

SHEFFIELD PARENT CARER FORUM

England & Wales · Charity number 1145913

Details

Status Registered

Legal form Charitable company

Company number [07226540](#)

Registered 2012-02-15

Register [View on the Charity Commission register](#)

Contact

Address St Mary's Community Centre
Bramall Lane
Sheffield
S2 4QZ

Phone 03003214721

Email enquiries@sheffieldparentcarerforum.org.uk

Website www.sheffieldparentcarerforum.org.uk

Activities

Objects: TO RELIEVE THE NEEDS OF CHILDREN AND YOUNG PEOPLE, INCLUDING THEIR PARENTS, CARERS AND FAMILIES, WHO HAVE DISABILITIES AND/OR SPECIAL EDUCATIONAL NEEDS IN THE SHEFFIELD AREA, IN ORDER TO IMPROVE THEIR QUALITY OF LIFE, PROMOTE THEIR INCLUSION IN THEIR LOCAL COMMUNITIES AND TO HELP AND SUPPORT THEM TO REACH THEIR FULL POTENTIAL.

Activities: The Sheffield Parent Carer Forum is a parent-run charity which brings together families with disabled children and young people (aged 0-25) in Sheffield to provide mutual support, exchange information and influence policy.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** Disability
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** LOCAL
- Sheffield City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£267,326	£285,041	-	-
2024-03-31	£240,675	£211,850	-	-
2023-03-31	£289,752	£159,035	-	-
2022-03-31	£103,351	£84,794	-	-
2021-03-31	£60,360	£75,922	-	-

Trustees

Name	Role	Appointed
CLARE PECK		2011-09-15
Catherine Wilson		2022-11-11
Eva Sigrid Juusola		2025-11-21
JAYNE WOODWARD		2011-09-15
Jane Carr		2023-11-10
Joel Hardwick		2020-11-20
Julie Chambers		2016-07-08
LAURA GILLESPIE		2013-05-14
Samantha Dunker		2025-11-21
Sarah Louise Hinchliffe		2026-04-24
Sharon Dawn Blagden		2025-11-21

SHEFFIELD PARENT CARER FORUM

England & Wales - Charity number 1145913

Accounts

Registered Charity Number: 1145913
Company number: 07226540

Sheffield Parent Carer Forum

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2025

Sheffield Parent Carer Forum

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Sheffield Parent Carer Forum

Legal and administrative information For the year ended 31 March 2025

Trustees

Laura Gillespie Chair

Jayne Woodward

Clare Peck

Catherine Wilson

Julie Chambers

Joel Hardwick

Jane Carr

Lucy Mottram

Resigned 23 August 2024

Key management

Eva Juusola Director of Operations

Katie Monette Director of Strategy

Charity number

1145913

Company number

07226540

Principal address

Sheffield Parent Carer Forum

St Mary's Community Centre

Bramall Lane

Sheffield

S2 4QZ

Bank

Unity Trust Bank plc

Nine Brindleyplace

Birmingham

B1 2HB

Accountants

Seven Hills Accountants Limited

57 Burton Street

Sheffield

S6 2HH

Sheffield Parent Carer Forum

Trustees' annual report For the year ended 31 March 2025

The trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ended 31 March 2025 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 & Management

Sheffield Parent Carer Forum (Company number 07226540) was incorporated on 17 April 2010 and its Articles of Association govern it. Its legal status is that of a company limited by guarantee. It was registered as a charity on 15 February 2012 (Charity number 1145913).

Since the Sheffield Parent Carer Forum is a company limited by guarantee, it does not have any paid-up share capital. Each company member has, however, guaranteed an amount not exceeding £1.

Overall management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association. Day-to-day project activity is carried out by paid staff and volunteers. trustees are elected at the Annual General Meeting and the trustees may co-opt onto the committee individuals, in an advisory and non-voting capacity, who they feel will help to fulfil the aims of the charity.

Method used to recruit and appoint new charity trustees

We aim to recruit trustees as a representation of a cross-section of Sheffield's parent carer community. Vacancies are advertised in the newsletter, on our website and on social media. We follow a formal recruitment process as set out in our Volunteer Recruitment Policy and Procedure. Successful applicants are usually co-opted onto the Management Committee before they are elected at the next AGM.

Charitable objects

To relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

Accountability

The Forum has over 3,500 members, to whom we are accountable at the AGM. We are also accountable to our donors and funders. The trustees shall meet at least twice a year, but have met monthly, except over the summer. They are responsible for managing the business of the organisation, safeguarding its assets, and managing the funds. Decisions are made by the Trustees, with advice from staff and any of the relevant Sub-Committees (currently Governance Finance and Staffing, Fundraising, and Pay Review).

Risk assessment

The trustees have discussed, and reviewed on a regular basis, all of the major risks to which the Forum is exposed and have established systems to mitigate the risks. By maintaining the Forum's reserves in accordance with the levels set out in the Policy on Reserves below, the Forum will have sufficient resources to deal with adverse situations.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2025

Objectives and activities of the charity

The Forum was established in 2008 and is now the largest parent-led network of families with children and young people with a range of disabilities and special educational needs in Sheffield. Our main aim is to ensure the needs of our children are met.

Our vision is for Sheffield to be a place where our children with disabilities and special educational needs, and our families:

- have a better quality of life
- are fully included in, and accepted by, our communities
- receive services, help and support based on their individual needs to reach their full potential.

We believe that as parents we know our children best. We want to be informed and consulted, and for decisions to be co-produced with families.

Our mission is to bring together families with children with disabilities and special educational needs throughout Sheffield:

- to support each other
- to empower parents to advocate for their children
- to exchange and provide information and signpost to sources of help and advice
- to gather the views of parent carers to influence and transform services.

We will do this by:

- reaching out and making the Forum as accessible and welcoming to families as possible, so they feel a sense of belonging in a community
- providing information about support and services for families
- offering support and activities in response to parents' priorities
- working in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background
- developing the Forum as an effective, independent, parent-led organisation.

Summary of the main activities undertaken for public benefit

The main objects of the charity, as set out in its governing document, are to relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

The main activities undertaken for the public benefit in relation to these objects are:

1. Providing an information and signposting service to services and resources for parent carers

We provided information about services, financial support, events, consultations, policy changes and other relevant issues through:

- two issues of our newsletter
- our website, Facebook, email and telephone
- information and training sessions for parents on a variety of topics
- an information day about Financial Support

Access to timely and relevant information enables families to access the services and support they need to gain a better quality of life, become more included and integrated into society and more active and informed citizens.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2025

Objectives and activities of the charity- continued)

2. Providing peer support

Our Peer Support Service delivered 1:1 support, peer support groups, drop-ins and information sessions in community venues across the city. Through our small grants programme, we funded other organisations to run events for families with disabled children during the school holidays. We also continued to run our own family events and outreach activities. Through the Autism in Schools and PINS projects, we ran regular parent groups at 27 primary and secondary schools/colleges in Sheffield.

These opportunities for families to meet, support and learn from each other have reduced their isolation, increased their confidence and encouraged greater involvement in community activities.

3. Influencing and transforming services and attitudes

We did this by:

- collecting feedback from parents and organising parent representation on various issues to statutory services
- reviewing / co-producing information for parents in partnership with the local authority and health service
- co-producing and delivering training to include the parent perspective for professionals who work with children and young people with SEND

This has enhanced our pool of knowledge about the issues disabled children and their families face, which gives us evidence to support consultations with service providers, and influence policies which affect these children and families and the wider community. Training will help to increase professional and public knowledge and awareness of the barriers faced by disabled children and their families.

In carrying out these activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main achievements

We gained a substantial increase in the number of parents we are in contact with, and through evaluation forms, our membership survey and informal feedback confirmed that we are responding to parents' needs for information, support and influencing policy.

Over the year, our volunteers donated around 550 hours to the organisation.

There have been no complaints, health and safety difficulties or safeguarding issues.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2025

Summary of the main activities

Aim and outcome	Achieved 2024/25
<p>1 Aim: To reach out and make SPCF accessible and welcoming to families</p> <p>Outcome: More families aware of SPCF across postcodes and disabilities and feel welcome/part of Forum</p>	<ul style="list-style-type: none"> - Recruited 565 full members (parent carers) and 96 associate members (professionals and practitioners) - Ran 211 Peer Support sessions (drop-ins, peer support groups, information sessions, events funded through the small grants programme) at community venues across the city
<p>2 Aim: To provide information about support and services for families</p> <p>Outcome: Families are better informed about services</p>	<p>Provided information to over 6,500 people</p> <ul style="list-style-type: none"> - Published two issues of the newsletter (circulation 6,500) - Sent 9 email bulletins to members (over 2,600 subscribers) - Maintained our SPCF website (97,000 page views / 31,000 users) - Maintained our Facebook page (4,587 followers, 93,300 reach) - Ran 59 Peer Support information sessions - Organised an information day about financial support, attended by around 110 people - Responded to approx. 130 enquiries from parents
<p>3 Aim: To offer support and activities in response to parents' priorities</p> <p>Outcome: Parents are in touch with other parents and feel less isolated</p>	<p>Provided peer support and advice through meetings:</p> <ul style="list-style-type: none"> - Ran 65 Peer Support Group meetings and drop-ins at community venues across the city
<p>4 Aim: To work in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background</p> <p>Outcome: Strategies include parents' views, existing services improve and new services are developed in response to need</p>	<p>Collected parental feedback and represented parents' views at meetings</p> <ul style="list-style-type: none"> - Attended 232 meetings with Sheffield City Council, South Yorkshire ICB and other partners - Established/maintained links with partner organisations, e.g. SENDIAS, Sheffield Young Carers, Family Voice, Family Action, Mencap, Sheffield Carers Centre, local charities and support groups - Ran 129 parent meetings (696 parent attendances) across 10 primary schools and 17 secondary schools/colleges as part of the Autism in Schools and PINS projects - Attended 6 regional meetings of parent carer forums - Held 5 focus groups (on the SPCF website, short breaks, SENDIAS, transition to adult social care, and transition from primary to secondary school) - Held 2 meetings of the adoptive/foster carers subgroup - Ran 19 Autism/ADHD training sessions for 218 professionals and practitioners, and published a resource pack and a suite of training videos

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2025

Summary of the main activities – continued

<p>5 Aim: To develop SPCF as an effective, independent, parent-led organisation</p> <p>Outcome: SPCF continues in existence, is valued by parents and respected by statutory services</p>	<ul style="list-style-type: none">- Held 11 management committee meetings and an AGM- Held 11 meetings of the subcommittee for Staffing, Governance and Finance- Organised training for staff and volunteers (on mental health first aid, safeguarding, elective home education, GDPR and cyber security)- Held an Away Day to review the organisational action plan and safeguarding action plan- Developed and implemented a GDPR action plan- Reviewed the risk register- Conducted staff development reviews- Maintained our volunteer base (recruited new volunteers, held inductions, carried out exit interviews)- Volunteers donated around 550 hours to the organisation
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Financial Review

SPCF's principal funders are NHS South Yorkshire ICB – Sheffield Place, Sheffield City Council and Health Education England; additional funding came from the Department for Education, Gripple Ltd, the Facey Family Foundation and donations. The main item of expenditure was staffing, followed by event costs and business expenses. These are all directed towards the core objectives referred to above.

Plans for future periods

Our three-year SLA with Sheffield City Council and NHS South Yorkshire ICB – Sheffield Place will run until March 2026. We have started discussions with our funders about potentially consolidating this core funding with funding for other projects (Peer Support, Autism in Schools/PINS) into a single commission going forward.

Our Peer Support Service has an annual budget of £70,000 per year. The project was originally commissioned to run for three years, but is now being funded on a recurrent basis.

The Autism in Schools project has been extended until 30 June 2025. Longer-term funding for this project is currently being investigated.

Funding to continue the PINS project in additional primary schools has been secured for the 2025/26 financial year.

The HEE Neurodisability Training Project will end on 31 July 2025; to ensure a lasting impact, we have published a suite of training videos which are freely available on YouTube.

We have received the annual £17,500 Parent Participation Grant from the Department for Education for 2025/26. We expect this grant to be available again in 2026/27.

Gripple have committed to funding our Christmas film in 2025 and 2026.

The Facey Family Foundation donated £5,000 in the previous financial year, to fund the Family Fun Day in August 2025.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2025

Plans for future periods (continued)

We are planning to submit applications to other funders, to cover the cost of volunteer coordination and support, family events, and marketing and training.

We intend to continue most of our current activities, including parent carer participation activities, peer support, information giving and signposting, PINS parent groups at primary schools, family events like the family fun day and Christmas film, outreach activities, and information and training sessions for parents and professionals. Unless additional funding is received, we will no longer be able to deliver live autism/ADHD training sessions or run Autism in Schools parent groups at secondary schools.

Policy on Reserves

The trustees have set a reserves policy which requires reserves to be maintained at a level which ensures that three to six months of the organisation's core activity could continue during a period of unforeseen difficulty, and to meet fluctuations in receipts or payments. The charity's free reserves (unrestricted funds excluding fixed assets) as at 31 March 2025 were £44,509 (2024: £38,638). Therefore, they are within the target range of £42,000 - £45,000 set by the Trustees.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Sheffield Parent Carer Forum

**Trustees' annual report - continued
For the year ended 31 March 2025**

Small company provisions:

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

The trustees declare that they have approved the trustees' report above on 18 July 2025

Signed on behalf of the trustees:



Laura Gillespie
Chair

Independent Examiner's report to the trustees of Sheffield Parent Carer Forum ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

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

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 member of the Institute of Chartered Accountants in England and Wales, 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 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.

