

WOODHOUSE AND DISTRICT COMMUNITY FORUM

England & Wales · Charity number 1112687

Details

Other names	THE FORUM, WDCF
Status	Registered
Legal form	Charitable company
Company number	05585391
Registered	2006-01-11
Register	View on the Charity Commission register

Contact

Address	524 Stradbroke Road Woodhouse Sheffield S13 7GD
Phone	07394081747
Email	mail@mywoodhouse.co.uk
Website	www.mywoodhouse.co.uk

Activities

Objects: THE PROMOTION FOR THE PUBLIC BENEFIT OF URBAN OR RURAL REGENERATION IN AREAS OF SOCIAL AND ECONOMIC DEPRIVATION (AND IN PARTICULAR IN WOODHOUSE AND DISTRICT) BY ALL AND ANY OF THE FOLLOWING MEANS:3.1 THE RELIEF OF POVERTY IN SUCH WAYS AS MAY BE THOUGHT FIT3.2 THE RELIEF OF UNEMPLOYMENT IN SUCH WAYS AS MAY BE THOUGHT FIT INCLUDING ASSISTANCE TO FIND EMPLOYMENT3.3 THE ADVANCEMENT OF EDUCATION, TRAINING OR RETRAINING, PARTICULARLY AMONGST UNEMPLOYED PEOPLE AND PROVIDING UNEMPLOYED PEOPLE WITH WORK EXPERIENCE3.4 THE PROVISION OF FINANCIAL ASSISTANCE, TECHNICAL ASSISTANCE OR BUSINESS ADVICE OR CONSULTANCY IN ORDER TO PROVIDE TRAINING AND EMPLOYMENT OPPORTUNITIES FOR UNEMPLOYED PEOPLE IN CASES OF FINANCIAL OR OTHER CHARITABLE NEED THROUGH HELP:- IN SETTING UP THEIR OWN BUSINESS OR- TO EXISTING BUSINESSES3.5 THE CREATION OF TRAINING AND EMPLOYMENT OPPORTUNITIES BY THE PROVISION OF WORKSPACE, BUILDINGS AND/OR LAND FOR USE ON FAVOURABLE TERMS3.6 THE MAINTENANCE, IMPROVEMENT OR PROVISION OF PUBLIC AMENITIES3.7 THE PROVISION OR ASSISTANCE IN THE PROVISION OF RECREATIONAL FACILITIES FOR THE PUBLIC AT LARGE AND/OR THOSE WHO BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABILITY, POVERTY OR SOCIAL AND ECONOMIC CIRCUMSTANCES HAVE NEED OF SUCH FACILITIES3.8 THE PROTECTION OR CONSERVATION OF THE ENVIRONMENT3.9 THE PROVISION OF PUBLIC HEALTH FACILITIES AND CHILDCARE3.10 THE PROMOTION OF PUBLIC SAFETY AND PREVENTION OF CRIME AND3.11 SUCH OTHER MEANS AS MAY FROM TIME TO TIME BE DETERMINED SUBJECT TO THE PRIOR CONSENT OF THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES.

Activities: The aims of the group are to further the interests, welfare and amenities of South East Sheffield. Partnership working and co-production to provide activities and services that benefit the community. Providing Health and Wellbeing activities and advice, adult community learning and community dementia support.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Other Charitable Activities
- **What:** General Charitable Purposes, Education/training, Disability, The Prevention Or Relief Of Poverty, Amateur Sport, Environment/conservation/heritage, Economic/community Development/employment, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** WOODHOUSE AND DISTRICT
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£396,328	£383,394	-	-
2023-12-31	£497,151	£524,344	-	-
2022-12-31	£406,405	£478,983	-	-
2021-12-31	£523,947	£346,259	£558,492	9
2020-12-31	£429,386	£290,717	-	-

Trustees

Name	Role	Appointed
JACK TAYLOR	Chair	2015-07-27
Andrea Cook		2026-03-25
Andrew Cook		2024-04-01
Kathryn Taylor		2024-10-01
Lisa Elizabeth Dowse		2024-04-01
Lynne Denise Hague		2025-04-01

WOODHOUSE AND DISTRICT COMMUNITY FORUM

England & Wales - Charity number 1112687

Accounts

COMPANY REGISTRATION NUMBER: 05585391
CHARITY REGISTRATION NUMBER: 1112687

Woodhouse and District Community Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 December 2024

ALLEN, WEST AND FOSTER
Chartered accountants
Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum
Company Limited by Guarantee
Financial Statements
Year ended 31 December 2024

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Woodhouse and District Community Forum
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report)
Year ended 31 December 2024

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2024.

Reference and administrative details

Registered charity name	Woodhouse and District Community Forum
Charity registration number	1112687
Company registration number	05585391
Principal office and registered office	524 Stradbroke Road Woodhouse Sheffield South Yorkshire S13 7GD

The trustees

J Taylor (Chair)	(Resigned 30 April 2024)
A Shephard	(Resigned 30 April 2025)
J Coakley	(Appointed 1 April 2025)
L Hague	(Appointed 1 April 2024)
A Cook	(Appointed 1 April 2024)
Mrs A Cook	(Appointed 1 April 2024)
E Dowse	(Appointed 1 April 2024)
K Taylor	(Appointed 1 October 2024)

Independent examiner

Stephen Allen ACA FCCA
Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined in the Companies Act 2006. The company was registered as a charity on 12 January 2006.

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1, for the debts and liabilities contracted before he/she ceases to be a member.

Trustees

The charity is governed by a board of trustees, which is responsible for the strategic direction of the charity, for establishing policy and for oversight of the project manager who is responsible for the day to day operation of the charity. Trustees are appointed by the board following consideration of the skills and experience required. All trustees shall retire at the AGM every third year after appointment but may be re-elected.

2024 marked the end of an era when Kathryn retired from the organisation. Kathryn has been the driving force behind the forum since it was formed in 1998, and from its inception - when it was Kathryn, a clipboard and a bench in Market Square, right through to the opening of the Community Hub and Library, she has been behind the organisation's growth and development, and has been instrumental in building strong partnerships with a whole host of organisations, all for the benefit of Woodhouse.

All trustees receive an induction into their role by the Manager including training and development opportunities which include sessions around procurement and commissioning, safeguarding & safer recruitment, strategy and change management and financial management and controls. New trustees are provided with guidance from The Charity Commission such as CC3 The Essential Trustee, CC3a What's Involved and CC12 Incorporating CC25 Charity Governance, Finances and Resilience - Trustee essentials.

Arrangements for setting remuneration of key management personnel

Woodhouse and District Community Forum does, from time to time, review staff pay scales in response to cost of living increases or recruitment challenges. When such a need arises, the charity board of trustees will consider the business case for a change in salary and it will be agreed and formally reviewed at a full trustee board meeting.

Charity structure

The trustees as charity trustees have control of the charity, its property and funds.

The trustees comprise the officers of the charity (chairperson, vice-chairperson and treasurer), up to 2 representatives of member organisations, up to 3 individual members and individuals co-opted under Article 3.8 of the Articles of Association.

The WDCF board of trustees/directors meet quarterly as an Executive and currently has a Woodhouse subgroup, Westfield subgroup, Mental Health sub group and a Dementia sub group. Staff numbers are now at the following level:

18 members of staff.

4 Full-time = 11 FTE's

We initiated and run the South East Sheffield "People Keeping Well" partnership, this is key to ensuring local services are available wherever possible. Over 30 partners come together bi-monthly. This facilitates collaborative working arrangements and an information exchange from all the major statutory and

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

emergency services. Reports are circulated regarding local issues, gaps in services etc. Responses are formulated on a collaborative basis and initiatives developed and delivered. There is also a significant amount of collaborative work outside the meeting, for example when the Citizens Advice Bureau (CAB) have been overwhelmed by requests for support. They have now trained a number of our staff to be able to deal with many of the requests they do not have resources to deal with. This is a highly effective forum, designed to secure, share and maximise resources, fill the gaps in services and provide services locally.

Risk management

The trustees regularly identify and review the risks to which the charity is exposed to ensure appropriate controls are in place to provide a reasonable assurance against fraud and error.

Within its business plan the management committee conducted a review of the major risks which the charity is exposed to. A risk register has been established and is updated annually; ongoing risks are dealt with at directors' meetings. Where appropriate, systems or procedures have been established to mitigate the risks the company faces. Significant external risks to funding led to the development of a funding strategy and strategic plan which facilitates the diversification of funding and activities. This plan was renewed in 2018 and the trustees and manager worked with an external consultant to develop a new three-year strategy. Three years funding was secured from Tudor Trust to cover the exiting funding gap. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures and audits are in place to ensure compliance with legislation in relation to the safeguarding and health and safety of staff, volunteers, clients and visitors.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

Objectives and activities

Objectives and aims

The aims of the charity are to further the interests, welfare and amenities of Woodhouse and district. More specifically, the objects of the Charity are the promotion for the public benefit of urban or rural regeneration in areas of social and economic deprivation in Woodhouse and District and elsewhere by all and any of the following means:

- The relief of poverty/ in such ways as may be thought fit
- The relief of unemployment in such ways as may be thought fit including assistance to find employment
- The advancement of education, training or retraining, particularly amongst unemployed people and providing unemployed people with work experience
- The provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business or to existing business
- The creation of training and employment opportunities by the provision of workspace buildings and/or land for use on favourable terms
- The maintenance, improvement or provision of public amenities
- The provision or assistance in the provision of recreational facilities for the public at large and/or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have been needed for such facilities
- The protection or conservation of the environment
- The provision of public health facilities and childcare
- The promotion of public safety and prevention of crime
- Such other means as may from time to time be determined subject to the prior consent of the Charity Commissioners for England and Wales.

The charity is a voluntary organisation administered by the board of trustees.

Membership of the charity is open to any person or organisation living or located in the area who is interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the board of trustees.

Our Community

The figures below give an indication of the deprivation and disadvantage in our community:

Last year there were more than 4,500 volunteer hours worked across the organisation.

Our staff and volunteers worked with over 70 partner organisations during the last year, ranging from Beighton Miners Welfare to Oxford University.

In a typical month we deliver between 90 and 100 group activities across the South East of Sheffield, in more than 18 community venues.

Up to 30 September this year 751 people received one to one support from our Health and Well Being Practitioners to help them with a long-term health goal.

Children from all 3 local primary schools and the local secondary school visit the Community Hub and Library at least once per term.

In August this year, more than 400 people attended the Woodhouse Family Fun Day which we were part of in partnership with Sheffield Council and South Yorkshire Police.

Our Christmas Event for local families brought more than 1000 people into our Community Hub and allowed us to engage with families in particular about the new services we are wanting to develop.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

Achievements and performance

People Keeping Well

The South East Sheffield People Keeping Well programme remains a key focus of work for the organisation. Its strength continues to be the partnership working across the area and the city with a wide range of organisations. This year we have built new links with the Community Wellness Team, Compassionate Sheffield and Likewise adding to the list of almost 70 organisations we have worked with and continue to work with as part of our health programme.

Some of the new activities that have been developed as part of our programme this year include:- A new swimming group, set up by Don Gooden our Health and Well Being Practitioner.

- A new peer support group for people supporting people living with dementia - which now holds sessions in Frecheville and Hackenthorpe.
- New activities have included chair-based yoga, Pilates and extending provision of forest school work.
- A new mindfulness art group has been set up at the Hub, and is really popular with group members doing a wide range of arts and crafts.

Our work to support people living with Dementia and their carers continues to provide valuable practical advice, and opportunities for social connections. In the last year our Dementia Lead has worked to develop new activities. Particularly focusing on ensuring people recognise their wider health needs, and can be supported in living healthier, with specific new exercise groups, advice on food, nutrition and mindfulness. A new programme to help people caring for people living with dementia to manage their own health and emotional wellbeing. It provides practical tools to help cope in times of pressure, and has proved really successful. A second group is now meeting.

Community Garden

The Community Garden has gone from strength to strength this year, with new sessions being developed, and some physical improvements to the site. New sessions include a grief gardening session, providing quiet reflection for people who are recently bereaved, and a new parent and toddler gardening session.

At the end of the summer, our Garden Manager, Rosemary Rabjohn left her role, and we have welcomed a new manager, Jess. Jess is keen to build on the success of the garden, and has exciting ideas about how the space can be further developed.

Woodhouse Community Hub and Library

We have worked with our volunteers to extend the opening hours of Woodhouse Library and are now open on two more half days - Tuesday and Friday, as well as our original opening hours of Monday, Thursday (full day opening) and Saturday (half day opening). We are now the most accessible library in the city.

Our Social café continues to be popular. It is held every Monday in the Howard Constable Community Room and provides a warm and safe space for people to meet and enjoy company, play board games or take part in craft activities.

The Woodhouse Community Hub is a great community space, and we hold a regular series of community events including regular music concerts, fundraising coffee mornings, craft and Christmas fayres, history events and Yorkshire Day celebrations.

Local organisations continue to hold activities in the hub, and we provide a space for 12 local groups to meet in the village ranging from local craft groups and music groups, through to photography groups and parent and toddler groups.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

Reaching Communities Project

We are now in the second year of our National Lottery Funded project to support Volunteering and Digital Inclusion in our community. Both parts of this project have been really successful.

Our volunteer co-ordinators have successfully recruited 30 new volunteers to a number of projects, including library volunteering at the community garden and new driver volunteers who are crucial to help local people access our activities.

The team have also started a number of new projects, including the working in partnership with SAVTE (Sheffield Association for the Voluntary Teaching of English) to set up a conversation club, which will support people whose first language is not English to practice and gain confidence.

The team have also supported volunteers who have wanted to take part in our Early Years Activities, and a new Parent and Baby Group and Toddler Group now take place every Thursday in the Community Hub.

In spring the team brought together all our volunteers for a celebration day, as part of Volunteers Week. It was a great success, with volunteers enjoying the event and celebrating their contribution to the community in a really positive way.

The team are also helping other organisations in the area, by providing advice on recruitments of volunteers or help promoting volunteering opportunities, and there are strong links with the Volunteer Centre in Sheffield (Part of Voluntary Action Sheffield).

Our digital inclusion worker continues to develop new ways to support people access digital services. This year a new weekly "silver surfers" session was started in the Community Hub. This is a drop-in service which is really popular with local people.

Access local NHS services continue to be important, and the Digital Inclusion worker is now extending her support to GP Practices in the Township 2 area in Hackenthorpe and Birley, adding to the work done in the Charnock and Woodhouse surgeries.

This year we have also revamped our website, with a soft launch in the summer. We are currently monitoring user feedback and intend to do a more formal launch during the Autumn.

Partnership Working

Working with the local council (Community Safety Team, Housing Services, Youth Services and Local Councillors), local schools and South Yorkshire Police we are involved in the new local structures that have been established to encourage greater partnership working to support community safety. We attend regular meetings with colleagues and this work has led to us collectively being able to support the development of new activities in the area. For example, the new Youth Club in Woodhouse. Westfield Health Partnership developed new relationship with the local Primary Care Network to focus work on the area - key issues identified were around patient registration, access to primary care services and support for people living with substance misuse. In the coming months, the new Hero of Health programme will be developed as a new way for local people in Westfield to improve their own health and wellbeing through walking and healthy eating activities.

Through a new funding opportunity provided by the South Yorkshire Mayoral Authority and the Shared Prosperity Fund, we have worked in partnership with Beighton Village Trust and Sheffield City Council (the Local Area Committee and the Community Services Commissioning Team) to support the development of welcome places across South Yorkshire, and to work with local groups to develop support to local people around the cost of living crisis. This partnership is unique to Sheffield in the way it is delivered and is part of our wider ambition to develop stronger working relationships with partners in the area.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

The forum have worked for many years with the Manor and Castle Development Trusts employment support team, hosting a weekly drop-in in the Woodhouse Library, and now the Woodhouse Community Hub and Library, where local people can get information, advice and practical support for in job searching.

In June this year, the first local Jobs Fair was organised and held at the Woodhouse Community Hub. Attracting more than 18 local employers, and more than 100 members of the public who are looking for work or training, the event was a great success. A second Fair was held in October, and this will now be a regular activity in our community.

Working in partnership with colleagues at Trinity Methodist Church and Townships 2 Primary Care Network we have developed a range of support for people affected by bereavement. There are now a range of local groups that people can access across the South East, including regular groups in Crystal Peaks, Woodhouse and Handsworth, and a group that meets at the community garden in Woodhouse too.

The partnership has also organised events and are working in collaboration with the city-wide Compassionate Sheffield Initiative.

Financial review

Reserves policy

We have referred to the charitable company's requirements for reserves in relation to the main risks to the organisation. We have decided that unrestricted funds amounting to approximately six to nine months of normal expenditure should be our target so that in the event of a significant drop in funding the current activities may be continued.

At 31 December 2024, unrestricted reserves were £101,151 (2023: £110,498) representing 3.2 months running costs (2023: 2.5 months).

Figures above demonstrate our current position related to this and the effort required to achieve our target figure. This will require us to increase or current level of reserves, this will be one of the CEO's targets.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2024

Plans for future periods

In the coming year we are looking at a number of new priorities to shape our work and our engagement with the community and our partners.

Working in partnership with our local councillors and the South East Sheffield Local Area Committee, we want to develop a new community plan for Woodhouse, which will bring the community together to identify priorities, and inform a new action plan that identifies the new activities, services and facilities that the community feel are needed in our area.

The forum will facilitate community engagement and support local councillors to bring together these ideas and ensure local residents are involved and informed in this process.

Another priority is to develop new activities and services for children and young people in our community. We want to build and strengthen our links with local schools, ensure local families can access information and support about the services they are entitled to, and look to building new partnerships to provide activities for young people, including new community events and activities during school holidays. In January 2025, in partnership with the local authority and Shelter, the housing charity, we will be holding a weekly housing advice surgery in the community hub.

Some Key Challenges and Opportunities

During the next 12 months, despite the change in government, local authority funding will continue to be under pressure, and this will have an impact on local services. Although for our projects there are long term funding agreements in place, we need to be mindful of financial situation and its possible impact.

Alongside this the Council is undertaking a review of Community Buildings, and there is an expectation that this will have an impact on local communities with the prospect of some community buildings being closed.

That said, the new administration is committed to devolving more power and decision making to communities and away from London, and has shown a commitment to recognising the power of local neighbourhood working. During September two delegations from Whitehall departments visited Woodhouse to learn about neighbourhood working, and commended the work being done in the area.

Summary

2024 has been another successful year, illustrating the growth in the range of services we are able to offer local people, new and exciting partnerships with other organisations, and continued success of the Woodhouse Community Hub and Library as a community space within the village.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Woodhouse and District Community Forum
Company Limited by Guarantee
Trustees' Annual Report (Incorporating the Director's Report) (continued)
Year ended 31 December 2024

The trustees' annual report was approved on 8 July 2025 and signed on behalf of the board of trustees by:



J Taylor (Chair)
Trustee

Woodhouse and District Community Forum
Company Limited by Guarantee
Independent Examiner's Report to the Trustees of Woodhouse and District
Community Forum

Year ended 31 December 2024

I report to the trustees on my examination of the financial statements of Woodhouse and District Community Forum (the charity) for the year ended 31 December 2024.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 charity's accounts as 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

Woodhouse and District Community Forum
Company Limited by Guarantee

**Independent Examiner's Report to the Trustees of Woodhouse and District
Community Forum *(continued)***

Year ended 31 December 2024

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.

Stephen Allen ACA FCCA
Independent Examiner

Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2024

	Note	2024		2023	
		Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	20,084	332,562	352,646	479,700
Charitable activities	6	12,540	31,142	43,682	17,451
Total income		<u>32,624</u>	<u>363,704</u>	<u>396,328</u>	<u>497,151</u>
Expenditure					
Expenditure on charitable activities	7,8	79,794	303,600	383,394	524,344
Total expenditure		<u>79,794</u>	<u>303,600</u>	<u>383,394</u>	<u>524,344</u>
Net income/(expenditure)		<u>(47,170)</u>	<u>60,104</u>	<u>12,934</u>	<u>(27,193)</u>
Transfers between funds		37,823	(37,823)	-	-
Net movement in funds		<u>(9,347)</u>	<u>22,281</u>	<u>12,934</u>	<u>(27,193)</u>
Reconciliation of funds					
Total funds brought forward		110,498	351,415	461,913	489,106
Total funds carried forward		<u>101,151</u>	<u>373,696</u>	<u>474,847</u>	<u>461,913</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 15 to 24 form part of these financial statements.

Woodhouse and District Community Forum
Company Limited by Guarantee
Statement of Financial Position

31 December 2024

	Note	2024 £	2023 £
Current assets			
Cash at bank and in hand		490,400	477,258
Creditors: amounts falling due within one year	12	<u>15,553</u>	<u>15,345</u>
Net current assets		<u>474,847</u>	<u>461,913</u>
Total assets less current liabilities		<u>474,847</u>	<u>461,913</u>
Net assets		<u>474,847</u>	<u>461,913</u>
Funds of the charity			
Restricted funds		373,696	351,415
Unrestricted funds		101,151	110,498
Total charity funds	14	<u>474,847</u>	<u>461,913</u>

For the year ending 31 December 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 8 July 2025, and are signed on behalf of the board by:

J Taylor (Chair)
Trustee

The notes on pages 15 to 24 form part of these financial statements.

