

**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**

**(A Company Limited by Guarantee)**

**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
**(A Company Limited by Guarantee)**

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
**(A Company Limited by Guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Trustees**                      J Monteyne\*\*  
                                      J Platts\*\*  
                                      D Leek\*\*  
                                      P Benham\*  
                                      R Pearson\*  
                                      P Ibbotson\*

\* Trustee only    \*\*Director and Trustee

**Company registered  
number**                      04629589

**Charity registered  
number**                      1111181

**Registered office**              Wood Lane Countryside Centre  
                                      Wood Lane  
                                      Sheffield  
                                      South Yorkshire  
                                      S6 5HE

**Company secretary**        J Monteyne

**Accountants**                      Shorts  
                                      Chartered Accountants  
                                      2 Ashgate Road  
                                      Chesterfield  
                                      S40 4AA

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
**(A Company Limited by Guarantee)**

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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The Trustees present their annual report together with the financial statements of the Company for the year 1 April 2020 to 31 March 2021. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**Objectives and activities**

**a. Policies and objectives**

The Charity's objectives are to promote an interest in the conservation of Sheffield's countryside to the people of Sheffield and the surrounding area.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'. In pursuance of its main objectives the charity runs courses and provides meeting facilities at the Wood Lane Countryside Centre.

**Achievements and performance**

**a. Review of activities**

The Trust has had a difficult year, with the year to 31 March 2021 being dominated completely by the pandemic. No volunteers were able to be involved in projects and all staff furloughed for a period of time. The premises was shut and could not be accessed, all of which restricted the levels of activity that could be undertaken. Funders also shut down over this period, and school access diminished completely. Despite this, the Trust has generated a surplus for the year, thanks to the continued funding by Sheffield City Council as well as furlough income which covered certain staff costs.

Going forwards, more contacts have been generated with Sheffield City Council which are expected to help generate further funding in the future. Numbers of volunteers are still down, due to continuing restrictions for vulnerable people and other access issues, as well as school visits not having returned. More volunteers are expected to return in 2022. Thanks must be given again this year to our excellent staff who continue to remain highly motivated and continue to help the Trust strive to achieve its goals.

**Financial review**

**a. Going concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Company has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**b. Reserves policy**

The Trustees have established a policy whereby the funds not committed or invested in tangible assets (the 'free reserves') held by the charity should be enough to cover the expenses incurred if it were unable to secure adequate short term funding and also to enable it to make any investment necessary to secure its future. The current level of free reserves does not meet this requirement. However the Trustees are actively pursuing further sources of funding in order that this can be achieved.

**Structure, governance and management**

**a. Constitution**

Sheffield Countryside Conservation Trust is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10. The Company is constituted under a Memorandum of Association and is a registered charity number 1111181.

**b. Trustees**

The management of the Company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

The Trustees determine the general policy of the charity. They are assisted in the running of the charity by a number of volunteer workers. The day to day management of the charity is delegated to a small number of paid employees.

All of the Trustees who served during the year and who are also the present Trustees, were as follows:

J Monteyne  
J Platts  
D Leek  
P Benham  
R Pearson  
P Ibbotson

SCCT will have at least 5 Trustees on its board, there is no upper limit on the number of Trustees but would not expect it to exceed 10. The Trustees may be either a) elected at an AGM, or b) be co-opted where it is considered they have a skill that would be of particular use to the Charity.

When a need has been identified to recruit Trustees the process will be managed by the Executive Committee in line with the charity's Trustee recruitment policy which was updated in January 2018.

New Trustees are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making process, the business plan and recent financial performance of the Charity. In addition they are encouraged to familiarise themselves with the charity and the context within which it operates.

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Structure, governance and management (continued)**

**c. Risk management**

The Trustees have assessed the major risks to which the Company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

**d. Trustees' indemnities**

The Trustees, as directors of the Company, have been granted a qualifying third party indemnity provision under section 234 of the Companies Act 2006. This does not provide cover in the event of a director being proved to have acted fraudulently or dishonestly.

**Independent Examiner**

A resolution to reappoint H K Freeman as the independent examiner will be proposed at the annual general meeting.