S Cochrane

Signed:

Susan Cochrane, FCA, DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

22 Jul 2025

Date:

Sheffield Parent Carer Forum

Statement of Financial Activities

(incorporating the income and expenditure account)

For the year ended 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Income from:					
Donations & grants	2	42	71,919	71,961	78,741
Charitable activities	3	353	188,759	189,112	159,204
Bank interest		6,171	-	6,171	2,730
Other operating income		82	-	82	-
Total income		6,648	260,678	267,326	240,675
Expenditure on:					
Charitable activities	4	1,291	283,750	285,041	211,850
Total expenditure		1,291	283,750	285,041	211,850
Net income/ (expenditure)		5,357	(23,072)	(17,715)	28,825
Transfers between funds	12	-	-	-	-
Total funds brought forward		39,444	201,765	241,209	212,384
Total funds carried forward		44,801	178,693	223,494	241,209

Balance Sheet
As at 31 March 2025

	Notes	2025 £	2024 £
Current Assets			
Balance at bank and cash		226,798	241,399
Debtors	8	4,208	3,750
Total current assets		<u>231,006</u>	<u>245,149</u>
Creditors: amounts falling due within one year	9	(7,512)	(3,940)
Net current assets		<u>223,494</u>	<u>241,209</u>
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>223,494</u></u>	<u><u>241,209</u></u>
Funds of the Charity			
General funds		44,509	38,638
Designated funds	11	292	806
Total unrestricted funds		<u>44,801</u>	<u>39,444</u>
Restricted funds	12	178,693	201,765
Total funds	13	<u><u>223,494</u></u>	<u><u>241,209</u></u>

For the year ending 31 March 2025 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 director's 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 18 July 2025

Signed on behalf of the board by:



L Gillespie
Trustee

Sheffield Parent Carer Forum

Notes to the financial statements

For the year ended 31 March 2025

1 Accounting Policies

(a) General

The Sheffield Parent Carer 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 charity information on page 1 of these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have adopted Charities SORP (FRS102) Bulletin 1 and taken advantage of the exemption to prepare a Statement of Cash Flows.

Sheffield Parent Carer Forum meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention. 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is included when receivable.

(c) Expenditure and creditors

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) 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.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

Designated funds are funds set aside at the discretion of the trustees for a specific project.

(e) Trade debtors

Trade debtors are amounts due from customers for 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.

(f) 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.

Notes to the financial statements - continued
For the year ended 31 March 2025

(g) 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.

(h) Fixed assets

Tangible fixed assets are stated at costs less depreciation. The charity has a policy of not capitalising expenditure unless it exceeds £1000.

(i) Defined contribution pension scheme

The charity contributes to a defined contribution pension scheme for the benefit of the employees. The pension costs charged against net incoming resources are the contributions payable to the scheme in respect of the accounting period in accordance with FRS102.

(j) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

(k) 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.

2 Income from donations and grants

	Unrestricted funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Donations	42	-	42	1,133
Department for Education Parent Participation Grant	-	19,548	19,548	23,608
NHS Sheffield ICB: Autism in Schools	-	45,771	45,771	50,000
Facey Family Foundation donation	-	5,000	5,000	4,000
Gripple Limited donation	-	1,600	1,600	-
	<u>42</u>	<u>71,919</u>	<u>71,961</u>	<u>78,741</u>

3 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2025	Total 2024
	£	£	£	£
Training income	353	-	353	84
Event income	-	609	609	493
Contract income:				
NHS Sheffield ICB: Peer Support	-	140,000	140,000	49,945
Sheffield City Council SLA	-	48,150	48,150	47,675
NHS Health Education England	-	-	-	61,007
	<u>353</u>	<u>188,759</u>	<u>189,112</u>	<u>159,204</u>

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2025

4 Expenditure on charitable activities

	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Events		-	19,354	19,354	11,985
Newsletter		-	7,431	7,431	9,758
Resources		623	330	953	2,141
Employment costs					
Staff costs	5	-	205,807	205,807	154,122
Payroll fees		-	2,138	2,138	1,428
Staff training and expenses		-	3,167	3,167	3,472
Consultancy		-	12,254	12,254	2,000
Premises costs					
Room hire		114	6,012	6,126	5,735
Rent		-	3,706	3,706	3,297
Volunteer expenses		-	87	87	47
Business expenses					
Bank charges		10	282	292	60
Insurance		-	1,801	1,801	1,475
IT costs		-	4,214	4,214	3,637
Office equipment		-	4,410	4,410	1,892
Office expenses		544	6,823	7,367	4,794
Printing and Stationery		-	1,569	1,569	1,327
Publicity		-	2,923	2,923	3,015
Subscriptions		-	53	53	398
Governance					
Independent examination	6	-	1,389	1,389	1,200
Other governance costs		-	-	-	67
		1,291	283,750	285,041	211,850

5 Staff costs

	2025 £	2024 £
Gross salaries	193,697	146,352
Employer's national insurance costs	9,312	7,420
Employer's allowance	(5,000)	(5,000)
Employer's pension contributions	7,798	5,350
	205,807	154,122
	2025 Number	2024 Number
The average number of employees in the year working was:		
Charitable activities	18	12

No employee received emoluments of more than £60,000.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2025

6 Fees for the examination of the accounts	2025	2024
	£	£
Independent examiner's fees for reporting on the accounts	<u>1,389</u>	<u>1,200</u>
Other fees payable to the independent examiner's organisation were:		
Other services	324	270
Accountancy	<u>54</u>	<u>90</u>
	<u>378</u>	<u>360</u>
7 Trustees' remuneration, expenses and benefits		
No trustees were reimbursed expenses during the year (2024: one trustee reimbursed £67).		
8 Debtors	2025	2024
	£	£
Trade debtors	458	-
Other debtors	3,750	3,750
	<u>4,208</u>	<u>3,750</u>
9 Creditors: amounts due within 1 year	2025	2024
	£	£
Trade creditors	4,687	1,265
Other creditors	1,436	1,475
Accruals	1,389	1,200
Deferred income	-	-
	<u>7,512</u>	<u>3,940</u>
10 Deferred income	2025	2024
	£	£
Balance at the start of the accounting period	-	61,007
Amounts added in current period	-	-
Amounts released to income from previous periods	-	(61,007)
Balance at the end of the reporting period	<u>-</u>	<u>-</u>

Sheffield Parent Carer Forum

Notes to the financial statements - continued For the year ended 31 March 2025

11 Designated income funds

	Balance at 01-Apr-24	Income	Expenditure	Transfers	Balance at 31-Mar-25
	£	£	£	£	£
David Woodhouse fund	806	-	(514)	-	292
	806	-	(514)	-	292

David Woodhouse Fund

David Woodhouse Community Award: Monies allocated for an annual award to recognise individuals who have provided outstanding service in supporting and benefitting parent carers in the city and their families.

<i>Prior year</i>	<i>Balance at 02-Apr-23</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at 30-Mar-24</i>
	£	£	£	£	£
<i>David Woodhouse fund</i>	<i>1,323</i>	<i>-</i>	<i>(517)</i>	<i>-</i>	<i>806</i>
	1,323	-	(517)	-	806

12 Restricted income funds

	Balance at 01-Apr-24	Income	Expenditure	Transfers	Balance at 31-Mar-25
	£	£	£	£	£
Department for Education Parent Participation Grant	-	19,548	(19,548)	-	-
Sheffield City Council SLA	8,821	48,150	(54,393)	-	2,578
Autism in Schools	61,748	45,771	(66,691)	-	40,828
Film	195	1,600	(1,454)	-	341
Health Education England	46,913	-	(40,192)	-	6,721
Family Fun Day	4,012	5,555	(4,566)	-	5,001
Peer Support	80,076	140,054	(96,906)	-	123,224
	201,765	260,678	(283,750)	-	178,693

Department for Education Parent Participation Grant

These are monies provided for the delivery of parent carer participation activities.

Sheffield City Council SLA

These are monies provided for the delivery of parent carer participation activities.

Autism in Schools

Monies given to set up and run monthly parent groups at mainstream schools.

Film

Monies donated by Gripple Limited to provide a Christmas film screening for families with disabled children.

Health Education England

Monies provided in order to develop and deliver neurodisability training for professionals.

Family Fun Day

Monies donated by the Facey Family Foundation to run a family fun day for families with disabled children.

Peer Support

Monies given to set up and provide a peer support service for parent carers of disabled children and young people.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2025

12 Restricted income funds (continued)

Prior year

	Balance at 02-Apr-23 £	Income £	Expenditure £	Transfers £	Balance at 31-Mar-24 £
Department for Education Parent Participation Grant	372	23,608	(23,980)	-	-
Sheffield City Council SLA	10,918	47,675	(49,772)	-	8,821
Autism in Schools	54,045	50,000	(42,297)	-	61,748
Film	1,616	-	(1,421)	-	195
Health Education England	2,982	61,007	(17,076)	-	46,913
Family Fun Day	4,031	4,493	(4,512)	-	4,012
Peer Support	101,511	49,945	(71,380)	-	80,076
	<u>175,475</u>	<u>236,728</u>	<u>(210,438)</u>	<u>-</u>	<u>201,765</u>

13 Net assets by fund

	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	44,509	292	186,205	231,006
Current liabilities	-	-	(7,512)	(7,512)
	<u>44,509</u>	<u>292</u>	<u>178,693</u>	<u>223,494</u>

Prior year

	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	38,638	806	205,705	245,149
Current liabilities	-	-	(3,940)	(3,940)
	<u>38,638</u>	<u>806</u>	<u>201,765</u>	<u>241,209</u>

14 Related party transactions

Except for the trustee transactions disclosed in note 7, there have been no other related party transactions during the year.

Notes to the financial statements - continued
For the year ended 31 March 2025

15 Statement of financial activities - previous year fund analysis

	2025			2024		
	Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
Income from:						
Donations & grants	42	71,919	71,961	1,133	77,608	78,741
Charitable activities	353	188,759	189,112	84	159,120	159,204
Bank interest	6,171	-	6,171	2,730	-	2,730
Other operating income	82	-	82	-	-	-
Total income	6,648	260,678	267,326	3,947	236,728	240,675
Expenditure on:						
Charitable activities	1,291	283,750	285,041	1,412	210,438	211,850
Total expenditure	1,291	283,750	285,041	1,412	210,438	211,850
Net income	5,357	(23,072)	(17,715)	2,535	26,290	28,825
Transfers between funds	-	-	-	-	-	-
Total funds brought forward	39,444	201,765	241,209	36,909	175,475	212,384
Total funds carried forward	44,801	178,693	223,494	39,444	201,765	241,209

SHEFFIELD PARENT CARER FORUM

England & Wales - Charity number 1145913

Accounts

Registered Charity Number: 1145913
Company number: 07226540

Sheffield Parent Carer Forum

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2024

Sheffield Parent Carer Forum

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Sheffield Parent Carer Forum

Legal and administrative information For the year ended 31 March 2024

Trustees

Laura Gillespie	Chair	
Jayne Woodward		
Clare Peck		
Catherine Wilson		
Melissa Simmonds		Resigned 10 November 2023
Julie Chambers		
Joel Hardwick		
Jane Carr		Appointed 10 November 2023
Lucy Mottram		Appointed 10 November 2023

Key management

Eva Juusola	Director of Operations
Katie Monette	Director of Strategy

Charity number

1145913

Company number

07226540

Principal address

Sheffield Parent Carer Forum
St Mary's Community Centre
Bramall Lane
Sheffield
S2 4QZ

Bank

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Accountants

Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Sheffield Parent Carer Forum

Trustees' annual report For the year ended 31 March 2024

The trustees are pleased to present their annual trustees' report together with the financial statements of the charity for the year ending 31 March 2024 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 & Management

Sheffield Parent Carer Forum (Company number 07226540) was incorporated on 17 April 2010 and its Articles of Association govern it. Its legal status is that of a company limited by guarantee. It was registered as a charity on 15 February 2012 (Charity number 1145913).

Since the Sheffield Parent Carer Forum is a company limited by guarantee, it does not have any paid-up share capital. Each company member has, however, guaranteed an amount not exceeding £1.

Overall management of the company is the responsibility of the trustees who are elected and co-opted under the terms of the Articles of Association. Day-to-day project activity is carried out by paid staff and volunteers. trustees are elected at the Annual General Meeting and the trustees may co-opt onto the committee individuals, in an advisory and non-voting capacity, who they feel will help to fulfil the aims of the charity.

Method used to recruit and appoint new charity trustees

We aim to recruit trustees as a representation of a cross-section of Sheffield's parent carer community. Vacancies are advertised in the newsletter, on our website and on social media. We follow a formal recruitment process as set out in our Volunteer Recruitment Policy and Procedure. Successful applicants are usually co-opted onto the Management Committee before they are elected at the next AGM.

Charitable objects

To relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

Accountability

The Forum has over 3,000 members, to whom we are accountable at the AGM. We are also accountable to our donors and funders. The trustees shall meet at least twice a year, but have met monthly, except over the summer. They are responsible for managing the business of the organisation, safeguarding its assets, and managing the funds. Decisions are made by the Trustees, with advice from staff and any of the relevant Sub-Committees (currently Governance Finance and Staffing, Fundraising, and Pay Review).

Risk assessment

The trustees have discussed, and reviewed on a regular basis, all of the major risks to which the Forum is exposed and have established systems to mitigate the risks. By maintaining the Forum's reserves in accordance with the levels set out in the Policy on Reserves below, the Forum will have sufficient resources to deal with adverse situations.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2024

Objectives and activities of the charity

The Forum was established in 2008 and is now the largest parent-led network of families with children and young people with a range of disabilities and special educational needs in Sheffield. Our main aim is to ensure the needs of our children are met.

Our vision is for Sheffield to be a place where our children with disabilities and special educational needs, and our families:

- have a better quality of life
- are fully included in, and accepted by, our communities
- receive services, help and support based on their individual needs to reach their full potential.

We believe that as parents we know our children best. We want to be informed and consulted, and for decisions to be co-produced with families.

Our mission is to bring together families with children with disabilities and special educational needs throughout Sheffield:

- to support each other
- to exchange and provide information and signpost to sources of help and advice
- to gather the views of parent carers to influence and transform services.