Woodhouse and District Community Forum
Company Limited by Guarantee
Statement of Cash Flows

Year ended 31 December 2024

	2024	2023
	£	£
Cash flows from operating activities		
Net income/(expenditure)	12,934	(27,193)
<i>Adjustments for:</i>		
Accrued expenses	208	13,401
Cash generated from operations	<u>13,142</u>	<u>(13,792)</u>
Net cash from/(used in) operating activities	<u>13,142</u>	<u>(13,792)</u>
Net increase/(decrease) in cash and cash equivalents	13,142	(13,792)
Cash and cash equivalents at beginning of year	477,258	491,050
Cash and cash equivalents at end of year	<u>490,400</u>	<u>477,258</u>

The notes on pages 15 to 24 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 524 Stradbroke Road, Woodhouse, Sheffield, South Yorkshire, S13 7GD.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Woodhouse and District Community Forum
Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2024

6. Charitable activities		Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£
		2024	2023	
Other income		12,540	31,142	43,682
		<u>12,540</u>	<u>31,142</u>	<u>43,682</u>
Other income		6,097	11,354	17,451
		<u>6,097</u>	<u>11,354</u>	<u>17,451</u>
7. Expenditure on charitable activities by fund type				
		Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£
		2024	2023	
Management and charitable costs		77,652	303,600	381,252
Support costs		2,142	-	2,142
		<u>79,794</u>	<u>303,600</u>	<u>383,394</u>
Management and charitable costs		144,938	377,271	522,209
Support costs		2,135	-	2,135
		<u>147,073</u>	<u>377,271</u>	<u>524,344</u>
8. Expenditure on charitable activities by activity type				
		Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£
		2023	2024	2023
	Activities undertaken directly			
	Support costs			
Management and charitable costs		-	381,252	522,209
Governance costs		2,142	2,142	2,135
		<u>2,142</u>	<u>383,394</u>	<u>524,344</u>
9. Independent examination fees				
		2024	2023	
		£	£	
	Fees payable to the independent examiner for:			
	Independent examination of the financial statements	2,142	2,135	
		<u>2,142</u>	<u>2,135</u>	

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2024	2023
	£	£
Wages and salaries	227,154	302,041
Social security costs	48,015	79,128
Employer contributions to pension plans	12,377	23,645
	<u>287,546</u>	<u>404,814</u>

The average head count of employees during the year was 19 (2023: 23). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Administration	<u>9</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

11. Trustee remuneration and expenses

No remuneration was paid to the trustees of the charity (2023: £Nil).

No expenses were paid to the trustees of the charity (2023: £Nil).

12. Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	<u>15,553</u>	<u>15,345</u>

13. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £12,377 (2023: £23,645).

14. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2024	Income	Expenditure	Transfers	At 31 Dec 2024
	£	£	£	£	£
General funds	<u>110,498</u>	<u>32,624</u>	<u>(79,794)</u>	<u>37,823</u>	<u>101,151</u>
	At 1 Jan 2023	Income	Expenditure	Transfers	At 31 Dec 2023
General funds	<u>108,928</u>	<u>132,594</u>	<u>(147,073)</u>	<u>16,049</u>	<u>110,498</u>

Woodhouse and District Community Forum
Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2024

Restricted funds	14. Analysis of charitable funds (continued)				At 31 Dec 2024 £
	At 1 Jan 2024 £	Income £	Expenditure £	Transfers £	
Adult Community					
Learning	–	–	11,563	–	11,563
Digital Inclusion	8,785	–	(744)	3,184	11,225
Garden Project	3,730	765	(3,544)	19	970
GP Volunteers	5,312	–	(448)	1,399	6,263
Sheffield City Council - People Keeping Well (South East Sheffield)					
Publicity (Peter)	153,576	241,211	(171,354)	(41,203)	182,230
Publicity	–	–	–	–	–
Tudor Trust	1,004	–	–	–	1,004
Festive Lights	64,133	36,667	(39,830)	–	60,970
Library	1,305	1,323	(2,797)	(453)	(622)
Mental Health					
Transformation Project	–	–	(220)	(21,781)	1
Link Workers	22,002	–	(896)	–	(1)
Beighton Cafe	895	–	(426)	7,493	14,933
Community Activities	7,866	–	(2,838)	2,270	351
Centre Sport	619	300	(40)	(2,684)	–
Library IT	2,579	145	(206)	–	8,357
Wardpot Digital Inclusion	8,563	–	–	(3,184)	–
Awards For All	3,184	–	–	–	–
Richmond	549	–	–	–	549
LDV	–	–	–	–	–
Library Community Hub	–	–	–	–	–
Holiday Activities	8,214	11,165	(17,427)	4,701	6,653
Hub Activities	706	945	(1,156)	–	495
Hub Coordinator	1,159	778	(1,366)	1,030	1,601
The National Lottery Community Fund	6,483	–	(10,706)	10,000	5,777
	20,931	53,536	(52,365)	–	22,102

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2024

	14. Analysis of charitable funds (continued)				
	At 1 Jan 2023	Income	Expenditure	Transfers	
	£	£	£	£	
				31 Dec 2023	
				At	
				£	
Library Volunteers	4,458	4,402	(784)	-	8,076
Stop Smoking Project	4,162	10,000	(6,697)	-	7,465
Totem Pot	1,200	-	-	-	1,200
Family Centre Network	20,000	-	-	-	20,000
Health Group	-	2,250	(1,319)	1,086	2,017
Community Events	-	217	-	300	517
	<u>351,415</u>	<u>363,704</u>	<u>(303,600)</u>	<u>(37,823)</u>	<u>373,696</u>
Adult Community Learning	7,272	1,078	(1,195)	(7,155)	-
Digital Inclusion	8,785	-	-	-	8,785
Garden Project	6,357	15	(2,722)	80	3,730
GP Volunteers	7,041	-	(1,729)	-	5,312
Sheffield City Council - People Keeping Well (South East Sheffield)	167,212	207,252	(199,890)	(21,058)	153,576
Publicity (Peter)	177	-	-	(177)	-
Publicity	1,951	-	(947)	-	1,004
Tudor Trust	43,966	58,000	(37,833)	-	64,133
Festive Lights	-	8,618	(7,313)	-	1,305
Library	26,240	-	(1,807)	(24,433)	-
Mental Health Transformation Project	54,264	-	(32,262)	-	22,002
Link Workers	1,512	-	(617)	-	895
Beighton Cafe	8,933	-	(1,067)	-	7,866
Community Activities	536	140	(577)	520	619
Centre Sport	1,768	206	(575)	1,180	2,579
Library IT	10,000	-	(1,437)	-	8,563
Wardpot Digital Inclusion	3,184	-	-	-	3,184
Awards For All	6,049	-	(6,300)	800	549
Richmond	11,230	-	(11,230)	-	-
LDV	12,305	-	(3,619)	(8,686)	-
Library Community Hub	1,336	9,685	(26,205)	23,398	8,214
Holiday Activities	-	7,263	(5,912)	(645)	706
Hub Activities	-	598	(1,615)	2,176	1,159
Hub Coordinator	-	-	(7,203)	13,886	6,483
The National Lottery	-	-	-	-	-
Community Fund	-	39,915	(18,984)	-	20,931
Library Volunteers	-	207	(14)	4,265	4,458
Stop Smoking Project	-	10,380	(6,218)	-	4,162
Totem Pot	-	1,200	-	-	1,200
Family Centre Network	-	20,000	-	-	20,000
Health Group	-	-	-	-	-
Community Events	-	-	-	-	-
	<u>380,178</u>	<u>364,557</u>	<u>(377,271)</u>	<u>(16,049)</u>	<u>351,415</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

14. Analysis of charitable funds *(continued)*

The purposes of and restrictions imposed on each individual fund are as follows:

Tudor Trust - Contribution to Managers salary

Adult Community Learning (ACL) (since renamed as Hub Activities) - Community Education- Held for Sheffield City Council to deliver programme of learning. Paying for tutors and learning resources

Sheffield City Council - People Keeping Well (South East Sheffield) - Contract with Sheffield City Council (SCC) to deliver services in South East Sheffield. Resilient Communities employing a Health Development Worker whilst work to to deliver SCC dementia contract for Community Dementia Advice Service employs a Dementia Advisor and Dementia Administrator. Early Years contract to deliver Volunteer support in early years settings

Digital Inclusion - Enabling people to access health support, prescriptions, appointments etc

Awards for All - To provide support for Business Planning, Governance Training, Funding Advice and Trustee support

Garden Project - Funding to buy equipment and other resources required to keep the garden for community use

Publicity Funding - to allow the forum to promote its activities, meetings and events

Publicity (Peter) - Funding for our local historian to use as he documents the changing spaces in the area

Festive Lights - Funding for Christmas lights in the community

Library Funds - Raised for library projects (since renamed as Library Volunteers)

Link Workers - Funds from Primary Care Network for resources, consumables etc for link worker role

GP Volunteers, Contract with Primary Care Network (NHS) - To provide a volunteer base for duties in the Primary Care Network of Townships 1&2 - drivers, admin etc. This fund employs one Volunteer Coordinator

Primary and Community Mental Health Transformation Project (PCMHTP) - Supporting better mental health. The contract to deliver this service is with Primary Care Sheffield. Includes salary funding for one Community Development Worker (mental health).

Beighton Cafe - Funding to run a dementia cafe in Beighton

Community Activities - Funding to deliver community activities across the south east of Sheffield

Centre Sport - Funding to run a dementia café at the Centre Spot in Base Green

Library IT - Funding to buy laptops for the new library building

Wardpot Digital Inclusion - Funding to deliver a digital Inclusion project

Richmond - Funds for Richmond Strategic Partnership to allow them to employ a Project Worker

LDW - Funding for a Learning Development Worker

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

14. Analysis of charitable funds *(continued)*

Community Hub - Funds towards the upkeep of the new building

Holiday Activities - Funding to cover activities during the school holiday season

Hub Coordinator - Funding to support the wages of the new coordinator

The National Lottery Community Fund (RC Yorkshire and Humber Region programme) - Funding to support the wages of a new Co-ordinator and Digital Inclusion Worker their associated costs.

Stop Smoking Project - Funding to support the project to stop smoking within the community

Totem Pot - Funding for the installation of 'totems', which provide health and well being information to the area.

Family Centre Network - Funding for the promotion & delivery of the Family Centre services and activities, as well as providing outreach work to encourage local families to engage with the service.

Health Group - Funding to provide resources for activities organised by the Westfield Health Sub Group, a group that is part of their People Keeping Well Programme.

Community Events - Funding to work in partnership with local councillors, South Yorkshire Police and other partners to develop a programme of community activities that would provide opportunities for engaging with local people.

The purposes of the material transfers made to or from the restricted funds are as follows:

People Keeping Well -£10,000 was transferred out to cover management fees.

People Keeping Well Dementia - £47,742 was transferred to the People Keeping Well Health Extras fund in order to consolidate both activity areas.

Mental Health Totem Pot -£21,781 was transferred out following the end of the funding period.

People Keeping Well - £20,089 was transferred to the People Keeping Well Health Extras fund to cover development of Health activities.

People Keeping Well - £10,000 was transferred to the Hub Coordinator fund to cover wages in supporting the delivery of activities.

15. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
Current assets	£ 103,293	£ 387,107	£ 490,400
Creditors less than 1 year	(2,142)	(13,411)	(15,553)
Net assets	<u>101,151</u>	<u>373,696</u>	<u>474,847</u>
	Unrestricted Funds	Restricted Funds	Total Funds
Current assets	£ 112,538	£ 364,720	£ 477,258
Creditors less than 1 year	(2,040)	(13,305)	(15,345)
Net assets	<u>110,498</u>	<u>351,415</u>	<u>461,913</u>

Woodhouse and District Community Forum
Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2024

16. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2024 £	2023 £
Financial assets measured at fair value through income and expenditure		
Financial assets measured at fair value through income and expenditure	<u>490,400</u>	<u>477,258</u>
Financial liabilities measured at fair value through income and expenditure		
Financial liabilities measured at fair value through income and expenditure	<u>15,553</u>	<u>15,345</u>

17. Analysis of changes in net debt

	At 1 Jan 2024 £	Cash flows £	At 31 Dec 2024 £
Cash at bank and in hand	<u>477,258</u>	<u>13,142</u>	<u>490,400</u>

WOODHOUSE AND DISTRICT COMMUNITY FORUM

England & Wales - Charity number 1112687

Accounts

COMPANY REGISTRATION NUMBER: 05585391
CHARITY REGISTRATION NUMBER: 1112687

Woodhouse and District Community Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 December 2023

ALLEN, WEST AND FOSTER
Chartered accountants
Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2023

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REGISTERED OFFICE

WOODHOUSE AND DISTRICT COMMUNITY FORUM

100, ST. JOHN'S STREET

LEEDS LS2 9JF

01539 444444

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2023

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2023.

Reference and administrative details

Registered charity name Woodhouse and District Community Forum

Charity registration number 1112687

Company registration number 05585391

Principal office and registered office
524 Stradbroke Road
Woodhouse
Sheffield

South Yorkshire
S13 7GD

The trustees

J Longstone-Hull (Resigned 31 March 2023)

J Taylor (Chair)

A Frost (Vice-chair)

(Resigned 30 April 2023)

A Shephard

J Coakley

Independent examiner

Stephen Allen ACA FCCA

Omega Court

364-366 Cemetery Road

Sheffield

S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined in the Companies Act 2006. The company was registered as a charity on 12 January 2006.

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1, for the debts and liabilities contracted before he/she ceases to be a member.

Trustees

The charity is governed by a board of trustees, which is responsible for the strategic direction of the charity, for establishing policy and for oversight of the project manager who is responsible for the day to day operation of the charity. Trustees are appointed by the board following consideration of the skills and experience required. All trustees shall retire at the AGM every third year after appointment but may be re-elected.

The trustees retiring at the upcoming AGM and offering themselves for re-election are J Taylor and J Longstone-Hull.

We have an experienced group of trustees: we are however aware we need to revise current and develop new services. We have therefore recruited the following trustees based on the skills and experience we felt we needed on the board to meet the emerging needs of our community:

Julie Coakley - Practice Manager Charmock Surgery, Primary Care Network representative

Amy Shephard - Woodhouse Juniors FC, SCC Early Years and Children Centre lead

Amanda Frost - Human Resources lead - GP Volunteer and Care Coordinator

All trustees receive an induction into their role by the Manager including training and development opportunities which include sessions around procurement and commissioning, safeguarding & safer recruitment, strategy and change management and financial management and controls. New trustees are provided with guidance from The Charity Commission such as CC3 The Essential Trustee, CC3a What's Involved and CC12 incorporating CC25 Charity Governance, Finances and Resilience - Trustee essentials.

Arrangements for setting remuneration of key management personnel

Woodhouse and District Community Forum does, from time to time, review staff pay scales in response to cost of living increases or recruitment challenges. When such a need arises, the charity board of trustees will consider the business case for a change in salary and it will be agreed and formally reviewed at a full trustee board meeting.

Charity structure

The trustees as charity trustees have control of the charity, its property and funds.

The trustees comprise the officers of the charity (chairperson, vice-chairperson and treasurer), up to 2 representatives of member organisations, up to 3 individual members and individuals co-opted under Article 3.8 of the Articles of Association.

The WDCF board of trustees/directors meet quarterly as an Executive and currently has a Woodhouse subgroup, Westfield subgroup, Mental Health sub group and a Dementia sub group. Staff numbers are now at the following level:

24 members of staff - 595 weekly hours

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

4 Full-time = 9 FTE's

We initiated and run the South East Sheffield "People Keeping Well" partnership, this is key to ensuring local services are available wherever possible. Over 30 partners come together bi-monthly. This facilitates collaborative working arrangements and an information exchange from all the major statutory and emergency services. Reports are circulated regarding local issues, gaps in services etc. Responses are formulated on a collaborative basis and initiatives developed and delivered. There is also a significant amount of collaborative work outside the meeting, for example when the Citizens Advice Bureau (CAB) have been overwhelmed by requests for support. They have now trained a number of our staff to be able to deal with many of the requests they do not have resources to deal with. This is a highly effective forum, designed to secure, share and maximise resources, fill the gaps in services and provide services locally.

Risk management

The trustees regularly identify and review the risks to which the charity is exposed to ensure appropriate controls are in place to provide a reasonable assurance against fraud and error.

Within its business plan the management committee conducted a review of the major risks which the charity is exposed to. A risk register has been established and is updated annually; ongoing risks are dealt with at directors' meetings. Where appropriate, systems or procedures have been established to mitigate the risks the company faces. Significant external risks to funding led to the development of a funding strategy and strategic plan which facilitates the diversification of funding and activities. This plan was renewed in 2018 and the trustees and manager worked with an external consultant to develop a new three-year strategy. Three years funding was secured from Tudor Trust to cover the exiting funding gap. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures and audits are in place to ensure compliance with legislation in relation to the safeguarding and health and safety of staff, volunteers, clients and visitors.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

Objectives and activities

Objectives and aims

The aims of the charity are to further the interests, welfare and amenities of Woodhouse and district. More specifically, the objects of the Charity are the promotion for the public benefit of urban or rural regeneration in areas of social and economic deprivation in Woodhouse and District and elsewhere by all and any of the following means:

- The relief of poverty in such ways as may be thought fit
- The relief of unemployment in such ways as may be thought fit including assistance to find employment
- The advancement of education, training or retraining, particularly amongst unemployed people and providing unemployed people with work experience
- The provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business or to existing business
- The creation of training and employment opportunities by the provision of workspace buildings and/or land for use on favourable terms
- The maintenance, improvement or provision of public amenities
- The provision or assistance in the provision of recreational facilities for the public at large and/or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have been needed for such facilities
- The protection or conservation of the environment
- The provision of public health facilities and childcare
- The promotion of public safety and prevention of crime
- Such other means as may from time to time be determined subject to the prior consent of the Charity Commissioners for England and Wales.

The charity is a voluntary organisation administered by the board of trustees.

Membership of the charity is open to any person or organisation living or located in the area who is interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the board of trustees.

Our Community

The figures below (the latest figures on the Index of Multiple Deprivation) give an indication of the deprivation and disadvantage in our community, we believe these will now have worsened significantly due to the most deprived areas suffering the most damaging effects of Covid- 19. We have set out our plans to deal with this at the end of this report.

We have taken the figures below from the 2019 DCLG IMD, LSOA Sheffield 049D (the exact location of our new base).

Overall Index of Multiple Deprivation 270, out of 32,844
Income Deprivation ranked 666 out of 32,844
Employment Deprivation ranked 30 out of 32,844
Education, Skills and Training ranked 2506 out of 32,844
Health, Deprivation and Disability Domain 23 out of 32,844
Crime Domain 317 out of 32,844
Income deprivation affecting children Index ranked 3,042 out of 32,844
Income deprivation affecting older people Index, ranked 2793 out of 32,844

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

Achievements and performance

2023 was an important year for the organisation, as the new Woodhouse Community Hub and Library became fully operational. The year as seen a large increase in the number of people using the library, and our Community Room now provides a wide range of activities and is a space valued by local groups.

During the year we successfully negotiated a five-year funding agreement with Sheffield City Council for the delivery of the People Keeping Well Programme in the South East of Sheffield, which is a core part of our activity in the community. This allows us to properly plan the development of our programme up to 2028.

We were also successful in securing a three-year grant from the National Lottery Community Fund, to undertake new work that will promote and support volunteering, and help local people access digital services the Reconnecting Woodhouse project aims to recruit and support volunteers in the area, while our digital inclusion project provides practical advice and support for local people to access essential digital services.

Initiatives with our partners in Primary Care continued, with a new health and community development project in the Thorpe Practice focused on helping people access stop smoking support and developing bereavement groups across the area.

SOME NUMBERS

Last year there were more than 4,000 volunteer hours worked across the organisation.

In a typical month we deliver 100 group activities across the South East of Sheffield, in more than 16 community venues.

Last year 400 people received one to one support from our Health and Well Being Practitioners to help them with a long-term health goal.

More than 100 new members joined the library in the first six months of the Community Library reopening.

On a typical Friday, more than 40 people take part in chair-based exercise across the South East, as part of our People Keeping Well Programme

Last Christmas 150 people came to our community café in the community room at the hub, which was held in the days running up to Christmas Eve.

COMMUNITY HUB AND LIBRARY

We have now been in the Woodhouse Community Hub and Library for a full year now, and throughout the year we have been able to consolidate the provision of activities in the Hub, both in terms of the activities we are able to deliver, and the activities offered by other local groups and organisations.

For young families there are now two weekly groups in the library to enjoy reading and music together.

There are several sessions for older children wanting to improve their computer skills and the library space is available after school two days a week for children to use for homework or for leisure.

There are two craft groups meeting weekly and an arts group meeting every two weeks.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

There are a range of social activities taking place during the week. In October social activities on Monday afternoon have been rebranded as a new Community Café, where people of all ages can meet together for a few hours with drinks and snacks. These Community Cafés provide a welcome space to the community, and an opportunity to provide information and support. Over the year, our health team will also be able to visit these sessions to give health and wellbeing advice and information. There is a weekly Women's Group and a weekly quiz group.

There are three sessions each week of music groups, including a community choir, a recorder groups and a bell plate group.

Finally, there are a range of exercise groups, with chair-based exercise sessions twice a week, a weekly yoga group and a weekly Qui Gong group too.

Throughout the year we have been able to host a range of community events in the hub, including fundraising events for the International Red Cross, Celebrations to mark the Coronation of King Charles, a celebration to mark Yorkshire Day, regular coffee mornings to raise funds for local charities.

The hub is also available to host meetings for local organisations, and in recent months, partners from the Township 1 Primary Care Network are based in the hub to work for ½ day as a space away from their traditional office space.

