

# **Tinsley Forum**

**(Registered Charity number 1131895)**

**(Company Ltd by Guarantee Number 3881700)**

## **FINANCIAL STATEMENTS**

**for the year ended 31 March 2022**

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## **Tinsley Forum**

### **Company Information**

#### **Trustees**

T K Calvert	Chair
E Finbow	Treasurer
S Sutherland	Secretary
N Akhtar	
Z Naz	Resigned September 2021
K Iqbal	

#### **Company Number**

3881700

#### **Charity Number**

1131895

#### **Registered Office**

Tinsley Onestop Shop  
120 - 126 Bawtry Road  
Tinsley Onestop Shop  
Sheffield  
S9 1UE

#### **Bank**

Lloyds TSB Bank plc  
14 Church Street  
Sheffield,  
S1 1HP

#### **Independent Examiner**

White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

## **Tinsley Forum**

### **Trustees' report continued**

The Trustees present their annual report and financial statements for the year ended 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 Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards for Smaller Entities.

### **Structure, governance and management**

The organisation is a registered charity and a company limited by guarantee. The company was registered as a charity on 29 September 2009. The trustees of the company are elected for a term of one year by a simple majority of those present and voting at the Annual General Meeting. Committee meetings are held approximately every two months for trustees to receive information and make decisions relating to the organisation. The induction and training of new trustees is undertaken by the Forum manager and experienced trustees to ensure that they fully understand their legal and operational responsibilities.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up. The Forum employs a project manager to oversee the running of the organisation and he reports directly to the trustees at each meeting. The trustees are responsible for making decisions that impact on the future of the organisation or have a significant cost implication and they also ratify operational decisions that have been made by the project manager between meetings.

### **Reserves policy**

Financial procedures are in place for regular reporting to the trustees and they then consider viability and potential risks before making financial decisions. The trustees ensure that there are sufficient reserves in place to meet their legal obligations. The level of freely available reserves at 31 March 2021 was £60,120 (2020: £54,179). The Trustees have designated £30,000 (2020: £36,500) as any future redundancy costs and this is held in a separate savings accounts.

### **Risk assessment**

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure. The trustees and officers of the charity acknowledge their responsibility for carrying out an annual risk assessment of the charity's financial strategy and policies, and for managing any risks that are identified. To this end they have set out to identify potential risks by adopting a business plan and by reviewing the financial processes of the charity and establishing control systems to manage the risks which have been identified.

The major risks which the trustees have identified are:

- the charity will, if possible, have to continue to rely on social enterprise and partnership working to provide the majority of its income.
- the charity's premises may have to be vacated during the next financial year if additional funding is not found.
- the charity's operations may have to be considerably reduced due to a lack of funding and the charity not having sufficient operating capital in reserve.
- other local organisations housed at the charities premises may be unable to continue to operate from these premises due to them being unable to find funding to operate at their current level.

## **Tinsley Forum**

### **Trustees' report continued**

#### **Objectives and aims**

- to benefit the community in the Tinsley area of the city of Sheffield by the advancement of education and the relief of poverty, hardship, distress and sickness.
- to advance the education of the inhabitants of the area and to provide for information, recreation and leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the inhabitants without distinction of race, colour, ethnic or national origin, gender, disability, sexuality or of political, religious or other opinion.
- to advance the education of the public by the sponsorship of bursaries, scholarships or grants to any person or persons, institution, association or corporate body for the purpose of furthering the objects.
- to co-operate and enter into arrangements with other bodies (whether national or local and whether voluntary, statutory, industrial or otherwise) in the constitution and maintenance of the charity's facilities and in the furtherance of the objects and the charity's powers generally.
- to further such other charitable purposes as the company shall in its absolute discretion determine and on terms consistent with the charitable purposes of the charity and in accordance with the law of England and Wales.

To achieve these objectives the activities undertaken by the Forum in the last year included:

- the operation of a One Stop Shop.
- the provision of courses for the general public.
- working with young people to provide advice regarding education, training and employment.
- working with local employers.
- social prescribing services.
- addressing local issues.
- help and advice given to the local Roma community.
- the rental of rooms.