We will do this by:

- reaching out and making the Forum as accessible and welcoming to families as possible
- providing information about support and services for families
- offering support and activities in response to parents' priorities
- working in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background
- developing the Forum as an effective, independent, parent-led organisation.

Summary of the main activities undertaken for public benefit

The main objects of the charity, as set out in its governing document, are to relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

The main activities undertaken for the public benefit in relation to these objects are:

1. Providing an information and signposting service to services and resources for parent carers

We provided information about services, financial support, events, consultations, policy changes and other relevant issues through:

- two issues of our newsletter
- our website, Facebook, Twitter, email and telephone
- information and training sessions for parents on a variety of topics
- an information day about Anxiety, Sensory Challenges and Behaviour

Access to timely and relevant information enables families to access the services and support they need to gain a better quality of life, become more included and integrated into society and more active and informed citizens.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2024

Objectives and activities of the charity- continued)

2. Providing peer support

Our Peer Support Service delivered 1:1 support, peer support groups, drop-ins and information sessions in community venues across the city. Through our small grants programme, we funded other organisations to run events for families with disabled children during the school holidays. We also continued to run our own family events and outreach activities. Through the Autism in Schools project, we ran monthly parent groups at 15 secondary schools in Sheffield.

These opportunities for families to meet, support and learn from each other have reduced their isolation, increased their confidence and encouraged greater involvement in community activities.

3. Influencing and transforming services and attitudes

We did this by:

- collecting feedback from parents and organising parent representation on various issues to statutory services
- reviewing / co-producing information for parents in partnership with the local authority and health service
- co-producing training to include the parent perspective for professionals who work with children and young people with SEND

This has enhanced our pool of knowledge about the issues disabled children and their families face, which gives us evidence to support consultations with service providers, and influence policies which affect these children and families and the wider community. Training will help to increase professional and public knowledge and awareness of the barriers faced by disabled children and their families.

In carrying out these activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main achievements

We gained a substantial increase in the number of parents we are in contact with, and through evaluation forms and informal feedback confirmed that we are responding to parents' needs for information, support and influencing policy.

Over the year, our volunteers donated around 630 hours to the organisation.

There have been no complaints, health and safety difficulties or safeguarding issues.

Sheffield Parent Carer Forum

Trustees' annual report - continued
For the year ended 31 March 2024

Summary of the main activities – continued

Aim and outcome	Achieved 2023/24
<p>1 Aim: To reach out and make SPCF accessible and welcoming to families</p> <p>Outcome: More families aware of SPCF across postcodes and disabilities and feel welcome/part of Forum</p>	<ul style="list-style-type: none"> - Recruited 452 full members (parent carers) and 31 associate members (professionals and practitioners) - Ran 211 Peer Support sessions (drop-ins, peer support groups, information sessions, events funded through the small grants programme) at community venues across the city
<p>2 Aim: To provide information about support and services for families</p> <p>Outcome: Families are better informed about services</p>	<p>Provided information to over 6,500 people</p> <ul style="list-style-type: none"> - Published two issues of the newsletter (circulation 6,000 and 6,500) - Sent 6 email bulletins to members (over 2,200 subscribers) - Maintained our SPCF website (84,772 page views / 27,407 users) - Maintained our Facebook page (4,149 followers, 98,500 reach) and X/Twitter account (1,675 followers) - Ran 46 Peer Support information sessions - Organised an information day about anxiety, sensory challenges and behaviour, attended by 167 people - Responded to 164 enquiries from parents
<p>3 Aim: To offer support and activities in response to parents' priorities</p> <p>Outcome: Parents are in touch with other parents and feel less isolated</p>	<p>Provided peer support and advice through meetings:</p> <ul style="list-style-type: none"> - Ran 151 Peer Support Group meetings and drop-ins at community venues across the city - Ran 127 parent meetings across 15 mainstream secondary schools as part of the Autism in Schools project
<p>4 Aim: To work in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background</p> <p>Outcome: Strategies include parents' views, existing services improve and new services are developed in response to need</p>	<p>Collected parental feedback and represented parents' views at meetings</p> <ul style="list-style-type: none"> - Published a report about our State of Sheffield 2023 survey (496 responses) - Attended 246 meetings with Sheffield City Council, South Yorkshire ICB and other partners - Established/maintained links with partner organisations, e.g. SENDIAS, Mencap, Carers Centre, local charities and support groups - Attended 6 regional meetings of parent carer forums - Held 5 focus groups (on Integrated Resources, Housing, and the Transition Guide) - Held 13 subgroup meetings (3 on Education, 2 on Transition, 4 on Speech and Language Therapy, 4 for Adoptive/Foster Parents)

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2024

Summary of the main activities – continued

<p>5 Aim: To develop SPCF as an effective, independent, parent-led organisation</p> <p>Outcome: SPCF continues in existence, is valued by parents and respected by statutory services</p>	<ul style="list-style-type: none">- Held 11 management committee meetings and an AGM- Held 11 meetings of the subcommittee for Staffing, Governance and Finance and 1 meeting of the Fundraising Committee- Organised training for staff and volunteers (on safeguarding, safer recruitment, Lamplight, QuickBooks, Human Rights Act and other topics)- Held an Away Day to review the organisational action plan and safeguarding action plan- Reviewed the risk register- Conducted staff development reviews- Maintained our volunteer base (recruited new volunteers, held inductions, carried out exit interviews)- Volunteers donated around 630 hours to the organisation
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Financial Review

SPCF's principal funders are NHS South Yorkshire ICB – Sheffield Place, Sheffield City Council and Health Education England; additional funding came from the Department for Education, Gripple Ltd, the Facey Family Foundation and donations. The main item of expenditure was staffing, followed by business expenses and event costs. These are all directed towards the core objectives referred to above.

Plans for future periods

Our three-year SLA with Sheffield City Council and NHS South Yorkshire ICB – Sheffield Place has been renewed and will run until March 2026.

We have set up a Peer Support Service, which has an annual budget of £70,000 per year. The project was originally intended to run for three years, but will now receive recurrent funding.

The Autism in Schools project has been extended until March 2025.

The Neurodisability training project funded by Health Education England has been extended until December 2024.

We have submitted our application for the annual £17,500 Parent Participation Grant from the Department for Education, for 2024/25.

We are also planning to submit applications to other funders, to cover the cost of volunteer coordination and support, and events.

We intend to continue all our current activities, including parent carer participation activities, peer support and signposting, parent meetings for the Autism in Schools project, Neurodisability training for professionals, family events like the family fun day and Christmas film, outreach activities, and information and training sessions for parents.

Sheffield Parent Carer Forum

**Trustees' annual report - continued
For the year ended 31 March 2024**

Policy on Reserves

The trustees have set a reserves policy which requires reserves to be maintained at a level which ensures that three to six months of the organisation's core activity could continue during a period of unforeseen difficulty, and to meet fluctuations in receipts or payments. The charity's free reserves (unrestricted funds excluding fixed assets) as at 31 March 2024 were £38,638 (2023: £35,586). Therefore, they are slightly below the target of £41,800 of unrestricted funds (the equivalent of six months' operational expenditure) set by the Trustees.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Small company provisions:

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

The trustees declare that they have approved the trustees' report above on 19.7.24

Signed on behalf of the trustees:



Name: Laura Gillespie
Trustee

Independent Examiner’s report to the trustees of Sheffield Parent Carer Forum (“the Company”)

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

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. 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.

Signed: *S Cochrane*
Susan Cochrane, FCA, DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Date: 11/09/2024.....

Sheffield Parent Carer Forum

Statement of Financial Activities

(incorporating the income and expenditure account)

For the year ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income from:					
Donations & grants	2	1,133	236,235	237,368	288,382
Charitable activities	3	84	493	577	1,370
Bank interest		2,730	-	2,730	-
Total income		3,947	236,728	240,675	289,752
Expenditure on:					
Charitable activities	4	1,412	210,438	211,850	159,035
Total expenditure		1,412	210,438	211,850	159,035
Net income/ (expenditure)		2,535	26,290	28,825	130,717
Transfers between funds	12	-	-	-	-
Total funds brought forward		36,909	175,475	212,384	81,667
Total funds carried forward		39,444	201,765	241,209	212,384

Balance Sheet
As at 31 March 2024

	Notes	2024 £	2023 £
Current Assets			
Balance at bank and cash		241,399	185,091
Debtors	8	3,750	93,321
Total current assets		<u>245,149</u>	<u>278,412</u>
Creditors: amounts falling due within one year	9	(3,940)	(66,028)
Net current assets		<u>241,209</u>	<u>212,384</u>
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>241,209</u></u>	<u><u>212,384</u></u>
Funds of the Charity			
General funds		38,638	35,586
Designated funds	11	806	1,323
Total unrestricted funds		<u>39,444</u>	<u>36,909</u>
Restricted funds	12	201,765	175,475
Total funds	13	<u><u>241,209</u></u>	<u><u>212,384</u></u>

For the year ending 31 March 2024 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 director's 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 on19.7.24

Signed on behalf of the board: *Laura Gillespie*

Name : LAURA GILLESPIE
Trustee

Sheffield Parent Carer Forum

Notes to the financial statements

For the year ended 31 March 2024

1 Accounting Policies

(a) General

The Sheffield Parent Carer 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 charity information on page 1 of these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have adopted Charities SORP (FRS102) Bulletin 1 and taken advantage of the exemption to the prepare a Statement of Cash Flows.

Sheffield Parent Carer Forum meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention. 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is included when receivable.

(c) Expenditure and creditors

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) 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.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

Designated funds are funds set aside at the discretion of the trustees for a specific project.

(e) Trade debtors

Trade debtors are amounts due from customers for 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.

(f) 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.

Notes to the financial statements - continued
For the year ended 31 March 2024

(g) 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.

(h) Fixed assets

Tangible fixed assets are stated at costs less depreciation. The charity has a policy of not capitalising expenditure unless it exceeds £1000.

(i) Defined contribution pension scheme

The charity contributes to a defined contribution pension scheme for the benefit of the employees. The pension costs charged against net incoming resources are the contributions payable to the scheme in respect of the accounting period in accordance with FRS102.

(j) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

(k) 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.

2 Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Donations	1,133	-	1,133	61
Department for Education Parent Participation Grant	-	23,608	23,608	19,334
Sheffield City Council SLA	-	47,675	47,675	45,000
People's Health Trust	-	-	-	4,539
NHS Sheffield CCG: Autism in Schools	-	50,000	50,000	72,348
Facey Family Foundation donation	-	4,000	4,000	4,000
Gripple Limited donation	-	-	-	3,100
NHS Health Education England	-	61,007	61,007	-
NHS Sheffield CCG: Peer Support	-	49,945	49,945	140,000
	<u>1,133</u>	<u>236,235</u>	<u>237,368</u>	<u>288,382</u>

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Training income	84	-	84	809
Event income	-	493	493	561
	<u>84</u>	<u>493</u>	<u>577</u>	<u>1,370</u>

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2024

4 Expenditure on charitable activities

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Events		-	11,985	11,985	10,207
Newsletter		-	9,758	9,758	8,525
Resources		609	1,532	2,141	-
Employment costs					
Staff costs	5	-	154,122	154,122	110,113
Payroll fees		-	1,428	1,428	886
Staff training and expenses		-	3,472	3,472	1,984
Consultancy		-	2,000	2,000	140
Premises costs					
Room hire		225	5,510	5,735	3,433
Rent		-	3,297	3,297	3,410
Volunteer expenses		-	47	47	205
Business expenses					
Bank charges		-	60	60	263
Insurance		-	1,475	1,475	1,408
IT costs		-	3,637	3,637	4,191
Office equipment		-	1,892	1,892	7,885
Office expenses		578	4,216	4,794	2,709
Printing and Stationery		-	1,327	1,327	659
Publicity		-	3,015	3,015	1,722
Subscriptions		-	398	398	53
Governance					
Independent examination	6	-	1,200	1,200	1,218
Other governance costs		-	67	67	24
		1,412	210,438	211,850	159,035

5 Staff costs

	2024 £	2023 £
Gross salaries	146,352	104,779
Employer's national insurance costs	7,420	6,002
Employer's allowance	(5,000)	(5,000)
Employer's pension contributions	5,350	4,332

154,122 **110,113**

	2024 Number	2023 Number
The average number of employees in the year working was:		
Charitable activities	12	8

No employee received emoluments of more than £60,000.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2024

6 Fees for the examination of the accounts	2024	2023
	£	£
Independent examiner's fees for reporting on the accounts	<u>1,200</u>	<u>1,218</u>

7 Trustees' remuneration, expenses and benefits

One trustee was reimbursed expenses of £67 for training during the year (2023: £Nil).

No donations were made by the Trustees to cover expenses paid (2023: £Nil).

8 Debtors	2024	2023
	£	£
Other debtors	3,750	92,949
Prepayments	-	372
	<u>3,750</u>	<u>93,321</u>

9 Creditors: amounts due within 1 year	2024	2023
	£	£
Trade creditors	2,740	3,802
Other creditors	-	-
Accruals	1,200	1,219
Deferred income	-	61,007
10		
	<u>3,940</u>	<u>66,028</u>

10 Deferred income

	2024	2023
	£	£
Balance at the start of the accounting period	61,007	-
Amounts added in current period	-	61,007
Amounts released to income from previous periods	<u>(61,007)</u>	-
Balance at the end of the reporting period	<u>-</u>	<u>61,007</u>

Deferred income related to the Health Education England neurodisability training project that commenced in September 2023.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2024

11 Designated income funds

	Balance at 01-Apr-23	Income	Expenditure	Transfers	Balance at 31-Mar-24
	£	£	£	£	£
David Woodhouse fund	1,323	-	(517)	-	806
	1,323	-	(517)	-	806

David Woodhouse Fund

David Woodhouse Community Award: Monies allocated for an annual award to recognise individuals who have provided outstanding service in supporting and benefitting parent carers in the city and their families.