The library expanded to four days a week in September, with new opening on a Tuesday each week between 10am and 2pm. The final stage of our plans is now within reach, and by the Spring of 2024 our ambition is to open for a fifth day with a new service on Friday between 10am and 2pm. This is testament to the enthusiasm and commitment of our volunteer librarians, who are essential to the operation of the community library.

PEOPLE KEEPING WELL, DEMENTIA AND HEALTH WORK

Delivering the People Keeping Well Programme is central to the work we do across the South East of Sheffield. Our work is designed to help people keep healthy, to support people living with long term conditions and their carers, and to promote well-being generally, and provide social opportunities. In 2023 we entered a new five-year funding agreement with Sheffield City Council. Which will allow us to plan and develop our health programme up to 2028.

The programme has the following elements:

Activities to Improve physical health include Yoga and Dance fit, Chair Based Exercise, Walking groups, Swimming and relaxation sessions.

Activities that provide social opportunities include a range of social cafes and Friendship Lunches across the area, a women's group, and a quiz group that both meet weekly.

Activities that provide opportunities for peer support have been developed including the Menopause Café and bereavement groups.

Activities to improve well being include new swimming sessions for people who are living with chronic pain, a new art therapy group and sessions to promote relaxation and mindfulness.

Health and Well Being Practitioners provide support to individuals who are wanting to address a specific health goal – for example to exercise more, eat healthier or lose weight, or are living with a long-term condition – for example diabetes or chronic pain.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

Our Community Allotment project provides a really crucial resource in the community by providing a safe, attractive and welcoming open space for local people to come together. The space not only provides a place to learn and enjoy growing vegetables, herbs and flowers, but also provides social opportunities. This year the Community Garden as seen major progress in the five-year plan with the construction of a new polytunnel in the allotment. This will provide accessible space for indoor activities and growing. The year as seen our partnership with other local organisations strengthened, and local companies have held volunteer days with their staff, allowing us to develop a new wild meadow space at the bottom of the space, providing much needed quiet space for reflection and outdoor learning.

DEMENTIA WORK

We provide a Dementia Information Service to any local resident who have recently been diagnosed with a dementia condition. This involves a phone-call to pass on information about all the support available locally and across the city, and people receive follow up calls every six months. This is an important service providing valuable information and support to people and their families at her.

There are a range of regular activities that are organised to provide social support and advice to people living with dementia, their families and carers. These are friendly and informal groups that meet in the community. Some of the things people are able to do include.

We continue to work with partners to provide training and learning opportunities for local people so that they are better able to understand and support people living with Dementia. During the last year we have worked closely with people who are caring for others who live with dementia. These sessions have highlighted the value of bringing people together with shared experiences to learn from each other. We have also continued to develop learning opportunities for other local organisations, so staff can gain knowledge and confidence in supporting people living with dementia.

RECONNECTING WOODHOUSE – OUR NEW LOTTERY PROJECT

We were also successful in securing a three-year grant from the National Lottery Community Fund, to undertake new work that will promote and support volunteering, and help local people access online public services.

With this funding we have employed two part-time Volunteer Co-ordinators who help to recruit new volunteers, help with induction into new roles, and provide ongoing support so that people get the most out of their volunteering experience.

In the first six months our new workers engaged with more than 100 people and were able to secure new volunteer placements for 18 people. In the year ahead they will support our volunteers to make sure that they continue to enjoy their placement, are given opportunities for training and learning and get the most out of the time they have with us.

The digital inclusion worker we have employed is working in partnership with local GP surgeries to help local people access online services and use the NHS App with confidence and is holding weekly drop-in advice sessions. People have been given support to sign up to the NHS Online services, have been supported to use new devices and gain access to services that improve their daily lives, which otherwise they would have been excluded from.

As the project progresses will also work with the local police team, the local job centre and other agencies whose services are online, to ensure local people have the confidence to use these services.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year ended 31 December 2023

PARTNERSHIP WORKING

Partnership working with local organisations and other community and voluntary groups is central to our approach, and valuable to providing activities and services to local people.

An example of our partnership work is that more than 120 organisations, ranging from local community groups to city wide organisations and statutory agencies are part of our People Keeping Well Network, being on our electronic mailing list and attending our regular network meetings.

In the last year we have undertaken a number of new initiatives in partnership with other organisations. These include a new initiative with the Thorpe Practice in Hackenthorpe and the citywide Stop Smoking Service to employ a community development worker in the community to engage with local people, promote the stop smoking services.

We have also developed partnership projects with Sheffield Mind, bringing city wide services and support to local settings; with Beighton Village Development Trust to build a new consortium to provide a new community development worker across the South East; with local churches to co-ordinate local community spaces for local groups, sharing information about the activities in local spaces and promoting each other's space to groups.

EARLY YEARS

We have continued to support existing services for families and children, including the Silkstone Under 5's group, based at Scowerdons Community Centre in Frecheville, that provides two weekly sessions of learning and play for young children and their parents or carers.

We work in partnership with the local Family Centre, to support local toddler groups, and throughout the year ensured that local groups had practical support around recruiting volunteers and promoting their activities, as well as offering small funding grants to purchase equipment and resources for the groups.

Two new activities now take place in the community library, aimed at young children, with a new Monday Book Group, and a Thursday Baby Time group. Both groups target young families, and as well as providing a useful and enjoyable experience for the children and their carers, these activities.

CHALLENGES

Funding and Cost of Living: Like everyone at the moment, there is a constant pressure from rising costs, and we are conscious of the need to closely monitor our use of resources. We also know that local people are under pressure, and our staff are increasingly supporting people in financial difficulty. This can involve signposting, helping people navigate complex application processes, help people with applications and appeals, and hosting events that promote support available for people.

In terms of our own organisation, we have identified the risks in the years ahead. Although our project funding is largely secured, with the key delivery projects funded for 3, 4 and 5 years respectively, there is a pressure on core cost funding. We are also aware of the need to plan for the long-term future of the Hub and Library, and so in coming months our board will be embarking on the development of a comprehensive funding plan.

Adapting to Growth and Change: In terms of the range of projects we deliver, in taking on the new Woodhouse Hub, and the consequent increase in staff and volunteers working in our organisation, there has been tremendous growth in the last few years. Staff and volunteers have all had to adapt to this

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

growth, and in all times of change, this can cause individuals to feel anxious, so it's been important to help people through these changes.

Setting Priorities: A consequence of growth and development is a need to prioritise what work to develop. In recent times, as funding pressures increase, many statutory organisations have recognised the value of community and voluntary work in the area. It is often challenging for a small community anchor organisation to respond to all the calls coming from our statutory partners. A key lesson of the last twelve months has been the confidence for us to respond to requests in a positive manner, whilst ensuring we do not become overwhelmed by the demands of other organisations, whose own priorities may not be the same as ours.

Financial review

Reserves policy

We have referred to the charitable company's requirements for reserves in relation to the main risks to the organisation. We have decided that unrestricted funds amounting to approximately six to nine months of normal expenditure should be our target so that in the event of a significant drop in funding the current activities may be continued.

At 31 December 2023, unrestricted reserves were £110,498 (2022: £108,928) representing 2.5 months running costs (2022: 3.8 months).

Figures above demonstrate our current position related to this and the effort required to achieve our target figure. This will require us to increase or current level of reserves, this will be one of the CEO's targets.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2023

Plans for future periods

For 2024 we have set out a series of objectives:

We plan to work to develop a comprehensive funding plan for the next 5 years, so we can build on our recent success and identify opportunities to increase our financial security and be in a position to be able to take advantage of any possible funding opportunities that will arise.

We will be seeking to build new partnerships with local and citywide groups and organisations. We want to support a new project that will develop the Shirebrook Valley Nature Reserve, which adjoins the village and is a significant site for local environment and heritage. We have developed close relationship with Sheffield Mind, the key citywide mental health charity, and we are looking to develop new projects that meet the needs of local people who are affected by mental health issues. We also looking to strengthen our role in the local Crime and Safety partnership, and in particular work with partners in Sheffield Utd Community Foundation to develop new activities for young people.

We are also working with local councillors and community groups to develop a new plan for our community. We want to start a new conversation with local residents about priorities, and feel a joint approach is particularly valuable as resources remain limited.

CONCLUSION

2023 was a key year for the organisation, with long term planning bearing fruit, and new projects being developed. It as been a year of consolidation and growth, as we occupy a new space in the centre of the community.

The new space, combined with our new projects, allows to look forward to 2024 with confidence.

We are able to continue to respond to the needs of our local community and work in a positive partnership with other local, city wide and regional organisations.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 11 April 2024 and signed on behalf of the board of trustees by:



J Taylor (Chair)
Trustee

Woodhouse and District Community Forum

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Woodhouse and District Community Forum

Year ended 31 December 2023

I report to the trustees on my examination of the financial statements of Woodhouse and District Community Forum (the charity) for the year ended 31 December 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 charity's accounts as 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

Woodhouse and District Community Forum

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Woodhouse and District Community Forum *(continued)*

Year ended 31 December 2023

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.

Stephen Allen ACA FCCA
Independent Examiner

Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2023

	Note	Unrestricted funds	Restricted funds	Total funds	Total funds
		£	£	£	£
					2022
Income and endowments					
Donations and legacies	5	126,497	353,203	479,700	406,405
Charitable activities	6	6,097	11,354	17,451	3,192
Total income		<u>132,594</u>	<u>364,557</u>	<u>497,151</u>	<u>409,597</u>
Expenditure					
Expenditure on charitable activities	7, 8	147,073	377,271	524,344	478,983
Total expenditure		<u>147,073</u>	<u>377,271</u>	<u>524,344</u>	<u>478,983</u>
Net expenditure		<u>(14,479)</u>	<u>(12,714)</u>	<u>(27,193)</u>	<u>(69,386)</u>
Transfers between funds		16,049	(16,049)	-	-
Net movement in funds		<u>1,570</u>	<u>(28,763)</u>	<u>(27,193)</u>	<u>(69,386)</u>
Reconciliation of funds					
Total funds brought forward		108,928	380,178	489,106	558,492
Total funds carried forward		<u>110,498</u>	<u>351,415</u>	<u>461,913</u>	<u>489,106</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 16 to 26 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Position

31 December 2023

	Note	2023 £	2022 £
Current assets			
Cash at bank and in hand		477,258	491,050
Creditors: amounts falling due within one year	12	15,345	1,944
Net current assets		<u>461,913</u>	<u>489,106</u>
Total assets less current liabilities		<u>461,913</u>	<u>489,106</u>
Net assets		<u>461,913</u>	<u>489,106</u>
Funds of the charity			
Restricted funds		351,415	380,178
Unrestricted funds		110,498	108,928
Total charity funds	14	<u>461,913</u>	<u>489,106</u>

For the year ending 31 December 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 11 April 2024, and are signed on behalf of the board by:



J Taylor (Chair)
Trustee

The notes on pages 16 to 26 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 December 2023

	2023	2022
	£	£
Cash flows from operating activities		
Net expenditure	(27,193)	(69,386)
<i>Adjustments for:</i>		
Accrued expenses	13,401	144
Cash generated from operations	<u>(13,792)</u>	<u>(69,242)</u>
Net cash used in operating activities	<u>(13,792)</u>	<u>(69,242)</u>
Net decrease in cash and cash equivalents	(13,792)	(69,242)
Cash and cash equivalents at beginning of year	491,050	560,292
Cash and cash equivalents at end of year	<u>477,258</u>	<u>491,050</u>

The notes on pages 16 to 26 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 524 Stradbroke Road, Woodhouse, Sheffield, South Yorkshire, S13 7GD.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2023

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Grants			
Sheffield City Council - Adult Community Learning	-	1,077	1,077
Sheffield City Council - People Keeping Well (South East Sheffield)	-	206,302	206,302
Tudor Trust	-	58,000	58,000
Stop Smoking Project	-	10,380	10,380
Mental Health Transformation Project	-	-	-
Jaunty Springs Medical Centre	-	20,000	20,000
Family Centre Network	-	-	-
The National Lottery Community Fund (RC Yorkshire and Humber Region programme)	-	39,915	39,915
Other grants	126,497	17,529	144,026
	<u>126,497</u>	<u>353,203</u>	<u>479,700</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Grants			
Sheffield City Council - Adult Community Learning	-	3,130	3,130
Sheffield City Council - People Keeping Well (South East Sheffield)	-	212,537	212,537
Tudor Trust	-	-	-
Stop Smoking Project	-	-	-
Mental Health Transformation Project	-	32,905	32,905
Jaunty Springs Medical Centre	-	116,999	116,999
Family Centre Network	-	-	-
The National Lottery Community Fund (RC Yorkshire and Humber Region programme)	-	-	-
Other grants	26,521	14,313	40,834
	<u>26,521</u>	<u>379,884</u>	<u>406,405</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

6. Charitable activities		Unrestricted Funds	Restricted Funds	Total Funds
		2023	2022	2023
		£	£	£
Other income		6,097	11,354	17,451
Other income		3,039	153	3,192
7. Expenditure on charitable activities by fund type				
		Unrestricted Funds	Restricted Funds	Total Funds
		2023	2022	2023
		£	£	£
Management and charitable costs		144,938	377,271	522,209
Support costs		2,135	-	2,135
		147,073	377,271	524,344
Management and charitable costs		26,349	450,600	476,949
Support costs		2,034	-	2,034
		28,383	450,600	478,983
8. Expenditure on charitable activities by activity type				
		Unrestricted Funds	Restricted Funds	Total Funds
		2022	2022	2022
		£	£	£
Management and charitable costs		522,209	522,209	1,044,418
Support costs		-	2,135	2,135
		522,209	524,344	1,046,553
9. Independent examination fees				
		2023	2022	2022
		£	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements		2,135	2,135	4,270

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	302,041	287,858
Social security costs	79,128	77,718
Employer contributions to pension plans	23,645	23,342
	<u>404,814</u>	<u>388,918</u>

The average head count of employees during the year was 23 (2022: 20). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Administration	<u>9</u>	<u>16</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

11. Trustee remuneration and expenses

No remuneration was paid to the trustees of the charity (2022: £Nil).

No expenses were paid to the trustees of the charity (2022: £Nil).

12. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	<u>15,345</u>	<u>1,944</u>

13. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £23,645 (2022: £23,342).

14. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2023	Income	Expenditure	Transfers	At 31 Dec 2023
	£	£	£	£	£
General funds	<u>108,928</u>	<u>132,594</u>	<u>(147,073)</u>	<u>16,049</u>	<u>110,498</u>
	At 1 Jan 2022	Income	Expenditure	Transfers	At 31 Dec 2022
General funds	<u>50,519</u>	<u>29,560</u>	<u>(28,383)</u>	<u>57,232</u>	<u>108,928</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

Restricted funds	14. Analysis of charitable funds (continued)			At	
	At 1 Jan 2023 £	Income £	Expenditure £	Transfers £	31 Dec 2023 £
Adult Community Learning	7,272	1,078	(1,195)	(7,155)	-
Sheffield City Council - Adult Education Budget	-	-	-	-	8,765
Digital Inclusion Garden Project	8,785	-	-	-	3,730
GP Volunteers	6,357	15	(2,722)	80	5,312
Sheffield City Council - People Keeping Well (South East Sheffield)	7,041	-	(1,729)	-	-
Publicity (Peter)	167,272	207,252	(199,890)	(21,058)	153,576
Publicity	177	-	-	(177)	-
Tudor Trust	1,951	-	(947)	-	1,004
Festive Lights	43,966	58,000	(37,833)	-	64,133
Library	-	8,618	(7,313)	-	1,305
Co-op Health	26,240	-	(1,807)	(24,433)	-
Jaunty Springs Medical Centre	-	-	-	-	-
Mental Health	-	-	-	-	-
Transformation Project	54,264	-	(32,262)	-	22,002
Move More	-	-	-	-	-
Link Workers	1,512	-	(617)	-	895
Beighton Cafe	8,933	-	(1,067)	-	7,866
Community Activities	536	140	(577)	520	619
Centre Sport	1,768	206	(575)	1,180	2,579
Library IT	10,000	-	(1,437)	-	8,563
Wardpot Digital Inclusion	3,184	-	-	-	3,184
Awards For All	6,049	-	(6,300)	800	549
Richmond	11,230	-	(11,230)	-	-
LDW	12,305	-	(3,619)	(8,686)	-
Library Community Hub	1,336	9,685	(26,205)	23,398	8,214

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

14. Analysis of charitable funds (continued)						
	At 1 Jan 2022	Income	Expenditure	Transfers	At	
	£	£	£	£	31 Dec 2022	£
Holiday Activities	-	7,263	(5,912)	(645)	706	
Hub Activities	-	598	(1,615)	2,176	1,159	
Hub Coordinator	-	-	(7,203)	13,686	6,483	
The National Lottery	-	-	-	-	-	
Community Fund	-	39,915	(18,984)	-	20,931	
Library Volunteers	-	207	(14)	4,265	4,458	
Stop Smoking Project	-	10,380	(6,218)	-	4,162	
Totem Pot	-	1,200	-	-	1,200	
Family Centre Network	-	20,000	-	-	20,000	
	<u>380,178</u>	<u>364,557</u>	<u>(377,271)</u>	<u>(16,049)</u>	<u>351,415</u>	
Adult Community Learning	22,477	3,130	(3,860)	(14,474)	7,273	
Sheffield City Council - Adult Education Budget	3,946	-	-	(3,946)	-	
Digital Inclusion	8,785	-	-	-	8,785	
Garden Project	8,056	3,372	(7,071)	1,999	6,356	
GP Volunteers	9,108	-	(1,903)	(164)	7,041	
Sheffield City Council - People Keeping Well (South East Sheffield)	241,950	212,537	(196,878)	(90,336)	167,273	
Publicity (Peter)	177	-	-	-	177	
Publicity	2,190	-	(240)	-	1,950	
Tudor Trust	39,227	-	(39,748)	44,487	43,966	
Festive Lights	-	256	(2,642)	2,386	-	
Library	28,670	28	(2,459)	1	26,240	
Co-op Health	5,405	85	(924)	(4,566)	-	
Jaunty Springs Medical Centre	18,235	116,999	(134,812)	(422)	-	
Mental Health Transformation Project	53,212	32,905	(28,798)	(3,055)	54,264	
Move More	8,888	-	(50)	(8,838)	-	
Link Workers	4,602	5,611	(5,655)	(3,046)	1,512	

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

14. Analysis of charitable funds (continued)					
Beighton Cafe	10,194	-	(1,262)	-	8,932
Community Activities	1,116	554	(420)	(714)	536
Centre Sport	1,547	71	(830)	980	1,768
Library IT	10,000	-	-	-	10,000
Wardpot Digital Inclusion	3,184	-	-	-	3,184
Awards For All	7,524	-	(1,475)	-	6,049
Richmond	19,480	-	(8,250)	-	11,230
LDW	-	-	(10,171)	22,476	12,305
Library Community Hub	-	4,489	(3,152)	-	1,337
Holiday Activities	-	-	-	-	-
Hub Activities	-	-	-	-	-
Hub Coordinator	-	-	-	-	-
The National Lottery	-	-	-	-	-
Community Fund	-	-	-	-	-
Library Volunteers	-	-	-	-	-
Stop Smoking Project	-	-	-	-	-
Totem Pot	-	-	-	-	-
Family Centre Network	-	-	-	-	-
	<u>507,973</u>	<u>380,037</u>	<u>(450,600)</u>	<u>(57,232)</u>	<u>380,178</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

14. Analysis of charitable funds (continued)

The purposes of and restrictions imposed on each individual fund are as follows:

Tudor Trust - Contribution to Managers salary

Adult Community Learning (ACL) (since renamed as Hub Activities) - Community Education- Held for Sheffield City Council to deliver programme of learning. Paying for tutors and learning resources

Sheffield City Council - People Keeping Well (South East Sheffield) - Contract with Sheffield City Council (SCC) to deliver services in South East Sheffield. Resilient Communities employing a Health Development Worker whilst work to to deliver SCC dementia contract for Community Dementia Advice Service employs a Dementia Advisor and Dementia Administrator. Early Years contract to deliver Volunteer support in early years settings

Digital Inclusion - Enabling people to access health support, prescriptions, appointments etc

Awards for All - To provide support for Business Planning, Governance Training, Funding Advice and Trustee support

Garden Project - Funding to buy equipment and other resources required to keep the garden for community use

Publicity Funding - to allow the forum to promote its activities, meetings and events

Publicity (Peter) - Funding for our local historian to use as he documents the changing spaces in the area

Festive Lights - Funding for Christmas lights in the community

Library Funds - Raised for library projects (since renamed as Library Volunteers)

Link Workers - Funds from Primary Care Network for resources, consumables etc for link worker role

GP Volunteers, Contract with Primary Care Network (NHS) - To provide a volunteer base for duties in the Primary Care Network of Townships 1&2 - drivers, admin etc. This fund employs one Volunteer Coordinator

Primary and Community Mental Health Transformation Project (PCMHTP) - Supporting better mental health. The contract to deliver this service is with Primary Care Sheffield. Includes salary funding for one Community Development Worker (mental health).

Beighton Cafe - Funding to run a dementia cafe in Beighton

Community Activities - Funding to deliver community activities across the south east of Sheffield

Centre Sport - Funding to run a dementia café at the Centre Spot in Base Green

Library IT - Funding to buy laptops for the new library building

Wardpot Digital Inclusion - Funding to deliver a digital inclusion project

Richmond - Funds for Richmond Strategic Partnership to allow them to employ a Project Worker

LDW - Funding for a Learning Development Worker

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

14. Analysis of charitable funds (continued)

Community Hub - Funds towards the upkeep of the new building

Holiday Activities - Funding to cover activities during the school holiday season

Hub Coordinator - Funding to support the wages of the new coordinator

The National Lottery Community Fund (RC Yorkshire and Humber Region programme) - Funding to support the wages of a new Co-ordinator and Digital Inclusion Worker their associated costs.

