

Shirecliffe Community Forum

Legal and administrative Information For the year ended 31 March 2022

Directors (Trustees)

I Akbar

C Early

P Howard

S Latif

K Leary

resigned on 1 April 2022

D Brookes

M Leary

appointed on 1 April 2022

Secretary

S Latif

Key management

L Norman Centre Manager

Charity number

1119436

Company number

05334100

Registered office

Shirecliffe Community Centre

Shirecliffe Road

Shirecliffe

Sheffield

South Yorkshire

S5 8XJ

Independent Examiner

Sarah Lightfoot, FCA DChA

Employee of:

VAS Community Accountancy

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

Shirecliffe Community Forum

Directors' annual report For the year ended 31 March 2022

The trustees are pleased to present their annual directors' report for the year ending 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the charities Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019.

Structure, governance and management

Shirecliffe Community Forum is a company limited by guarantee (company number 05334100), incorporated on 17 January 2005 which is governed by Memorandum and articles of association. The company registered as a charity on 31 May 2007 (charity number 1119436).

The directors are responsible for overseeing the operations of the charity. Day to day management of the charity is provided by paid staff.

Objectives

The objects of the charity are the promotion for the benefit of the public of urban or rural regeneration in areas of social and economic deprivation (and in particular in Shirecliffe) by all or any of the following means;

1. the relief of poverty
2. the relief of unemployment
3. the advancement of education training or retraining amongst unemployed people and providing unemployed people with work experience
4. the provision of financial and technical assistance or business advice or consultancy on order to provide training and employment opportunities for unemployed people in cases of financial or other charitable needs through help
 - a. in setting up their own business
 - b. to existing businesses
5. the creation of training and employment opportunities by the provision of workspace, buildings and/or land for use on favourable terms
6. the maintenance, improvement or provision of public amenities
7. the provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances have need of such facilities
8. the protection and conservation of the environment
9. the provision of public health facilities and childcare
10. the provision of public safety and crime prevention
11. for such other charitable purposes as the directors in their absolute discretion think fit.

We manage a community centre, providing services and activities previously unavailable in the Shirecliffe area.

The objects of the charity are to promote for the benefit of the public of urban or rural regeneration in areas of social and economic deprivation

1. the relief of poverty
2. the relief of unemployment
3. the advancement of education training or retraining amongst unemployed people and providing unemployed people with work experience
4. the provision of financial and technical assistance or business advice or consultancy on order to provide training and employment opportunities for unemployed people in cases of financial or other charitable needs through help
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8. the protection and conservation of the environment
9. the provision of public health facilities and childcare
10. the provision of public safety and crime prevention
11. for such other charitable purposes as the directors in their absolute discretion think fit.

Shirecliffe Community Forum

Directors' annual report - continued
For the year ended 31 March 2022

Achievements and Performances

This year was a good year for the Community centre. All groups have returned to the centre now except City Church on Sunday's and the AA on Mondays. We are still hopeful that the Church will return, but the AA has decided to carry on with zoom sessions. NSFD returned at the end of March 2022 so we have seen no revenue from them this year. The centre was still fairly quiet during the beginning of the year but we still managed to pick some new groups up from the NHS and SCC. The centre has had another good year financially due to maximising the Halls capacity, the addition of Family Time (SCC) and some extra sessions from PCT. We have tried very hard to control the costs of the centre with the Centre manager reducing her hours to a minimum. We have had some increased costs due to Health and safety. We controlled the repairs within the centre this year with the only major repairs being to the lighting. Shirecliffe participated in the Healthy Holiday scheme within 2022 which was very uplifting for all the participants. We received some very uplifting feedback which is always a bonus.

The footfall of the centre is still on the up, due to an increase in the level of sessional bookings and further new groups. The Forum has regular income from courses run by Everyone Health and NHS Pulmonary care. We are still receiving extremely positive feedback from the groups and clubs that use the centre on how accommodating, cleanliness and friendly the centre is.

Our Karate group is going from strength to strength winning National awards and recognition within the Community they are taking part in the world championships in the later part of 2022 we wish them well. The class on Saturday mornings a group for Women only run by the Karate is still going strong.