<i>Prior year</i>	<i>Balance at 01-Apr-22</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at 31-Mar-23</i>
	£	£	£	£	£
<i>David Woodhouse fund</i>	<i>1,829</i>	<i>-</i>	<i>(506)</i>	<i>-</i>	<i>1,323</i>
	1,829	-	(506)	-	1,323

12 Restricted income funds

	Balance at 01-Apr-23	Income	Expenditure	Transfers	Balance at 31-Mar-24
	£	£	£	£	£
Department for Education Parent Participation Gran	372	23,608	(23,980)	-	-
Sheffield City Council SLA	10,918	47,675	(49,772)	-	8,821
Autism in Schools	54,045	50,000	(42,297)	-	61,748
Film	1,616	-	(1,421)	-	195
Health Education England	2,982	61,007	(17,076)	-	46,913
Family Fun Day	4,031	4,493	(4,512)	-	4,012
Peer Support	101,511	49,945	(71,380)	-	80,076
	175,475	236,728	(210,438)	-	201,765

Sheffield Parent Carer Forum

Notes to the financial statements - continued For the year ended 31 March 2024

12 Restricted income funds (continued)

Department for Education Parent Participation Grant

These are monies provided for the delivery of parent carer participation activities.

Sheffield City Council SLA

These are monies provided for the delivery of parent carer participation activities.

People's Health Trust

These are monies given to provide a bi-annual printed newsletter and meetings for parent carers.

Autism in Schools

Monies given to set up and run monthly parent groups at mainstream secondary schools.

Film

Monies donated by Gripple Limited to provide a Christmas film screening for families with disabled children.

Health Education England

Monies provided in order to develop and deliver neurodisability training for professionals.

Family Fun Day

Monies donated by the Facey Family Foundation to run a family fun day for families with disabled children.

Peer Support

Monies given to set up and provide a peer support service for parent carers of disabled children and young people.

Prior year

	<i>Balance at</i> <i>01-Apr-22</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at</i> <i>01-Apr-23</i>
	£	£	£	£	£
<i>Department for Education Parent Participation Grant</i>	1,365	19,334	(20,327)	-	372
<i>Sheffield City Council SLA</i>	16,089	45,000	(50,171)	-	10,918
<i>People's Health Trust</i>	2,994	4,539	(7,648)	115	-
<i>Autism in Schools</i>	16,180	72,348	(34,483)	-	54,045
<i>Film</i>	-	3,100	(1,484)	-	1,616
<i>Health Education England</i>	2,982	-	-	-	2,982
<i>Family Fun Day</i>	4,000	4,580	(4,549)	-	4,031
<i>Peer Support</i>	-	140,000	(38,489)	-	101,511
	<u>43,610</u>	<u>288,901</u>	<u>(157,151)</u>	<u>115</u>	<u>175,475</u>

Notes to the financial statements - continued
For the year ended 31 March 2024

13 Net assets by fund

	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	38,638	806	205,705	245,149
Current liabilities	-	-	(3,940)	(3,940)
	<u>38,638</u>	<u>806</u>	<u>201,765</u>	<u>241,209</u>

Prior year

	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	35,586	1,323	241,503	278,412
Current liabilities	-	-	(66,028)	(66,028)
	<u>35,586</u>	<u>1,323</u>	<u>175,475</u>	<u>212,384</u>

14 Related party transactions

Except for the trustee transactions disclosed in note 6, there have been no other related party transactions during the year.

15 Statement of financial activities - previous year fund analysis

	2024			2023		
	Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
Income from:						
Donations & grants	1,133	236,235	237,368	42	288,340	288,382
Charitable activities	84	493	577	809	561	1,370
Other trading income	2,730	-	2,730	-	-	-
Total income	<u>3,947</u>	<u>236,728</u>	<u>240,675</u>	<u>851</u>	<u>288,901</u>	<u>289,752</u>
Expenditure on:						
Charitable activities	1,412	210,438	211,850	1,884	157,151	159,035
Total expenditure	<u>1,412</u>	<u>210,438</u>	<u>211,850</u>	<u>1,884</u>	<u>157,151</u>	<u>159,035</u>
Net income	<u>2,535</u>	<u>26,290</u>	<u>28,825</u>	<u>(1,033)</u>	<u>131,750</u>	<u>130,717</u>
Transfers between funds	-	-	-	(115)	115	-
Total funds brought forward	<u>36,909</u>	<u>175,475</u>	<u>212,384</u>	<u>38,057</u>	<u>43,610</u>	<u>81,667</u>
Total funds carried forward	<u>39,444</u>	<u>201,765</u>	<u>241,209</u>	<u>36,909</u>	<u>175,475</u>	<u>212,384</u>

SHEFFIELD PARENT CARER FORUM

England & Wales - Charity number 1145913

Accounts

Registered Charity Number: 1145913
Company number: 07226540

Sheffield Parent Carer Forum

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2023

Sheffield Parent Carer Forum

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Sheffield Parent Carer Forum

Legal and administrative information For the year ended 31 March 2023

Trustees

Laura Gillespie	Chair	
Sarah Sanders	Treasurer	Resigned 11 November 2022
Jayne Woodward		
Clare Peck		
Laura Gillespie		
Melissa Simmonds		
Julie Chambers		
Joel Hardwick		
Catherine Wilson		Appointed 11 November 2022

Key management

Eva Juusola, Director of Operations
Katie Monette, Director of Strategy

Charity number

1145913

Company number

07226540

Principal address

Sheffield Parent Carer Forum
St Mary's Community Centre
Bramall Lane
Sheffield
S2 4QZ

Bank

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner (and accountants)

Susan Cochrane, FCA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Sheffield Parent Carer Forum

Trustees' annual report For the year ended 31 March 2023

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2023 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 & Management

Sheffield Parent Carer Forum (Company number 07226540) was incorporated on 17 April 2010 and its Articles of Association govern it. Its legal status is that of a company limited by guarantee. It was registered as a charity on 15 February 2012 (Charity number 1145913).

Since the Sheffield Parent Carer Forum is a company limited by guarantee, it does not have any paid-up share capital. Each company member has, however, guaranteed an amount not exceeding £1.

Overall management of the company is the responsibility of the Trustee Directors who are elected and co-opted under the terms of the Articles of Association. Day-to-day project activity is carried out by paid staff and volunteers. Trustees Directors are elected at the Annual General Meeting and the Trustee Directors may co-opt onto the committee individuals, in an advisory and non-voting capacity, who they feel will help to fulfil the aims of the charity.

Method used to recruit and appoint new charity trustees

We aim to recruit trustees as a representation of a cross-section of Sheffield's parent carer community. Vacancies are advertised in the newsletter, on our website and on social media. We follow a formal recruitment process as set out in our Volunteer Recruitment Policy and Procedure. Successful applicants are usually co-opted onto the Management Committee before they are elected at the next AGM.

Charitable objects

To relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

Accountability

The Forum has over 2,700 members, to whom we are accountable at the AGM. We are also accountable to our donors and funders. The Trustee Directors shall meet at least twice a year, but have met monthly, except over the summer. They are responsible for managing the business of the organisation, safeguarding its assets, and managing the funds. Decisions are made by the Trustee Directors, with advice from staff and any of the relevant Sub-Committees (currently Governance Finance and Staffing, and Fundraising).

Risk assessment

The Trustee Directors have discussed, and reviewed on a regular basis, all of the major risks to which the Forum is exposed and have established systems to mitigate the risks. By maintaining the Forum's reserves in accordance with the levels set out in the Policy on Reserves below, the Forum will have sufficient resources to deal with adverse situations.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2023

Objectives and activities of the charity

The Forum was established in 2008 and is now the largest parent-led network of families with children and young people with a range of disabilities and special educational needs in Sheffield. Our main aim is to ensure the needs of our children are met.

Our vision is for Sheffield to be a place where our children with disabilities and special educational needs, and our families:

- have a better quality of life
- are fully included in, and accepted by, our communities
- receive services, help and support based on their individual needs to reach their full potential.

We believe that as parents we know our children best. We want to be consulted and informed, and for decisions to be co-produced with families.

Our mission is to bring together families with children with disabilities and special educational needs throughout Sheffield:

- to support each other
- to exchange and provide information and signpost to sources of help and advice
- to gather the views of parent carers to influence and transform services.

We will do this by:

- reaching out and making the Forum as accessible and welcoming to families as possible
- providing information about support and services for families
- offering support and activities in response to parents' priorities
- working in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background
- developing the Forum as an effective, independent, parent-led organisation.

Summary of the main activities undertaken for public benefit

The main objects of the charity, as set out in its governing document, are to relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

The main activities undertaken for the public benefit in relation to these objects are:

1. Providing an information and signposting service to services and resources for parent carers

We provided information about services, financial support, events, consultations, policy changes and other relevant issues through:

- two issues of our newsletter
- our website, Facebook, Twitter, email and telephone
- information and training sessions for parents on a variety of topics
- a post-16 information day

Access to timely and relevant information enables families to access the services and support they need to gain a better quality of life, become more included and integrated into society and more active and informed citizens.

Sheffield Parent Carer Forum

**Trustees' annual report - continued
For the year ended 31 March 2023**

Objectives and activities of the charity- continued)

2. Providing peer support

We set up a new Peer Support Service and started delivering 1:1 support, peer support groups and information sessions in community venues across the city. We also continued to run our coffee mornings, Safe Space meetings for Black and Brown parent carers, parent wellbeing sessions, family events and outreach activities.

These opportunities for families to meet, support and learn from each other have reduced their isolation, increased their confidence and encouraged greater involvement in community activities.

3. Influencing and transforming services and attitudes

We did this by:

- collecting feedback from parents and organising parent representation on various issues to statutory services
- reviewing / co-producing information for parents in partnership with the local authority and health service
- co-producing training to include the parent perspective for professionals who work with children and young people with SEND

This has enhanced our pool of knowledge about the issues disabled children and their families face, which gives us evidence to support consultations with service providers, and influence policies which affect these children and families and the wider community. Training will help to increase professional and public knowledge and awareness of the barriers faced by disabled children and their families.

In carrying out these activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main achievements

We gained a substantial increase in the number of parents we are in contact with, and through our members' survey and informal feedback confirmed that we are responding to parents' needs for information, support and influencing policy.

Over the year, our volunteers donated around 800 hours to the organisation.

There have been no complaints, health and safety difficulties or safeguarding issues.

Sheffield Parent Carer Forum

Trustees' annual report - continued
For the year ended 31 March 2023

Summary of the main activities – continued

Aim and outcome	Achieved 2022/23
<p>1 Aim: To reach out and make SPCF accessible and welcoming to families</p> <p>Outcome: More families aware of SPCF across postcodes and disabilities and feel welcome/part of Forum</p>	<ul style="list-style-type: none"> - Recruited 294 full members and 24 associate members - Ran 8 outreach sessions to schools and community groups - Ran stalls at an ISRAAC autism engagement event, an Early Years event in the Town Hall and an Early Learning Community event in Firth Park
<p>2 Aim: To provide information about support and services for families</p> <p>Outcome: Families are better informed about services</p>	<p>Provided information to over 6,000 people</p> <ul style="list-style-type: none"> - Published two issues of the newsletter (circulation 6,000) - Sent 6 email bulletins to members (over 1,900 subscribers) - Maintained our SPCF website (52,467 page views / 28,751 sessions / 20,640 users) - Maintained our Facebook page (3,609 followers) - Maintained our Twitter account (1,675 followers) - Ran one Makaton course, attended by 13 parent carers - Ran 2 information sessions (on Planning for the Future, and Advocating for your child) - Organised a post-16 information day, attended by 80 parent carers - Responded to enquiries from parents
<p>3 Aim: To offer support and activities in response to parents' priorities</p> <p>Outcome: Parents are in touch with other parents and feel less isolated</p>	<p>Provided peer support and advice through meetings:</p> <ul style="list-style-type: none"> - Ran 11 Peer Support Group meetings at community venues across the city - Ran 10 coffee mornings - Ran 6 wellbeing sessions, offering parents an opportunity to try out a range of stress-busting activities - Ran 138 parent meetings across 16 mainstream secondary schools as part of the Autism in Schools project. 604 parents attended.
<p>4 Aim: To work in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background</p> <p>Outcome: Strategies include parents' views, existing services improve and new services are developed in response to need</p>	<p>Collected parental feedback and represented parents' views at meetings</p> <ul style="list-style-type: none"> - Re-ran our State of Sheffield survey (496 responses) - Logged over 300 items of parental feedback and compiled a report about the key themes - Attended 322 meetings with Sheffield City Council, Sheffield CCG and other partners - Established/maintained links with partner organisations, e.g. SENDIAS, Mencap, Carers Centre, local charities and support groups - Attended 7 regional of parent carer forums - Held 2 focus groups (on Start for Life strategy and Transitions Guide) - Held 7 subgroup meetings (2 Education, 3 Transition, 2 Speech and Language)

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2023

Summary of the main activities – continued

<p>5 Aim: To develop SPCF as an effective, independent, parent-led organisation</p> <p>Outcome: SPCF continues in existence, is valued by parents and respected by statutory services</p>	<ul style="list-style-type: none">- Held 11 management committee meetings and an AGM- Held 11 meetings of the subcommittee for Staffing, Governance and Finance and 1 meeting of the Fundraising Committee- Organised training for staff and volunteers (on safeguarding, Lamplight, QuickBooks, HR and other topics)- Conducted staff development reviews- Maintained our volunteer base (recruited new volunteers, held inductions, carried out exit interviews)- Volunteers donated around 800 hours to the organisation
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Financial Review

SPCF's principal funders are NHS South Yorkshire ICB – Sheffield Place, Sheffield City Council and Health Education England; additional funding came from the Department for Education, the People's Health Trust, Gripple Ltd., the Facey Family Foundation and donations. The main item of expenditure was staffing, followed by business expenses and event costs. These are all directed towards the core objectives referred to above.

Plans for future periods

Our three-year SLA with Sheffield City Council and NHS South Yorkshire ICB – Sheffield Place has been renewed and will run from April 2023 to March 2026.