Stop Smoking Project - Funding to support the project to stop smoking within the community

Totem Pot - Funding for the installation of 'totems', which provide health and well being information to the area.

Family Centre Network - Funding for the promotion & delivery of the Family Centre services and activities, as well as providing outreach work to encourage local families to engage with the service.

The purposes of the material transfers made to or from the restricted funds are as follows:

Community Hub - £20,168 was transferred to the Library fund in order to separate the funding for that in relation to the new library.

Sheffield City Council - People Keeping Well (South East Sheffield) - £13,512 was transferred out with the agreement of the funder to cover management fees.

Hub Coordinator - £13,686 was transferred out from the LDW fund following the change of the job role.

15. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
Current assets	£ 112,538	£ 364,720	£ 477,258
Creditors less than 1 year	(2,040)	(13,305)	(15,345)
Net assets	<u>110,498</u>	<u>351,415</u>	<u>461,913</u>
	Unrestricted Funds	Restricted Funds	Total Funds
Current assets	£ 110,872	£ 380,178	£ 491,050
Creditors less than 1 year	(1,944)	-	(1,944)
Net assets	<u>108,928</u>	<u>380,178</u>	<u>489,106</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2023

16. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2023	2022
	£	£
Financial assets measured at fair value through income and expenditure	477,258	491,050
Financial assets measured at fair value through income and expenditure	<u>477,258</u>	<u>491,050</u>
Financial liabilities measured at fair value through income and expenditure	15,345	1,944
Financial liabilities measured at fair value through income and expenditure	<u>15,345</u>	<u>1,944</u>

17. Analysis of changes in net debt

	At 1 Jan 2023	Cash flows	At 31 Dec 2023
	£	£	£
Cash at bank and in hand	<u>491,050</u>	<u>(13,792)</u>	<u>477,258</u>



Your Company Tax Return

If we send the company a 'Notice' to deliver a Company Tax Return it has to comply by the filing date or we charge a penalty, even if there is no tax to pay.

A return includes a Company Tax Return form, any supplementary pages, accounts, computations and any relevant information. The CT600 Guide tells you how the return must be formatted and delivered. It contains general information you may need to deliver your return, links to more detailed advice and box-by-box guidance for this form and the supplementary pages.

The forms in the CT600 series set out the information we need and provide a standard format for calculations.

Company information

1	Company name	Woodhouse and District Community Forum												
2	Company registration number	0	5	5	8	5	3	9	1					
3	Tax reference	3	4	2	6	6	2	5	4	4	2			
4	Type of company											<input type="checkbox"/>	0	

Northern Ireland (NI)

Put an 'X' in the appropriate boxes below

5	NI trading activity	<input type="checkbox"/>	6	SME	<input type="checkbox"/>
7	NI employer	<input type="checkbox"/>	8	Special circumstances	<input type="checkbox"/>

About this return

This is the tax return for the company named above, for the period below

30 from DD MM YYYY

0	1	0	1	2	0	2	3	35 to DD MM YYYY	3	1	1	2	2	0	2	3
---	---	---	---	---	---	---	---	------------------	---	---	---	---	---	---	---	---

Put an 'X' in the appropriate boxes below

40	A repayment is due for this return period	<input type="checkbox"/>
45	Claim or relief affecting an earlier period	<input type="checkbox"/>
50	Making more than one return for this company now	<input type="checkbox"/>
55	This return contains estimated figures	<input type="checkbox"/>
60	Company part of a group that is not small	<input type="checkbox"/>
65	Notice of disclosable avoidance schemes	<input type="checkbox"/>
	Transfer pricing	<input type="checkbox"/>
70	Compensating adjustment claimed	<input type="checkbox"/>
75	Company qualifies for SME exemption	<input type="checkbox"/>

Information about enhanced expenditure Research and Development (R&D) or creative enhanced expenditure

650	Put an 'X' in box 650 if the claim is made by a small or medium-sized enterprise (SME), including a SME subcontractor to a large company	<input type="checkbox"/>
655	Put an 'X' in box 655 if the claim is made by a large company	<input type="checkbox"/>
656	Put an 'X' in box 656 to confirm that a R&D claim notification form has been submitted	<input type="checkbox"/>
657	Put an 'X' in box 657 to confirm that an additional information form has been submitted	<input type="checkbox"/>
659	R&D expenditure qualifying for SME R&D relief	<input type="checkbox"/>
660	R&D enhanced expenditure	<input type="checkbox"/>
665	Creative enhanced expenditure	<input type="checkbox"/>
670	R&D and creative enhanced expenditure total box 660 and box 665	<input type="checkbox"/>
675	R&D enhanced expenditure of a SME on work subcontracted to it by a large company	<input type="checkbox"/>
680	Vaccine research expenditure	<input type="checkbox"/>

Land remediation enhanced expenditure

685	Enter the total enhanced expenditure	<input type="text"/>
-----	--------------------------------------	----------------------

Bank details (for a person to whom a repayment is to be made)

920	Name of bank or building society	<input type="text"/>
925	Branch sort code	<input type="text"/> <input type="text"/> <input type="text"/>
930	Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
935	Name of account	<input type="text"/>
940	Building society reference	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Payments to a person other than the company

945	Complete the authority below if you want the repayment to be made to a person other than the company I, as (enter status - for example, company secretary, treasurer, liquidator or authorised agent)	<input type="text"/>
950	of (enter company name)	<input type="text"/>
955	authorise (enter name)	<input type="text"/>
960	of address (enter address)	<input type="text"/>
965	Nominee reference	<input type="text"/>
	to receive payment on company's behalf	
970	Name	<input type="text"/>

Declaration

Declaration	
I declare that the information I have given on this Company Tax Return and any supplementary pages is correct and complete to the best of my knowledge and belief.	
I understand that giving false information in the return, or concealing any part of the company's profits or tax payable, can lead to both the company and me being prosecuted.	
975	Name
	Jack Taylor <i>J Taylor</i>
980	Date DD MM YYYY
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
985	Status
	Trustee <input type="text"/>

Guidance

Guidance about when and how to complete this supplementary page can be found in the CT600 Guide.

For further information read *What supplementary pages do I need to complete and include as part of the Company Tax Return?* to find out what supplementary pages you need to complete.

Also, read the *Important points about all supplementary pages and CT600E - Charities and Community Amateur Sports Clubs (CASCs)* for further guidance about completing this supplementary page.

Company information

E1	Company name (name of charity or CASC)	Woodhouse and District Community Forum											
E2	Tax reference	3	4	2	6	6	2	5	4	4	2		
Period covered by this supplementary page (cannot exceed 12 months)													
E3	from DD MM YYYY	0	1	0	1	2	0	2	3				
E4	to DD MM YYYY	3	1	1	2	2	0	2	3				

Claims to exemption (this section should be completed in all cases)

Charity/CASC repayment reference		E5	
Charity Commission registration number, or OSCR number (if applicable)		E10	
Put an 'X' in the relevant box if during the period covered by these supplementary pages:			
The company was a charity/CASC and is claiming exemption from all tax on all or part of its income and gains (Also put an 'X' in box E15 if the company was a charity/CASC but had no income or gains in the period)			
	<input checked="" type="checkbox"/>	E15	
All income and gains are exempt from tax and have been, or will be, applied for charitable or qualifying purposes only			
	<input checked="" type="checkbox"/>	E20	
Some of the income and gains may not be exempt or have not been applied for charitable or qualifying purposes only, and I have completed form CT600			
	<input type="checkbox"/>	E25	
I claim exemption from tax			
Name	E30 JACK TAYLOR J. Taylor		
Status	E35 Director		
Date DD MM YYYY	E40		

Information required

Charity/CASC assets

	Disposals in period (total consideration received)										Held at the end of the period (use accounts figures)																					
Tangible fixed assets	E130	£									0	.	0	0		E135	£						0	.	0	0						
UK investments (excluding controlled companies)	E140	£									0	.	0	0		E145	£						0	.	0	0						
Shares in, and loans to, controlled companies	E150	£									0	.	0	0		E155	£						0	.	0	0						
Overseas investments	E160	£									0	.	0	0		E165	£						0	.	0	0						
Loans and non-trade debtors																E170	£						0	.	0	0						
Other current assets																E175	£						4	7	7	2	5	8	,	0	0	0
Qualifying investments and loans <i>Applies to charities only. See CT600 Guide</i>																E180																
Value of any non-qualifying investments and loans <i>Applies to charities only. See CT600 Guide</i>																E185	£						0	.	0	0						
Number of subsidiary or associated companies the charity controls at the end of the period. Exclude companies that were dormant throughout the period																E190	0															

WOODHOUSE AND DISTRICT COMMUNITY FORUM

England & Wales - Charity number 1112687

Accounts

COMPANY REGISTRATION NUMBER: 05585391
CHARITY REGISTRATION NUMBER: 1112687

Woodhouse and District Community Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 December 2022

ALLEN, WEST AND FOSTER
Chartered accountants
Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2022

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Statement of financial position	13
Statement of cash flows	14
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Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2022

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2022.

Reference and administrative details

Registered charity name Woodhouse and District Community Forum

Charity registration number 1112687

Company registration number 05585391

Principal office and registered office

2 Goathland Place
Woodhouse
Sheffield
South Yorkshire
S13 7TE

The trustees

J Turton	
J Longstone-Hull	
J Taylor (Chair)	(Resigned 25 August 2022)
A Frost (Vice-chair)	(Resigned 31 March 2023)
A Shephard	
J Coakley	

Independent examiner

Stephen Allen ACA FCCA
Omega Court
364-366 Cernetary Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) (continued)

Year ended 31 December 2022

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined in the Companies Act 2006. The company was registered as a charity on 12 January 2006.

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1, for the debts and liabilities contracted before he/she ceases to be a member.

Trustees

The charity is governed by a board of trustees, which is responsible for the strategic direction of the charity, for establishing policy and for oversight of the project manager who is responsible for the day to day operation of the charity. Trustees are appointed by the board following consideration of the skills and experience required. All trustees shall retire at the AGM every third year after appointment but may be re-elected.

The trustees retiring at the upcoming AGM and offering themselves for re-election are J Taylor and J Longstone-Hull.

We have an experienced group of trustees; we are however aware we need to revise current and develop new services. We have therefore recruited the following trustees based on the skills and experience we felt we needed on the board to meet the emerging needs of our community:

Julie Coakley - Practice Manager Charmock Surgery, Primary Care Network representative

Amy Shephard - Woodhouse Juniors FC, SCC Early Years and Children Centre lead

Amanda Frost - Human Resources lead - GP Volunteer and Care Coordinator

All trustees receive an induction into their role by the Manager including training and development opportunities which include sessions around procurement and commissioning, safeguarding & safer recruitment, strategy and change management and financial management and controls. New trustees are provided with guidance from The Charity Commission such as CC3 The Essential Trustee, CC3a What's Involved and CC12 incorporating CC25 Charity Governance, Finances and Resilience - Trustee essentials.

Arrangements for setting remuneration of key management personnel

Woodhouse and District Community Forum does, from time to time, review staff pay scales in response to cost of living increases or recruitment challenges. When such a need arises, the charity board of trustees will consider the business case for a change in salary and it will be agreed and formally reviewed at a full trustee board meeting.

Charity structure

The trustees as charity trustees have control of the charity, its property and funds.

The trustees comprise the officers of the charity (chairperson, vice-chairperson and treasurer), up to 2 representatives of member organisations, up to 3 individual members and individuals co-opted under Article 3.8 of the Articles of Association.

The WDCF board of trustees/directors meet quarterly as an Executive and currently has a Woodhouse subgroup, Westfield subgroup, Mental Health sub group and a Dementia sub group. Staff numbers are now at the following level:

24 members of staff - 595 weekly hours

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

7 Full-time = 16 FTE's

We initiated and run the South East Sheffield "People Keeping Well" partnership, this is key to ensuring local services are available wherever possible. Over 30 partners come together bi-monthly. This facilitates collaborative working arrangements and an information exchange from all the major statutory and emergency services. Reports are circulated regarding local issues, gaps in services etc. Responses are formulated on a collaborative basis and initiatives developed and delivered. There is also a significant amount of collaborative work outside the meeting, for example when the Citizens Advice Bureau (CAB) have been overwhelmed by requests for support. They have now trained a number of our staff to be able to deal with many of the requests they do not have resources to deal with. This is a highly effective forum, designed to secure, share and maximise resources, fill the gaps in services and provide services locally.

Risk management

The trustees regularly identify and review the risks to which the charity is exposed to ensure appropriate controls are in place to provide a reasonable assurance against fraud and error.

Within its business plan the management committee conducted a review of the major risks which the charity is exposed to. A risk register has been established and is updated annually; ongoing risks are dealt with at directors' meetings. Where appropriate, systems or procedures have been established to mitigate the risks the company faces. Significant external risks to funding led to the development of a funding strategy and strategic plan which facilitates the diversification of funding and activities. This plan was renewed in 2018 and the trustees and manager worked with an external consultant to develop a new three-year strategy. Three years funding was secured from Tudor Trust to cover the exiting funding gap. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures and audits are in place to ensure compliance with legislation in relation to the safeguarding and health and safety of staff, volunteers, clients and visitors.

WDCF is due to relocate premises this year, our existing co-produced library and separate offices will be consolidated into a new purpose Community centre and Library. This will be in a purpose-built community centre, along with the ongoing response required for Covid -19 we are currently revising both our business plan and risk register.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

Objectives and activities

Objectives and aims

The aims of the charity are to further the interests, welfare and amenities of Woodhouse and district. More specifically, the objects of the Charity are the promotion for the public benefit of urban or rural regeneration in areas of social and economic deprivation in Woodhouse and District and elsewhere by all and any of the following means:

- The relief of poverty in such ways as may be thought fit
- The relief of unemployment in such ways as may be thought fit including assistance to find employment
- The advancement of education, training or retraining, particularly amongst unemployed people and providing unemployed people with work experience
- The provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business or to existing business
- The creation of training and employment opportunities by the provision of workspace buildings and/or land for use on favourable terms
- The maintenance, improvement or provision of public amenities
- The provision or assistance in the provision of recreational facilities for the public at large and/or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have been needed for such facilities
- The protection or conservation of the environment
- The provision of public health facilities and childcare
- The promotion of public safety and prevention of crime
- Such other means as may from time to time be determined subject to the prior consent of the Charity Commissioners for England and Wales.

The charity is a voluntary organisation administered by the board of trustees.

Membership of the charity is open to any person or organisation living or located in the area who is interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the board of trustees.

Our Community

The figures below (the latest figures on the Index of Multiple Deprivation) give an indication of the deprivation and disadvantage in our community, we believe these will now have worsened significantly due to the most deprived areas suffering the most damaging effects of Covid- 19. We have set out our plans to deal with this at the end of this report.

We have taken the figures below from the 2019 DCLG IMD, LSOA Sheffield 049D (the exact location of our new base).

Overall Index of Multiple Deprivation 270, out of 32,844
Income Deprivation ranked 666 out of 32,844
Employment Deprivation ranked 30 out of 32,844
Education, Skills and Training ranked 2506 out of 32,844
Health, Deprivation and Disability Domain 23 out of 32,844
Crime Domain 317 out of 32,844
Income deprivation affecting children index ranked 3,042 out of 32,844
Income deprivation affecting older people index, ranked 2793 out of 32,844

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

Achievements and performance

2022 has seen the organisation continue to adapt to the new post covid way of working, projects that have been developed over the previous year have come to fruition and staff and volunteers have embraced the challenges and frustrations we have all faced with determination. As the year progressed the long-planned community building for Woodhouse was completed, and at the end of the summer, the Woodhouse Community Library was able to reopen. The work we do through our Dementia project secured a new five-year funding agreement with Sheffield City Council, and our partnership with the two local Primary Care Networks led to further expansion of the Link Worker service. This report provides an outline of these and other key developments during the year.

NEW BUILDING

This year saw the culmination of more than 20 Years work, with the opening of the new Woodhouse Community Hub and Library. In the heart of the village, the building provides the organisation with a new base and community space for groups, events, and activities to be held.

A key element of the building is the new home for the Woodhouse Community Library, and volunteers have worked hard over the last year to relocate books in the new building and recruit new volunteers to the team. This allowed the service to be relaunched after a long break caused by the impact of the Covid 19 pandemic.

Number of Registered Users: 2,700 including 2000 adults and 710 children

Number of items issued 2,000.

Number of New Members Registered 103 in October, November and December- really good for a library of our size and to say how long we have been open.

Over 30 members of the community came forward to volunteer at the library, and they provide the service on 3 days a week.

The Community Room provides a bright modern space for local groups to hire, to host events and for partners to hold meetings and training. In the first weeks of opening, we are hosting more than twelve activities each week in this new community space from music and craft groups to computer coding and quiz groups. In the next six months we will be working to make sure more groups can access the space and provide a full range of activities and services for local people.

The new space also provides an opportunity to host community events, and these have included a fund-raising concert for Ukraine, a local history event, and a celebration event to mark the opening of the centre was held in October.

In the coming months we will be working with more local organisations to promote the hub as an affordable and flexible space for community activities.

PEOPLE KEEPING WELL

The work we undertake as part of the People Keeping Well Programme forms a key focus of the work of the forum. Not only does it allow us to provide much needed activities, services, and support to local people, but it offers an opportunity for us to build new relationships with partner organisations where we share information about each other's services, identify shared areas of interest and in some cases develop new joint activities.

The Health Activities team produce a wide range of activities for local people across the South East of

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

Sheffield. They include activities to help people improve their health, with things like Chairrobics, Yoga and Health Walks. Other activities help people's well-being through social activities that bring together people with a common interest to share an activity or interest. For example, the Quiz Group and the social lunch group at Beighton.

Covid 19 had a massive impact on social activities, and the last 12 months as involved our staff working to Rebuild the various groups and activities in our area. Many people became cautious of meeting together again, and staff have made a tremendous effort at reconnecting groups and building people's confidence to come together again.

In the last 6 months we have recruited a new member of staff to develop our work further, to provide support to the health team by supporting the development of new activities and building links with groups across the area to promote health and well-being. This staff member as collaborated with partners to develop a new database of activities across the area. This new resource was identified as being needed, following the realisation of the impact of Covid on local groups. This new resource will be useful for local people and all our partners.

DEMMENTIA SERVICE

In April, a new funding agreement with Sheffield City Council was able to secure funding for our work around supporting people living with Dementia, and their carers. This provided an opportunity to reach a 5-year agreement. This allowed us to take a considered look at the services we provide to local people over a longer term than just the next 12 months, and funding secured for 5 years.

Our Dementia service has three key elements - the Dementia Information Service is for newly diagnosed patients and their families. The team contact the family and provide information about the range of citywide and local support that is available. Social activities in the local community, including social cafes, which provide a safe space for people and their carers to meet together, and get support from staff and volunteers, and finally a range of training and learning that helps people affected by Dementia, or people working in the community, to find out more about practical ways they can help people in everyday situations.

A new Dementia Subgroup brings together partners across the South East of Sheffield, including staff from Adult Social Care, local GP Practices, the local NHS Trust, and other community-based services who support people living with dementia in our area. By meeting together partners have a better understanding of the range of support available

COMMUNITY GARDEN

In May we appointed a new Garden Manager on our Community Garden Allotment. During the last six months the new manager as made links with partners to develop new activities in the garden space providing local people access to this space

Working in consultation with volunteers and other partners, the Garden Manager is formulating a long-term development plan for the garden to identify how the garden can be improved and new activities developed so that more local people can use and benefit from this space.

Working with Cadent, the local utility company, a community volunteering day for their staff provided an opportunity for development work at the site. Their staff and our staff and volunteers, were able to make improvements to the entrance to the garden, to the paths, and open a new space at the bottom of the site improving access and providing a new environmental space for local flora and fauna.

Throughout this year, the new garden manager has worked with volunteers and other staff members to

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

organise a range of community events, using our great garden space as a venue for learning activities and community celebrations - for example the community garden hosted a Jubilee event in May to celebrate the Queens Platinum Jubilee- people of all ages came together to celebrate and it was a great example of how this space can be used by the community. Other events have included craft workshops and activities for younger people (collaborating with schools and the local scout).

SOCIAL PRESCRIBING

Our Health and Wellbeing practitioners work in GP practices across the South East of Sheffield and their role is to provide support to individuals who are wanting to achieve a specific health goal with support, for example being more physical active, changing diet or developing new ways to help living with a long-term medical condition.

Covid 19 was a major challenge to services, and the Health and Well Being Practitioners have worked hard this year to reconnect with local GP surgeries as they have begun to reopen to the public.

Our Practitioners are engaged with people across the area, and work with an individual over a period of up to 12 weeks to help them achieve their health or wellbeing goals. This is a valued service that helps give people the confidence to take more control over their health, manage a specific long term health condition, or achieve a personal health or wellbeing goal.

EARLY YEARS WORK

Working in partnership with the Family Centres and supporting their engagement with the community is a new aspect to the work we deliver through People Keeping Well. We have worked to provide volunteering opportunities for local people in Family Centre services, and have developed new activities for parents and children, including a popular regular walk in the Shirebrook Valley.

In partnership with the Local Area Committee, we have worked with Family Centres to provide support and funding to local parent and toddler groups. Covid 19 had an impact on a lot of local groups, and so work to provide support to groups to reopen has been undertaken. We have worked to provide support across all four wards in the area. In the Birley Ward we helped an established group restart its enhanced offer to the community when volunteers who had supported them had to step down due to illness. This group have very experienced staff and it is planned to work in partnership with Family Centre staff to share this experience with newer groups.