The Hall is still our main stream of Sessional Income, it is in use every night of the week and most week days.

We also have had a new food bank take up residence in our car park who hand out food parcels on a Saturday Morning.

The outside space is still a work in progress. There are now quite a few seating areas, it is a safe and peaceful area to sit. Our hope is that it will bring all residents of Shirecliffe together, but we are still struggling to get volunteers to help with the upkeep. We are actively looking for funding and are hopeful that we will be successful in 2023.

Shirecliffe Community Forum

Directors' annual report - continued For the year ended 31 March 2022

Financial Performance

2022 was another good year for finance for the forum. We hope this to be the turning point for the centre. We now have full occupancy at the centre, and with one group taking all the vacant offices on the first full the administration for centre has become easier. We are still very busy administrating the SCC side of the building especially with the set-up of the nursery.

Our sessional income is on the increase again with the addition of more new groups to the centre from SCC and NHS.

We have managed to control the majority of costs this year, with more stringent control of spending limits. All of expenditure is being authorised by board members. Maintenance costs for both sides of the centre will be rising in 2023 as the building gets older.

It is still of the upmost importance that the high levels of maintenance and housekeeping is preserved we therefore are not able to cut too many costs in those areas. We have seen consumables rise again due to the after effects of covid on our cleaning regime. The centre is cleaned at least 7 times a day.

Plans for the future

For the year ended 31 March 2022

We have still not re-established our Christmas fair but we did have a Community Panto this year, which had the highest attendance since we started doing them.

Financial performance

Our main aim is still to try and help the Community wherever we can, and in early 2023 we will be setting up a warm space for the community to come and keep warm and use the cooking facilities. We are also still hoping to hold a couple of Car boot sales during the summer months of 2023 this will hopefully put us back in the Community spotlight. We are also hoping to be back in the spotlight with the set-up of the room.

We have a new Tenant for 2022; The Afghan Society has now joined the Community Centre which is a welcomed addition to the Centre.

We have also got some additional revenue for 2022 with Save the children and have a new coffee morning group on Friday Mornings to control the amount of expenditure being incurred.

We also have a breakfast club on a Thursday morning in the Hall run by The Nursery.

Our Ethos is that we don't turn any viable project down without careful consideration.

There are a lot of things to consider.

We are still optimistic that City Church still remains an integral part of Shirecliffe Community Hub even though they have reduced their occupancy of the centre.

Plans for the future

The Forum is constantly striving to locate new prospects ensuring the financial security of the Community Centre. The forum is still gaining new groups due to our spacious rooms and the groups wanting to carry out their activities in a safe, clean environment.

Shirecliffe Community Centre remains very strong after the past 12 months and has proven that with everybody working towards a common goal we will survive and succeed.

We have a couple of Car boot sales during the summer months of 2023 this will hopefully put us back in the Community spotlight.

We have a new Tenant for 2022; The Afghan Society has now joined the Community Centre which is a welcomed addition to the Centre.

We have also got some additional revenue for 2022 with Save the children and have a new coffee morning group on Friday Mornings to control the amount of expenditure being incurred.

Shirecliffe Community Forum

Directors' annual report - continued For the year ended 31 March 2022

Reserve Policy

Shirecliffe Community Forum is registered with the Charity Commission and complies with the requirements of the Charity Commission in terms of an annual independent inspection of the organisation's accounts and submitting the accounts as part of the Charity Commission's annual returns (income, expenditure and assets).

The management committee operates a system of general funds to cover the core running costs of the centre and restricted funds to cover the costs associated with particular activities or projects, for example the activities which are funded by grants received from Sheffield City Council.

In terms of the general fund we receive income in the form of room hire charges, which we make to all of our user groups, along with one-off fees for family parties, community meetings etc. We also sub-let an area of the community centre to other local community projects for office accommodation. Sub-letting brings in a regular, guaranteed income for the community centre and enables other projects to develop their work in the area for the benefit of local residents.