The trustees confirm that they have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

#### **Achievements and performance**

This year has followed on from the last one with being a very difficult and testing one for us and the community. Covid restraints were eased in June 2021, with lockdown ending, but restrictions and ongoing safety measures meant that we were still in a difficult period of transition and operating under constraints.

We had to adapt our ways of working and delivery offer this year, some of this because of services that had been cut or had changed over the Covid period and some new services were offered in response to community need. All classes had stopped during Covid, some had recently started back, but online only, which was problematic for learners due to a lack of IT skills and digital exclusion, this was also compounded by the closure of Darnall Forum, who provided tutors to deliver classes, and a shift in community learning offer by Sheffield City Council, who were also pushing for cheaper, online learning. At the same time, we were losing access to classes we had been successful in receiving 6 months of lottery funding for Covid support and 6 months Power to Change funding, which was essential to offer a change in services for the community. Funding allowed us to redirect our work and support people through Covid and beyond, we worked with Morrisons and Darnall wellbeing to support local families with food parcels, we also received £6,000's worth of food vouchers which has been used to support families across the Darnall ward. In the same period, we were able to employ an employment worker, who worked with clients to give them a good quality CV, employment support and in work support for clients gaining employment. This was an essential service which we are keen to continue in our work going forward. We recruited to 2 new posts, the food coordinator post, and a library coordinator post, this post was also used to recruit and train volunteers, and something that has proved to be essential for us throughout the year.

## **Tinsley Forum**

### **Trustees' report continued**

The library refurbishment was completed this year, new internal shelving, and a refit of the children's library section, all took place. The library itself has still to open officially, this is due to a hold up with connecting us on to the library network, which has meant we are still unable to catalogue books on the system or give staff or volunteers training on how the system works. We are hopeful of the library opening fully in the next few months, although it has been open for people to sit in and read, some book borrowing and many different activities to take place, including holiday hunger activities, Chairobics, coffee mornings, chess club, Best Start, kids club, and work club activities.

We have undergone a lot of building improvements over the year with rooms being painted, a new kitchen, the IT room moved, and new computers and printer purchased for the IT room. We have replaced all the lights in the building with low energy led lights and had some internal building works undertaken to make the building more usable and spaces more rentable. We have had to look at different ways of using the building and ways of generating income as we have lost a lot of income from room rentals due to the loss of courses and providers to deliver. The push for online everything has resulted in the Advice Service completely pulling out of the building, which has had a dramatic effect on individuals and families within the community who used it, and it has also meant half of our building running costs being lost due to the loss of rental income. This coupled with the loss in income from classes has been a big loss to us as an organisation, and something we are looking to address, but which is still proving pro, we also received £6,000's worth of food vouche

We have worked with groups to access the Tinsley Trust Fund and E.ON community fund, which is a small fund that local groups can apply to, usually for grants up to £1000. This has been great for groups who are starting back up after Covid or new groups who have been formed after Covid. We have worked with young people, supporting them with employment and college advice and through supporting the delivery of football sessions and outreach work. We have worked with Sheffield City Council and local councillors on a range of topics and information sharing groups, we are partners on many groups such as the Darnall Ward Stakeholders Group, East LAC, Community Connector Newsletter Steering Group, South Yorkshire Neighbourhoods and Communities (SY-NC), which is a city-wide initiative around gangs and knife crime, VAS – Employment and Skills Citywide Steering Group and Community Covid Citywide meetings and briefings groups.

We have worked with Sheffield City Council to redevelop part of the Tinsley One Stop Shop for it to be used as a community library and worked to support local groups to be able to access small grants including the Tinsley Trust Fund and E.ON community fund.

The year, like last year, has been a very difficult one for everyone. Again, with the continued support of the local community, local volunteers, partner organisations and Trustees, we will continue to deliver community led services within the ward. Thank you to everyone for working so hard, to do so much, within our community and for making changes that are essential in moving forward over the coming years.