MENTAL HEALTH

Through our work in People Keeping Well, we have acknowledged the importance of mental health in our communities. Partners have recognised the need for more support individuals to access existing services and develop new ones. In 2021 we secured further funding to participate in the Primary Care Mental Health Transformation project, which was being piloted in the city.

We employed a Community Development Worker to support activity around Mental Health was launched. In the last 12 months our new worker as developed a strong local network where practitioners can work together to support local people, as well as supporting individuals access existing groups and activities, organise new group activities and organise special events and activities.

In the late summer of 2022, a confidence building course was held in the Shirebrook valley. Other new activities that have been developed include a weekly "Well Being Wednesday" sessions at the community garden, regular walking sessions, and a monthly social café in the community room at the hub, at which people can meet socially and participate in activities and games if they wish. A special programme of

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

activities to help people in the approach to Christmas was organised in the community hub. Our Community Development worker as also led a partnership with the Green Doctor project, to provide information and advice to local people about energy efficiency and help with energy bills.

LINKS WITH PRIMARY CARE

The last year has seen a strengthening of relationships with our partners in the Primary Care Health Network. At the core of this relationship is the work of the Link workers who are staff working in GP teams across the southeast of Sheffield, providing additional non-clinical support to patients. For example, patients have been supported with applications for Personal Independence Payment benefit.

By being part of our staff team, the Link workers can benefit from our links with partners to other organisations and partners so that effective referrals can be made into and from the service. In the last year, this service as seen an increased demand, especially around the cost of living helping people obtain grants and benefits to which they are entitled.

The Link worker team have been expanded, and a new worker recently employed to work with Children and Young People in our area and being able to benefit from the strong relationship we have with local Family Centres.

We also collaborate with staff in Primary Care to identify opportunities for volunteering. This project was key to providing much needed volunteers in the vaccination centres across our area. Other volunteer opportunities have been developed in local care homes, to provide companionship for residents. There is a much-valued volunteer driver service, which allows residents to access local groups and activities

CHALLENGES

We have faced a challenging year as we all recover from Covid. Many people who accessed support and attended activities remained cautious as the Covid restrictions eased, covid precautions sometimes meant that venues were not always available to use. Staff and volunteers have worked hard to overcome this challenge and have been especially successful in restoring a full programme of services and activities for local people. Some people remain reluctant to attend group activities, and so our staff continue to provide support to these people through continued telephone contact- with regular calls to stay connected and offer information and advice.

Last year saw the organisation make a difficult decision regarding our involvement with the Local Authority adult learning programme. After almost 15 years we had to make the difficult decision not to recontract with them. As we move to the new Woodhouse Community Hub and Library, our involvement in community learning is evolving, as we focus on activities which encourage people to learn new skills or participate in activities which involve learning without the focus on formal. We plan to build on this community learning approach by developing a range of informal learning activities at the new hub. Some examples of this are new craft groups and the family history group.

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2022

Financial review

Reserves policy

We have referred to the charitable company's requirements for reserves in relation to the main risks to the organisation. We have decided that unrestricted funds amounting to approximately six to nine months of normal expenditure should be our target so that in the event of a significant drop in funding the current activities may be continued.

At 31 December 2022, unrestricted reserves were £108,928 (2021: £50,519) representing 3.8 months running costs (2021: 1.7 months).

Figures above demonstrate our current position related to this and the effort required to achieve our target figure. This will require us to increase or current level of reserves, this will be one of the CEO's targets.

Plans for future periods

In the coming 12 months we are aware of the impact on the cost-of-living crisis will have on both the communities where we work, and the organisation itself. We have opened our building up as a warm space for people in our community, where they can come and get a hot drink and light refreshments, without having to put the heating on at home. We will be renegotiating our grant agreement with Sheffield City Council for our People Keeping Well work.

We will be submitting a bid for funding for a new volunteer co-ordinator and a digital inclusion development worker, who will be able to provide support to our projects in supporting the volunteers who work within them, as well as providing support to other groups in the area. The digital inclusion development worker will work with local people to improve their own skills and ability to access digital services.

In the next few months, we will be looking at a longer-term plan for our People Keeping Well funding, with the prospect of a five-year funding agreement, allowing us to plan better for the development of the health and well being work we undertake with partners.

In January next year we will be relaunching our Open Forum Meetings. These will be bi-monthly meetings, and during those first few meetings we want to talk to people about how they will operate and explore new ways of ensuring they are effective and meet the needs of the local community.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 19 April 2023 and signed on behalf of the board of trustees by:



J Taylor (Chair)
Trustee

Woodhouse and District Community Forum
Company Limited by Guarantee
Independent Examiner's Report to the Trustees of Woodhouse and District
Community Forum

Year ended 31 December 2022

I report to the trustees on my examination of the financial statements of Woodhouse and District Community Forum (the charity) for the year ended 31 December 2022.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 charity's accounts as 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

Woodhouse and District Community Forum

Company Limited by Guarantee

**Independent Examiner's Report to the Trustees of Woodhouse and District
Community Forum *(continued)***

Year ended 31 December 2022

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.

Stephen Allen ACA FCCA
Independent Examiner

Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2022

		2022		2021	
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	26,521	379,884	406,405	529,041
Charitable activities	6	3,039	153	3,192	360
Total income		<u>29,560</u>	<u>380,037</u>	<u>409,597</u>	<u>529,401</u>
Expenditure					
Expenditure on charitable activities	7, 8	28,383	450,600	478,983	367,318
Total expenditure		<u>28,383</u>	<u>450,600</u>	<u>478,983</u>	<u>367,318</u>
Net (expenditure)/income		<u>1,177</u>	<u>(70,563)</u>	<u>(69,386)</u>	<u>162,083</u>
Transfers between funds		57,232	(57,232)	-	-
Net movement in funds		<u>58,409</u>	<u>(127,795)</u>	<u>(69,386)</u>	<u>162,083</u>
Reconciliation of funds					
Total funds brought forward		50,519	507,973	558,492	396,409
Total funds carried forward		<u>108,928</u>	<u>380,178</u>	<u>489,106</u>	<u>558,492</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 15 to 24 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Position

31 December 2022

	2022	2021
	£	£
Current assets		
Cash at bank and in hand	491,050	560,292
Debtors: amounts falling due within one year	12	1,800
Net current assets	<u>489,106</u>	<u>558,492</u>
Total assets less current liabilities	489,106	558,492
Net assets	<u>489,106</u>	<u>558,492</u>
Funds of the charity		
Restricted funds	380,178	507,973
Unrestricted funds	108,928	50,519
Total charity funds	14	558,492

For the year ending 31 December 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 19 April 2023, and are signed on behalf of the board by:



J Taylor (Chair)
Trustee

The notes on pages 15 to 24 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 December 2022

	2022 £	2021 £
Cash flows from operating activities		
Net (expenditure)/income	(69,386)	162,083
<i>Adjustments for:</i>		
Accrued expenses	144	-
Cash generated from operations	(69,242)	162,083
Net cash (used in)/from operating activities	(69,242)	162,083
Net (decrease)/increase in cash and cash equivalents	(69,242)	162,083
Cash and cash equivalents at beginning of year	560,292	398,209
Cash and cash equivalents at end of year	<u>491,050</u>	<u>560,292</u>

The notes on pages 15 to 24 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2022

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 2 Goathland Place, Woodhouse, Sheffield, South Yorkshire, S13 7TE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities; and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Grants			
Sheffield City Council - Adult Community Learning	–	3,130	3,130
Sheffield City Council - Adult Education Budget	–	–	–
Sheffield City Council - Community Wellbeing Programme	–	–	–
Sheffield City Council - People Keeping Well Tudor Trust	–	212,537	212,537
Mental Health Transformation Project	–	32,905	32,905
Jaunty Springs Medical Centre	–	116,999	116,999
Library IT	–	–	–
Wardpot Digital Inclusion	–	–	–
Awards For All	–	–	–
Richmond	–	–	–
Other grants	26,521	14,313	40,834
	<u>26,521</u>	<u>379,884</u>	<u>406,405</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2022

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
5. Donations and legacies (continued)			
	2021	2021	2021
Grants			
Sheffield City Council - Adult Community Learning	-	12,525	12,525
Sheffield City Council - Adult Education Budget	-	12,693	12,693
Sheffield City Council - Community Wellbeing Programme	-	82,463	82,463
Sheffield City Council - People Keeping Well	-	204,514	204,514
Tudor Trust	-	44,000	44,000
Mental Health Transformation Project	-	2,400	2,400
Jaunty Springs Medical Centre	-	106,407	106,407
Library IT	-	10,000	10,000
Wardpot Digital Inclusion	-	3,184	3,184
Awards For All	-	9,880	9,880
Richmond	-	19,480	19,480
Other grants	5,280	16,215	21,495
	<u>5,280</u>	<u>523,761</u>	<u>529,041</u>
6. Charitable activities			
	2022	2022	2022
	£	£	£
Unrestricted Funds	Restricted Funds	Total Funds	
Other income	£	£	£
3,039	153	3,192	
<u>3,039</u>	<u>153</u>	<u>3,192</u>	
Other income	£	£	£
174	186	360	
<u>174</u>	<u>186</u>	<u>360</u>	
7. Expenditure on charitable activities by fund type			
	2022	2022	2022
	£	£	£
Unrestricted Funds	Restricted Funds	Total Funds	
Management and charitable costs	£	£	£
26,349	450,600	476,949	
2,034	-	2,034	
<u>28,383</u>	<u>450,600</u>	<u>478,983</u>	
Unrestricted Funds	Restricted Funds	Total Funds	
Management and charitable costs	£	£	£
19,259	346,259	365,518	
1,800	-	1,800	
<u>21,059</u>	<u>346,259</u>	<u>367,318</u>	

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

8. Expenditure on charitable activities by activity type	Activities undertaken directly		Support costs		Total funds 2022	Total fund 2021
	£	£	£	£	£	£
Management and charitable costs	476,949	-	2,034	-	476,949	365,518
Governance costs	-	-	2,034	-	2,034	1,800
	<u>476,949</u>		<u>2,034</u>		<u>478,983</u>	<u>367,318</u>
9. Independent examination fees					2022	2021
					£	£
Fees payable to the independent examiner for: Independent examination of the financial statements					<u>2,034</u>	<u>1,800</u>
10. Staff costs						
The average head count of employees during the year was 20 (2021: 17). The average number of full-time equivalent employees during the year is analysed as follows:					2022	2021
					No.	No.
Administration					<u>16</u>	<u>9</u>
No employee received employee benefits of more than £60,000 during the year (2021: Nil).						
11. Trustee remuneration and expenses						
No remuneration was paid to the trustees of the charity (2021: £Nil).						
No expenses were paid to the trustees of the charity (2021: £Nil).						
12. Creditors: amounts falling due within one year						
					2022	2021
					£	£
Accruals and deferred income					<u>1,944</u>	<u>1,800</u>
13. Pensions and other post retirement benefits						
Defined contribution plans						
The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £23,342 (2021: £14,932).						

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2022

14. Analysis of charitable funds							
Unrestricted funds							
	At 1 Jan 2022	Income	Expenditure	Transfers	31 Dec 2022	At	
	£	£	£	£	£	£	
General funds	<u>50,519</u>	<u>29,560</u>	<u>(28,383)</u>	<u>57,232</u>	<u>108,928</u>	At	
						31 Dec 2021	
General funds	<u>72,276</u>	<u>5,454</u>	<u>(21,059)</u>	<u>(6,152)</u>	<u>50,519</u>	At	
						31 Dec 2021	
Restricted funds							
	At 1 Jan 2022	Income	Expenditure	Transfers	31 Dec 2022	At	
	£	£	£	£	£	£	
Adult Community Learning	22,477	3,130	(3,860)	(14,474)	7,273		
Awards for All - Supporting Locally	-	-	-	-	-		
Sheffield City Council - Adult Education Budget	3,946	-	-	(3,946)	-		
Community Wellbeing Programme	-	-	-	-	-		
Digital Inclusion	8,785	-	-	-	8,785		
Garden Project	8,056	3,372	(7,071)	1,999	6,356		
GP Volunteers	9,108	-	(1,903)	(164)	7,041		
People Keeping Well	241,950	212,537	(196,878)	(90,336)	167,273		
Publicity (Peter)	177	-	-	-	177		
Publicity	2,190	-	(240)	-	1,950		
Tudor Trust	39,227	-	(39,748)	44,487	43,966		
Festive Lights	-	256	(2,642)	2,386	-		
Library	28,670	28	(2,459)	1	26,240		
Co-op Health	5,405	85	(924)	(4,566)	-		
Jaunty Springs Medical Centre	18,235	116,999	(134,812)	(422)	-		
Mental Health							
Transformation Project	53,212	32,905	(28,798)	(3,055)	54,264		
Move More	8,888	-	(50)	(8,838)	-		
Link Workers	4,602	5,611	(5,655)	(3,046)	1,512		

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2022

	14. Analysis of charitable funds (continued)				
	At 1 Jan 2021	Income	Expenditure	Transfers	At 31 Dec 2021
	£	£	£	£	£
Beighton Cafe	10,194	-	(1,262)	-	8,932
Community Activities	1,116	554	(420)	(714)	536
Centre Sport	1,547	71	(830)	980	1,768
Dementia K	-	-	-	-	-
Library IT	10,000	-	-	-	10,000
Wardpot Digital Inclusion	3,184	-	-	-	3,184
Awards For All	7,524	-	(1,475)	-	6,049
Richmond	19,480	-	(8,250)	-	11,230
LDW	-	-	(10,171)	22,476	12,305
Library Community Hub	-	4,489	(3,152)	-	1,337
	<u>507,973</u>	<u>380,037</u>	<u>(450,600)</u>	<u>(57,232)</u>	<u>380,178</u>
Adult Community Learning	16,020	12,526	(6,069)	-	22,477
Awards for All - Supporting Locally	392	-	(392)	-	-
Sheffield City Council - Adult Education Budget	9,731	12,693	(18,478)	-	3,946
Community Wellbeing Programme	69,528	82,463	(132)	(151,859)	-
Digital Inclusion	5,660	-	-	3,125	8,785
Garden Project	1,690	200	(2,394)	8,560	8,056
GP Volunteers	15,952	-	(6,844)	-	9,108
People Keeping Well	80,721	204,514	(156,390)	113,105	241,950
Publicity (Peter)	177	-	-	-	177
Publicity	2,190	-	-	-	2,190
Tudor Trust	10,000	44,000	(14,773)	-	39,227
Festive Lights	373	3,869	(4,242)	-	-
Library	28,599	71	-	-	28,670
Co-op Health	2,465	4,729	(1,789)	-	5,405
Jaunty Springs Medical Centre	-	106,407	(113,737)	25,565	18,235
Mental Health Transformation Project	65,810	2,400	(12,598)	(2,400)	53,212
Move More	8,888	-	-	-	8,888
Link Workers	5,937	2,718	(4,053)	-	4,602
Beighton Cafe	-	4,000	(467)	6,661	10,194
Community Activities	-	100	(492)	1,508	1,116
Centre Sport	-	-	(353)	1,900	1,547
Dementia K	-	713	(700)	(13)	-
Library IT	-	10,000	-	-	10,000
Wardpot Digital Inclusion	-	3,184	-	-	3,184
Awards For All	-	9,880	(2,356)	-	7,524
Richmond	-	19,480	-	-	19,480
LDW	-	-	-	-	-
Library Community Hub	-	-	-	-	-
	<u>324,133</u>	<u>523,947</u>	<u>(346,259)</u>	<u>6,152</u>	<u>507,973</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2022

14. Analysis of charitable funds *(continued)*

The purposes of and restrictions imposed on each individual fund are as follows:

Tudor Trust - Contribution to Managers salary

Co-Op - To deliver Community Health Activities

Adult Community Learning (ACL) - Community Education- Held for Sheffield City Council to deliver programme of learning. Paying for tutors and learning resources

Adult Education Budget (AEB) - Community Education to deliver engagement activities, attract/support people into training. This fund employs one Learning Champion

People Keeping Well - Contract with Sheffield City Council (SCC) to deliver services in South East Sheffield. Resilient Communities employing a Health Development Worker whilst work to to deliver SCC dementia contract for Community Dementia Advice Service employs a Dementia Advisor and Dementia Administrator. Early Years contract to deliver Volunteer support in early years settings

Digital Inclusion - Enabling people to access health support, prescriptions, appointments etc

Awards for All - To provide support for Business Planning, Governance Training, Funding Advice and Trustee support

Community Wellbeing Programme - To provide a health and wellbeing service - this fund employs 3 Health & Wellbeing Practitioners, Movement Instructor and a Garden Manager

Garden Project - Funding to buy equipment and other resources required to keep the garden for community use

Publicity Funding - to allow the forum to promote its activities, meetings and events

Publicity (Peter) - Funding for our local historian to use as he documents the changing spaces in the area

Festive Lights - Funding for Christmas lights in the community

Library Funds - Raised for library projects

Jaunty Springs - From Primary Care Network for payment of Link worker salaries

Move More - Funding to set-up and deliver activities in the area

Link Workers - Funds from Primary Care Network for resources, consumables etc for link worker role

GP Volunteers, Contract with Primary Care Network (NHS) - To provide a volunteer base for duties in the Primary Care Network of Townships 1&2 - drivers, admin etc. This fund employs one Volunteer Coordinator

Primary and Community Mental Health Transformation Project (PCMHTP) - Supporting better mental health. The contract to deliver this service is with Primary Care Sheffield. Includes salary funding for one Community Development Worker (mental health).

Beighton Cafe - Funding to run a dementia cafe in Beighton

Community Activities - Funding to deliver community activities across the south east of Sheffield

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2022

14. Analysis of charitable funds (continued)

Centre Sport - Funding to run a dementia café at the Centre Spot in Base Green

Dementia K - Funding to be used on dementia activities as we move out of the pandemic into a more Face 2 Face setting

Library IT - Funding to buy laptops for the new library building

Wardpot Digital Inclusion - Funding to deliver a digital inclusion project

Richmond - Funds for Richmond Strategic Partnership to allow them to employ a Project Worker

LDW - Funding for a Learning Development Worker
Community Hub - Funds towards the upkeep of the new building. The purposes of the material transfers made to or from the restricted funds are as follows:

Adult Community Learning (ACL) - £22,476 was transferred to the new LDW fund in order to separate the funding for that in relation to the employment of a Learning Development Worker. Community Wellbeing Programme - £40,000 was transferred out with the agreement of the funder to use for similar charitable purposes of delivering community learning within the South East area of Sheffield, and paying the salaries of sessional staff to allow this to happen.

People Keeping Well - £40,000 was transferred out with the agreement of the funder to cover any potential need for additional resources to support core running costs.

15. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
Current assets	£ 110,872	£ 380,178	£ 491,050
Creditors less than 1 year	(1,944)	-	(1,944)
Net assets	<u>108,928</u>	<u>380,178</u>	<u>489,106</u>
Current assets	Unrestricted Funds	Restricted Funds	Total Funds
Creditors less than 1 year	£ 52,319	£ 507,973	£ 560,292
Net assets	<u>(1,800)</u>	<u>-</u>	<u>(1,800)</u>
	<u>50,519</u>	<u>507,973</u>	<u>558,492</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (*continued*)

Year ended 31 December 2022

16. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2022	2021
	£	£
Financial assets measured at fair value through income and expenditure		
Financial assets measured at fair value through income and expenditure	<u>491,050</u>	<u>560,292</u>
Financial liabilities measured at fair value through income and expenditure		
Financial liabilities measured at fair value through income and expenditure	<u>1,944</u>	<u>1,800</u>

17. Analysis of changes in net debt

	At 1 Jan 2022	Cash flows	At 31 Dec 2022
	£	£	£
Cash at bank and in hand	<u>560,292</u>	<u>(69,242)</u>	<u>491,050</u>

WOODHOUSE AND DISTRICT COMMUNITY FORUM

England & Wales - Charity number 1112687

Accounts

COMPANY REGISTRATION NUMBER: 05585391
CHARITY REGISTRATION NUMBER: 1112687

Woodhouse and District Community Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 December 2021

ALLEN, WEST AND FOSTER
Chartered accountants
Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2021

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Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2021.

Reference and administrative details

Registered charity name Woodhouse and District Community Forum

Charity registration number 1112687

Company registration number 05585391

Principal office and registered office 2 Goathland Place
Woodhouse
Sheffield
South Yorkshire
S13 7TE

The trustees

G Postello (Resigned 31 December 2021)
J Turton
J Longstone-Hull
J Taylor (Chair)
A Frost (Vice-chair)
A Shephard (Appointed 31 December 2021)
J Coakley (Appointed 31 December 2021)
H Constable (Resigned 6 April 2021)

Independent examiner Stephen Allen ACA FCCA
Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined in the Companies Act 2006. The company was registered as a charity on 12 January 2006.

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1, for the debts and liabilities contracted before he/she ceases to be a member.

Trustees

The charity is governed by a board of trustees, which is responsible for the strategic direction of the charity, for establishing policy and for oversight of the project manager who is responsible for the day to day operation of the charity. Trustees are appointed by the board following consideration of the skills and experience required. All trustees shall retire at the AGM every third year after appointment but may be re-elected.

The trustees retiring at the upcoming AGM and offering themselves for re-election are J Taylor and J Longstone-Hull.

