

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 2024

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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	
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 2024 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 Parson Cross Community Development Forum completed our 5-year National Lottery Reaching Communities grant for our Dementia Services, and in February 2023, were successful in securing an additional 3 years of funding from the National Lottery Reaching Communities fund, to continue to deliver these vital and much needed services for our community.

In all of our dementia-focused activities attendance has increased year on year. We have also expanded our services in other areas, resulting in 22 various activities/sessions per week being available for people in our community.

For example, some of the projects launched include;

–Two parent and baby/toddler groups. These groups have been especially beneficial for families who missed out on baby steps development and support due to COVID. The groups are fully attended each week.

- We have become a community warm space with our Cake My Day project for members of our community struggling with the financial pressures of the cost of living crisis.

-New activities within our Centre include Indoor Carpet Bowls, Men's mental health support group, Pilates, Darts and Walking Football were all launched in 2023/24.

We continue to work in partnership with other organisations, this has grown to reach a wider cohort of organisations and groups.

We work closely with Sheffield Wednesday Football Club Community Programme to deliver a Men's Support Group and a walking football group and these have been a vital lifeline for many attendees.

We've also continued to work with Healthwatch Sheffield, Sheffield Mind, Sheffield Weston Park Cancer services and Ignite Imaginations to provide relevant services and share initiatives to support our community residents.

We are meeting our volunteer's training needs and have found courses/events to help them increase their knowledge, skills and awareness in particular subjects relevant to their needs.

Overall, we had more people through our doors in 2023 than ever.

We have worked with 288 individuals living or caring for someone with dementia.

2516 contacts have been made on a Monday = averaging 54 people per week per Memory Café and JABADAO sessions.

1620 contacts have been made on a Friday Memory Café = averaging 35 people per week per session.

We work with around 505 individuals per week for our regular groups.

This however does not include any of our Tea parties which we hold up to 4 x per year with approx. 80 people on each, our day trips around 3 times per year with approx. 50 people on each. Drag Shows and Pantomime, 2 per year with over 130 people per show, Christmas Fayres with over 500 members of our local community attending or any of our private businesses such as the Berry Academy of Dance or Taekwondo group who use our community centre to deliver their own activities.

The Parson Cross Community Development Forum

Trustees' report

Most groups run for approx. 48 weeks per year, giving us an average of 24240 individual contacts per year.

We're still finding a great need for all the services we offer and continue to ensure that we are meeting the needs of our community.

In general, there are high waiting lists for people who have been diagnosed with dementia. This means people are being referred to us for support in the interim but once they attend our services we generally see them long-term.

Our Carers Group has also proved an absolute lifeline for some who are looking after people with dementia. They need the space to share, offload in a safe environment and know they are not alone.

We do a lot of consultation with all our members, and over this last year, our projects have been designed around the feedback received to ensure they reflect what the community is looking for and needing.

Although we are a small team of three, we are recognised across the city, predominantly for how well we manage our projects/activities, and as an example of good practice for working with people with dementia. We are one of the busiest community centres in Sheffield. We get many enquiries of how we do things and what works. Many external agencies and students come to observe what we're doing to see whether they can roll it out within the City.

Involving people from our community in the work we do

Some people in our community are struggling in all different aspects of their lives; health, finances, and family, but we work closely with organisations that ensure our services are well signposted to and that we are aware of what other support is out there for people in our area. For instance, some of our members have been affected by cancer and asked if we could get involved to support Western Park in Sheffield. We are now working in partnership with the Western Park Big Purple Bus, Cancer Support and the bus will be visiting our centre on the last Wednesday of every month.

Members suggested they would like a Christmas event, so we organised our first Christmas Fayre in December 2023. Local stall holders attended selling their products, helping people buy local presents for Christmas. It was such a huge success that people have asked us to do an Easter Fayre too. We are now planning and working on this, alongside the 2024 Christmas Fayre to take place again in December.

Our volunteers are also involved in helping to organise these events and offer their time to ensure the events are well managed.

Our members and volunteers also help us decide the themes and focus for our tea parties. The events are well attended and supported because they are people led.

We continue to involve our volunteers in what we're doing, getting feedback from them if there is anything they think we are missing or things we could do better. We are always looking at recruiting new volunteers and look to our local community first as these are the people who know what is needed in the area.