**Trustees' report continued**

**Trustees responsibilities for the financial statements**

Company and charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the

Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

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

This report was approved by the Trustees on \_\_\_\_\_ and is signed on their behalf by:

E Finbow  
Trustee

## **Tinsley Forum**

### **Independent Examiner's report on the Accounts of Tinsley Forum for the year ended 31 March 2022**

I report on the accounts of the company for the year ended 31 March 2022, which are set out on pages 8 to 13.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_

Craig Williamson  
White Rose Accounting for Charities  
The Ghyll  
Threapland  
Aspatria  
CA7 2EL

Date:

**Tinsley Forum****Balance Sheet as at 31 March 2022****Company number: 3881700**

		<b>2022</b>	2021
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Fixed Assets</b>	<b>2</b>	<u>169,742</u>	<u>176,215</u>
<b>Current assets</b>			
Debtors	<b>3</b>	250	-
Balance at bank and cash		<u>203,995</u>	<u>174,492</u>
<b>Total current assets</b>		<u>204,245</u>	<u>174,492</u>
Creditors: amounts falling due within one year	<b>4</b>	(1,486)	(1,207)
<b>Net current assets/(liabilities)</b>		<u>202,759</u>	<u>173,285</u>
<b>Total assets less current liabilities</b>		<u>372,501</u>	<u>349,500</u>
<b>Total net assets</b>		<u><b>372,501</b></u>	<u><b>349,500</b></u>
<b>Represented By</b>			
<b>FUNDS</b>			
Unrestricted income fund - assets		169,742	176,215
Unrestricted income fund		56,791	48,123
Designated Reserves		32,000	30,000
Restricted income fund		<u>113,968</u>	<u>95,162</u>
		<u><b>372,501</b></u>	<u><b>349,500</b></u>

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

Director's responsibilities;

The members have not required the company to obtain an audit of its accounts 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 accounts

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

The financial statements are approved by the Trustees on \_\_\_\_\_ and signed on its behalf by:



## Tinsley Forum

### Statement of Financial Activities for the year ended 31 March 2022

		Restricted funds	Unrestricted funds	Total 2022	Total 2021
	Notes	£	£	£	£
<b>Incoming resources</b>	<b>1</b>				
Activities for generating funds	5	200,673	12,854	213,527	139,252
Room rental		-	21,780	21,780	10,314
Investment income		-	4	4	9
Other income		-	2,250	2,250	315
<b>Total Incoming resources</b>		<b>200,673</b>	<b>36,888</b>	<b>237,561</b>	<b>149,890</b>
<b>Resources expended</b>					
Costs of generating income	6	181,868	32,693	214,561	113,498
<b>Total resources expended</b>		<b>181,868</b>	<b>32,693</b>	<b>214,561</b>	<b>113,498</b>
<b>Net (outgoing)/incoming resources</b>		<b>18,805</b>	<b>4,195</b>	<b>23,000</b>	<b>36,392</b>
<b>Total funds brought forward</b>		<b>95,162</b>	<b>254,338</b>	<b>349,500</b>	<b>313,108</b>
<b>Total funds carried forward</b>	<b>8</b>	<b>113,968</b>	<b>258,533</b>	<b>372,501</b>	<b>349,500</b>

## Tinsley Forum

### Notes to the Accounts

for the year ended 31 March 2022

#### 1 Accounting Policies

##### (a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

##### (b) Donations and fund accounting

Donations received for the general purposes of the charity are included as unrestricted funds.

##### (c) Resources expended

Expenditure is included on an accruals basis.

##### (d) Unrestricted funds are donations and other income receivable or generated for the objects of the Company without further specified purpose and are available as general funds.

##### (e) Restricted funds are to be used for specific purposes as laid down by the donor.

##### (f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life, as follows:

Forum equipment - 25% on cost

Land and buildings - 2% on cost

#### 2 Fixed assets

	Leasehold property £	Forum Equipment £	Total £
<b>Cost or Valuation</b>			
At 01/04/21	499,851	211,942	711,793
<b>at 31/03/22</b>	<u>499,851</u>	<u>211,942</u>	<u>711,793</u>
<b>Depreciation</b>			
At 01/04/21	323,636	211,492	535,128
Charge for the year	6,473	-	6,473
<b>at 31/03/22</b>	<u>330,109</u>	<u>211,492</u>	<u>541,601</u>
<b>Net book value at 31/03/22</b>	<u>169,742</u>	<u>-</u>	<u>169,742</u>
<b>Net book value at 31/03/21</b>	176,215	-	176,215