We have an experienced group of trustees; we are however aware we need to revise current and develop new services. We have therefore recruited the following trustees based on the skills and experience we felt we needed on the board to meet the emerging needs of our community:

Julie Coakley - Practice Manager Charnock Surgery, Primary Care Network representative
Amy Shephard - Woodhouse Juniors FC, SCC Early Years and Children Centre lead
Amanda Frost - Human Resources lead - GP Volunteer and Care Coordinator

All trustees receive an induction into their role by the Manager including training and development opportunities which include sessions around procurement and commissioning, safeguarding & safer recruitment, strategy and change management and financial management and controls. New trustees are provided with guidance from The Charity Commission such as CC3 The Essential Trustee, CC3a What's Involved and CC12 Incorporating CC25 Charity Governance, Finances and Resilience - Trustee essentials.

Arrangements for setting remuneration of key management personnel

Woodhouse and District Community Forum does, from time to time, review staff pay scales in response to cost of living increases or recruitment challenges. When such a need arises, the charity board of trustees will consider the business case for a change in salary and it will be agreed and formally reviewed at a full trustee board meeting.

Charity structure

The trustees as charity trustees have control of the charity, its property and funds.

The trustees comprise the officers of the charity (chairperson, vice-chairperson and treasurer), up to 2 representatives of member organisations, up to 3 individual members and individuals co-opted under Article 3.8 of the Articles of Association.

The WDCF board of trustees/directors meet quarterly as an Executive and currently has a Woodhouse subgroup, Westfield subgroup, Mental Health sub group and a Dementia sub group. Staff numbers are now at the following level:

17 members of staff - 328.5 weekly hours

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

4 Full-time = 8.76 FTE's

We initiated and run the South East Sheffield "People Keeping Well" partnership, this is key to ensuring local services are available wherever possible. Over 30 partners come together bi-monthly. This facilitates collaborative working arrangements and an information exchange from all the major statutory and emergency services. Reports are circulated regarding local issues, gaps in services etc. Responses are formulated on a collaborative basis and initiatives developed and delivered. There is also a significant amount of collaborative work outside the meeting, for example when the Citizens Advice Bureau (CAB) have been overwhelmed by requests for support. They have now trained a number of our staff to be able to deal with many of the requests they do not have resources to deal with. This is a highly effective forum, designed to secure, share and maximise resources, fill the gaps in services and provide services locally.

Risk management

The trustees regularly identify and review the risks to which the charity is exposed to ensure appropriate controls are in place to provide a reasonable assurance against fraud and error.

Within its business plan the management committee conducted a review of the major risks which the charity is exposed to. A risk register has been established and is updated annually; ongoing risks are dealt with at directors' meetings. Where appropriate, systems or procedures have been established to mitigate the risks the company faces. Significant external risks to funding led to the development of a funding strategy and strategic plan which facilitates the diversification of funding and activities. This plan was renewed in 2018 and the trustees and manager worked with an external consultant to develop a new three-year strategy. Three years funding was secured from Tudor Trust to cover the exiting funding gap. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures and audits are in place to ensure compliance with legislation in relation to the safeguarding and health and safety of staff, volunteers, clients and visitors.

WDCF is due to relocate premises this year, our existing co-produced library and separate offices will be consolidated into a new purpose Community centre and Library. This will be in a purpose-built community centre, along with the ongoing response required for Covid -19 we are currently revising both our business plan and risk register.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Objectives and activities

Objectives and aims

The aims of the charity are to further the interests, welfare and amenities of Woodhouse and district. More specifically, the objects of the Charity are the promotion for the public benefit of urban or rural regeneration in areas of social and economic deprivation in Woodhouse and District and elsewhere by all and any of the following means:

- The relief of poverty in such ways as may be thought fit
- The relief of unemployment in such ways as may be thought fit including assistance to find employment
- The advancement of education, training or retraining, particularly amongst unemployed people and providing unemployed people with work experience
- The provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business or to existing business
- The creation of training and employment opportunities by the provision of workspace buildings and/or land for use on favourable terms
- The maintenance, improvement or provision of public amenities
- The provision or assistance in the provision of recreational facilities for the public at large and/or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have been needed for such facilities
- The protection or conservation of the environment
- The provision of public health facilities and childcare
- The promotion of public safety and prevention of crime
- Such other means as may from time to time be determined subject to the prior consent of the Charity Commissioners for England and Wales.

The charity is a voluntary organisation administered by the board of trustees.

Membership of the charity is open to any person or organisation living or located in the area who is interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the board of trustees.

Our Community

The figures below (the latest figures on the Index of Multiple Deprivation) give an indication of the deprivation and disadvantage in our community, we believe these will now have worsened significantly due to the most deprived areas suffering the most damaging effects of Covid- 19. We have set out our plans to deal with this at the end of this report.

We have taken the figures below from the 2019 DCLG IMD, LSOA Sheffield 049D (the exact location of our new base).

Overall Index of Multiple Deprivation 270, out of 32,844

Income Deprivation ranked 666 out of 32,844

Employment Deprivation ranked 30 out of 32,844

Education, Skills and Training ranked 2506 out of 32,844

Health, Deprivation and Disability Domain 23 out of 32,844

Crime Domain 317 out of 32,844

Income deprivation affecting children index ranked 3,042 out of 32,844 Income deprivation affecting older people index, ranked 2793 out of 32,844

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Achievements and performance

During the year, like the rest of the world, the Covid 19 pandemic as given our organisation many challenges. We continued to develop a blended approach to delivering activities. However, this did not stop the organisation from developing new projects and activities

Working in the Pandemic

Where regulations permitted a limited return to face-to-face activities was developed, alongside the continued offer of a range of services that can be accessed online. During the pandemic, we undertook wellbeing zooms and calls throughout this year with and to, our service users, staff, and volunteers.

The organisation and its volunteers made an important contribution to the vaccination roll out in the South East. We will have given more than 2,100 staff and volunteer hours, over two sites, since the vaccination programme started in December 2020. We have prioritised this to make sure our communities in the South East are vaccinated and kept safe. This has sometimes been a logistical challenge due to the availability of staff and volunteers, and the short notification of when the vaccines will arrive at the vaccination sites. However, having a team of volunteers who are supported throughout, means that we can maintain full coverage at each session.

Both staff and volunteers are still providing essential services at the vaccination clinics. The first 9 months of 2021 had seen an increase in both staff and volunteer time at the vaccination clinics around both Townships. As we moved through the year, the vaccination sessions reduced in number. However, we will provide volunteers for the flu and Covid booster vaccines programme.

We are developing our own self-care page for our website, with NHS information sheets people can print and keep at home.

Mental Health

Through a pilot project funded by Primary Care Sheffield, we recruited a new mental health Community Development Worker - Mental Health in June 2021. This project has been so successful that it will be extended for a further year to 2023. She works alongside the community mental health team, GP's, and other health professionals, creating appropriate activities, giving support and signposting.

Regular meetings with service users, the community psychologists, mental health nurses and other mental health professionals working in our area, to co-produce activities, carers groups for those caring for individuals living with mental health issues, and support from other organisations we can access for people living in our communities. We have identified a structure that works, offering professional assistance and social interaction to those vulnerable members of our community. This project is something that will be ongoing so that it meets the needs of its users. As the People Keeping Well (PKW) lead in the area, we have been working in partnership with GP's, Councillors, Sheffield City Council departments and the community in Birley, Hackenthorpe, Charnock and Base Green, to promote the Take Ten Project centred around mental health.

We have been able to fund 2 mindfulness totems that provide information about green spaces in the area, links to services, local groups, and activities, as well as a QR code which gives the individual access to a mindfulness session, where they can sit and 'Take Ten Minutes'.

These will be installed in and around the areas above. We will look at funding totems in other areas across the South East as we move forward and see the outcomes, and feedback from the communities they're sited in.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Supporting people living with Dementia and their carers

Our dementia staff have completed life story work with the services users on our zoom sessions and have created a variety of PowerPoint presentations which have been shared with the group. These have included: where they were born, where they grew up, where they worked and what job they did, live events and marriages etc. These were excellent zoom sessions and was thoroughly enjoyed by all attendees. Copies of the PowerPoints were sent out via email or post, to the clients involved.

We have recruited a new dementia worker to the team and will take up their role in January 2022. They will fill the vacancy left by our community dementia advisor who left at the end of Summer 2021. As this role has grown, we have moulded the new role into something that will benefit all our dementia service users and their carers. Further funding for this project through the Sheffield City Council (SCC) and Clinical Commissioning Group (CCG) will see our community dementia service being extended to 2027. This is testimony to the work of our dedicated staff and volunteers, who deliver inclusive activities and services to those living with dementia and their carers.

In addition to the above, we have also responded to the requests of those living with dementia and their carers, to provide information to our newly diagnosed clients, who wouldn't necessarily be aware of the signs/symptoms their loved ones would present. Therefore, we have commissioned Enrichment for the Elderly to deliver bespoke workshops to the clients/carers who have welcomed this move. Delivering bespoke awareness sessions throughout the South East, means we could then be sure that those people are working with us to deliver our Dementia South East Strategy.

People Keeping Well - supporting the community

Through our PKW project, we were able to allocate funding to local groups or projects to enable them: buy new equipment, restart their group in a COVID safe manner, create new projects etc. We have funded; lunch clubs, environmental groups, social cafes, trips out for those who have been socially isolated.

Our PKW Partnership, has met bi-monthly via zoom during the pandemic, with the smallest number in attendance 22 and the highest 36. We still strive to use this partnership meeting as a vehicle for information and access to health and wellbeing services that will benefit all those living and working in our community.

The Community Wellbeing Project (CWP) saw Woodhouse and District Community Forum (WDCF) take over this contract for the Birley and Mosborough GP surgeries on 1st October 2021. This makes sense as we're heavily involved with these surgeries through PKW and can now expand our CWP programme across the whole of Townships 1&2, to expand our offer over 11 GP surgeries in our area.

Two new members of staff have been recruited. One social prescriber and one care co-ordinator. These staff members aren't WDCF staff, but the partnership we have with our Primary Care Network (PCN), means that we not only host these staff, but play an active part in recruitment and future support for them.

In the local Richmond council ward, councillors have funding to employ a community development worker. I have been in discussion with Richmond Strategic Partnership about how we can mentor a move forward with this project. WDCF will be the host/accountable body for that funding.

Community Garden

Activities at our Community Garden delivered with our mental health worker and health and wellbeing practitioners, have steadily been introducing more adults to the space over their regular Wellbeing

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Wednesday sessions. Garden volunteers have been carrying out general garden maintenance, playing board games with service users, drawing, and having chats outside. We have between 3 - 7 participants each week.

There is also a Friday Home Ed group which has been steadily growing and now includes 4 families. We do several activities, alternating between natural craft, seed collecting, sowing and growing, coppicing, writing and art activities.

During the school holidays, we delivered sessions, where we had 40 participants. With adults and children alike getting a lot from the sessions and commenting on learning new things and thoroughly enjoying themselves, incorporating visits with our local rangers as partners and linking with the Shirebrook valley. Participants found themselves doing anything from natural weaving, pond dipping to wild soda making.

Additionally, there was a hugely successful day pressing apples from a local orchard. We had 18 people drop in, ages 4 - 70+ and we managed to press over 7 litres of juice. Weekends are successful, reaching more people just out of a stroll, or visiting family and friends.

Adult Community Learning has been a large part of our programme of delivery, building skills and knowledge, and making people more attractive to potential employers. We are working to develop a new community learning programme that will see both engagement and structured learning being offered to our communities in 2022.

Early Years Work

Prior to the pandemic, there were more than forty parent and toddler sessions across the South East of Sheffield. Now, as we emerge from the pandemic there are only ten operating across the area. Socialisation of young children is a key challenge following lockdown, and it is important to create opportunities for children and their parents to come together with others, as part of healthy social development. We developed, with our early year's partners, a pram push and toddler trot. These are weekly walks for families, some of whom have had babies during the pandemic, and have been isolated due to not being able to meet other parents or grandparents. We're able to deliver walk and talk for parents, and at the end of our 30-minute walk, there's educational activities for the toddlers, plus midwife or early years practitioner advice for parents with babies on topics such as sleeping, breastfeeding, and weaning etc.

Discussions in 2021 will now see Silkestone Under 5's playgroup joining our organisation as a delivery partner in 2022 and becoming a 'centre of excellence' for training volunteers who have expressed an interest in leading new parent and toddler groups in our communities.

Financial review

Reserves policy

We have referred to the charitable company's requirements for reserves in relation to the main risks to the organisation. We have decided that unrestricted funds amounting to approximately six to nine months of normal expenditure should be our target so that in the event of a significant drop in funding the current activities may be continued.

At 31 December 2021, unrestricted reserves were £50,519 (2020: £72,276) representing 1.7 months running costs (2020: 3.0 months).

Figures above demonstrate our current position related to this and the effort required to achieve our target figure. This will require us to increase or current level of reserves, this will be one of the CEO's targets.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2021

Plans for future periods

Projects in Development and Future Opportunities

A Forest Craft school is planned and will be launched with our early years' partners in 2022.

A young people's engagement project is planned with Sheffield City Trust and British Transport Police.

We have lower rates of cancer screening in our service delivery area. There is a plan to roll-out a local campaign to increase screening for both men and women. This will be working in partnership with GP's and other health professionals who are supporting people living with cancer.

The organisation's new community building and library has moved at pace recently, and if things keep on this track, it should see us moving in before the end of March 2022. Making the transition into a new purpose-built community centre and library, is where we can grow this valuable resource and increase the services we offer for our community. Our hope is to keep the building we currently operate from so that we can operate a dual site approach with our service delivery.

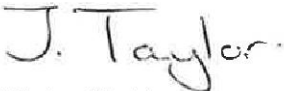
We have requests from groups and agencies wanting to hire out the space, which is great news to us.

We have appointed a new Chief Executive Officer (CEO) to the organisation - this appointment took effect from 1st November 2021. The applicant has a wealth of experience working in community settings and organisations, as well as knowledge from working in local government. The trustees, staff, and volunteers, all agree that he is the right person, with the right skills and knowledge, to take our organisation forward.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 31 March 2022 and signed on behalf of the board of trustees by:



J Taylor (Chair)
Trustee

Woodhouse and District Community Forum

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Woodhouse and District Community Forum

Year ended 31 December 2021

I report to the trustees on my examination of the financial statements of Woodhouse and District Community Forum ('the charity') for the year ended 31 December 2021.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 charity's accounts as 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

Woodhouse and District Community Forum

Company Limited by Guarantee

**Independent Examiner's Report to the Trustees of Woodhouse and District
Community Forum** *(continued)*

Year ended 31 December 2021

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.



Stephen Allen ACA FCCA
Independent Examiner

Omega Court
364-366 Cemetery Road
Sheffield
S11 8FT

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
Income and endowments	Note				
Donations and legacies	5	5,280	523,761	529,041	425,348
Charitable activities	6	174	186	360	4,038
Total income		<u>5,454</u>	<u>523,947</u>	<u>529,401</u>	<u>429,386</u>
Expenditure					
Expenditure on charitable activities	7,8	21,059	346,259	367,318	290,717
Total expenditure		<u>21,059</u>	<u>346,259</u>	<u>367,318</u>	<u>290,717</u>
Net income		<u>(15,605)</u>	<u>177,688</u>	<u>162,083</u>	<u>138,669</u>
Transfers between funds		(6,152)	6,152	-	-
Net movement in funds		<u>(21,757)</u>	<u>183,840</u>	<u>162,083</u>	<u>138,669</u>
Reconciliation of funds					
Total funds brought forward		72,276	324,133	396,409	257,740
Total funds carried forward		<u>50,519</u>	<u>507,973</u>	<u>558,492</u>	<u>396,409</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 14 to 24 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Position

31 December 2021

	Note	2021 £	2020 £
Current assets			
Cash at bank and in hand		560,292	398,209
Creditors: amounts falling due within one year	12	<u>1,800</u>	<u>1,800</u>
Net current assets		<u>558,492</u>	<u>396,409</u>
Total assets less current liabilities		<u>558,492</u>	<u>396,409</u>
Net assets		<u>558,492</u>	<u>396,409</u>
Funds of the charity			
Restricted funds		507,973	324,133
Unrestricted funds		<u>50,519</u>	<u>72,276</u>
Total charity funds	14	<u>558,492</u>	<u>396,409</u>

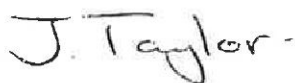
For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 31 March 2022, and are signed on behalf of the board by:



J Taylor (Chair)
Trustee

The notes on pages 14 to 24 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Cash Flows

Year ended 31 December 2021

	2021	2020
	£	£
Cash flows from operating activities		
Net income	162,083	138,669
<i>Adjustments for:</i>		
Accrued expenses	—	1,420
Cash generated from operations	<u>162,083</u>	<u>140,089</u>
Net cash from operating activities	<u>162,083</u>	<u>140,089</u>
Net increase in cash and cash equivalents	162,083	140,089
Cash and cash equivalents at beginning of year	<u>398,209</u>	<u>258,120</u>
Cash and cash equivalents at end of year	<u>560,292</u>	<u>398,209</u>

The notes on pages 14 to 24 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 2 Goathland Place, Woodhouse, Sheffield, South Yorkshire, S13 7TE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Grants			
Sheffield City Council - Adult Community Learning	–	12,525	12,525
Sheffield City Council - Adult Education Budget	–	12,693	12,693
Sheffield City Council - Community Wellbeing Programme	–	82,463	82,463
Sheffield City Council - People Keeping Well	–	204,514	204,514
Sheffield City Council - Youth Forum	–	–	–
Tudor Trust	–	44,000	44,000
Woodhouse Health Surgery	–	–	–
Mental Health Transformation Project	–	2,400	2,400
Move More	–	–	–
Jaunty Springs Medical Centre	–	106,407	106,407
Library IT	–	10,000	10,000
Wardpot Digital Inclusion	–	3,184	3,184
Awards For All	–	9,880	9,880
Richmond	–	19,480	19,480
Other grants	5,280	16,215	21,495
	<u>5,280</u>	<u>523,761</u>	<u>529,041</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Grants			
Sheffield City Council - Adult Community Learning	–	36,178	36,178
Sheffield City Council - Adult Education Budget	–	18,346	18,346
Sheffield City Council - Community Wellbeing Programme	–	140,440	140,440
Sheffield City Council - People Keeping Well	–	34,599	34,599
Sheffield City Council - Youth Forum	–	1,195	1,195
Tudor Trust	–	10,000	10,000
Woodhouse Health Surgery	–	20,000	20,000
Mental Health Transformation Project	–	65,810	65,810
Move More	–	8,888	8,888
Jaunty Springs Medical Centre	–	76,821	76,821
Library IT	–	–	–
Wardpot Digital Inclusion	–	–	–
Awards For All	–	–	–
Richmond	–	–	–
Other grants	1,700	11,371	13,071
	<u>1,700</u>	<u>423,648</u>	<u>425,348</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Other income	<u>174</u>	<u>186</u>	<u>360</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Other income	<u>1,810</u>	<u>2,228</u>	<u>4,038</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Management and charitable costs	19,259	346,259	365,518
Support costs	1,800	—	1,800
	<u>21,059</u>	<u>346,259</u>	<u>367,318</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Management and charitable costs	25,267	263,650	288,917
Support costs	1,800	—	1,800
	<u>27,067</u>	<u>263,650</u>	<u>290,717</u>

8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Management and charitable costs	365,518	—	365,518	288,917
Governance costs	—	1,800	1,800	1,800
	<u>365,518</u>	<u>1,800</u>	<u>367,318</u>	<u>290,717</u>

9. Independent examination fees

	2021 £	2020 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,800</u>	<u>1,800</u>

10. Staff costs

The average head count of employees during the year was 17 (2020: 17). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Administration	<u>9</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

11. Trustee remuneration and expenses

No remuneration was paid to the trustees of the charity (2020: £Nil).

No expenses were paid to the trustees of the charity (2020: £Nil).

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

12. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	<u>1,800</u>	<u>1,800</u>

13. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £14,932 (2020: £2,257).

14. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2021	Income	Expenditure	Transfers	At 31 Dec 2021
	£	£	£	£	£
General funds	<u>72,276</u>	<u>5,454</u>	<u>(21,059)</u>	<u>(6,152)</u>	<u>50,519</u>

	At 1 Jan 2020	Income	Expenditure	Transfers	At 31 Dec 2020
	£	£	£	£	£
General funds	<u>62,904</u>	<u>3,510</u>	<u>(27,067)</u>	<u>32,929</u>	<u>72,276</u>

Restricted funds

	At 1 Jan 2021	Income	Expenditure	Transfers	At 31 Dec 2021
	£	£	£	£	£
Adult Community Learning	16,020	12,526	(6,069)	—	22,477
Awards for All - Supporting Locally	392	—	(392)	—	—
Sheffield City Council - Adult Education Budget	9,731	12,693	(18,478)	—	3,946
Clean Our Streets	—	—	—	—	—
Community Wellbeing Programme	69,528	82,463	(132)	(151,859)	—
Digital Inclusion	5,660	—	—	3,125	8,785
Garden Project	1,690	200	(2,394)	8,560	8,056
GP Volunteers	15,952	—	(6,844)	—	9,108
People Keeping Well	80,721	204,514	(156,390)	113,105	241,950
Police and Crime Commissioner	—	—	—	—	—
Publicity (Peter)	177	—	—	—	177
Publicity	2,190	—	—	—	2,190
Youth Forum	—	—	—	—	—
Tudor Trust	10,000	44,000	(14,773)	—	39,227

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

14. Analysis of charitable funds *(continued)*

Festive Lights	373	3,869	(4,242)	–	–
Library	28,599	71	–	–	28,670
Co-op Health	2,465	4,729	(1,789)	–	5,405
Jaunty Springs Medical Centre	–	106,407	(113,737)	25,565	18,235
Mental Health Transformation Project	65,810	2,400	(12,598)	(2,400)	53,212
Move More	8,888	–	–	–	8,888
Link Workers	5,937	2,718	(4,053)	–	4,602
Beighton Cafe	–	4,000	(467)	6,661	10,194
Community Activities	–	100	(492)	1,508	1,116
Centre Sport	–	–	(353)	1,900	1,547
Dementia K	–	713	(700)	(13)	–
Library IT	–	10,000	–	–	10,000
Wardpot Digital Inclusion	–	3,184	–	–	3,184
Awards For All	–	9,880	(2,356)	–	7,524
Richmond	–	19,480	–	–	19,480
	<u>324,133</u>	<u>523,947</u>	<u>(346,259)</u>	<u>6,152</u>	<u>507,973</u>

	At 1 Jan 2020	Income	Expenditure	Transfers	At 31 Dec 2020
	£	£	£	£	£
Adult Community Learning	2,249	36,178	(11,964)	(10,443)	16,020
Awards for All - Supporting Locally	5,150	–	(4,758)	–	392
Sheffield City Council - Adult Education Budget	6,324	18,346	(14,939)	–	9,731
Clean Our Streets	4,900	–	–	(4,900)	–
Community Wellbeing Programme	37,487	140,440	(34,621)	(73,778)	69,528
Digital Inclusion	5,660	–	–	–	5,660
Garden Project	135	200	(145)	1,500	1,690
GP Volunteers	14,978	20,000	(19,026)	–	15,952
People Keeping Well	49,802	34,599	(54,768)	51,088	80,721
Police and Crime Commissioner	20,000	–	(20,000)	–	–
Publicity (Peter)	177	–	–	–	177
Publicity	190	–	–	2,000	2,190
Youth Forum	–	1,195	(335)	(860)	–
Tudor Trust	20,000	10,000	(20,827)	827	10,000
Festive Lights	68	305	–	–	373
Library	27,716	1,278	(501)	106	28,599

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

14. Analysis of charitable funds *(continued)*

Co-op Health	–	3,380	(915)	–	2,465
Jaunty Springs Medical Centre	–	77,771	(79,879)	2,108	–
Mental Health Transformation Project	–	65,810	–	–	65,810
Move More	–	8,888	–	–	8,888
Link Workers	–	7,486	(972)	(577)	5,937
Beighton Cafe	–	–	–	–	–
Community Activities Centre Sport	–	–	–	–	–
Dementia K	–	–	–	–	–
Library IT	–	–	–	–	–
Wardpot Digital Inclusion	–	–	–	–	–
Awards For All Richmond	–	–	–	–	–
	<u>194,836</u>	<u>425,876</u>	<u>(263,650)</u>	<u>(32,929)</u>	<u>324,133</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

14. Analysis of charitable funds *(continued)*

The purposes of and restrictions imposed on each individual fund are as follows:

Tudor Trust - Contribution to Managers salary

Co-Op - To deliver Community Health Activities

Adult Community Learning (ACL) - Community Education- Held for Sheffield City Council to deliver programme of learning. Paying for tutors and learning resources

Adult Education Budget (AEB) - Community Education to deliver engagement activities, attract/support people into training. This fund employs one Learning Champion

People Keeping Well - Contract with Sheffield City Council (SCC) to deliver services in South East Sheffield. Resilient Communities employing a Health Development Worker whilst work to deliver SCC dementia contract for Community Dementia Advice Service employs a Dementia Advisor and Dementia Administrator. Early Years contract to deliver Volunteer support in early years settings

Digital Inclusion - Enabling people to access health support, prescriptions, appointments etc

Awards for All - To provide support for Business Planning, Governance Training, Funding Advice and Trustee support

Clean our Streets - Funding to enable environmental projects

Community Wellbeing Programme - To provide a health and wellbeing service - this fund employs 3 Health & Wellbeing Practitioners, Movement Instructor and a Garden Manager

Garden Project - Funding to buy equipment and other resources required to keep the garden for community use

Police and Crime Commissioner - Funding for a Youth Project in Woodhouse

Publicity Funding - to allow the forum to promote its activities, meetings and events

Publicity (Peter) - Funding for our local historian to use as he documents the changing spaces in the area

Youth Forum - Funding for youth projects

Festive Lights - Funding for Christmas lights in the community

Library Funds - Raised for library projects

Jaunty Springs - From Primary Care Network for payment of Link worker salaries

Move More - Funding to set-up and deliver activities in the area

Link Workers - Funds from Primary Care Network for resources, consumables etc for link worker role

GP Volunteers, Contract with Primary Care Network (NHS) - To provide a volunteer base for duties in the Primary Care Network of Townships 1&2 - drivers, admin etc. This fund employs one Volunteer Coordinator

Primary and Community Mental Health Transformation Project (PCMHTP) - Supporting better mental

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

14. Analysis of charitable funds *(continued)*

health. The contract to deliver this service is with Primary Care Sheffield. Includes salary funding for one Community Development Worker (mental health).

Beighton Cafe - Funding to run a dementia cafe in Beighton

Community Activities - Funding to deliver community activities across the south east of Sheffield

Centre Sport - Funding to run a dementia café at the Centre Spot in Base Green

Dementia K - Funding to be used on dementia activities as we move out of the pandemic into a more Face 2 Face setting

Library IT - Funding to buy laptops for the new library building

Wardpot Digital Inclusion - Funding to deliver a digital inclusion project

Awards for All - Funding for business planning and consultation

Richmond - Funds for Richmond Strategic Partnership to allow them to employ a Project Worker

The purposes of the material transfers made to or from the restricted funds are as follows:

Community Wellbeing Programme - £151,859 was transferred out with the agreement of the funder to use for similar charitable purposes of delivering community learning within the South East area of Sheffield, and paying the salaries of sessional staff to allow this to happen. Of this, £113,105 was transferred in to People Keeping Well to allow the project to deliver it's aims and objectives.

Jaunty Springs Medical Centre - £25,565 was transferred in to reflect funding for T2 linkworker salaries.

15. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	52,319	507,973	560,292
Creditors less than 1 year	(1,800)	—	(1,800)
Net assets	50,519	507,973	558,492

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	74,076	324,133	398,209
Creditors less than 1 year	(1,800)	—	(1,800)
Net assets	72,276	324,133	396,409

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2021

16. Financial Instruments

The carrying amount for each category of financial instrument is as follows:

	2021	2020
	£	£
Financial assets measured at fair value through income and expenditure		
Financial assets measured at fair value through income and expenditure	<u>560,292</u>	<u>398,209</u>
Financial liabilities measured at fair value through income and expenditure		
Financial liabilities measured at fair value through income and expenditure	<u>1,800</u>	<u>1,800</u>

17. Analysis of changes in net debt

	At 1 Jan 2021	Cash flows	At 31 Dec 2021
	£	£	£
Cash at bank and in hand	<u>398,209</u>	<u>162,083</u>	<u>560,292</u>

WOODHOUSE AND DISTRICT COMMUNITY FORUM

England & Wales - Charity number 1112687

Accounts

COMPANY REGISTRATION NUMBER: 05585391
CHARITY REGISTRATION NUMBER: 1112687

Woodhouse and District Community Forum
Company Limited by Guarantee
Unaudited Financial Statements
31 December 2020

ALLEN, WEST AND FOSTER
Chartered accountants
2 Broomgrove Road
Sheffield
S10 2LR

Woodhouse and District Community Forum

Company Limited by Guarantee

Financial Statements

Year ended 31 December 2020

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Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 December 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2020.

Reference and administrative details

Registered charity name	Woodhouse and District Community Forum
Charity registration number	1112687
Company registration number	05585391
Principal office and registered office	2 Goathland Place Woodhouse Sheffield South Yorkshire S13 7TE

The trustees

G Postello	
J Turton	
J Longstone-Hull	(Appointed 20 February 2020)
J Taylor (Vice Chair and Acting Chair)	
H Constable (Chair)	(Resigned 6 April 2021)

Independent examiner	Stephen Allen ACA FCCA 2 Broomgrove Road Sheffield S10 2LR
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Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Structure, governance and management

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined in the Companies Act 2006. The company was registered as a charity on 12 January 2006.

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1, for the debts and liabilities contracted before he/she ceases to be a member.

Trustees

The charity is governed by a board of trustees, which is responsible for the strategic direction of the charity, for establishing policy and for oversight of the project manager who is responsible for the day to day operation of the charity. Trustees are appointed by the board following consideration of the skills and experience required. All trustees shall retire at the AGM every third year after appointment but may be re-elected.

The trustees retiring at the upcoming AGM and offering themselves for re-election are J Turton and G Postello.

We have an experienced group of trustees; we are however aware we need to revise current and develop new services. We have therefore recruited the following trustees based on the skills and experience we felt we needed on the board to meet the emerging needs of our community:

Julie Coakley - Practice Manager Charnock Surgery, Primary Care Network representative
Amy Shephard - Woodhouse Juniors FC, SCC Early Years and Children Centre lead
Amanda Frost - Human Resources lead - GP Volunteer and Care Coordinator

All trustees receive an induction into their role by the Manager including training and development opportunities which include sessions around procurement and commissioning, safeguarding & safer recruitment, strategy and change management and financial management and controls. New trustees are provided with guidance from The Charity Commission such as CC3 The Essential Trustee, CC3a What's Involved and CC12 incorporating CC25 Charity Governance, Finances and Resilience - Trustee essentials.

Arrangements for setting remuneration of key management personnel

Woodhouse and District Community Forum does, from time to time, review staff pay scales in response to cost of living increases or recruitment challenges. When such a need arises, the charity board of trustees will consider the business case for a change in salary and it will be agreed and formally reviewed at a full trustee board meeting.

Charity structure

The trustees as charity trustees have control of the charity, its property and funds.

The trustees comprise the officers of the charity (chairperson, vice-chairperson and treasurer), up to 2 representatives of member organisations, up to 3 individual members and individuals co-opted under Article 3.8 of the Articles of Association.

The WDCF board of trustees/directors meet quarterly as an Executive and currently has a Woodhouse subgroup, Westfield subgroup, Mental Health sub group and a Dementia sub group. Staff numbers are now at the following level:

17 members of staff - 328.5 weekly hours
4 Full-time = 8.76 FTE's

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

We initiated and run the South East Sheffield "People Keeping Well" partnership, this is key to ensuring local services are available wherever possible. Over 30 partners come together bi-monthly. This facilitates collaborative working arrangements and an information exchange from all the major statutory and emergency services. Reports are circulated regarding local issues, gaps in services etc. Responses are formulated on a collaborative basis and initiatives developed and delivered. There is also a significant amount of collaborative work outside the meeting, for example when the Citizens Advice Bureau (CAB) have been overwhelmed by requests for support. They have now trained a number of our staff to be able to deal with many of the requests they do not have resources to deal with. This is a highly effective forum, designed to secure, share and maximise resources, fill the gaps in services and provide services locally.

Risk management

The trustees regularly identify and review the risks to which the charity is exposed to ensure appropriate controls are in place to provide a reasonable assurance against fraud and error.

Within its business plan the management committee conducted a review of the major risks which the charity is exposed to. A risk register has been established and is updated annually; ongoing risks are dealt with at directors' meetings. Where appropriate, systems or procedures have been established to mitigate the risks the company faces. Significant external risks to funding led to the development of a funding strategy and strategic plan which facilitates the diversification of funding and activities. This plan was renewed in 2018 and the trustees and manager worked with an external consultant to develop a new three-year strategy. Three years funding was secured from Tudor Trust to cover the exiting funding gap. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures and audits are in place to ensure compliance with legislation in relation to the safeguarding and health and safety of staff, volunteers, clients and visitors.

WDCF is due to relocate premises this year, our existing co-produced library and separate offices will be consolidated into a new purpose Community centre and Library. This will be in a purpose-built community centre, along with the ongoing response required for Covid -19 we are currently revising both our business plan and risk register.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Objectives and activities

Objectives and aims

The aims of the charity are to further the interests, welfare and amenities of Woodhouse and district. More specifically, the objects of the Charity are the promotion for the public benefit of urban or rural regeneration in areas of social and economic deprivation in Woodhouse and District and elsewhere by all and any of the following means:

- The relief of poverty in such ways as may be thought fit
- The relief of unemployment in such ways as may be thought fit including assistance to find employment
- The advancement of education, training or retraining, particularly amongst unemployed people and providing unemployed people with work experience
- The provision of financial assistance, technical assistance or business advice or consultancy in order to provide training and employment opportunities for unemployed people in cases of financial or other charitable need through help in setting up their own business or to existing business
- The creation of training and employment opportunities by the provision of workspace buildings and/or land for use on favourable terms
- The maintenance, improvement or provision of public amenities
- The provision or assistance in the provision of recreational facilities for the public at large and/or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have been needed for such facilities
- The protection or conservation of the environment
- The provision of public health facilities and childcare
- The promotion of public safety and prevention of crime
- Such other means as may from time to time be determined subject to the prior consent of the Charity Commissioners for England and Wales.

The charity is a voluntary organisation administered by the board of trustees.

Membership of the charity is open to any person or organisation living or located in the area who is interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the board of trustees.

Our Community

The figures below (the latest figures on the Index of Multiple Deprivation) give an indication of the deprivation and disadvantage in our community, we believe these will now have worsened significantly due to the most deprived areas suffering the most damaging effects of Covid-19. We have set out our plans to deal with this at the end of this report.

We have taken the figures below from the 2019 DCLG IMD, LSOA Sheffield 049D (the exact location of our new base).

Overall Index of Multiple Deprivation 270, out of 32,844
Income Deprivation ranked 666 out of 32,844
Employment Deprivation ranked 30 out of 32,844
Education, Skills and Training ranked 2506 out of 32,844
Health, Deprivation and Disability Domain 23 out of 32,844
Crime Domain 317 out of 32,844
Income deprivation affecting children index ranked 3,042 out of 32,844
Income deprivation affecting older people index, ranked 2793 out of 32,844

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Achievements and performance

Review of activities for the year ended 31 December 2020

This has been the most challenging year in our existence. We have seen the increasing need for our services over previous years, this has been due to increasing marginalisation and disadvantage caused by the relentless, ongoing austerity cuts. This had led to centralisation and reduction of services available locally, the end result is many in our community now find these services inaccessible. These circumstances are challenging, we then felt the need to revise all our services to support our community through the Covid - 19 pandemic and restrictions.

With so many vulnerable service users we planned an immediate revision of services. The week prior to lockdown, we met as a team everyday and planned how we would adapt our programme of delivery to meet community need. By the time the restrictions announcement was made, we were able to 'hit the ground running' and support our communities straight away by making wellbeing calls, doorstep deliveries, activities over zoom and coordinating emergency food parcels.

We employ neighbourhood learning champions and neighbourhood wellbeing workers. They attend local meetings, visit playgroups, doctors' surgeries etc, their purpose is to make activities accessible to those who would not normally attend health and wellbeing or learning opportunities. We revised their roles, we contacted all existing beneficiaries to ensure they continued to receive support, enabling people to attend online, doorstep visits, telephone calls etc, and recruiting new beneficiaries through targeted advertising, word of mouth etc.

With staff working from home, we instigated weekly zoom meetings, this facilitated contact with each other, and the Manager made individual WhatsApp calls to check on the wellbeing of staff. The volunteer coordinator and Manager were both in contact with the volunteers, most of whom were shielding.

Zoom licenses were purchased facilitating continued delivery, we carefully coordinated and planned so that we could still progress despite working from home, and also take into account the wellbeing needs of staff and volunteers and avoiding 'burn out'.

Careful organisation allowed us to make over 280 wellbeing calls each week for the first 2 months. This number slowly increased with new referrals from Adult Social Care and Age UK. As time progressed calls became longer as people became more isolated and feeling the need to talk more. We subsequently decided to develop people's personal resilience by, working out who lived near who, and what interests people had. We then sought permission to pass on telephone numbers and formed groups of 4 or 5, 5, they then took it in turns to ring each other. Providing each other with support, and with our input, they formed a good neighbour scheme, making sure each person had the provisions they needed. It's great to see that they are still doing this now and also meeting for coffee in the local tea rooms once a week (when it was allowed). This has facilitated us being able to focus more on those who badly needed our help, and diverting to them any assistance from other organisations, or making referrals to other services. By building personal resilience in people, this number went down from 280 to 139, avoiding dependency in some form or other.

We have worked with local mutual aid groups, food banks and other grass roots organisations to provide a generous leadership model, coordinating services, not duplicating them. We play a key role in empowering individuals, organisations and communities, by working together to support each other in responding to the challenges they face. This has involved coordinating efforts to our community and having a clear route for referral. Additionally, we designed, printed, posted or hand delivered 250 activity packs for our service users that were unable to attend our virtual activities, we delivered strawberries and cream over Wimbledon fortnight, and wrote postcards over the summer months of July and August. Our Community Dementia Advice Service has kept in contact with an additional 45 clients, supporting them and their families through this period. We have also continued to deliver Dementia Friends Awareness via zoom to other community organisations.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

We revised our adult learning classes ensuring all current and new participants were able to continue receiving support throughout lockdown, this resulted in:

ICT x 4 classes = 24 learners

English x 2 classes of learners over google classroom = 20 learners

Maths x 1 class of learners over google classroom. This tutor has also created a maths club = 8 learners

Store-cupboard Cooking x 1 class over zoom and posting pictures of their completed dishes on our social media pages = 8 learners

Yoga x 2 evening classes over zoom = 30 learners

Tai Chi x 3 Classes using Zoom, as well as individual audio/facetime sessions for blind institute students = 27 learners

The adult learning team have been in contact every 2 weeks with an additional 75 of our learners. We extended learning for our learners who were able to take part by email, zoom or post, depending on the needs of individuals. In the first 3 months of this year, we had already engaged with 103 new people in our community.

The continuation of our health and wellbeing activities and the development of new ones has seen the biggest growth in new engagements - we moved our weekly Love Sport group to zoom and had more people attend, we developed a new weekly carer's zoom, and a new weekly women only social group over zoom. Our movement instructor kept in touch with the care homes we work in to make sure they also had activities to do for their residents. We are launching a new 'Family Learning Café' over zoom, which is designed for parents who believe their child is struggling with their schoolwork since returning to school after lockdown, and any other issues parents want to discuss in a safe environment.

We have achieved the following attendances by referrals from the social prescribing team and supporting new and existing beneficiaries to use digital devices.

Carers Zoom - 13

Women's Social zoom - 7

Chair-based Exercise - 116 attendees each week

Chair-based Exercise in Sheltered Housing - 15

Chair-based Exercise in Care Homes - 50

Love Sport - a discussion and reminiscence group based round sport - 6

This has transformed some of these people's lives, they tell us being able to interact with others has been the most important facet. Additionally, as well as improving their physical and mental Health, they are now able to use face time, contact friends and relatives as well as all the other benefits of surfing the net.

There has also been significant collaborative work outside the activity reported. When it looked as though we were reaching capacity, we enlisted the help of South Yorkshire Police, their PCSOs helped us to collect and deliver medication to vulnerable community members. South Yorkshire Fire and Rescue staff who were shielding helped us make some of the more straightforward wellbeing calls. This worked really well.

We have collaborated with the Ranger Service to use our local Green Space for Dementia, Early Years and Intergenerational walks. Working with Sheffield Dementia Action Alliance, we have designed a route to allow people living with dementia to take part and provide a memory café at the end of their walk (when allowed). The Ranger Service have also received funding to make the green space more user friendly, we were invited to assist and co-produce plans as to where benches should go, how where should platforms be to allow people in wheelchairs to go pond dipping with their carers etc. From our Community Garden, we will grow flowers to plant in their new project to build pollinator plots to attract insects. Volunteers and staff working on the Early Years walk, have co-produced a route with parents and their toddlers. We will provide educational activities and a snack at the end of the route. This is part of the Walking for Purpose initiative partnering "Move More".

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

The CAB have been overwhelmed by requests for support, they are now training a number of our staff to be able to deal with many of the requests they do not have resources to deal with, such as completing PIP, Universal Credit and Housing enquiries. We will provide this work under the Citizen's Advice Bureau (CAB) banner. The benefit to the community is more important to us than the WDCF "brand recognition".

We have rebranded our outdoor activities with Green Prescribing to match our Social Prescribing activities. This has been done with the assistance of one of our GPs. We started a digital inclusion project; this has been pivotal in reducing isolation and enabling people to live more independent lives. There are a significant number of people in our community without digital skills or access to equipment. This has resulted in us securing funding for 10 laptops, 12 tablets and portable WIFI equipment. We now intend to loan out the equipment on a 10/12 week booking system. ICT support/training is also built into this project. We anticipate this will be incorporated to a number of projects as we progress.

We have also attended weekly strategic partnership meetings with Local Authority heads of services delivering in our area, as well as weekly community partnership meetings enabling us to target services to different sections of our community previously unknown to us.

Our South East Sheffield People Keeping Well Partnership did not meet after February as all services were being stretched. However, we have kept in touch with all partners and produced a 'One Stop' booklet detailing what service was being delivered and what had ended. This was invaluable to staff when making their wellbeing calls. The partnership met in September for the first time since the restrictions, despite pandemic conditions 15 organisations attended, we used the opportunity to identify the greatest problems the community were facing. Where available resources were directed to the most critical areas, where not key agencies were alerted to issues of concern. The fact that 15 organisations attended amid the pandemic is an indicator how valuable people and organisations find this partnership.

