

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 2022

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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

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 2022 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

In July 2021, after 18 months of closure due to the Coronavirus pandemic, we were finally able to reopen the Community Centre.

The reopening was problematic due to the Covid restrictions, but we knew that we needed to reopen as soon as possible for our community members as many were struggling mentally and physically as Covid was having a detrimental effect on their health and wellbeing. All staff and volunteers were trained in the new procedures that we had to follow such as temperature checks, hand sanitising stations, face masks and social distancing. Adaptations were made to ensure that our Community Centre was Covid compliant. Over time restrictions were eased and the centre is now back to full capacity with additional services being delivered.

As the Forum is in a prominent venue within the community, we are the first point of contact for residents. This has massively increased over the last year due to many other services having huge waiting lists.

Before the Coronavirus pandemic we would regularly see 200+ older people at our Centre taking part in the different activities. 100 of those were affected by dementia.

In April 2021, we were delivering our services via zoom as we were still in lockdown due to the coronavirus pandemic and the Community Centre was still closed. We had a full schedule of activities.

This included the following: -

Face to face contact replaced with weekly well-being checks by phone and doorstep drop offs of activity packs to 100 vulnerable members.

The projects we ran via zoom were 3 x Memory Café's (which includes Chairrobics & breathing exercises) Tai Chi, Singing for the Soul (as part of our JABADAO), Men-Talk (mental health group) and our Carers Group.

We continued to distribute approx. 80 activity packs every month which included valentines themed packs, easter themed packs, breakfast packs and winter warmer packs

We celebrated with our members over 200 zoom meetings which they all received a gold certificate for their attendance.

Staff were still working full-time from home with one visit into the office each week.

Assistance given to any of our members who need technical or IT support.

We continued to make phone calls and doorstep visits to our volunteers to make sure they were still managing.

We continued to participate in various partnership meetings via zoom

The Parson Cross Community Development Forum

Trustees' report

From July 2021 – March 2022 Parson Cross Forum was the first Community Centre in Sheffield to re-open our doors for face-to-face services and organised the following services/activities back in the Centre.

- Dementia Carers Group
- Batters Table Tennis Group
- Singing for the Soul
- Chairobics
- Community Bingo
- 3 Memory Cafes
- Art for Health
- Tai Chi
- Young at Heart
- 2 Lunch Clubs
- IT Courses
- Sequence Dancing

We also arranged the following events

- 4 Tea Parties
- Drag Show
- 2nd Dementia play with AZ2B Theatre – What Do You See
- Polling Station

Our Community Centre is also hired out on a regular basis to the following business's - School of dance, Taekwondo, Edge of Care services, Family Services, Local Church Groups, Private Dancers, and many more ad hoc bookings. Making our Community Centre extremely busy and open 7 days a week.

We have worked with 20 volunteers for all our projects within the centre. This includes volunteering for our Memory Cafes, Singing for the Soul, Lunch Clubs, IT classes, Young at Heart and Community Bingo. We also have welcomed students from our local universities and doctors to come along and gain experience from our Memory Cafes.

Over the past year we have strengthened our connections with other community organisations by attending city wide meetings via zoom. We have been active at numerous meetings with council, services, funders, and partnership groups and given our voice to surveys to help shape opinion and delivery.

Parson Cross Forum have not run any trips this last year due to the Covid restrictions and people's confidence, but we have lots planned for the coming financial year due to consultation and requests from people who access our services.

Our staff and supporters have been busy taking part in various fundraising challenges; Simon our Chef did a "I'm a Chef, Get Me Out of Here" challenge, Louise and Louise did a huge zip line challenge, one of our supporters did a big fundraising campaign at her place of work within the NHS and many others took on smaller challenges and sponsored events for us. In total we raised £4000 through these events.

This year after months of postponements we finally attended the Finals of ITV National Diversity awards in the Anglican Cathedral in Liverpool due to being nominated by some of our members for the work we do for our older community members. We were shortlisted from 64,000 nominations down to the last 8 in the age category. We did not win overall but what an achievement to have been shortlisted in recognition of what we offer.

