

Company registration number: 08111343
Charity registration number: 1148348

The Broomhall Centre

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2021

The Broomhall Centre

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The Broomhall Centre

Legal and administrative information For the year ended 31 March 2021

Registered Charity Number

1148348

Registered Company Number

08111343

Directors (Trustees)

| | |
|---------------------|--|
| Dr Jillian Creasy | Chair |
| Peter Sacker | Secretary |
| Dr Jeremy Ritchie | Treasurer until 2 June 2020 Resigned on 3 November 2020 |
| Margaret Phipps | Treasurer from 2 June 2020 Appointed on 23 January 2020 |
| Dr Maggie Wykes | |
| Myrtle Hamilton | |
| Professor Ian Cooke | |
| Duncan Lennox | |
| Ayan Farrah | Resigned on 23 January 2020 |
| Andrew Woodhead | |
| Imran Ahmed | Appointed 1 December 2020 |

Registered Office

The Broomhall Centre
Broomspring Lane
Sheffield
S102FD

Independent Examiner

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

The Broomhall Centre

Directors' report (incorporating the 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 and management

The charity is operated under the rules of its memorandum and articles of association, which were adopted 19 June 2012 and updated on 7 July 2012. The company is limited by guarantee and therefore has no share capital.

During 2019 and into 2020 Voluntary Action Sheffield helped us to improve with the way we were keeping our accounts. We have implemented new systems including setting up a finance sub-committee and upgrading our accounting software. We have now separated out the roles of day-to-day financial administration and treasurer, to have proper checks in place. Volunteers and the Facilities and Lettings Manager are taking on more of the former, allowing the Treasurer, Margaret, and the finance sub-committee to spend more time monitoring/analysing. We have organised and upgraded all our policies, with a focus on the process for lettings and our safeguarding arrangements.

The main Board and the Finance Sub Committee meet monthly. The Finance Sub Committee has standing items to review expenditure and monitor grant applications and spending. There are sub-groups for special projects such as particular grant applications, overseeing the refurbishment and appointing a new worker.

Board (committee) members are all volunteers. All but one of us lives in the ward (the exception is Ian Cooke who is closely involved with St Andrew's church, a close neighbour). We have the following roles:

- Jillian Creasy, our chair, is line manager for our workers and liaises with many partners
- Margaret Phipps, new to the board this year and has taken on the role of treasurer.
- Pete Sacker, our secretary, who also sits on the finance and fund-raising subgroups and links with HERB.
- Duncan Lennox who is our safe-guarding officer and liaises with the Homework Club and the Youth Club Committee at St Mark's church
- Ian Cooke, Andrew Woodhead, Maggie Wykes, Imran Ahmed attend all the meetings and provide wise heads/link us (respectively) to St Andrew's church, Hanover TARA, Sheffield University and Broomhill Infants school
- Mavis (Myrtle) Hamilton, long term stalwart of the board and great advocate for a multicultural, caring Broomhall

The Broomhall Centre

Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

Appointment of trustees

Overall management of the charity is the responsibility of the trustees who are appointed under the terms of the governing document.

We recruit trustees mainly through local contacts and word of mouth. Potential Board members observe meetings prior to joining. We ran an induction/refresher session for existing Board members, the new manager and our finance volunteers in February 2020. The new Board member also received a comprehensive induction pack and attended training on our accounting package. We still need to encourage new, younger and BAME members and will look at a "shadowing" scheme in the future.

Objectives and activities

The objects of the Charity are:

- to promote the benefit of the inhabitants of Broomhall district in the city of Sheffield without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and the inhabitants in a common effort to advance education.
- to provide facilities in the interest of social welfare, or recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants
- to establish or secure the establishment of a Community Centre.

The Charity operates a community centre which is available to hire by community groups and individuals. It also applies for grants and raises funds to run its own activities.

Public benefit statement

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

The activities run by the Broomhall Centre itself are focussed on education and health promotion and reach dozens of young people and vulnerable women. But the space is used by others for a range of public and private leisure activities, with literally hundreds of beneficiaries a year. It is also a hub for cooperation between local agencies and for engaging people in existing and new projects. Including the Board members, we have over a dozen volunteers involved in running the centre, and many more helping with activities, whether regular groups (e.g. the homework club) or once off events. In this way, the Broomhall Centre contributes to a sense of community and cohesion within the diverse area of Broomhall.

Achievements of the year

The building

The Broomhall Centre is far more than a building, but maintaining a secular space, accessible both physically and financially to local people and others from further afield is very important. Renting out the building also provides us with an income.

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Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

We continue to benefit from the improvements made using a large capital grant from the Garfield Weston Foundation in 2018/19 (new kitchen, audio-visual equipment and gating the basketball court). We hoped this would lead to a substantial increase in rental income during 2020 but the Covid-19 pandemic limited bookings.