We have set up a Peer Support Service, which has an annual budget of £70,000 per year. The project will run from July 2022 to March 2025.

The Autism in Schools project has been extended until March 2024. A further extension is unlikely.

The Neurodisability training project funded by Health Education England has been extended and is likely to run from September 2023 to August 2024.

We will apply for the annual £17,500 Parent Participation Grant from the Department for Education, for 2023/24.

We are also planning to submit applications to other funders, to cover the cost of volunteer coordination and support, and events.

We intend to continue all our current activities, including parent carer participation activities, peer support and signposting, parent meetings for the Autism in Schools project, family events like the family fun day and Christmas film, outreach activities, and information and training sessions for parents.

Sheffield Parent Carer Forum

**Trustees' annual report - continued
For the year ended 31 March 2023**

Policy on Reserves

The trustees have set a reserves policy which requires reserves to be maintained at a level which ensures that three to six months of the organisation's core activity could continue during a period of unforeseen difficulty, and to meet fluctuations in receipts or payments. The charity's free reserves (unrestricted funds excluding fixed assets) as at 31 March 2023 were £35,586 (2022: £36,228). Therefore, they are slightly below the target of £41,800 of unrestricted funds (the equivalent of six months' operational expenditure) set by the Trustee Directors.

Small company provisions:

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

The trustees declare that they have approved the trustees' report above on 14/07/2023

Signed on behalf of the trustees:



Name: Laura Gillespie
Trustee

Independent Examiner's report to the trustees of Sheffield Parent Carer Forum ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

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

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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 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.



Signed: _____

Susan Cochrane, FCA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Date: 13/09/2023.....

Sheffield Parent Carer Forum

Statement of Financial Activities

(incorporating the income and expenditure account)

For the year ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Income from:					
Donations & grants	2	42	288,340	288,382	102,583
Charitable activities	3	809	561	1,370	768
Total income		851	288,901	289,752	103,351
Expenditure on:					
Charitable activities	4	1,884	157,151	159,035	84,794
Total expenditure		1,884	157,151	159,035	84,794
Net income/ (expenditure)		(1,033)	131,750	130,717	18,557
Transfers between funds	10	(115)	115	-	-
Total funds brought forward		38,057	43,610	81,667	63,110
Total funds carried forward		36,909	175,475	212,384	81,667

Balance Sheet

As at 31 March 2023

	Notes	2023 £	2022 £
Current Assets			
Balance at bank and cash		185,091	75,495
Debtors	8	<u>93,321</u>	<u>9,883</u>
Total current assets		<u>278,412</u>	<u>85,378</u>
Creditors: amounts falling due within one year	9	(66,028)	(3,711)
Net current assets		<u>212,384</u>	<u>81,667</u>
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>212,384</u></u>	<u><u>81,667</u></u>
Funds of the Charity			
General funds		35,586	36,228
Designated funds	11	<u>1,323</u>	<u>1,829</u>
Total unrestricted funds		36,909	38,057
Restricted funds	12	175,475	43,610
Total funds	13	<u><u>212,384</u></u>	<u><u>81,667</u></u>

For the year ending 31 March 2023 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 director's 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 14/07/2023.....

Signed on behalf of the board:



Name : Laura Gillespie
Trustee

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Sheffield Parent Carer Forum

Notes to the financial statements

For the year ended 31 March 2023

1 Accounting Policies

(a) General

The Sheffield Parent Carer 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 charity information on page 1 of these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have adopted Charities SORP (FRS102) Bulletin 1 and taken advantage of the exemption to the prepare a Statement of Cash Flows.

Sheffield Parent Carer Forum meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention. 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is included when receivable.

(c) Expenditure and creditors

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) 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.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

Designated funds are funds set aside at the discretion of the trustees for a specific project.

(e) Trade debtors

Trade debtors are amounts due from customers for 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.

(f) 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.

Notes to the financial statements - continued
For the year ended 31 March 2023

(g) 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.

(h) Fixed assets

Tangible fixed assets are stated at costs less depreciation. The charity has a policy of not capitalising expenditure unless it exceeds £1000.

(i) Defined contribution pension scheme

The charity contributes to a defined contribution pension scheme for the benefit of the employees. The pension costs charged against net incoming resources are the contributions payable to the scheme in respect of the accounting period in accordance with FRS102.

(j) 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.

2 Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Donations	42	19	61	605
Department for Education Parent Participation Grant	-	19,334	19,334	21,851
Sheffield City Council SLA	-	45,000	45,000	45,000
People's Health Trust	-	4,539	4,539	4,768
NHS Sheffield CCG: Autism in Schools	-	72,348	72,348	24,059
Facey Family Foundation donation	-	4,000	4,000	4,000
Gripple Limited donation	-	3,100	3,100	1,500
NHS Doncaster CCG	-	-	-	800
NHS Sheffield CCG: Peer Support	-	140,000	140,000	-
	<u>42</u>	<u>288,340</u>	<u>288,382</u>	<u>102,583</u>

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Training income	809	-	809	-
Event income	-	561	561	768
	<u>809</u>	<u>561</u>	<u>1,370</u>	<u>768</u>

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2023

4 Expenditure on charitable activities

	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Events		355	9,852	10,207	6,733
Newsletter		-	8,525	8,525	3,869
Employment costs					
Staff costs	5	-	110,113	110,113	49,057
Payroll fees		-	886	886	724
Staff training and expenses		-	1,984	1,984	6
Consultancy		-	140	140	10,188
Premises costs					
Room hire		-	3,433	3,433	-
Rent		-	3,410	3,410	4,162
Volunteer expenses		-	205	205	-
Business expenses					
Bank charges		26	237	263	453
Insurance		-	1,408	1,408	1,052
IT costs		-	4,191	4,191	1,421
Office equipment		-	7,885	7,885	-
Office expenses		1,491	1,218	2,709	4,728
Printing and Stationery		12	647	659	35
Publicity		-	1,722	1,722	165
Subscriptions		-	53	53	-
Governance					
Independent examination	6	-	1,218	1,218	600
Other governance costs		-	24	24	748
Other expenses		-	-	-	853
		1,884	157,151	159,035	84,794

5 Staff costs

	2023 £	2022 £
Gross salaries	104,779	47,399
Employer's national insurance costs	6,002	2,628
Employer's allowance	(5,000)	(2,628)
Employer's pension contributions	4,332	1,658
	110,113	49,057

	2023 Number	2022 Number
The average number of employees in the year working was:		
Charitable activities	8	5

No employee received emoluments of more than £60,000.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2023

6 Fees for the examination of the accounts	2023	2022
	£	£
Independent examiner's fees for reporting on the accounts	<u>1,218</u>	<u>600</u>

7 Trustees' remuneration, expenses and benefits

No trustees were reimbursed expenses for travel and accommodation during the year (2022: £Nil).

No donations were made by the Trustees to cover expenses paid (2022: £Nil).

8 Debtors	2023	2022
	£	£
Other debtors	92,949	8,518
Prepayments	372	1,365
	<u>93,321</u>	<u>9,883</u>

9 Creditors: amounts due within 1 year	2023	2022
	£	£
Trade creditors	3,802	1,028
Other creditors	-	2,083
Accruals	1,219	600
Deferred income	10 61,007	-
	<u>66,028</u>	<u>3,711</u>

10 Deferred income	2023	2022
	£	£
Balance at the start of the accounting period	-	-
Amounts added in current period	61,007	-
Amounts released to income from previous periods	-	-
Balance at the end of the reporting period	<u>61,007</u>	<u>-</u>

Deferred income relates to the Health Education England neurodisability training project that is due to commence in September 2023.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2023

11 Designated income funds

	Balance at 01-Apr-22	Income	Expenditure	Transfers	Balance at 31-Mar-23
	£	£	£	£	£
David Woodhouse fund	1,829	-	(506)	-	1,323
	1,829	-	(506)	-	1,323

David Woodhouse Fund

David Woodhouse Community Award: Monies allocated for an annual award to recognise individuals who have provided outstanding service in supporting and benefitting parent carers in the city and their families.

<i>Prior year</i>	<i>Balance at 01-Apr-21</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at 31-Mar-22</i>
	£	£	£	£	£
<i>David Woodhouse fund</i>	-	-	(700)	2,529	1,829
	-	-	(700)	2,529	1,829

12 Restricted income funds

	Balance at 01-Apr-22	Income	Expenditure	Transfers	Balance at 31-Mar-23
	£	£	£	£	£
Department for Education Parent Participation Gran	1,365	19,334	(20,327)	-	372
Sheffield City Council SLA	16,089	45,000	(50,171)	-	10,918
People's Health Trust	2,994	4,539	(7,648)	115	-
Autism in Schools	16,180	72,348	(34,483)	-	54,045
Film	-	3,100	(1,484)	-	1,616
Health Education England	2,982	-	-	-	2,982
Family Fun Day	4,000	4,580	(4,549)	-	4,031
Peer Support	-	140,000	(38,489)	-	101,511
	43,610	288,901	(157,151)	115	175,475

Sheffield Parent Carer Forum

Notes to the financial statements - continued For the year ended 31 March 2023

12 Restricted income funds (continued)

Department for Education Parent Participation Grant

These are monies provided for the delivery of parent carer participation activities.

Sheffield City Council SLA

These are monies provided for the delivery of parent carer participation activities.

People's Health Trust

These are monies given to provide a bi-annual printed newsletter and meetings for parent carers.

Autism in Schools

Monies given to set up and run monthly parent groups at mainstream secondary schools.

Film

Monies donated by Gripple Limited to provide a Christmas film screening for families with disabled children.

Health Education England

Monies provided in order to develop and deliver neurodiability training for professionals.

Family Fun Day

Monies donated by the Facey Family Foundation to run a family fun day for families with disabled children.

Peer Support

Monies given to set up and provide a peer support service for parent carers of disabled children and young people.

Prior year

	<i>Balance at</i> <i>01-Apr-21</i>	<i>Income</i>	<i>Expenditure</i>	<i>Transfers</i>	<i>Balance at</i> <i>31-Mar-22</i>
	£	£	£	£	£
<i>Department for Education Parent Participation Grant</i>	712	21,851	(21,391)	193	1,365
<i>Sheffield City Council SLA</i>	9,560	45,000	(38,471)	-	16,089
<i>People's Health Trust</i>	4,164	4,768	(5,938)	-	2,994
<i>Autism in Schools</i>	-	24,059	(7,879)	-	16,180
<i>Film</i>	-	1,500	(1,500)	-	-
<i>Health Education England</i>	10,035	-	(7,053)	-	2,982
<i>Family Fun Day</i>	-	4,000	-	-	4,000
<i>Keyworker project</i>	-	800	(800)	-	-
	<u>24,471</u>	<u>101,978</u>	<u>(83,032)</u>	<u>193</u>	<u>43,610</u>

Notes to the financial statements - continued
For the year ended 31 March 2023

13 Net assets by fund

	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	35,586	1,323	241,503	278,412
Current liabilities	-	-	(66,028)	(66,028)
	<u>35,586</u>	<u>1,323</u>	<u>175,475</u>	<u>212,384</u>

Prior year

	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	36,228	1,829	47,321	85,378
Current liabilities	-	-	(3,711)	(3,711)
	<u>36,228</u>	<u>1,829</u>	<u>43,610</u>	<u>81,667</u>

14 Related party transactions

Except for the trustee transactions disclosed in note 6, there have been no other related party transactions during the year.

15 Statement of financial activities - previous year fund analysis

	2023			2022		
	Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
Income from:						
Donations & grants	42	288,340	288,382	605	1,500	2,105
Charitable activities	809	561	1,370	768	100,478	101,246
Other trading income	-	-	-	-	-	-
Total income	<u>851</u>	<u>288,901</u>	<u>289,752</u>	<u>1,373</u>	<u>101,978</u>	<u>103,351</u>
Expenditure on:						
Charitable activities	1,884	157,151	159,035	1,762	83,032	84,794
Total expenditure	<u>1,884</u>	<u>157,151</u>	<u>159,035</u>	<u>1,762</u>	<u>83,032</u>	<u>84,794</u>
Net income	<u>(1,033)</u>	<u>131,750</u>	<u>130,717</u>	<u>(389)</u>	<u>18,946</u>	<u>18,557</u>
Transfers between funds	<u>(115)</u>	<u>115</u>	<u>-</u>	<u>(193)</u>	<u>193</u>	<u>-</u>
Total funds brought forward	<u>38,057</u>	<u>43,610</u>	<u>81,667</u>	<u>38,639</u>	<u>24,471</u>	<u>63,110</u>
Total funds carried forward	<u>36,909</u>	<u>175,475</u>	<u>212,384</u>	<u>38,057</u>	<u>43,610</u>	<u>81,667</u>

SHEFFIELD PARENT CARER FORUM

England & Wales - Charity number 1145913

Accounts

Registered Charity Number: 1145913
Company number: 07226540

Sheffield Parent Carer Forum

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2022

Sheffield Parent Carer Forum

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Sheffield Parent Carer Forum

Legal and administrative information For the year ended 31 March 2022

Trustees

Laura Gillespie	Chair (appointed 19/11/2021)
Sarah Sanders	Treasurer
Jayne Woodward	
Clare Peck	
Laura Gillespie	
Melissa Simmonds	
Julie Chambers	
Joel Hardwick	
Katie Monette	Chair (resigned 19/11/2021)

Staff:

Eva Jusuola	Director of Operations
Katie Monette	Director of Strategy (appointed 01/01/2022)
Anne Snowdon	Development Support Worker (resigned 31/01/2022)
Catherine Wilson	Website Content Manager
Amy Farry	HEE Project Worker (contract ended 31/08/2021)
Anna Marie Emmett	Autism in Schools Project Worker (appointed 01/11/2021)
Tracey Wild	Autism in Schools Project Worker (appointed 01/02/2022)
Jane Armstrong	Autism in Schools Project Worker (appointed 01/11/2021, resigned 30/11/2021)

Charity number

1145913

Company number

07226540

Principal address

Sheffield Parent Carer Forum
St Mary's Community Centre
Bramall Lane
Sheffield
S2 4QZ

Bank

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner

Susan Cochrane, FCA
Employee of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Sheffield Parent Carer Forum

Trustees' annual report For the year ended 31 March 2022

The trustees are pleased to present their annual directors' report together with the financial statements of the charity 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 & Management

Sheffield Parent Carer Forum (Company number 07226540) was incorporated on 17 April 2010 and its Articles of Association govern it. Its legal status is that of a company limited by guarantee. It was registered as a charity on 15 February 2012 (Charity number 1145913).