After nearly 2 years of Covid restrictions, we now have completed our toilet refurbishment and repainting of our Community Centre thanks from funding from Veolia. We now have 3 dementia friendly toilet blocks, including a fully equipped accessible toilet facility with an electric adult changing unit and new heaters. This makes our Community Centre fully accessible to the whole community. We also provide free period and incontinence products for anyone who may need them.

The Parson Cross Community Development Forum

Trustees' report

The Reserves Policy:

Trustees continue to review our 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 continue to 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 continue to measure 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.

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 securing grants, establishing new projects and ensuring our building is fit for purpose.
- 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 24.10.22 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 2022

I report on the accounts of the company for the year ended 30 March 2022, 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: _____

20/04/2022

The Parson Cross Community Development Forum

Statement of financial activities for the year ended 30 March 2022

	Notes	Total 2022	Total 2021
Incoming resources	1	£	£
Grants and donations	2	142,416	177,512
Activity income		16,011	14,608
Rental income		19,328	7,241
Young at Heart		1,332	-
Service charges		837	86
Bank interest		2	27
Total incoming resources		179,926	199,474
Resources expended			
Staff	3	83,900	81,493
Premises and utilities		6,370	8,526
Refurbishment		28,692	-
Equipment, repairs, maintenance and cleaning		4,218	5,223
Stationary, printing and postage		872	298
Social events and community services		35,412	44,447
Young at Heart		850	-
St Thomas Moore management and services		6,000	6,000
Accountancy & payroll		747	713
Total resources expended		167,061	146,700
Net incoming/(outgoing)resources		12,865	52,774
Fund balances brought forward		155,944	103,170
Fund balances carried forward	6	168,809	155,944

The Parson Cross Community Development Forum

Balance Sheet as at 30 March 2022

		2022	2021
	Notes	£	£
Fixed assets		-	-
Current assets			
Balance at bank and cash in hand		169,334	156,444
Debtors	4	-	-
Total current assets		169,334	156,444
Creditors: amounts falling due within one year	5	(525)	(500)
Net current assets/(liabilities)		168,809	155,944
Total assets less current liabilities		168,809	155,944
Net assets		168,809	155,944
Represented by			
Unrestricted general fund		111,827	68,511
Designated funds		10,134	9,652
Restricted income fund	6	46,848	77,781
		168,809	155,944

For the period ending 30 March 2022 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 24-10-22 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 2022

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:-

	2022	2021
	£	£
The Brelms Trust	-	-
Big Lottery Reaching Communities	81,076	104,024
Awards for All	-	9,260
The Cooperative Foundation	2,254	-
Edward Gosling	-	4,500
John Osbourne Charitable Trust	-	500
D Oyle Charitable Trust	-	-
NHS Sheffield	2,000	-
Sheffield City Council	32,347	18,774
Sheffield Town Trust	2,500	-
SOAR - Memory Café	10,312	11,183
SOAR - PKW Carers Group	6,414	2,834
SOAR - Lets Build Health	1,226	1,160
SOAR - Pantomime	1,494	-
Veolia	-	15,576
Voluntary Action Sheffield	-	2,900
Other grants and donations	2,793	6,801
	142,416	177,512

3 Staff numbers and costs:-

	£
Wages and salaries	81,480
Employers National Insurance	2,420
	83,900

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 2022

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:

	2022 £	2021 £
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:

	2022 £	2021 £
Creditors	525	500
	<u>525</u>	<u>500</u>

6 Restricted funds

	Brought forward	Incoming resources	Outgoing resources	Closing balance 31/03/22
		£	£	£
Big Lottery Reaching Communities	39,899	81,076	(76,148)	44,827
Awards for All	9,260	-	(9,260)	-
Edward Gosling	3,600	-	(3,600)	-
D Oyle Charitable Trust	1,053	-	(640)	413
Sheffield City Council	6,000	-	(4,392)	1,608
Sheffield Town Trust	2,393	-	(2,393)	-
Veolia	15,576	-	(15,576)	-
Voluntary Action Sheffield	-	-	-	-
	<u>77,781</u>	<u>81,076</u>	<u>(112,009)</u>	<u>46,848</u>