#### 3 Debtors

These are monies owed to the Company but not received during the accounting period. They are in respect of:

	2022 £	2021 £
Trade debtors	250	-
	<u>250</u>	<u>-</u>

## Tinsley Forum

### Notes to the Accounts

#### for the year ended 31 March 2022

#### 4 Creditors: amounts falling due within one year

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

	2022	2021
	£	£
Trade creditors	1,486	1,207
	<b>1,486</b>	<b>1,207</b>

#### 5 Activities for generating funds

	Restricted funds £	Unrestricted funds £	2022 £	2021 £
<b>Grants</b>				
Cycling Uk	-	-	-	500
HMRC Job Retention Grant	-	12,854	12,854	13,464
National Lottery - Covid Fund	-	-	-	39,282
Power to Change	107,240	-	107,240	-
Sheffield City Council	69,993	-	69,993	69,832
South Yorks Police & Crime Commissioner	-	-	-	4,000
South Yorkshire Community Foundation	15,000	-	15,000	12,174
<b>Fund holding</b>				
Darnall Wellbeing	490	-	490	-
British Land	7,950	-	7,950	-
E.ON	-	-	-	-
	<b>200,673</b>	<b>12,854</b>	<b>213,527</b>	<b>139,252</b>

## Tinsley Forum

### Notes to the Accounts for the year ended 31 March 2022

#### 6 Resources expended

Costs of generating income	2022	2021
	£	£
Staff costs	102,177	54,531
Payroll services	450	448
Community activities and projects	8,388	6,386
Printing, stationery and postage	263	704
Telephone and internet	1,662	3,244
Light and heat	3,587	2,295
Insurance	1,559	1,683
Computer consumables	98	11,692
Repairs and renewals	2,499	5,110
Library Building work	32,707	14,190
Building refurbishment	49,729	-
Cleaning and waste removal	1,837	4,156
Travelling	4	-
Sundry	248	48
Water	1,107	942
Ground rent	50	50
Rates	973	973
Depreciation of long lease	6,473	6,346
Accountancy	750	700
	<b>214,561</b>	<b>113,498</b>

## Tinsley Forum

### Notes to the Accounts

for the year ended 31 March 2022

#### 7 Staff Costs and Directors' Expenses and Remuneration

	2022	2021
	£	£
Staff salaries	86,301	33,328
Social security costs	4,721	1,412
Pension costs	11,155	3,143
	<u>102,177</u>	<u>37,883</u>

Directors did not receive any remuneration (2021 - £nil) and were not reimbursed for any expenses in the year (2021- £nil).

#### 8 Movement between funders

Projects	Opening balance 1 Apr 21	Receipts	Payments	Closing balance 31 Mar 2022
Children Under 5's	3,930	-	-	3,930
Community Anchor SCC	2,000	-	(2,000)	-
Darnall Utd - British Land	6,606	-	(4,428)	2,178
Darnall Utd	-	7,950	(1,000)	6,950
Library Capital Project	31,609	10,000	(32,707)	8,902
National Lottery - Covid Fund	305	-	(305)	-
Power to Change	4,700	107,240	(98,931)	13,009
Sheffield City Council - Covid Fund	-	23,386	-	23,386
Sheffield City Council - Covid Fund	3,315	20,000	(23,315)	-
A Short Walk to Employment SCC	4,490	-	-	4,490
South Yorkshire Community Foundation	12,174	15,000	(12,174)	15,000
Tinsley Caring Hands and Hearts	-	490	(470)	20
Tinsley Library E.ON	373	-	-	373
Tinsley Library TATF	500	-	(500)	-
Tinsley Library Book Reserves SCC	9,648	7,836	(3,008)	14,476
Tinsley Library SCC	4,397	8,771	(3,030)	10,138
Time for Me E.ON	368	-	-	368
Time for Me TATF	500	-	-	500
Tinsley Boys Youth Club TATF	500	-	-	500
Tinsley Girls Youth Club TATF	631	-	-	631
Tinsley Utd	8,991	-	-	8,991
Tinsley Utd E.ON	125	-	-	125
	<u>95,162</u>	<u>200,673</u>	<u>(181,868)</u>	<u>113,968</u>