

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

Independent examiner

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

Woodhouse and District Community Forum

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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

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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.

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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

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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

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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 be useful for local people and all our partners.

DEMENTIA 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

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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

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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.

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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).

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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

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Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2022

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

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Statement of Financial Position

31 December 2022

	Note	2022 £	2021 £
Current assets			
Cash at bank and in hand		491,050	580,292
Creditors: amounts falling due within one year	12	<u>1,944</u>	<u>1,800</u>
Net current assets		<u>489,106</u>	<u>558,492</u>
Total assets less current liabilities		<u>489,106</u>	<u>558,492</u>
Net assets		<u>489,106</u>	<u>558,492</u>
Funds of the charity			
Restricted funds		380,178	507,973
Unrestricted funds		<u>108,928</u>	<u>50,519</u>
Total charity funds	14	<u>489,106</u>	<u>558,492</u>

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

J Taylor (Chair)
Trustee

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

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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	491,050	560,292

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

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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.

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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	-	212,537	212,537
Tudor Trust	-	-	-
Mental Health Transformation Project	-	32,905	32,905
Jaunty Springs Medical Centre	-	116,999	116,999
Library IT	-	-	-
Warpod 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

5. Donations and legacies (continued)

	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
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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Other income	3,039	153	3,192
	<u>3,039</u>	<u>153</u>	<u>3,192</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Other income	174	186	360
	<u>174</u>	<u>186</u>	<u>360</u>

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Management and charitable costs	26,349	450,600	476,949
Support costs	2,034	-	2,034
	<u>28,383</u>	<u>450,600</u>	<u>478,983</u>
	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>

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
Management and charitable costs	476,949	–	476,949
Governance costs	–	2,034	2,034
	<u>476,949</u>	<u>2,034</u>	<u>478,983</u>
			367,318
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			
		2022	2021
		No.	No.
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:			
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			
		2022	2021
		£	£
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			
		2022	2021
		£	£
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	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>
		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>
Restricted funds		At 1 Jan 2022		Income	Expenditure	Transfers	At 31 Dec 2022
		£		£	£	£	£
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		53,212		32,905	(28,798)	(3,055)	54,264
Transformation Project		8,888		-	(50)	(8,838)	-
Move More		4,602		5,611	(5,655)	(3,046)	1,512
Link Workers							

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	108,928	380,178	489,106
	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
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

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	491,050	560,292
Financial liabilities measured at fair value through income and expenditure		
Financial liabilities measured at fair value through income and expenditure	1,944	1,800

17. Analysis of changes in net debt

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