Since the Sheffield Parent Carer Forum is a company limited by guarantee, it does not have any paid-up share capital. Each company member has, however, guaranteed an amount not exceeding £1.

Overall management of the company is the responsibility of the Trustee Directors who are elected and co-opted under the terms of the Articles of Association. Day-to-day project activity is carried out by paid staff and volunteers. Trustees Directors are elected at the Annual General Meeting and the Trustee Directors may co-opt onto the committee individuals, in an advisory and non-voting capacity, who they feel will help to fulfil the aims of the charity.

Method used to recruit and appoint new charity trustees.

We aim to recruit trustees as a representation of a cross-section of Sheffield's parent carer community. Vacancies are advertised in the newsletter, on our website and on social media. We follow a formal recruitment process as set out in our Volunteer Recruitment Policy and Procedure. Successful applicants are usually co-opted onto the Management Committee before they are elected at the next AGM.

Charitable objects

To relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

Accountability

The Forum has over 2,500 members, to whom we are accountable at the AGM. The Trustee Directors shall meet at least twice a year, but have met monthly, except over the summer. They are responsible for managing the business of the organisation, safeguarding its assets, and managing the funds. Decisions are made by the Trustee Directors, with advice from staff and any of the relevant Sub-Committees (currently Governance, Finance and Staffing, and Fundraising).

Risk assessment

The Trustee Directors have discussed, and reviewed on a regular basis, all of the major risks to which the Forum is exposed and have established systems to mitigate the risks. By maintaining the Forum's reserves in accordance with the levels set out in the Policy on Reserves below, the Forum will have sufficient resources to deal with adverse situations.

Sheffield Parent Carer Forum

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

Objectives and activities of the charity

The Forum was established in 2008 and is now the largest parent-led network of families with children and young people with a range of disabilities and special educational needs in Sheffield. Our main aim is to ensure the needs of our children are met.

Our vision is for Sheffield to be a place where our children with disabilities and special educational needs, and our families:

- have a better quality of life
- are fully included in, and accepted by, our communities
- receive services, help and support based on their individual needs to reach their full potential.

We believe that as parents we know our children best. We want to be consulted and informed, and for decisions to be co-produced with families.

Our mission is to bring together families with children with disabilities and special educational needs throughout Sheffield:

- to support each other
- to exchange and provide information and signpost to sources of help and advice
- to gather the views of parent carers to influence and transform services.

We will do this by:

- reaching out and making the Forum as accessible and welcoming to families as possible
- providing information about support and services for families
- offering support and activities in response to parents' priorities
- working in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background
- developing the Forum as an effective, independent, parent-led organisation.

Summary of the main activities undertaken for public benefit

The main objects of the charity, as set out in its governing document, are to relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

The main activities undertaken for the public benefit in relation to these objects are:

1. Providing an information and signposting service to services and resources for parent carers

We provided information about services, financial support, events, consultations, policy changes and other relevant issues through:

- two issues of our newsletter
- our website, Facebook, Twitter, email and telephone
- information and training sessions for parents on a variety of topics

Access to timely and relevant information enables families to access the services and support they need to gain a better quality of life, become more included and integrated into society and more active and informed citizens.

Sheffield Parent Carer Forum

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

Objectives and activities of the charity- continued)

2. Providing peer support

The pandemic continued to impact on our ability to provide opportunities for peer support for parent carers. We delivered parent training sessions, coffee mornings and outreach activities by virtual means during the first part of the financial year and switched to face-to-face and hybrid delivery when restrictions were lifted in the summer.

These opportunities for families to meet, support and learn from each other have reduced their isolation, increased their confidence and encouraged greater involvement in community activities.

3. Influencing and transforming services and attitudes

We did this by:

- collecting feedback from parents and organising parent representation on various issues to statutory services
- reviewing local authority information for parents
- providing training on the parent perspective to professionals who work with children and young people with SEND

This has enhanced our pool of knowledge about the issues disabled children and their families face, which gives us evidence to support consultations with service providers, and influence policies which affect these children and families and the wider community. Training has helped to increase professional and public knowledge and awareness of the barriers faced by disabled children and their families.

In carrying out these activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main achievements

We gained a substantial increase in the number of parents we are in contact with, and through our members' survey and informal feedback confirmed that we are responding to parents' needs for information, support and influencing policy.

Over the year, our volunteers donated around 800 hours to the organisation.

There have been no complaints, health and safety difficulties or safeguarding issues.

Sheffield Parent Carer Forum

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

Summary of the main activities – continued

Aim and outcome	Achieved 2021/22
<p>1 Aim: To reach out and make SPCF accessible and welcoming to families</p> <p>Outcome: More families aware of SPCF across postcodes and disabilities and feel welcome/part of Forum</p>	<ul style="list-style-type: none"> - Recruited 217 full members and 40 associate members - Ran 6 outreach sessions to schools - Ran a stall at a Healthwatch event in Burngreave - Ran 5 Safe Space meetings for Black and Brown parent carers
<p>2 Aim: To provide information about support and services for families</p> <p>Outcome: Families are better informed about services</p>	<p>Provided information to over 6,000 people</p> <ul style="list-style-type: none"> - Published two issues of the newsletter (circulation 6,000) - Sent 11 email bulletins to members (over 1,800 subscribers) - Maintained our SPCF website (27,283 page views / 14,443 sessions / 10,897 users) - Continued to work on a commission to update, develop and improve the Local Offer website - Maintained our Facebook page (3,219 followers) - Maintained our Twitter account (1,647 followers) - Ran 3 Makaton courses, attended by 24 parent carers - Organised an information day about family support, attended by 122 parent carers - Responded to enquiries from parents
<p>3 Aim: To offer support and activities in response to parents' priorities</p> <p>Outcome: Parents are in touch with other parents and feel less isolated</p>	<p>Provided peer support and advice through meetings:</p> <ul style="list-style-type: none"> - Ran 9 coffee mornings with representation from 4 different services (Educational Psychology, OT/Physio, School Nursing, Oral Health) - Ran 6 wellbeing sessions, offering parents an opportunity to try out a range of stress-busting activities - Ran 32 parent meetings across 10 mainstream secondary schools as part of the Autism in Schools project. 169 parents attended.
<p>4 Aim: To work in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background</p> <p>Outcome: Strategies include parents' views, existing services improve and new services are developed in response to need</p>	<p>Collected parental feedback and represented parents' views at meetings</p> <ul style="list-style-type: none"> - Logged 251 items of parental feedback and compiled a report about the key themes - Attended 307 meetings with Sheffield City Council, Sheffield CCG and other partners - Established/maintained links with partner organisations, e.g. SSENDIAS, Learn Sheffield, Carers Centre, local charities and support groups - Attended 11 regional / national meetings of parent carer forums - Co-produced and co-delivered 9 training sessions around neurodisability for 275 Early Years professionals - Contributed to training for Early Years SENCOs and other professionals - Held a focus group around school readiness

Sheffield Parent Carer Forum

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

Summary of the main activities – continued

<p>5 Aim: To develop SPCF as an effective, independent, parent-led organisation</p> <p>Outcome: SPCF continues in existence, is valued by parents and respected by statutory services</p>	<ul style="list-style-type: none">- Held 11 management committee meetings and an AGM- Held 11 meetings of the subcommittee for Staffing, Governance and Finance- Held 3 meetings of the Fundraising Committee- Carried out a members' survey, which received 150 responses- Carried out an officer survey which received 65 responses- Organised training for staff and volunteers (on safeguarding, Facebook, cybersecurity, housing, ICS, and working with children with learning difficulties and disabilities)- Maintained our volunteer base (recruited new volunteers, held inductions, carried out exit interviews)- Volunteers donated around 800hours to the organisation
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Financial Review

SPCF's principal funders are Sheffield City Council and Sheffield Clinical Commissioning Group; additional funding came from the Department for Education, the People's Health Trust, Health Education England and donations. The main item of expenditure was staffing, followed by consultancy, business expenses and event costs. These are all directed towards the core objectives referred to above.

Plans for future periods

We are in the process of preparing and submitting additional funding applications to contribute to the funding of areas of our work such as parent carer participation activities and also cover newsletter and events costs.

Our three-year SLA with Sheffield City Council and Sheffield Clinical Commissioning Group is now in its final year and we will need to re-tender for the contract in early 2023.

The Neurodisability training project funded by Health Education England which ended in August 2021 is likely to be extended.

The Autism in Schools project will be extended and we have received an extra £15,000 to continue work on the project until 28 February 2023. A further extension of the project until July 2023 is likely. This will allow us to embed the work in the schools and expand the offer to incorporate some specific support around transitions.

We have signed a three-year contract to develop a peer support service for parents of children before and after diagnosis of autism and neurodevelopmental conditions.

We intend to continue all our current activities, including gathering and representing parents' views, parent training and wellbeing sessions, coffee mornings, parent meetings for the Autism in Schools project, family events like the family fun day and Christmas film, the newsletter, outreach activities, and our information and signposting service. During the 2022/23 financial year, we will also launch our new peer support service, organise a conference for parents around transition to adulthood, and re-run our State of Sheffield survey.

Any unrestricted funding raised which exceeds our reserves target will be directed towards our core objectives.

Sheffield Parent Carer Forum

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

Policy on Reserves

The trustees have set a reserves policy which requires reserves to be maintained at a level which ensures that three to six months of the organisation's core activity could continue during a period of unforeseen difficulty, and to meet fluctuations in receipts or payments. The charity's free reserves (unrestricted funds excluding fixed assets) as at 31 March 2022 were £36,241 (2021: £38,639). Therefore, they are slightly below the target of £41,800 of unrestricted funds (the equivalent of six months' operational expenditure) set by the Trustee Directors.

Small company provisions:

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

The trustees declare that they have approved the trustees' report above on11.11.22.....

Signed on behalf of the trustees:



Name: Laura Gillespie
Trustee

Independent Examiner’s report to the trustees of Sheffield Parent Carer 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. 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.

Signed: S Cochran
Susan Cochrane, FCA
Employee of:
VAS Community Accountancy
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 14/11/2022

Sheffield Parent Carer 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 £	Total 2021 £
Income from:					
Donations		605	1,500	2,105	202
Charitable activities	2	768	100,478	101,246	60,158
Total income		1,373	101,978	103,351	60,360
Expenditure on:					
Charitable activities	3	1,762	83,032	84,794	75,922
Total expenditure		1,762	83,032	84,794	75,922
Net income/ (expenditure)		(389)	18,946	18,557	(15,562)
Transfers between funds	10	(193)	193	-	-
Total funds brought forward		38,639	24,471	63,110	78,672
Total funds carried forward		38,057	43,610	81,667	63,110

Balance Sheet
As at 31 March 2022

	Notes	2022 £	2021 £
Current Assets			
Balance at bank and cash		75,495	63,988
Debtors	7	9,883	4,587
Total current assets		<u>85,378</u>	<u>68,575</u>
Creditors: amounts falling due within one year	8	(3,711)	(5,465)
Net current assets		<u>81,667</u>	<u>63,110</u>
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>81,667</u></u>	<u><u>63,110</u></u>
Funds of the Charity			
General funds		36,228	38,639
Designated funds	9	1,829	-
total unrestricted funds		<u>38,057</u>	<u>38,639</u>
Restricted funds	10	43,610	24,471
Total funds	11	<u><u>81,667</u></u>	<u><u>63,110</u></u>

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.

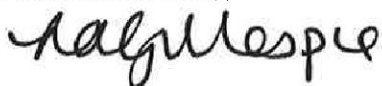
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's 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 on11.11.22.....

Signed on behalf of the board:



Name (printed): LAURA GILLESPIE
Trustee

Sheffield Parent Carer Forum

Notes to the financial statements

For the year ended 31 March 2022

1 Accounting Policies

(a) General

The Sheffield Parent Carer 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 charity information on page 1 of these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have adopted Charities SORP (FRS102) Bulletin 1 and taken advantage of the exemption to prepare a Statement of Cash Flows.

Sheffield Parent Carer Forum meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention. 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is included when receivable.

(c) Expenditure and creditors

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) 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.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

Designated funds are funds set aside at the discretion of the trustees for a specific project.

(e) Trade debtors

Trade debtors are amounts due from customers for 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.

(f) 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.

Notes to the financial statements - continued

For the year ended 31 March 2022

(g) 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.

(h) Fixed assets

Tangible fixed assets are stated at costs less depreciation. The charity has a policy of not capitalising expenditure unless it exceeds £1000.

(i) Defined contribution pension scheme

The charity contributes to a defined contribution pension scheme for the benefit of the employees. The pension costs charged against net incoming resources are the contributions payable to the scheme in respect of the accounting period in accordance with FRS102.

(j) 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.