From March 2020 we hosted the S6 Foodbank, which used the main hall for storage. This was not sustainable when other activities resumed and we got planning permission for and installed a shipping container in the yard (craned into position in January 2021).

The hall has plenty of windows and doors for ventilation and is large enough to accommodate 30 people with social distancing. The City Council advised, supported and awarded us Covid-safe status in September 2020, which meant we were able to accommodate permitted activities (youth, support and educational groups). We employed a Covid-cleaner to clean surfaces and touch points between groups. We recognised early on that good ventilation of public buildings was important and successfully applied for a Veolia Environmental Trust (Landfill Tax) grant to install a ventilation system with heat reclamation, which should be installed this summer ready for the autumn/winter.

Sheffield City Council continues to assist with major repairs. The windows in the main hall were due to be replaced during 2019/20. We met with Cabinet Members who told us that all major investments in Community Buildings have been suspended pending a city-wide review. They did, however, expedite some other long-standing repairs including further attempts to solve leaks into the kitchen and creche (partially successful).

Bookings

In normal times the bulk of our non-ring-fenced income comes from renting out the building. This was severely impacted by the Covid-19 lockdowns of March to June 2020, September 2020 and January to June 2021.

- **Regular bookings** - Normally weekday evenings and weekend daytimes were nearly full, but lockdown rules prevented most bookings. Physical activity including singing (yoga, martial arts, choir and chairobics) had to stop. Youth work (the Girls' Group) continued intermittently until the January 2021 lockdown. Educational activities were allowed but Habla Espanol and the Homework Club erred on the side of caution and ceased face to face meetings. Another barrier was the limit on numbers: some regular groups, for instance Life Drawing, were not viable, even after we offered to reduce the rent. On the other hand, having a certified Covid-safe building meant we were able to accommodate new groups: Learn for Life ran computer courses at the Broomhall Centre (as their own premises were unsuitable). We also hosted the weekly S6 Foodbank and ran a women's support (sewing) group from September – December 2020.
- **Once-off bookings** – All large parties, dances and fundraisers were cancelled from March 2020 onwards. We hosted a couple of small family gatherings – weddings and wakes – over the summer of 2020. We also attracted a new commercial booking from Woodspeen training, which teaches computer and employability skills.

The Broomhall Centre

Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

- **Long-term bookings** – We continued to rent the upstairs room (MR3) to Link Learning, though we gave them a rent-free break during the first (March – June 2020) lockdown.

Activities run by Broomhall Centre

- **Homework Club** – we continued to employ our HWC coordinator, Emily Hearne, but from March 2020 onwards she supported children on-line rather than face-to-face. This drastically reduced the number she was able to support because she could not use volunteers in the same way. She liaised with the Girls Group and ran on-line projects, including a reading/writing group.
- **Women's Health Sessions** – these stopped in March 2020, but restarted in the form of a sewing/support group in September 2020. They were supported by Saima Rehman, seconded from Shipshape and Rosie Chitty, who moved to volunteer at the Broomhall Centre when the Jesus Centre closed (due to Covid and then being sold). We were successful in getting substantial grants for women's health session related activities (which were classed as "covid recovery"). By including rent in these applications, we have ensured a small non-ringfenced income stream.
- **HERB** – long term centre supporters Polly Blacker and Tony Cornah continued to do environmental work in Broomhall with an increasing group of resident and student volunteers as and when Covid rules permitted. They have kept the yard and garden at the Centre tidy.

Activities provided by others which are open to the public. Many of our regular groups fall into this category but, as stated above, they were unable to continue during the pandemic. The main exception was the Girls Group, which continued to provide face-to-face support for much of the year.

Private bookings. Family and religious celebrations and fund-raisers contribute to our role as a community hub as well as providing income for the Centre and have been sorely missed during the pandemic.

Paid workers and volunteers

We are immensely grateful to all our workers and volunteers who have adapted to our needs and limitations during the Covid pandemic.

- Rafik Al Sakkaf took over as Centre Manager in February 2020. After a couple of week's working alongside his predecessor, Miriam Schechter, he was plunged into managing the changes necessitated by the Covid pandemic. He brings his background as an engineer and his IT and computer trainer skills as well as being multilingual, well organised, personable and endlessly willing and adaptable. Achievements include rewriting the lettings agreement, finessing and taking responsibility for the petty cash and invoicing systems, updating the website, chasing up repairs and a major contribution to our successful application for funding for a ventilation system. He had pre-existing links as a trainer for Learn for Life and has used them to cement our partnership with them and bring digital skills training into the Broomhall Centre.

