

COMPANY REGISTRATION NUMBER: 05585391  
CHARITY REGISTRATION NUMBER: 1112687

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

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

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

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

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

**Reference and administrative details**

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

**The trustees**

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

**Independent examiner**

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

# Woodhouse and District Community Forum

## Company Limited by Guarantee

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

#### Year ended 31 December 2024

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##### Structure, governance and management

###### Governing document

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

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

###### Trustees

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

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

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

###### Arrangements for setting remuneration of key management personnel

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

###### Charity structure

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

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

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

18 members of staff.

4 Full-time = 11 FTE's

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



# Woodhouse and District Community Forum

Company Limited by Guarantee

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

Year ended 31 December 2024

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

## Risk management

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

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

# Woodhouse and District Community Forum

## Company Limited by Guarantee

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

#### Year ended 31 December 2024

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##### Objectives and activities

###### Objectives and aims

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

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

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

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

##### Our Community

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

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

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

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

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

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

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

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



# Woodhouse and District Community Forum

## Company Limited by Guarantee

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

#### Year ended 31 December 2024

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##### Achievements and performance

###### People Keeping Well

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

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

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

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

###### Community Garden

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

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

###### Woodhouse Community Hub and Library

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

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

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

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



# Woodhouse and District Community Forum

## Company Limited by Guarantee

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

**Year ended 31 December 2024**

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#### Reaching Communities Project

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

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

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

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

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

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

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

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

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

#### Partnership Working

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

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



**Woodhouse and District Community Forum**  
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**Year ended 31 December 2024**

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

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

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

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

**Financial review**

**Reserves policy**

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

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

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

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

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**Plans for future periods**

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

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

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

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

**Some Key Challenges and Opportunities**

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

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

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

**Summary**

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

**Small company provisions**

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

**Woodhouse and District Community Forum**  
**Company Limited by Guarantee**

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

**Year ended 31 December 2024**

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



J Taylor (Chair)  
Trustee



# Woodhouse and District Community Forum

Company Limited by Guarantee

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

**Year ended 31 December 2024**

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

### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (‘the 2006 Act’).

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

### **Independent examiner’s statement**

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

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

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

# **Woodhouse and District Community Forum**

## **Company Limited by Guarantee**

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

#### **Year ended 31 December 2024**

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

Stephen Allen ACA FCCA  
Independent Examiner

Omega Court  
364-366 Cemetery Road  
Sheffield  
S11 8FT

# Woodhouse and District Community Forum

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 December 2024

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

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

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



## Woodhouse and District Community Forum

### Company Limited by Guarantee

#### Statement of Financial Position

31 December 2024

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

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

#### Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

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

J Taylor (Chair)  
Trustee

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

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

**Year ended 31 December 2024**

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

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

# Woodhouse and District Community Forum

Company Limited by Guarantee

## Notes to the Financial Statements

Year ended 31 December 2024

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**1. General information**

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

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

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

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

**Going concern**

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

**Judgements and key sources of estimation uncertainty**

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

**Fund accounting**

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

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

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



# Woodhouse and District Community Forum

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

#### 3. Accounting policies *(continued)*

##### Incoming resources

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

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

##### Resources expended

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

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

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

##### Defined contribution plans

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

# Woodhouse and District Community Forum

## Company Limited by Guarantee

### Notes to the Financial Statements (continued)

Year ended 31 December 2024

#### 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 2024
	£	£	£
<b>Grants</b>			
Sheffield City Council - Adult Community Learning	-	-	-
Sheffield City Council - People Keeping Well (South East Sheffield)	-	230,264	230,264
Tudor Trust	-	36,667	36,667
Stop Smoking Project	-	10,000	10,000
Mental Health	17,784	-	17,784
Family Centre Network	-	-	-
The National Lottery Community Fund (RC Yorkshire and Humber Region programme)	-	53,536	53,536
Other grants	2,300	2,095	4,395
	<u>20,084</u>	<u>332,562</u>	<u>352,646</u>
	Unrestricted Funds	Restricted Funds	Total Funds 2023
	£	£	£
<b>Grants</b>			
Sheffield City Council - Adult Community Learning	-	1,077	1,077
Sheffield City Council - People Keeping Well (South East Sheffield)	-	206,302	206,302
Tudor Trust	-	58,000	58,000
Stop Smoking Project	-	10,380	10,380
Mental Health	-	-	-
Family Centre Network	-	20,000	20,000
The National Lottery Community Fund (RC Yorkshire and Humber Region programme)	-	39,915	39,915
Other grants	126,497	17,529	144,026
	<u>126,497</u>	<u>353,203</u>	<u>479,700</u>

# Woodhouse and District Community Forum

## Company Limited by Guarantee

### Notes to the Financial Statements (continued)

#### Year ended 31 December 2024

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



# Woodhouse and District Community Forum

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2024

#### 10. Staff costs

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

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

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

	2024	2023
	No.	No.
Administration	9	9

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

#### 11. Trustee remuneration and expenses

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

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

#### 12. Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals and deferred income	15,553	15,345

#### 13. Pensions and other post retirement benefits

##### Defined contribution plans

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

#### 14. Analysis of charitable funds

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

# Woodhouse and District Community Forum

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 December 2024

## 14. Analysis of charitable funds (continued)

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

# Woodhouse and District Community Forum

Company Limited by Guarantee

## Notes to the Financial Statements (continued)

Year ended 31 December 2024

### 14. Analysis of charitable funds (continued)

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



# Woodhouse and District Community Forum

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2024

#### 14. Analysis of charitable funds *(continued)*

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

Tudor Trust - Contribution to Managers salary

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

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

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

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

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

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

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

Festive Lights - Funding for Christmas lights in the community

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

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

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

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

Beighton Cafe - Funding to run a dementia cafe in Beighton

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

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

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

Wardpot Digital Inclusion - Funding to deliver a digital inclusion project

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

LDW - Funding for a Learning Development Worker

# Woodhouse and District Community Forum

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

**Year ended 31 December 2024**

#### 14. Analysis of charitable funds *(continued)*

Community Hub - Funds towards the upkeep of the new building

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 15. Analysis of net assets between funds

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

**Woodhouse and District Community Forum**  
**Company Limited by Guarantee**

**Notes to the Financial Statements *(continued)***

**Year ended 31 December 2024**

**16. Financial instruments**

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

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

**17. Analysis of changes in net debt**

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