted for on an accruals basis, insofar as it is prudent to do so.

#### (c) Accounting for purchases with an expected life of more than one year

It has been considered prudent to write off the costs of such items in the year of purchase

### 2 Grants

Grants received during the year were:-

	2021	2020
	£	£
The Brelms Trust	-	4,160
Big Lottery Reaching Communities	104,024	78,382
Awards for All	9,260	10,000
Edward Gosling	4,500	-
John Osbourne Charitable Trust	500	-
D Oyle Charitable Trust	-	2,000
Sheffield City Council	18,774	10,568
Sheffield Town Trust	-	3,000
SOAR - Memory Café	11,183	10,312
SOAR - PKW Carers Group	2,834	-
SOAR - Lets Build Health	1,160	-
Veolia	15,576	-
Voluntary Action Sheffield	2,900	-
Other grants and donations	6,801	1,476
	<b>177,512</b>	<b>119,898</b>

### 3 Staff numbers and costs:-

	£
Wages and salaries	79,073
Employers National Insurance	2,420
	<b>81,493</b>

The average number of employees during the year was 3, all of whom were engaged in activities in furtherance of the objects of the charity.

No employees received emoluments in excess of £50,000 per year

Trustees are not remunerated. No trustees received reimbursement of out-of-pocket expenses.

## The Parson Cross Community Development Forum

### Notes to the accounts (continued) for the year ended 30 March 2021

#### 4 Debtors

These are services and expenses that have been paid for in advance but not used during the accounting period. They are in respect of:

	2021 £	2020 £
Debtors	-	-
	<u>-</u>	<u>-</u>

#### 5 Creditors and accruals

These are expenses owed by the group but not paid during the accounting period. They are in respect of:

	2021 £	2020 £
Creditors	500	500
	<u>500</u>	<u>500</u>

#### 6 Restricted funds

	Brought forward	Incoming resources	Outgoing resources	Closing balance 31/03/21
		£	£	£
Big Lottery Reaching Communities	33,624	79,333	(73,058)	39,899
The Brelms Trust	1,733	-	(1,733)	-
Awards for All	3,726	9,260	(3,726)	9,260
Edward Gosling	-	4,500	(900)	3,600
D Oyle Charitable Trust	2,000	-	(947)	1,053
Sheffield City Council - Bid Writer	-	1,800	(1,800)	-
Sheffield City Council - Lunch Club	-	500	(500)	-
Sheffield City Council - Mens Health	-	2,500	(2,500)	-
Sheffield City Council	1,568	-	(1,568)	-
Sheffield City Council	7,500	-	(7,500)	-
Sheffield City Council	-	6,000	-	6,000
Sheffield Town Trust	3,000	-	(607)	2,393
Veolia	-	15,576	-	15,576
Voluntary Action Sheffield	-	2,900	(2,900)	-
	<u>53,151</u>	<u>122,369</u>	<u>(97,739)</u>	<u>77,781</u>