The management committee is responsible for all aspects of the day to day running costs of the centre which includes heating, lighting, water rates, cleaning, insurance, security alarm, trade waste, telephone, broadband services etc. All running costs are met by the general fund.

At meetings of the finance management committee members of the committee considered what level of funding the charity should hold in reserve.

It was agreed that the committee would hold 6 month's general running costs in reserve. Based upon current levels of expenditure £25,000 would be held in reserve.

Free reserves at 31 March 2022 were £51,424. Given the anticipated increase in costs (especially utility cost) during 22-23 and beyond, the excess in reserves is considered reasonable.

Small Companies Exemption

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The directors declare that they have approved the directors' report above on _____ and are Signed on their behalf by:

Print name: _____

Director

Independent Examiner's report to the trustees of Shirecliffe Community Forum ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your 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

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

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

I am satisfied myself that the accounts of the Company for the year ended 31 March 2022 are in accordance with the requirements of the 2006 Act and are eligible for independent examination.

Signed: Sarah Lightfoot, FCA DChA

On behalf of the examination team
for VAS Community Accountancy
The Circle

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

Date: 10 April 2022

4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Shirecliffe Community Forum

Statement of Financial Activities (incorporating the income and expenditure account) for the year ended 31 March 2022

Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:						
Donations and grants	2	12,936	-	12,936	23,893	22,009
Charitable activities	3	99,610	-	99,610	66,209	66,209
Investments- bank interest	3	-	3	6	-	6
Total income		112,549	-	112,549	90,108	22,009
Expenditure on:						
Charitable activities	4	106,370	-	106,370	86,959	9,048
Total expenditure		106,370	-	106,370	86,959	9,048
Net expenditure		6,179	-	6,179	3,149	12,961
Transfers between funds	10	-	-	-	12,961	(12,961)
Net movement in funds		6,179	-	6,179	16,110	-
Total funds brought forward		44,758	767	45,525	28,648	767
Total funds carried forward		50,937	767	51,704	44,758	767

Shirecliffe Community Forum

Balance sheet

As at 31 March 2022

	Notes	2022 £	2021 £
Fixed Assets			
Tangible Assets	7	10,514	11,730
Current assets			
Debtors	8	42,149	21,698
Cash at bank and in hand		15,794	29,727
Total current assets		57,943	51,425
Creditors: amounts falling due within one year	9	(16,753)	(17,630)
Net current assets		41,190	33,795
Total assets less current liabilities		51,704	45,525
Creditors: amounts falling due after more than one year		-	-
Total net assets		51,704	45,525
As at 31 March 2022			
Funds of the Charity			
Unrestricted funds			
Restricted income funds	10	50,937	44,758
Fixed Assets		767	767
Total funds	11	51,704	45,525

Current assets

Debtors

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

Total current assets

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Approved by the board on _____ and signed on behalf of the board by:

Funds of the Charity

Unrestricted funds

Print name: _____

Director

Total funds

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

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

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

Notes to the Accounts
for the year ended 31 March 2022

1 Accounting Policies

(a) General

Shirecliffe Community Forum is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the company information on page 1 of these financial statements.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102) and with the Charities Act 2011. The financial statements have taken advantage of the exemption to prepare a Statement of Cash Flows.

The charity meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

(b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Sessional and rental income is recognised in the year the session took place.

Bank interest is recognised as income when it is credited to the bank statement.

(c) Expenditure and liabilities

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(d) Tangible fixed assets

All items of capital expenditure below £500 are written off as incurred.

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful lives on a straight line basis.