We always seek to empower our community and to involve them in many ways. We have worked hard to ensure we are connecting with people on social media, via leaflets, posters, banners outside of the building, and through press articles in the local newspaper. We have also been on BBC Radio Sheffield and local TV news. The more exposure we get the more engaged our community becomes as they want to be part of this exciting project and what we are offering for everyone locally.

We want to let as many people as possible know what we are doing, so they can share it with their network and build a bigger audience for us. From that, we can increase opportunities to partner with organisations in the wider community, and also get more feedback and guidance from those people who really need our help in the community.

The Parson Cross Community Development Forum

Trustees' report

One of the biggest ways we know that we are making a difference here at Parson Cross Forum is by hearing the laughter of our members and seeing their smiles, we also share in their tears and know that the support we offer is invaluable. Knowing that our members are truly enjoying the time that they spend within our centre is a great attribute to all of the staff and volunteers here at the Forum. You can feel the difference the Forum makes to people's lives every day and by the friendships that are made within our centre, helping people stay connected to their community.

What we have learned

We feel that we have a fantastic model of how we deliver our memory cafe and JABADAO services, and in every other aspect of our projects, particularly for people living with dementia and their carers.

Agencies and professionals come along regularly to see how we deliver these projects, and to seek how they can take the learnings back to their own centres, ideally to replicate it in some way within their own services they are delivering.

We know everybody on first name terms, getting to know them personally when they visit our centre. We remember important facts about each person, and are genuinely interested in them and their wellbeing. The way we support people makes us different from other agencies and organisations. People open up to us and trust us, and we can give them better support by using that tool of simply getting to know people. This then makes everything fall into place and we can refer members if needed to other services such as daycare centres or a social workers to put additional support in place such as care plans and adaptations to their home. We can help them sort what they need more quickly once we have truly got to know that person and their individual needs. Building rapport has been vital to helping them make that smooth transition into whatever support they need.

In our community, we prioritise working with local traders and suppliers. We help promote their services locally through our social platforms and this helps to build their businesses and grow the local economy.

We don't duplicate services and fully research the area and what is available so we are not taking people away from other local services. We are there to enhance what is on offer for the community and we know we are not always the best-suited organisation to deliver a particular service or activity. For example, we are not qualified to give specialist advice on bereavement services, so to ensure our members don't miss out, we worked with Sheffield Mind who have a dedicated team to help people manage bereavement and grief.

Signposting to other services works very well for us and our members as we have built such a good rapport and trust with them that the transition goes smoothly. For many, working with a new organisation might not have happened had it not been for the trust they have in us and our advice. We have learned that we cannot run successful activities and events without the involvement of volunteers and that we need to communicate and help them as much as possible, so they are equipped and confident to help us. We invest time, giving them the tools and information they need and always show our gratitude for their continued support of us and our mission.

We understand more about what our community needs as all of our staff and volunteers live locally and have good knowledge of our community. But we prioritise consultation and feedback, ensuring we regularly find out what they need, and then plan to address those needs for our community members.

We don't always get it right and will be the first to hold our hands up and say, "We could have done something a bit better". But we listen, adapt and change what went wrong into something that works for the next time. We enjoy the learning curve we are on and feel we are growing in strength as a service because of it.

The Parson Cross Community Development Forum

Trustees' report

How we have changed what we do

One of the things we are changing is the organisations we are working in partnership with, adding more relevant providers to our network so our members receive a better experience and opportunity. An example of this is the Healthy Holidays scheme. We will be a provider for the healthy holidays because we know there's not a lot of provision in this area of Sheffield. We have lots of families that meet the criteria for free school meals. For 2024 and beyond, we will be a provider of school meals for children who attend our activities. We are in an area of high deprivation and this is a much-needed service locally.

Over the past 12 months we have received a much larger number of referrals from the NHS, taking calls from social services around dementia but, also mental health support as well which is prompting us to explore how we can access contracts to deliver specialised services to meet the demand for dementia and mental health locally.

We are looking at different fundraising strategies over the coming year. Things in progress so far include one gentleman doing two extreme challenges for us. Greg Hewitt from Rock Oil is going to be doing 6 marathons in 7 days across the Sahara Desert in April 2024 followed in August by running from France to Italy across the Alps in approx. 44 hours. (the link to Gregg Challengers is here). <http://tinyurl.com/4dcenrvc>. Parson Cross Forum also work hard to raise funds through sponsorship, donations, events, raffles etc. We are also looking to improve our website and introduce ways people can donate through that too.

Overall we will always be changing or adding services and activities as this is dependent on what the community asks for and needs.