**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
  - make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 15 December 2021 and signed on their behalf by:

  
**J Monteyne**  
Trustee

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Independent Examiner's Report to the Trustees of Sheffield Countryside Conservation Trust**  
**('the Company')**

I report to the Company Trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

**Responsibilities and Basis of Report**

As the Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Company's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Company and the Company's Trustees as a body, for my work or for this report.

Signed: *Howard Freeman*

Dated: 15 December 2021

H K Freeman

Shorts Chartered Accountants, 2 Ashgate Road, Chesterfield, S40 4AA.

**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
<b>Income from:</b>					
Charitable activities	3	-	84,764	84,764	77,515
Investments		-	-	-	3
Other income	4	24,695	-	24,695	-
		<u>24,695</u>	<u>84,764</u>	<u>109,459</u>	<u>77,518</u>
<b>Total income</b>					
<b>Expenditure on:</b>					
Charitable activities		24,695	79,595	104,290	85,277
		<u>24,695</u>	<u>79,595</u>	<u>104,290</u>	<u>85,277</u>
<b>Total expenditure</b>					
<b>Net income/(expenditure) before other recognised gains and losses</b>		-	5,169	5,169	(7,759)
		<u>-</u>	<u>5,169</u>	<u>5,169</u>	<u>(7,759)</u>
<b>Net movement in funds</b>					
<b>Reconciliation of funds:</b>					
Total funds brought forward		-	19,076	19,076	26,835
Net movement in funds		-	5,169	5,169	(7,759)
		<u>-</u>	<u>24,245</u>	<u>24,245</u>	<u>19,076</u>
<b>Total funds carried forward</b>					

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 8 to 14 form part of these financial statements.



**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**REGISTERED NUMBER: 04629589**

**BALANCE SHEET**  
**AS AT 31 MARCH 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	9	1,045	1,477
<b>Current assets</b>			
Debtors	10	4,162	2,498
Cash at bank and in hand		26,797	21,547
		<u>30,959</u>	<u>24,045</u>
Creditors: amounts falling due within one year	11	(7,758)	(6,446)
<b>Net current assets</b>		<u>23,201</u>	<u>17,599</u>
<b>Total net assets</b>		<u><u>24,246</u></u>	<u><u>19,076</u></u>
<b>Charity funds</b>			
Restricted funds		-	-
Unrestricted funds		24,246	19,076
<b>Total funds</b>		<u><u>24,246</u></u>	<u><u>19,076</u></u>

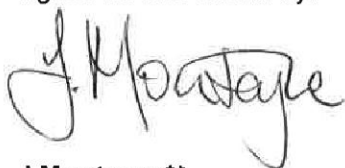
The Company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the Company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 15 December 2021 and signed on their behalf by:



**J Monteyne\*\***  
Trustee

The notes on pages 8 to 14 form part of these financial statements.

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1. General information**

The Company is a company limited by guarantee. The members of the Company are the Trustees; J Monteyne, J Platts, D Leek, P Benham, R Pearson, P Ibbotson. In the event of the Company being wound up, the liability in respect of the guarantee is limited to £10 per member of the Company.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Sheffield Countryside Conservation Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Income and expenditure**

Income and expenditure are accounted for on an accruals basis.

**2.3 Grants**

Revenue grants are credited to the Statement of Financial Activities as received, unless they relate to a specific activity or period, in which case they are placed in a restricted fund until used.

**2.4 Taxation**

As a registered charity, the Trust is exempt from corporation tax, but generally not from value added tax (VAT). Irrecoverable VAT is included in the cost of those items to which it relates.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives.

Depreciation is provided on the following basis:

Plant and machinery	-	15% reducing balance
Motor vehicles	-	25% reducing balance
Computer equipment	-	15% straight line

**2.6 Debtors and creditors**

Debtors and creditors are initially recognised at the transaction value. Debtors are subsequently measured at their recoverable value and creditors are stated at the amounts expected to be required to settle the transaction.

