

**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 Vear	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

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

## Sheffield Parent Carer Forum

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

#### Summary of the main activities – continued

<p><b>5 Aim:</b> To develop SPCF as an effective, independent, parent-led organisation</p> <p><b>Outcome:</b> SPCF continues in existence, is valued by parents and respected by statutory services</p>	<ul style="list-style-type: none"><li>- Held 10 management committee meetings and an AGM</li><li>- Held 13 meetings of the subcommittee for Staffing, Governance and Finance</li><li>- Held 1 meeting of the Fundraising Committee</li><li>- Carried out a members' survey, which received 125 responses</li><li>- 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)</li><li>- Maintained our volunteer base (recruited new volunteers, held inductions, carried out exit interviews)</li><li>- Volunteers donated around 850 hours to the organisation</li></ul>
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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 £
<b>Income from:</b>					
Donations		202	-	202	3,464
Charitable activities	<b>2</b>	158	60,000	60,158	103,959
Other trading activities		-	-	-	624
<b>Total income</b>		<b>360</b>	<b>60,000</b>	<b>60,360</b>	<b>108,047</b>
<b>Expenditure on:</b>					
Charitable activities	<b>3</b>	531	75,391	75,922	81,420
<b>Total expenditure</b>		<b>531</b>	<b>75,391</b>	<b>75,922</b>	<b>81,420</b>
<b>Net income</b>		(171)	(15,391)	(15,562)	26,627
<b>Total funds brought forward</b>		38,810	39,862	78,672	52,045
<b>Total funds carried forward</b>		<b>38,639</b>	<b>24,471</b>	<b>63,110</b>	<b>78,672</b>

**Balance Sheet**

As at 31 March 2021

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

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 (FRS 102), 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.

**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
		<b>531</b>	<b>75,391</b>	<b>75,922</b>	<b>81,420</b>

#### 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
	<b>41,749</b>	<b>43,544</b>

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

**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**

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

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

**8 Creditors: amounts due within 1 year**

	<b>2021</b>	2020
	<b>£</b>	£
Accruals	5,465	4,042
	<u><b>5,465</b></u>	<u><b>4,042</b></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
	<b>39,862</b>	<b>60,000</b>	<b>(75,391)</b>	<b>-</b>	<b>24,471</b>

#### 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
	<b>17,141</b>	<b>101,749</b>	<b>(79,028)</b>	<b>39,862</b>

#### 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.

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>

Prior year

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