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.

The Parson Cross Community Development Forum

Trustees' report

Trustees responsibilities for the financial statements

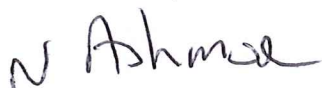
Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ 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 28-10-24 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 2024

I report on the accounts of the company for the year ended 30 March 2024, which are set out on pages 9 to 12.

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: 27/7/24

The Parson Cross Community Development Forum

Statement of financial activities for the year ended 30 March 2024

	Notes	Total 2024	Total 2023
Incoming resources	1	£	£
Grants and donations	2	171,560	163,974
Activity income		44,628	36,347
Rental income		21,546	21,017
Fundraising		18,185	-
Young at Heart		2,559	1,677
Service charges		711	2,078
Bank interest		279	75
Total incoming resources		259,468	225,168
Resources expended			
Staff	3	92,805	82,006
Premises and utilities		7,701	6,641
Refurbishment		-	12,333
Equipment, repairs, maintenance and cleaning		1,045	9,152
Stationary, printing and postage		353	522
Social events and community services		64,754	27,920
Young at Heart		1,125	1,000
St Thomas Moore management and services		6,000	6,000
Accountancy & payroll		848	786
Total resources expended		174,631	146,360
Net incoming/(outgoing)resources		84,837	78,808
Fund balances brought forward		247,617	168,809
Fund balances carried forward	6	332,454	247,617

The Parson Cross Community Development Forum

Balance Sheet as at 30 March 2024

	Notes	2024 £	2023 £
Fixed assets		<u>-</u>	<u>-</u>
Current assets			
Balance at bank and cash in hand		333,034	248,172
Debtors	4	<u>-</u>	<u>-</u>
Total current assets		<u>333,034</u>	<u>248,172</u>
Creditors: amounts falling due within one year	5	<u>(580)</u>	<u>(555)</u>
Net current assets/(liabilities)		<u>332,454</u>	<u>247,617</u>
Total assets less current liabilities		<u>332,454</u>	<u>247,617</u>
Net assets		<u>332,454</u>	<u>247,617</u>
Represented by			
Unrestricted general fund		266,512	175,016
Designated funds		13,209	11,775
Restricted income fund	6	<u>52,733</u>	<u>60,826</u>
		<u>332,454</u>	<u>247,617</u>

For the period ending 30 March 2024 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 28-10-24 and is signed on their behalf by:

N Ashmore

Norma Ashmore
Chair of trustees

The Parson Cross Community Development Forum

Notes to the accounts for the year ended 30 March 2024

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:-

	2024	2023
	£	£
ASDA Foundation	968	1,240
Awards for All	-	9,758
Big Lottery Reaching Communities	90,343	82,880
Diocese of Hallam	-	5,497
NHS Sheffield	-	1,000
Postcode Lottery	25,000	-
Sheffield City Council	12,952	16,324
Sheffield Mind	-	4,000
Sheffield Town Trust	2,500	2,500
SOAR - Memory Café	11,473	17,378
SOAR - PKW Carers Group	2,457	1,885
SOAR - Indoor Bowling	-	1,408
SOAR - Lets Build Health	1,470	-
South Yorkshire Community Foundation	7,434	-
Sports England	8,703	-
Veolia	-	15,575
Utlely Foundation	-	1,000
Voluntary Action Sheffield	2,000	-
Other grants and donations	6,260	3,529
	<u>171,560</u>	<u>163,974</u>

3 Staff numbers and costs:-

	£
Wages and salaries	91,068
Employers National Insurance	1,737
	<u>92,805</u>

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 2024

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:

	2023 £	2022 £
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:

	2024 £	2023 £
Creditors	555	555
	<u>555</u>	<u>555</u>

6 Restricted funds

	Brought forward	Incoming resources £	Outgoing resources £	Closing balance 31/03/24 £
Big Lottery Reaching Communities	44,732	90,343	(84,376)	50,699
Awards for All	8,093	-	(8,093)	-
Sheffield City Council - Cake My Day	1,290	2,954	(2,210)	2,034
Sheffield City Council - Pantomine	2,210	-	(2,210)	-
Sheffield City Council - Suicide Prevention	2,650	-	(2,650)	-
Sheffield City Council - Toddler	1,851	-	(1,851)	-
	<u>60,826</u>	<u>93,297</u>	<u>(101,390)</u>	<u>52,733</u>