2 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Department for Education Parent Participation Grant	-	21,851	21,851	15,000
Sheffield City Council SLA	-	45,000	45,000	45,000
People's Health Trust	-	4,768	4,768	-
NHS Sheffield CCG	-	24,059	24,059	-
Facey Family Foundation	-	4,000	4,000	-
NHS Doncaster CCG	-	800	800	-
	-	100,478	100,478	60,000
Event income	768	-	768	158
	768	100,478	101,246	60,158

Notes to the financial statements - continued
For the year ended 31 March 2022

3 Expenditure on charitable activities

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Events		76	6,657	6,733	495
Newsletter		-	3,869	3,869	6,378
Employment costs					
Staff costs	4	-	49,057	49,057	41,749
Payroll fees		-	724	724	543
Staff training and expenses		-	6	6	-
Consultancy		-	10,188	10,188	11,273
Premises costs					
Room hire		-	-	-	-
Rent		108	4,054	4,162	2,700
Volunteer expenses		-	-	-	-
Business expenses					
Bank charges		-	453	453	308
Insurance		-	1,052	1,052	1,004
IT costs		-	1,421	1,421	3,619
Office equipment		-	-	-	-
Office expenses		738	3,990	4,728	3,621
Printing and Stationery		-	35	35	402
Publicity		-	165	165	174
Subscriptions		-	-	-	-
Website		-	-	-	1,236
Governance					
Independent examination	5	-	600	600	600
Other governance costs		-	748	748	1,431
Trustee training and expenses		-	-	-	-
Other expenses		840	13	853	389
		1,762	83,032	84,794	75,922

4 Staff costs

	2022 £	2021 £
Gross salaries	47,399	40,436
Employer's national insurance costs	2,628	2,129
Employer's allowance	(2,628)	(2,129)
Employer's pension contributions	1,658	1,313
	49,057	41,749

The average number of employees in the year working was:
Charitable activities

2022 Number	2021 Number
5	4

No employee received emoluments of more than £60,000.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2022

5 Fees for the examination of the accounts	2022	2021
	£	£
Independent examiner's fees for reporting on the accounts	<u>600</u>	<u>600</u>
Other fees paid to the independent examiner's organisation: Payroll	<u>724</u>	<u>543</u>
	<u>724</u>	<u>543</u>

6 Trustees' remuneration, expenses and benefits

No trustees were reimbursed expenses for travel and accommodation during the year (2021: £Nil).

No donations were made by the Trustees to cover expenses paid (2021: £Nil).

One trustee, K Monette, received £8,814 for consultancy work for the charity (2021: £10,133) prior to their resignation as trustee on 19 November 2021. These payments were made in accordance with clause 5.3 of the Articles of Association.

No other trustees received any remuneration for their role as a trustee.

7 Debtors	2022	2021
	£	£
Other debtors	8,518	3,813
Prepayments	1,365	774
	<u>9,883</u>	<u>4,587</u>

8 Creditors: amounts due within 1 year	2022	2021
	£	£
Accruals	3,711	5,465
	<u>3,711</u>	<u>5,465</u>

9 Designated income funds

	Balance at 01-Apr-21	Income	Expenditure	Transfers	Balance at 31-Mar-22
	£	£	£	£	£
David Woodhouse fund	-	-	(700)	2,529	1,829
	<u>-</u>	<u>-</u>	<u>(700)</u>	<u>2,529</u>	<u>1,829</u>

David Woodhouse Fund

David Woodhouse Community Award: Monies allocated for an annual award to recognise individuals who have provided outstanding service in supporting and benefitting parent carers in the city and their families.

Sheffield Parent Carer Forum

Notes to the financial statements - continued For the year ended 31 March 2022

10 Restricted income funds

	Balance at 01-Apr-21 £	Income £	Expenditure £	Transfers £	Balance at 31-Mar-22 £
Department for Education Parent Participation Grant	712	21,851	(21,391)	193	1,365
Sheffield City Council SLA	9,560	45,000	(38,471)	-	16,089
People's Health Trust	4,164	4,768	(5,938)	-	2,994
Autism in Schools	-	24,059	(7,879)	-	16,180
Film	-	1,500	(1,500)	-	-
Health Education England	10,035	-	(7,053)	-	2,982
Family Fun Day	-	4,000	-	-	4,000
Keyworker project	-	800	(800)	-	-
	24,471	101,978	(83,032)	193	43,610

Prior year

	Balance at 01-Apr-20 £	Income £	Expenditure £	Transfers £	Balance at 31-Mar-21 £
Department for Education Parent Participation Grant	584	15,000	(14,872)	-	712
Sheffield City Council SLA	4,423	45,000	(48,886)	9,023	9,560
People's Health Trust	5,686	-	(1,522)	-	4,164
Sheffield City Council- local offer	9,023	-	-	(9,023)	-
National Lottery Awards for All	282	-	(282)	-	-
Health Education England	19,864	-	(9,829)	-	10,035
	39,862	60,000	(75,391)	-	24,471

Department for Education Parent Participation Grant

These are monies provided for the delivery of parent carer participation activities.

Sheffield City Council SLA

These are monies provided for the delivery of parent carer participation activities.

People's Health Trust

These are monies given to provide a bi-annual printed newsletter and meetings for parent carers.

Autism in Schools

Monies given to develop and pilot Neurodisability training for Early Years professionals.

Film

Monies given to run provide a Christmas film screening for families with disabled children.

Health Education England

Monies provided in order to deliver a pilot programme to work towards timely identification of neurodiversity in early years.

Family Fun Day

Monies given by the Facey Family Foundation to run a family fun day for families with disabled children.

Keyworker project

Monies given for work on a Keyworker Pilot project

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2022

11 Net assets by fund

	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	36,228	1,829	47,321	85,378
Current liabilities	-	-	(3,711)	(3,711)
	<u>36,228</u>	<u>1,829</u>	<u>43,610</u>	<u>81,667</u>
<i>Prior year</i>				
	General funds £	Designated funds £	Restricted funds £	Total £
Current assets	38,639	-	29,936	68,575
Current liabilities	-	-	(5,465)	(5,465)
	<u>38,639</u>	<u>-</u>	<u>24,471</u>	<u>63,110</u>

12 Related party transactions

Except for the trustee transactions disclosed in note 6, there have been no other related party transactions during the year.

13 Statement of financial activities - previous year fund analysis

	2022			2021		
	Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
Income from:						
Donations	605	1,500	2,105	202	-	202
Charitable activities	768	100,478	101,246	158	60,000	60,158
Other trading income	-	-	-	-	-	-
Total income	<u>1,373</u>	<u>101,978</u>	<u>103,351</u>	<u>360</u>	<u>60,000</u>	<u>60,360</u>
Expenditure on:						
Charitable activities	1,762	83,032	84,794	531	75,391	75,922
Total expenditure	<u>1,762</u>	<u>83,032</u>	<u>84,794</u>	<u>531</u>	<u>75,391</u>	<u>75,922</u>
Net income	<u>(389)</u>	<u>18,946</u>	<u>18,557</u>	<u>(171)</u>	<u>(15,391)</u>	<u>(15,562)</u>
Transfers between funds	<u>(193)</u>	<u>193</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total funds brought forward	<u>38,639</u>	<u>24,471</u>	<u>63,110</u>	<u>38,810</u>	<u>39,862</u>	<u>78,672</u>
Total funds carried forward	<u>38,057</u>	<u>43,610</u>	<u>81,667</u>	<u>38,639</u>	<u>24,471</u>	<u>63,110</u>

SHEFFIELD PARENT CARER FORUM

England & Wales - Charity number 1145913

Accounts

Registered Charity Number: 1145913
Company number: 07226540

Sheffield Parent Carer Forum

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2021

Sheffield Parent Carer Forum

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Sheffield Parent Carer Forum

Legal and administrative information For the year ended 31 March 2021

Trustees

Katie Monette	Chair	
John Year	Treasurer	Resigned 20 November 2020
Jayne Woodward		
Clare Peck		
Laura Gillespie		
Melissa Simmonds		
Julie Chambers		
Joel Hardwick		Appointed 20 November 2020
Sarah Sanders	Treasurer	Appointed 20 November 2020

Staff:

Eva Juusola	Participation Coordinator
Anne Snowdon	Development Support Worker
Catherine Wilson	Website Content Manager
Amy Farry	HEE Project Worker

Charity number

1145913

Company number

07226540

Principal address

Sheffield Parent Carer Forum
St Mary's Community Centre
Bramall Lane
Sheffield
S2 4QZ

Bank

Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner

Susan Cochrane, FCA
On behalf of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Sheffield Parent Carer Forum

Trustees' annual report For the year ended 31 March 2021

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2021 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 & Management

Sheffield Parent Carer Forum (Company number 07226540) was incorporated on 17 April 2010 and its Articles of Association govern it. Its legal status is that of a company limited by guarantee. It was registered as a charity on 15 February 2012 (Charity number 1145913).

Since the Sheffield Parent Carer Forum is a company limited by guarantee, it does not have any paid up share capital. Each company member has, however, guaranteed an amount not exceeding £1.

Overall management of the company is the responsibility of the Trustee Directors who are elected and co-opted under the terms of the Articles of Association. Day-to-day project activity is carried out by paid staff and volunteers. Trustees Directors are elected at the Annual General Meeting and the Trustee Directors may co-opt onto the committee individuals, in an advisory and non-voting capacity, who they feel will help to fulfil the aims of the charity.

Method used to recruit and appoint new charity trustees.

We aim to recruit trustees as a representation of a cross-section of Sheffield's parent carer community. Vacancies are advertised in the newsletter, on our website and on social media. We follow a formal recruitment process as set out in our Volunteer Recruitment Policy and Procedure. Successful applicants are usually co-opted onto the Management Committee before they are elected at the next AGM.

Charitable objects

To relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

Accountability

The Forum has over 2,285 members, to whom we are accountable at the AGM. The Trustee Directors shall meet at least twice a year, but have met monthly, except over the summer. They are responsible for managing the business of the organisation, safeguarding its assets, and managing the funds. Decisions are made by the Trustee Directors, with advice from staff and any of the relevant Sub-Committees (currently Governance, Finance and Staffing, and Fundraising).

Risk assessment

The Trustee Directors have discussed, and reviewed on a regular basis, all of the major risks to which the Forum is exposed and have established systems to mitigate the risks. By maintaining the Forum's reserves in accordance with the levels set out in the Policy on Reserves below, the Forum will have sufficient resources to deal with adverse situations.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2021

Objectives and activities of the charity

The Forum was established in 2008 and is now the largest parent-led network of families with children and young people with a range of disabilities and special educational needs in Sheffield. Our main aim is to ensure the needs of our children are met.

Our vision is for Sheffield to be a place where our children with disabilities and special educational needs, and our families:

- have a better quality of life
- are fully included in, and accepted by, our communities
- receive services, help and support based on their individual needs to reach their full potential.

We believe that as parents we know our children best. We want to be consulted and informed, and for decisions to be co-produced with families.

Our mission is to bring together families with children with disabilities and special educational needs throughout Sheffield:

- to support each other
- to exchange and provide information and signpost to sources of help and advice
- to gather the views of parent carers to influence and transform services.

We will do this by:

- reaching out and making the Forum as accessible and welcoming to families as possible
- providing information about support and services for families
- offering support and activities in response to parents' priorities
- working in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background
- developing the Forum as an effective, independent, parent-led organisation.

Summary of the main activities undertaken for public benefit

The main objects of the charity, as set out in its governing document, are to relieve the needs of children and young people, including their parents, carers and families, who have disabilities and/or special educational needs in the Sheffield area, in order to improve their quality of life, promote their inclusion in their local communities and to help and support them to reach their full potential.

The main activities undertaken for the public benefit in relation to these objects are:

1. Providing an information and signposting service to services and resources for parent carers

We provided information about services, financial support, events, consultations, policy changes and other relevant issues through:

- three issues of our newsletter
- our website, Facebook, Twitter, email and telephone
- information and training sessions for parents on a variety of topics

Access to timely and relevant information enables families to access the services and support they need to gain a better quality of life, become more included and integrated into society and more active and informed citizens.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2021

Objectives and activities of the charity- continued)

2. Providing peer support

The coronavirus pandemic impacted on our ability to provide opportunities for peer support for parent carers. By changing from face-to-face to virtual delivery, we were able to provide:

- parent training sessions
- coffee mornings with representation from a range of services
- outreach activities

These opportunities for families to meet, support and learn from each other have reduced their isolation, increased their confidence and encouraged greater involvement in community activities.

3. Influencing and transforming services and attitudes

We did this by:

- collecting feedback from parents and organising parent representation on various issues to statutory services
- reviewing local authority information for parents
- providing training on the parent perspective to professionals who work with children and young people with SEND

This has enhanced our pool of knowledge about the issues disabled children and their families face, which gives us evidence to support consultations with service providers, and influence policies which affect these children and families and the wider community. Training has helped to increase professional and public knowledge and awareness of the barriers faced by disabled children and their families.

In carrying out these activities, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Summary of the main achievements

We were able to continue all our main activities during the coronavirus pandemic. Our staff worked from home, and our contact with parent carers continued by virtual means (mainly virtual meetings and social media). We continued to represent parents at virtual meetings with Sheffield City Council, Sheffield Clinical Commissioning group and other partners; the number of these meetings increased by 63% compared to the previous year.

We gained a substantial increase in the number of parents we are in contact with, and through our members' survey and informal feedback confirmed that we are responding to parents' needs for information, support and influencing policy.

Over the year, our volunteers donated around 850 hours to the organisation.