Fixtures and Fittings 4 years straight line

Leasehold Improvements over the remaining life of the short term lease

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Notes to the Accounts - continued
for the year ended 31 March 2022

(f) Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Since 2011, the charity has been

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.

for the year ended 31 March 2022

(i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Trade debtors are recognised initially at the

2 Income from grants

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
(g) Trade creditors						
Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.						
Sheffield City Council - Covid-19 business support	10,667	-	10,667	15,085	-	15,085
Coronavirus Job Retention Scheme	2,269	-	2,269	8,808	-	8,808
The National Lottery Community Fund - Coronavirus Community Support Fund	-	-	-	-	22,009	22,009
	12,936	-	12,936	23,893	22,009	45,902

Trade creditors are recognised initially at the

3 Income from charitable activities

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific artistic projects being undertaken by the charity.						
Project delivery	5,850	-	5,850	1,263	-	1,263
Sessional income	24,502	-	24,502	9,470	-	9,470
Rents received	22,690	-	22,690	16,894	-	16,894
Building management charge	45,409	-	45,409	38,582	-	38,582
Other income	1,159	-	1,159	-	-	-
	99,610	-	99,610	66,209	-	66,209

2 Income from grants

Sheffield City Council - Covid-19 business support
Coronavirus Job Retention Scheme
The National Lottery Community Fund -
Coronavirus Community Support Fund

Shirecliffe Community Forum

Notes to the Accounts - continued
for the year ended 31 March 2022

4 Expenditure on charitable activities

		Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	Note	£	£	£	£	£	£
Staff costs	6	24,187	-	24,187	14,585	3,287	17,872
Self employed administration		16,577	-	16,577	7,776	4,576	12,352
Project costs		4,002	-	4,002	1,422	405	1,827
Management contract recharge		5,975	-	5,975	3,900	-	3,900
Insurance		4,170	-	4,170	3,863	-	3,863
Rates and utilities		16,813	-	16,813	24,745	-	24,745
Telephone and internet		3,063	-	3,063	1,858	-	1,858
Printing, stationery and other admin expenses		1,227	-	1,227	2,388	-	2,388
Travel and staff expenses		344	-	344	-	280	280
Cleaning and environmental		4,189	-	4,189	1,166	280	1,446
Security and fire safety		4,954	-	4,954	4,542	-	4,542
Repairs and maintenance		18,267	-	18,267	17,223	24,187	17,223
Depreciation		1,216	-	1,216	1,216	24,187	1,216
Refreshments		151	-	151	-	-	-
Event costs		551	-	551	-	-	-
Garden costs		-	-	-	-	-	-
Bad Debt Provision		-	-	-	-	500	500
Independent examination fee	5	684	-	684	1,675	-	1,675
					600	-	600
		106,370	-	106,370	86,959	9,048	96,007

5 Independent examiner's fees

	2022	2021
	£	£
Independent examination fee	684	600
Other fees paid to the independent examiner's organisation:		
QuickBooks license	180	180
Staff Costs		
Salaries	24,187	17,872
	24,187	17,872

No employee received emoluments of more than £60,000. The average number of employees during the period was 3 (2021: 3).

Shirecliffe Community Forum

Notes to the Accounts - continued for the year ended 31 March 2022

7 Tangible fixed assets

Cost

As at 1 April 2021

As at 31 March 2022

Depreciation

As at 1 April 2021

Depreciation charge

As at 31 March 2022

Net Book Value

As at 31 March 2022

As at 31 March 2021

Fixtures and Fittings £	Leasehold improvements £	Total £
7,141	16,553	23,694
7,141	16,553	23,694
7,141	4,823	11,964
-	1,216	1,216
7,141	6,039	13,180
-	10,514	10,514
-	11,730	11,730

8 Debtors

Shirecliffe Community Forum

Notes to the Accounts - continued
for the year ended 31 March 2022

Trade debtors

Prepayments

7 Tangible fixed assets

9 Creditors: amounts falling due within one year

Cost

As at 1 April 2021

As at 31 March 2022

Trade creditors

Accruals

Taxes & social security

Income received in advance

As at 31 March 2022

Net Book Value

10 Restricted funds

As at 31 March 2021

8 Debtors

Community Garden

Trade debtors

Prior year comparison

Community Garden

The National Lottery Community Fund - Coronavirus

Community Support Fund

Trade creditors

Accruals

Taxes & social security

Income received in advance

Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance C/fwd £
767	-	-	-	767
767	-	-	-	767
Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance C/fwd £
767	-	-	-	767
-	22,009	(9,048)	(12,961)	-
767	22,009	(9,048)	(12,961)	767