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**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**2. Accounting policies (continued)**

**2.7 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

**2.9 Financial instruments**

The Company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.10 Pensions**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**2.11 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**3. Income from charitable activities**

	<b>Unrestricted funds 2021 £</b>	<b>Total funds 2021 £</b>
Sheffield City Council	84,764	<b>84,764</b>

	<b>Unrestricted funds 2020 £</b>	<b>Total funds 2020 £</b>
Sheffield City Council	77,515	<b>77,515</b>

**4. Other incoming resources**

	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>	<b>Total funds 2020 £</b>
Government support receivable - furlough	24,695	<b>24,695</b>	-

**5. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2021 £</b>	<b>Total funds 2021 £</b>
Direct costs	104,290	<b>104,290</b>

**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**5. Analysis of expenditure by activities (continued)**

	Activities undertaken directly 2020 £	Total funds 2020 £
Direct costs	85,277	85,277

**Analysis of direct costs**

	Activities 2021 £	Total funds 2021 £
Staff costs	67,759	67,759
Depreciation	432	432
Rent, light and heat	6,700	6,700
Insurance	8,732	8,732
Project costs	18,443	18,443
Activities and volunteers	200	200
Office costs	824	824
Governance costs	1,200	1,200
	104,290	104,290

**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**5. Analysis of expenditure by activities (continued)**

**Analysis of direct costs (continued)**

	Activities 2020 £	Total funds 2020 £
Staff costs	64,180	64,180
Depreciation	563	563
Insurance	8,426	8,426
Project costs	7,313	7,313
Activities and volunteers	966	966
Office costs	978	978
Bad debts	1,429	1,429
Health and Safety fees	222	222
Governance costs	1,200	1,200
	<u>85,277</u>	<u>85,277</u>

**6. Independent examiner's remuneration**

	2021 £	2020 £
Fees payable to the Company's independent examiner for the independent examination of the Company's annual accounts	750	750
Fees payable to the Company's independent examiner in respect of: All other services not included above	<u>450</u>	<u>450</u>

**7. Staff costs**

	2021 £	2020 £
Wages and salaries	65,342	60,515
Social security costs	554	1,780
Contribution to defined contribution pension schemes	1,863	1,885
	<u>67,759</u>	<u>64,180</u>

**SHEFFIELD COUNTRYSIDE CONSERVATION TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021**

**7. Staff costs (continued)**

The average number of persons employed by the Company during the year was as follows:

	<b>2021 No.</b>	2020 No.
Employees	<u>3</u>	<u>3</u>

No employee received remuneration amounting to more than £60,000 in either year.

**8. Trustees' remuneration and expenses**

During the year ended 31 March 2021, no Trustees received any remuneration or other benefits (2020: £nil).

During the year ended 31 March 2021, no Trustee expenses have been incurred (2020: £nil).

**9. Tangible fixed assets**

	<b>Plant and machinery £</b>	<b>Motor vehicles £</b>	<b>Computer equipment £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2020	1,200	3,295	1,472	5,967
At 31 March 2021	<u>1,200</u>	<u>3,295</u>	<u>1,472</u>	<u>5,967</u>
<b>Depreciation</b>				
At 1 April 2020	588	2,595	1,307	4,490
Charge for the year	92	175	165	432
At 31 March 2021	<u>680</u>	<u>2,770</u>	<u>1,472</u>	<u>4,922</u>
<b>Net book value</b>				
At 31 March 2021	<u>520</u>	<u>525</u>	<u>-</u>	<u>1,045</u>
At 31 March 2020	<u>612</u>	<u>700</u>	<u>165</u>	<u>1,477</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**10. Debtors**

	<b>2021</b>	2020
	<b>£</b>	£
<b>Due within one year</b>		
Trade debtors	<b>4,162</b>	2,498

**11. Creditors: Amounts falling due within one year**

	<b>2021</b>	2020
	<b>£</b>	£
Other taxation and social security	<b>1,079</b>	-
Pension fund loan payable	<b>872</b>	401
Other creditors	<b>3,320</b>	-
Accruals and deferred income	<b>2,487</b>	6,045
	<b>7,758</b>	6,446

**12. Pension commitments**

The assets of the pension scheme are held separately from those of the Company in an independently administered fund. The pension cost represents contributions payable by the Company to the fund and amounted to £1,863 (2020: £1,885).

**13. Related party transactions**

No trustees or other person related to the Company had any personal interest in any contract or transaction entered into by the Company during the year (2020: £nil).