

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
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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 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

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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

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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

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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 has 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.

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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

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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.

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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.

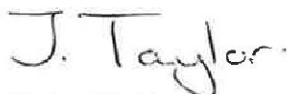
We have requests from groups and agencies wanting to hire out the space, which is great news to us.

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 £
	Note				
Income and endowments					
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	1,800	1,800
Net current assets		558,492	396,409
Total assets less current liabilities		558,492	396,409
Net assets		558,492	396,409
Funds of the charity			
Restricted funds		507,973	324,133
Unrestricted funds		50,519	72,276
Total charity funds	14	558,492	396,409

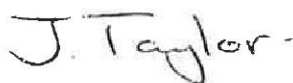
For the year ending 31 December 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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	162,083	140,089
Net cash from operating activities	162,083	140,089
Net increase in cash and cash equivalents	162,083	140,089
Cash and cash equivalents at beginning of year	398,209	258,120
Cash and cash equivalents at end of year	560,292	398,209

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	174	186	360
	<u>174</u>	<u>186</u>	<u>360</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Other income	1,810	2,228	4,038
	<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	—	—	—	—	—
	194,836	425,876	(263,650)	(32,929)	324,133

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 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 its 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>