There have been no complaints, health and safety difficulties or safeguarding issues.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2021

Summary of the main activities – continued

Aim and outcome	Achieved 2020/21
<p>1 Aim: To reach out and make SPCF accessible and welcoming to families</p> <p>Outcome: More families aware of SPCF across postcodes and disabilities and feel welcome/part of Forum</p>	<ul style="list-style-type: none"> - Recruited 112 full members and 18 associate members - Ran 1 outreach session to a school - Contacted the SENCOs of all schools in locality B with a view to arranging outreach visits once safe to do so
<p>2 Aim: To provide information about support and services for families</p> <p>Outcome: Families are better informed about services</p>	<p>Provided information to over 6,000 people</p> <ul style="list-style-type: none"> - Published three issues of the newsletter (circulation 1,300 for the special “back to school” issue, and 5,500 for the autumn issue and 6,000 for the spring issue) - Sent 8 email bulletins to members (over 1,600 subscribers) - Maintained our SPCF website (27,283 page views / 14,443 sessions) - Continued to work on a commission to update, develop and improve the Local Offer website - Maintained our Facebook page (2,700 followers) - Maintained our Twitter account (1,591 followers) - Ran 3 information/training sessions, which were attended by 11 parents - Responded to enquiries from parents
<p>3 Aim: To offer support and activities in response to parents' priorities</p> <p>Outcome: Parents are in touch with other parents and feel less isolated</p>	<p>Provided peer support and advice through virtual meetings:</p> <ul style="list-style-type: none"> - Ran 11 virtual coffee mornings, attended by 27 different parents, with representation from 9 different services (Autism Team, 0-5 SEND Team, SENDIAS, Educational Psychology, Public Health, Sheffield Children's Hospital, Speech and Language Therapy, CAMHS, MAST)
<p>4 Aim: To work in co-production with partners to influence and transform services, using information gathered across the city and representing views across disabilities, postcodes and background</p> <p>Outcome: Strategies include parents' views, existing services improve and new services are developed in response to need</p>	<p>Collected parental feedback and represented parents' views at meetings</p> <ul style="list-style-type: none"> - Logged 240 items of parental feedback and compiled a report about the key themes - Attended 239 meetings with Sheffield City Council, Sheffield CCG and other partners - Established/maintained links with partner organisations, e.g. SENDIAS, Learn Sheffield, Carers Centre, local charities and support groups - Attended 7 regional meetings of parent carer forums - Co-produced and co-delivered training around neurodisability for Early Years professionals - Contributed to training for Early Years SENCOs, childminders and school SENCOs

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2021

Summary of the main activities – continued

<p>5 Aim: To develop SPCF as an effective, independent, parent-led organisation</p> <p>Outcome: SPCF continues in existence, is valued by parents and respected by statutory services</p>	<ul style="list-style-type: none">- Held 10 management committee meetings and an AGM- Held 13 meetings of the subcommittee for Staffing, Governance and Finance- Held 1 meeting of the Fundraising Committee- Carried out a members' survey, which received 125 responses- Organised training for staff and volunteers (on using Zoom, diverse community engagement, campaigning and petitioning, returning to school after lockdown, Family Fund, reducing isolation, adapting to Covid-19, the furlough scheme, and monitoring)- Maintained our volunteer base (recruited new volunteers, held inductions, carried out exit interviews)- Volunteers donated around 850 hours to the organisation
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Financial Review

SPCF's principal funders are Sheffield City Council and Sheffield Clinical Commissioning Group; additional funding came from the Department for Education, the People's Health Trust, Health Education England and donations. The main item of expenditure was staffing, followed by business expenses, consultancy and newsletter costs. These are all directed towards the core objectives referred to above.

Plans for future periods

Whilst the coronavirus pandemic has forced us to adapt our activities, there has been no financial impact this year:

- We have been able to delay the start of a two-year grant from the People's Health Trust until 1 September 2021. The grant will cover four issues of our newsletter and two parent workshops/meetings per month (except in July and August).
- We are partners in a project funded by Health Education England to develop and pilot a training package for Early Years professionals in order to support improved autism diagnosis. The start of this project was delayed, but is now running and due to finish in August 2021.
- Sheffield City Council and Sheffield Clinical Commissioning Group have agreed to fund us for three years (2019- 2022), and have confirmed that they do not intend to change our funding this year.
- We have been successful in applying for the DfE's parent participation grant 2021/22, which is continuing as in previous years.

We are continuing to provide a service to our members and our funders. Whilst we had to suspend all face-to-face activities, we are now using virtual means to provide information, deliver training, facilitate peer support, gather parents' views and represent these views at strategic meetings.

Any unrestricted funding raised which exceeds our reserves target will be directed towards our core objectives.

We intend to bid for additional funding to increase the capacity of our staff team, once social distancing measures have been lifted.

Sheffield Parent Carer Forum

Trustees' annual report - continued For the year ended 31 March 2021

Policy on Reserves

The trustees have set a reserves policy which requires reserves to be maintained at a level which ensures that three to six months of the organisation's core activity could continue during a period of unforeseen difficulty, and to meet fluctuations in receipts or payments. Unrestricted funds at 31st March 2021 were £38,639 (2020: £38,810). Therefore, the unrestricted reserves are slightly below the target of £39,000 of unrestricted funds (the equivalent of six months' operational expenditure) set by the Trustee Directors.

Small company provisions:

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

The trustees declare that they have approved the trustees' report above on ...17/9/2021
Signed on behalf of the trustees:



Name: Katie Monette
Trustee

Independent Examiner's report to the trustees of Sheffield Parent Carer Forum ("the Company")

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

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. 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.

Signed: S Cochrane
Susan Cochrane, FCA
On behalf of:
VAS Community Accountancy
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 17/09/21

Sheffield Parent Carer Forum

Statement of Financial Activities

(incorporating the income and expenditure account)

For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income from:					
Donations		202	-	202	3,464
Charitable activities	2	158	60,000	60,158	103,959
Other trading activities		-	-	-	624
Total income		360	60,000	60,360	108,047
Expenditure on:					
Charitable activities	3	531	75,391	75,922	81,420
Total expenditure		531	75,391	75,922	81,420
Net income		(171)	(15,391)	(15,562)	26,627
Total funds brought forward		38,810	39,862	78,672	52,045
Total funds carried forward		38,639	24,471	63,110	78,672

Balance Sheet
As at 31 March 2021

	Notes	2021 £	2020 £
Current Assets			
Balance at bank and cash		63,988	62,275
Debtors	7	4,587	20,439
Total current assets		<u>68,575</u>	<u>82,714</u>
Creditors: amounts falling due within one year	8	(5,465)	(4,042)
Net current assets		<u>63,110</u>	<u>78,672</u>
Creditors: amounts falling due after one year		-	-
Total net assets		<u><u>63,110</u></u>	<u><u>78,672</u></u>
Represented By			
FUNDS			
Unrestricted funds		38,639	38,810
Restricted funds	9	24,471	39,862
Total funds	10	<u><u>63,110</u></u>	<u><u>78,672</u></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.

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

The director's 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 17/9/2021

Signed on behalf of the board: 

Name (printed): KATIE MONETTE
Trustee

Sheffield Parent Carer Forum

Notes to the financial statements For the year ended 31 March 2021

1 Accounting Policies

(a) General

The Sheffield Parent Carer 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 charity information on page 1 of these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by 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 on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have adopted Charities SORP (FRS102) Bulletin 1 and taken advantage of the exemption to the prepare a Statement of Cash Flows.

Sheffield Parent Carer Forum meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention. 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Investment income is included when receivable.

(c) Expenditure and creditors

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) 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.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

(e) Trade debtors

Trade debtors are amounts due from customers for 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.

(f) 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 Parent Carer Forum

Notes to the financial statements - continued

For the year ended 31 March 2021

(g) 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.

(h) Fixed assets

Tangible fixed assets are stated at costs less depreciation. The charity has a policy of not capitalising expenditure unless it exceeds £1000.

(i) Defined contribution pension scheme

The charity contributes to a defined contribution pension scheme for the benefit of the employees. The pension costs charged against net incoming resources are the contributions payable to the scheme in respect of the accounting period in accordance with FRS102.

(j) 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.

2 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Department for Education Parent Participation Grant	-	15,000	15,000	15,000
Sheffield City Council SLA	-	45,000	45,000	40,375
Sheffield City Council Local offer	-	-	-	20,288
National Lottery Awards for All	-	-	-	-
People's Health Trust	-	-	-	5,722
Virgin Money Foundation	-	-	-	500
Health Education England	-	-	-	19,864
	-	60,000	60,000	101,749
Training income	-	-	-	-
Event income	158	-	158	2,210
	158	60,000	60,158	103,959

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2021

3 Expenditure on charitable activities

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Events		85	410	495	9,167
Newsletter		-	6,378	6,378	4,391
Employment costs					
Staff costs	4	-	41,749	41,749	43,544
Payroll fees		-	543	543	357
Staff training and expenses		-	-	-	354
Consultancy		-	11,273	11,273	7,359
Premises costs					
Room hire		-	-	-	5,355
Rent		-	2,700	2,700	2,712
Volunteer expenses		-	-	-	51
Business expenses					
Bank charges		6	302	308	270
Insurance		-	1,004	1,004	985
IT costs		-	3,619	3,619	2,205
Office equipment		-	-	-	-
Office expenses		51	3,570	3,621	910
Printing and Stationery		-	402	402	929
Publicity		-	174	174	391
Subscriptions		-	-	-	-
Website		-	1,236	1,236	-
Governance					
Independent examination	5	-	600	600	600
Other governance costs		-	1,431	1,431	53
Trustee training and expenses		-	-	-	1,264
Other expenses		389	-	389	523
		531	75,391	75,922	81,420

4 Staff costs

	2021 £	2020 £
Gross salaries	40,436	42,423
Employer's national insurance costs	(2,129)	2,483
employers allowance	2,129	(2,483)
Employer pension contributions	1,313	1,121
	41,749	43,544

	2021 Number	2020 Number
The average number of employees in the year working was:		
Charitable activities	4	3

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2021

5 Fees for the examination of the accounts	2021 £	2020 £
Independent examiner's fees for reporting on the accounts	<u>600</u>	<u>600</u>
Other fees paid to the independent examiner's organisation:		
Payroll	543	357
Trustee training	-	400
	<u>543</u>	<u>757</u>

6 Trustees' remuneration, expenses and benefits

No trustees were reimbursed expenses for travel and accommodation during the year (2020: Two were paid £1,264 for travel and accommodation).

No donations were made by the Trustees to cover expenses paid (2020: £172).

One trustee, K Monette, received £10,133 for consultancy work for the charity (2020: £7,209). These payments are made in accordance with clause 5.3 of the Articles of Association.

No other trustees received any remuneration for their role as a trustee.

7 Debtors	2021 £	2020 £
Other debtors	3,813	19,864
Prepayments	774	575
	<u>4,587</u>	<u>20,439</u>

8 Creditors: amounts due within 1 year	2021 £	2020 £
Accruals	5,465	4,042
	<u>5,465</u>	<u>4,042</u>

Sheffield Parent Carer Forum

Notes to the financial statements - continued For the year ended 31 March 2021

9 Restricted income funds

	Balance at 01-Apr-20 £	Income £	Expenditure £	Transfers £	Balance at 31-Mar-21 £
Department for Education Parent Participation Grant	584	15,000	(14,872)	-	712
Sheffield City Council SLA	4,423	45,000	(48,886)	9,023	9,560
People's Health Trust	5,686	-	(1,522)	-	4,164
Sheffield City Council- local offer	9,023	-	-	(9,023)	-
National Lottery Awards for All	282	-	(282)	-	-
Health Education England	19,864	-	(9,829)	-	10,035
	39,862	60,000	(75,391)	-	24,471

Prior year

	Balance at 01-Apr-19 £	Income £	Expenditure £	Balance at 31-Mar-20 £
Department for Education Parent Participation Grant	583	15,000	(14,999)	584
Sheffield City Council SLA	2,873	40,375	(38,825)	4,423
People's Health Trust	-	5,722	(36)	5,686
Christmas Film Screening	1,142	-	(1,142)	-
Sheffield City Council- local offer	3,128	20,288	(14,393)	9,023
National Lottery Awards for All	9,415	-	(9,133)	282
Virgin Money Foundation	-	500	(500)	-
Health Education England	-	19,864	-	19,864
	17,141	101,749	(79,028)	39,862

Department for Education Parent Participation Grant

These are monies provided for the delivery of parent carer participation activities.

Sheffield City Council SLA

These are monies provided for the delivery of parent carer participation activities.

People's Health Trust

These are monies given to provide a bi-annual printed newsletter and meetings for parent carers.

Sheffield City Council- Local offer

These monies were received for providing services in updating, improving and developing Sheffield's local offer website. The transfer represents that the local offer work is now included in the general Sheffield City Council SLA.

National Lottery Awards for All

These monies were received for the provision of parent carer information activities.

Health Education England

Monies provided in order to deliver a pilot programme to work towards timely identification of neurodiversity in early years.

Sheffield Parent Carer Forum

Notes to the financial statements - continued
For the year ended 31 March 2021

10 Net assets by fund

	Unrestricted funds £	Restricted funds £	Total £
Current assets	38,639	29,936	68,575
Current liabilities	-	(5,465)	(5,465)
	<u>38,639</u>	<u>24,471</u>	<u>63,110</u>
<i>Prior year</i>			
	Unrestricted funds £	Restricted funds £	Total £
Current assets	38,810	43,904	82,714
Current liabilities	-	(4,042)	(4,042)
	<u>38,810</u>	<u>39,862</u>	<u>78,672</u>

11 Related party transactions

Except for the trustee transactions disclosed in note 6, there have been no other related party transactions during the year.

12 Statement of financial activities - previous year fund analysis

	2021			2020		
	Unrestricted funds £	Restricted funds £	Total £	Unrestricted funds £	Restricted funds £	Total £
Income from:						
Donations	202	-	202	3,464	-	3,464
Charitable activities	158	60,000	60,158	2,210	101,749	103,959
Other trading income	-	-	-	624	-	624
Total income	<u>360</u>	<u>60,000</u>	<u>60,360</u>	<u>6,298</u>	<u>101,749</u>	<u>108,047</u>
Expenditure on:						
Charitable activities	531	75,391	75,922	2,392	79,028	81,420
Total expenditure	<u>531</u>	<u>75,391</u>	<u>75,922</u>	<u>2,392</u>	<u>79,028</u>	<u>81,420</u>
Net income	<u>(171)</u>	<u>(15,391)</u>	<u>(15,562)</u>	3,906	22,721	26,627
Total funds brought forward	38,810	39,862	78,672	34,904	17,141	52,045
Total funds carried forward	<u>38,639</u>	<u>24,471</u>	<u>63,110</u>	<u>38,810</u>	<u>39,862</u>	<u>78,672</u>