Financial review

Reserves policy

We have referred to the charitable company's requirements for reserves in relation to the main risks to the organisation. We have decided that unrestricted funds amounting to approximately six to nine months of normal expenditure should be our target so that in the event of a significant drop in funding the current activities may be continued.

At 31 December 2020, unrestricted reserves were £72,276 (2019: £62,904) representing 3.0 months running costs (2019: 3.0 months).

Figures above demonstrate our current position related to this and the effort required to achieve our target figure. This will require us to increase or current level of reserves, this will be one of the CEO's targets.

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

Plans for future periods

The ramifications of the pandemic, adding to the continued effect of austerity, has exposed, and amplified every unmet need in the community. We have continually revised services to meet this need, we are now revising our long-term strategy and organisational capacity to match this.

We know most of the areas which our community will require support in, this will include:

- Physical and mental health
- Training and learning
- Debt and personal financial management
- Job seeking & employment support
- Isolation, restoring confidence and the ability to re-join mainstream activities
- Fractured community networks and lack of support

Some of our existing programmes meet this need, they will require some revision to take into account the new circumstances facing people. For example, people will require confidence building measures to engage - we may have to provide a dual track approach of digital and in person meetings. We are currently reviewing all our options. For other programmes such as job seeking, longer term unemployment, we will need to seek further resources.

Our new community centre and library which will operate from summer this year brings with it significant opportunities. It is situated a few footsteps from the shopping centre and near the job centre. We see the potential to engage and support an additional new cohort of people who will pass our doors. We are planning to use our opening few weeks to hold a community wide consultation, from this we will make any service revisions necessary whilst making our community centre and library accessible. We are planning easy access taster sessions for our health and our training activities. We will use the new Library as we did the old one, it will be the base for our volunteers, our gardening project, community walks, engaging the community, and a place where people can come for information and support. It will be a true community hub.

One example of our meeting the emergent community need is the Primary and Community Mental Health Project. We attended some Mental Health workshops earlier in the year and successfully secured funds to deliver a mental health project. We are now in the process of appointing a Mental Health Community Development Worker who will work closely with the Primary Care Mental Health Team of Mental Health Nurses, Psychologists and Community Connectors, co-producing and delivering activities in the areas of need and closed activities for those in our community suffering with Severe Mental Illness. This a 2-year project with our third partner, Sheffield Mind, previous partners with our suicide prevention project. Our new location will give us the platform to attract people who need support and easy access to engage.

Our South East Sheffield People Keeping Well Partnership has drawn plaudits from agencies and the Local Authority. Many of them have testified to the benefit of this partnership, improving and making services accessible and joined up. This contributes to our remit to work strategically and operationally, to grow the spread of the business and encourage generous leadership models in new Community Leaders who, will be able to further embed our approach in the community, speak on behalf of local people in advocating for their needs, design services to meet those needs, and hold other decision makers accountable. This whilst increasing the support available to people where they need it, and increasing participation in community activities and services.

The 106 members of the People Keeping Well Partnership include all the major agencies, we use joint working and collaboration opportunities to successfully deliver benefits to our residents. Such is the success of this that neighbouring areas now join our meetings; they understand the benefits and want the benefits to spread to their areas. We are in discussion with them, we live and operate side by side, we know empowering their community empowers us. We are currently drawing up a framework of how we can share our experience and expertise with our neighbours. We anticipate submitting an application to

Woodhouse and District Community Forum

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

the The National Lottery Community Fund (TNLCF) Partnerships programme later in the year, this will be based on growing the capacity and understanding of other neighbouring community organisations, enabling us all to provide a more coherent support and voice for our communities.

The board have analysed our capacity, our income has grown in the past three years to £426,386 in 2020. We have many different programmes including;

- Physical and Mental Health outreach and centre based services
- Accredited and non-accredited training programmes
- Digital inclusion programmes
- Dementia Cafes
- Exercise classes, chair-based exercise, dance, yoga
- Gardening project
- Reading friends for the elderly
- Community Walks
- Volunteer programme - 56 volunteers across all projects
- Community Centre and Library
- South East Sheffield people Keeping Well Partnership - links with agencies to influence services

Following board analysis, we have decided the way forward is to appoint a CEO, our current Manager retires at the end of the year and is fully supportive of this process. The main remit will be all the usual strategic and operational duties associated with such a post. Some of the particular aspects will relate to maximising the benefits of the new community centre and library, providing support and guidance for the board, engaging and supporting the Woodhouse Community, working collaboratively with neighbouring communities and organisations sharing skills and expertise. Continue to develop the Keeping Well Partnership, strengthening relationships with smaller groups and businesses through to the emergency services and Local Authority.

To ensure the success of the Community centre and Library the new CEO will be charged with securing funding/financing a post of Library and Learning Manager. A preliminary search for funders has begun, this post is important in meeting some of the emerging needs of our community post pandemic.

The other main factor will be promoting the sustainability of WDCF. The previously referred to network and partnership strengthening will contribute to sustainability, there will also be an expectation of securing funding/finance and developing independent income streams. To this end we are now in the third year of a Tudor Trust funded programme, we will make a further application to fund a three-year CEO post. Although this is not guaranteed they have reassured us they are pleased with the progress we made under their current funded programme. Our proposal will be based on the needs of our community and will be a development of the current programme, and our need to grow our capacity to maximise benefit for ours and surrounding communities.

Summary

Despite the continuing austerity and the unprecedented demand and need to revise our services due to the pandemic, we feel we have supported our community well. We have provided appropriate support when required, this has been critical to overcoming the disadvantage they face, and to access new opportunities.

This has been a valuable learning experience for us, we now know we can adapt quickly, our next challenge is to revise services yet again so we can build confidence and offer reassurance to those who will be nervous of mixing with others freely. We may have to offer a twin track approach of digital and in person. We have extended our community reach with food programmes, linking people up etc, we now will seek to maintain this.

Many of our staff are employed through learning and health contracts, we plan to maintain and increase

Woodhouse and District Community Forum

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 December 2020

these contracts. We are reaching the end of a valuable three-year funded project with Tudor Trust, we will seek to secure our three year CEO post through them. This will be to enable us to manage the significant growth required to meet the increased community need. We will also identify and seek funding for the Library and Learning post. In this past year we have laid the foundations and have plans in place for the growth of WDCF. This is not growth for growth's sake, it is to enable us to support our disadvantaged and vulnerable community members, and to support neighbouring communities for us to work together cohesively for community wide benefit.

Public Benefit

We have referred to The Charity Commission's guidance on public benefit when reviewing our aims and objectives and in planning our future activities. We have considered how our activities contribute to our set aims and objectives, we are satisfied we meet the public benefit requirement as stated in charity law.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 31 March 2021 and signed on behalf of the board of trustees by:



J Taylor (Vice Chair and Acting Chair)
Trustee

Woodhouse and District Community Forum

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Woodhouse and District Community Forum

Year ended 31 December 2020

I report to the trustees on my examination of the financial statements of Woodhouse and District Community Forum ('the charity') for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 charity's accounts as 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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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 charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.



Stephen Allen ACA FCCA
Independent Examiner

2 Broomgrove Road
Sheffield
S10 2LR

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
Income and endowments	Note				
Donations and legacies	5	1,700	423,648	425,348	239,876
Charitable activities	6	1,810	2,228	4,038	9,318
Total income		<u>3,510</u>	<u>425,876</u>	<u>429,386</u>	<u>249,194</u>
Expenditure					
Expenditure on charitable activities	7,8	27,067	263,650	290,717	253,215
Total expenditure		<u>27,067</u>	<u>263,650</u>	<u>290,717</u>	<u>253,215</u>
Net income/(expenditure)		<u>(23,557)</u>	<u>162,226</u>	<u>138,669</u>	<u>(4,021)</u>
Transfers between funds		32,929	(32,929)	–	–
Net movement in funds		<u>9,372</u>	<u>129,297</u>	<u>138,669</u>	<u>(4,021)</u>
Reconciliation of funds					
Total funds brought forward		62,904	194,836	257,740	261,761
Total funds carried forward		<u>72,276</u>	<u>324,133</u>	<u>396,409</u>	<u>257,740</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 14 to 23 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Statement of Financial Position

31 December 2020

	Note	2020 £	2019 £
Current assets			
Cash at bank and in hand		398,209	258,120
Creditors: amounts falling due within one year	12	1,800	380
Net current assets		<u>396,409</u>	<u>257,740</u>
Total assets less current liabilities		<u>396,409</u>	<u>257,740</u>
Net assets		<u>396,409</u>	<u>257,740</u>
Funds of the charity			
Restricted funds		324,133	194,836
Unrestricted funds		<u>72,276</u>	<u>62,904</u>
Total charity funds	14	<u>396,409</u>	<u>257,740</u>

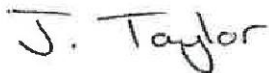
For the year ending 31 December 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements 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 financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 31 March 2021, and are signed on behalf of the board by:



J Taylor (Vice Chair and Acting Chair)
Trustee

The notes on pages 14 to 23 form part of these financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 December 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 2 Goathland Place, Woodhouse, Sheffield, South Yorkshire, S13 7TE.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Every member promises, if the Charity is dissolved while he, she or it remains a member or within 12 months afterwards, to pay £1 towards the costs of dissolution and the liabilities incurred by the Charity while the contributor was a member.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Grants			
Police and Crime Commissioner	—	—	—
Sheffield City Council - Adult Community Learning	—	36,178	36,178
Sheffield City Council - Adult Education Budget	—	18,346	18,346
Sheffield City Council - Clean Our Streets	—	—	—
Sheffield City Council - Community Wellbeing Programme	—	140,440	140,440
Sheffield City Council - People Keeping Well	—	34,599	34,599
Sheffield City Council - Youth Forum	—	1,195	1,195
Tudor Trust	—	10,000	10,000
Woodhouse Health Surgery	—	20,000	20,000
Mental Health Transformation Project	—	65,810	65,810
Move More	—	8,888	8,888
Jaunty Springs Medical Centre	—	76,821	76,821
Other grants	1,700	11,371	13,071
	<u>1,700</u>	<u>423,648</u>	<u>425,348</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Grants			
Police and Crime Commissioner	–	22,500	22,500
Sheffield City Council - Adult Community Learning	–	29,932	29,932
Sheffield City Council - Adult Education Budget	–	18,000	18,000
Sheffield City Council - Clean Our Streets	–	10,000	10,000
Sheffield City Council - Community Wellbeing Programme	–	72,885	72,885
Sheffield City Council - People Keeping Well	–	42,864	42,864
Sheffield City Council - Youth Forum	–	1,500	1,500
Tudor Trust	–	20,000	20,000
Woodhouse Health Surgery	–	10,000	10,000
Mental Health Transformation Project	–	–	–
Move More	–	–	–
Jaunty Springs Medical Centre	–	–	–
Other grants	12,195	–	12,195
	<u>12,195</u>	<u>227,681</u>	<u>239,876</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Other income	<u>1,810</u>	<u>2,228</u>	<u>4,038</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Other income	<u>3,726</u>	<u>5,592</u>	<u>9,318</u>

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Management and charitable costs	25,287	263,650	288,917
Support costs	1,800	–	1,800
	<u>27,067</u>	<u>263,650</u>	<u>290,717</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Management and charitable costs	18,765	234,101	252,865
Support costs	349	–	350
	<u>19,114</u>	<u>234,101</u>	<u>253,215</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2020

8. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2020	Total fund 2019
	£	£	£	£
Management and charitable costs	288,917	–	288,917	252,865
Governance costs	–	1,800	1,800	350
	<u>288,917</u>	<u>1,800</u>	<u>290,717</u>	<u>253,215</u>

9. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,800</u>	<u>380</u>

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	184,861	125,555
Social security costs	24,870	24,809
Employer contributions to pension plans	2,257	1,682
	<u>211,988</u>	<u>152,046</u>

The average head count of employees during the year was 17 (2019: 14). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
Administration	<u>9</u>	<u>8</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

11. Trustee remuneration and expenses

No remuneration was paid to the trustees of the charity (2019: £Nil).

No expenses were paid to the trustees of the charity (2019: £Nil).

12. Creditors: amounts falling due within one year

	2020	2019
	£	£
Accruals and deferred income	<u>1,800</u>	<u>380</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

13. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,257 (2019: £1,682).

14. Analysis of charitable funds

Unrestricted funds

	At 1 Jan 2020	Income	Expenditure	Transfers	At 31 Dec 2020
	£	£	£	£	£
General funds	<u>62,904</u>	<u>3,510</u>	<u>(27,067)</u>	<u>32,929</u>	<u>72,276</u>

	At 1 Jan 2019	Income	Expenditure	Transfers	At 31 Dec 2019
	£	£	£	£	£
General funds	<u>66,097</u>	<u>15,921</u>	<u>(19,114)</u>	<u>—</u>	<u>62,904</u>

Restricted funds

	At 1 Jan 2020	Income	Expenditure	Transfers	At 31 Dec 2020
	£	£	£	£	£
Adult Community Learning	2,249	36,178	(11,964)	(10,443)	16,020
Awards for All - Supporting Locally	5,150	—	(4,758)	—	392
Sheffield City Council - Adult Education Budget	6,324	18,346	(14,939)	—	9,731
Big Lottery	—	—	—	—	—
Clean Our Streets	4,900	—	—	(4,900)	—
Community Wellbeing Programme	37,487	140,440	(34,621)	(73,778)	69,528
Digital Inclusion	5,660	—	—	—	5,660
Garden Project	135	200	(145)	1,500	1,690
GP Volunteers	14,978	20,000	(19,026)	—	15,952
Web Site	—	—	—	—	—
People Keeping Well	49,802	34,599	(54,768)	51,088	80,721
Police and Crime Commissioner	20,000	—	(20,000)	—	—
Publicity (Peter)	177	—	—	—	177
Publicity	190	—	—	2,000	2,190
Youth Forum	—	1,195	(335)	(860)	—
Tudor Trust	20,000	10,000	(20,827)	827	10,000
Festive Lights	68	305	—	—	373
Library	27,716	1,278	(501)	106	28,599

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

14. Analysis of charitable funds *(continued)*

Co-op Health	–	3,380	(915)	–	2,465
Jaunty Springs Medical Centre	–	77,771	(79,879)	2,108	–
Mental Health Transformation Project	–	65,810	–	–	65,810
Move More	–	8,888	–	–	8,888
Link Workers	–	7,486	(972)	(577)	5,937
	<u>194,836</u>	<u>425,876</u>	<u>(263,650)</u>	<u>(32,929)</u>	<u>324,133</u>

	At 1 Jan 2019 £	Income £	Expenditure £	Transfers £	At 31 Dec 2019 £
Adult Community Learning	6,072	29,932	(33,765)	–	2,249
Awards for All - Supporting Locally	6,500	–	(1,350)	–	5,150
Sheffield City Council - Adult Education Budget	2,269	18,000	(13,945)	–	6,324
Big Lottery	2,665	–	(2,665)	–	–
Clean Our Streets	–	10,000	(5,100)	–	4,900
Community Wellbeing Programme	2,146	72,885	(37,544)	–	37,487
Digital Inclusion	6,000	–	(340)	–	5,660
Garden Project	375	–	(240)	–	135
GP Volunteers	20,000	10,000	(15,022)	–	14,978
Web Site	135	–	(135)	–	–
People Keeping Well	100,353	42,864	(93,415)	–	49,802
Police and Crime Commissioner	–	22,500	(2,500)	–	20,000
Publicity (Peter)	252	–	(75)	–	177
Publicity	2,228	–	(2,038)	–	190
Youth Forum	1,589	1,500	(3,089)	–	–
Tudor Trust	18,333	20,000	(18,333)	–	20,000
Festive Lights	568	–	(500)	–	68
Library	26,179	5,592	(4,055)	–	27,716
Co-op Health	–	–	–	–	–
Jaunty Springs Medical Centre	–	–	–	–	–
Mental Health Transformation Project	–	–	–	–	–
Move More	–	–	–	–	–
Link Workers	–	–	–	–	–
	<u>195,664</u>	<u>233,273</u>	<u>(234,101)</u>	<u>–</u>	<u>194,836</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

14. Analysis of charitable funds *(continued)*

The purposes of and restrictions imposed on each individual fund are as follows:

Tudor Trust - Contribution to Managers salary

Co-Op - To deliver Community Health Activities

Adult Community Learning (ACL) - Community Education- Held for Sheffield City Council to deliver programme of learning. Paying for tutors and learning resources

Adult Education Budget (AEB) - Community Education to deliver engagement activities, attract/support people into training. This fund employs one Learning Champion

People Keeping Well - Contract with Sheffield City Council (SCC) to deliver services in South East Sheffield. Resilient Communities employing a Health Development Worker whilst work to deliver SCC dementia contract for Community Dementia Advice Service employs a Dementia Advisor and Dementia Administrator. Early Years contract to deliver Volunteer support in early years settings

Digital Inclusion - Enabling people to access health support, prescriptions, appointments etc

Awards for All - To provide support for Business Planning, Governance Training, Funding Advice and Trustee support

Clean our Streets - Funding to enable environmental projects

Community Wellbeing Programme - To provide a health and wellbeing service - this fund employs 3 Health & Wellbeing Practitioners, Movement Instructor and a Garden Manager

Garden Project - Funding to buy equipment and other resources required to keep the garden for community use

Police and Crime Commissioner - Funding for a Youth Project in Woodhouse

Publicity Funding - to allow the forum to promote its activities, meetings and events

Website Money - to enable the forum to keep its website information up to date

Publicity (Peter) - Funding for our local historian to use as he documents the changing spaces in the area

Youth Forum - Funding for youth projects

Festive Lights - Funding for Christmas lights in the community

Library Funds - Raised for library projects

Jaunty Springs - From Primary Care Network for payment of Link worker salaries

Move More - Funding to set-up and deliver activities in the area

Link Workers - Funds from Primary Care Network for resources, consumables etc for link worker role

GP Volunteers, Contract with Primary Care Network (NHS) - To provide a volunteer base for duties in the Primary Care Network of Townships 1&2 - drivers, admin etc. This fund employs one Volunteer Coordinator

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 December 2020

14. Analysis of charitable funds *(continued)*

Primary and Community Mental Health Transformation Project (PCMHTP) - Supporting better mental health. The contract to deliver this service is with Primary Care Sheffield. Includes salary funding for one Community Development Worker (mental health).

The purposes of the material transfers made to or from the restricted funds are as follows:

Adult Community Learning - £10,443 was transferred out with the agreement of the funder to use for similar charitable purposes of delivering community learning within the South East area of Sheffield, and paying the salaries of sessional staff to allow this to happen.

Clean Our Streets- £4,900 was transferred out with the agreement of the funder to be used for the same charitable purpose of litter picking, environmental issues, and keeping our streets clean and tidy. Community litter picking groups will benefit from the remaining funding.

Community Wellbeing Programme - £73,778 was transferred out with the agreement of the funder to be used for the same charitable purpose of delivering health and well-being activities in the 2 partnership areas of Townships 1&2 as well as increasing staff hours.

People Keeping Well - £51,088 was transferred in to allow the project to deliver it's aims and objectives.

15. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	74,076	324,133	398,209
Creditors less than 1 year	(1,800)	-	(1,800)
Net assets	72,276	324,133	396,409

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	63,284	194,836	258,120
Creditors less than 1 year	(380)	-	(380)
Net assets	62,904	194,836	257,740

16. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	2020 £	2019 £
Financial assets measured at fair value through income and expenditure		
Financial assets measured at fair value through income and expenditure	398,209	258,120

Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2020

16. Financial Instruments (continued)

	2020 £	2019 £
Financial liabilities measured at fair value through income and expenditure		
Financial liabilities measured at fair value through income and expenditure	<u>1,800</u>	<u>380</u>

Woodhouse and District Community Forum

Company Limited by Guarantee

Management Information

Year ended 31 December 2020

The following pages do not form part of the financial statements.

Woodhouse and District Community Forum

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 December 2020

	2020	2019
	£	£
Income and endowments		
Donations and legacies		
Police and Crime Commissioner	–	22,500
Sheffield City Council - Adult Community Learning	36,178	29,932
Sheffield City Council - Adult Education Budget	18,346	18,000
Sheffield City Council - Clean Our Streets	–	10,000
Sheffield City Council - Community Wellbeing Programme	140,440	72,885
Sheffield City Council - People Keeping Well	34,599	42,864
Sheffield City Council - Youth Forum	1,195	1,500
Tudor Trust	10,000	20,000
Woodhouse Health Surgery	20,000	10,000
Mental Health Transformation Project	65,810	–
Move More	8,888	–
Jaunty Springs Medical Centre	76,821	–
Other grants	13,071	12,195
	<u>425,348</u>	<u>239,876</u>
Charitable activities		
Other income	4,038	9,318
	<u>4,038</u>	<u>9,318</u>
Total income	<u>429,386</u>	<u>249,194</u>
Expenditure		
Expenditure on charitable activities		
Wages and salaries	184,861	125,555
Employer's NIC	24,870	24,809
Pension costs	2,257	1,682
Rent	448	1,890
Light and heat	–	53
Insurance	950	1,788
Motor vehicle expenses	1,490	2,697
Legal and professional fees	2,756	1,244
Telephone	3,873	2,508
Other office costs	1,309	2,938
Publicity	275	1,935
Training fees and project costs	67,628	86,116
	<u>290,717</u>	<u>253,215</u>
Total expenditure	<u>290,717</u>	<u>253,215</u>
Net income/(expenditure)	<u>138,669</u>	<u>(4,021)</u>