The Broomhall Centre

Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

- Emily Hearne has continued to coordinate the Homework Club, adapting to a much more individual, hands-on role when it was forced to work remotely. She is now restarting the face-to-face work and looking to set up additional sessions over the summer in conjunction with a colleague.
- Patrick McCleod is our part-time cleaner, coming in every weekday evening (or early the following morning) to clean the hall and offices. He has also covered for the council cleaner and done deep cleans to prepare us for re-opening after lockdowns.
- Sheffield City Council provides a part-time cleaner for the kitchen, toilets and crèche who comes in three mornings a week, though this stopped during the lockdowns.
- Najma Hashi joined us as an additional "Covid-safe" cleaner, to make sure surfaces and touch points are wiped down between user groups. She has had to be very flexible since starting in August 2020.
- Ruth Oxley and Farah Alkhayat are our finance/admin volunteers who help to input data into our accounting software, in particular raising invoices and chasing payments from regular user-groups. This workstream has been much reduced during Covid, but they continued to attend finance subgroup meetings and contribute to finessing of systems. Farah recently found paid work and left the team. Ruth remains with us.
- Rosie Chitty joined us from the Jesus Centre when it closed to help run the Women's Health sessions. Initially she volunteered her time, but as the sessions developed and we got funding, she been paid as a sessional sewing tutor. She has encouraged vulnerable women including two volunteers to start coming to the Broomhall Centre and provides ongoing support to them between sessions.
- Shipshape, a public-health provider based in neighbouring Sharrow, seconds a worker for a day a week to support the Women's Health Session. Saima Rehman was able to keep in touch by phone and Whatsapp with women when the face-to-face sessions stopped and played an important part in restarting the sessions in a Covid-safe way in September 2020 (keeping a register, checking symptoms and mask-wearing). Her role at Shipshape has changed and, since March, Nur Ali has taken over.

Of our paid workers, Rafik, Patrick and Najma have all been furloughed for substantial parts of the year and have worked flexibly to accommodate this.

Partnership working

Partnership working has been more important than ever during the pandemic. We have benefited from providing space for organisations whose premises were closed or unsuitable. In some cases this has brought in rent, in others we have benefited from workers/volunteers and in all cases we have been able to provide more services to a wider range of people. We have also shared ideas and mutual support with other organisations facing similar challenges.

- Shipshape – has supported the Women's Health sessions, but also linked our users with other services, for instance a Zoom-based digital inclusion course run by Isaac (nearby Somali community centre).
- S6 Foodbank – we have allowed them to use our premises rent-free but are pleased to have hosted this service, which continues to expand as the economic effects of the pandemic take their toll.

The Broomhall Centre

Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

- Jesus Centre – the physical building has been sold, but the group who ran it continue to work in the area; Rosie Chitty supports the women's health sessions and is going to start using the hall for worship/lunch on a Sunday.
- Learn for Life – educational and social support for asylum seekers and refugees. They have used our premises, but shifted us towards doing more digital inclusion work.
- Broomhall Group of Groups. This is a loose association of groups and venues based in Broomhall which meets to share information, concerns and ideas. We have continued to meet by Zoom during the Covid pandemic and have an email group list to share announcements and ideas.

Funding and support

As outlined above, our rental income plummeted during Covid and we started alternative fund-raising by means of grants and donations. Some of these grants were badged as "Covid recovery" funding. This has meant additional work for the Board members and existing staff (applying, administering, accounting for the grant and in some cases running or at least supervising the activity itself). Where possible, these grants include an element for rent, which provides non-ringfenced income. Magic Little Grants encouraged us to set up an on-line donation and gift-aid facility, which has brought in more money.

Grants & donations received in 2020/21 (see main accounts for details):

- University of Sheffield for Homework Club
- St Andrews Church for Homework Club/activities for young people's education
- Awards for All for the Making it Through Together (MITT) project i.e. Women's Health Session and related activities (sewing, chairobics, computer skills)
- South Yorkshire Community Foundation also for Women's Health Sessions
- Magic Little Grants for the Chairobics element of Women's Health Sessions
- Ward Pot (City Council) for rental element of sewing, computer café and ESOL classes
- Veg Cities (via ShefFood) for Broomhall Beans project – supporting local people to grow runner beans on balconies, yards of gardens
- Garfield Weston Covid emergency fund to help with shortfall in income during pandemic
- Donations – mostly via Local Giving, the online facility set up by Magic Little Grants
- Gift Aid including retrospective claims.

Grants rolled over from the previous year:

- South Yorkshire Community Foundation for Homework and Coding Club.

Grants received or expected in early 2021/22

- Veolia Environmental Trust - £13,469 for ventilation in main hall
- Community Infrastructure Levy (City Council) match funding for ventilation project (paid just into new financial year, 13.4.21).

Sheffield City Council provides building, repairs and some cleaning.

The Broomhall Centre

Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

Impact of Covid-19

We have had to make adjustments in terms of the **building, bookings, activities** we run ourselves and the **deployment of staff and volunteers**. We have successfully applied for **grant funding** to meet some of the shortfall in rental income and developed and strengthened local **partnerships**. These impacts and responses are described in the sections above. The following is based on the list of issues which government requires charities to consider (see [Coronavirus \(COVID-19\) guidance for the charity sector - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector))

Government financial support for charities

- We benefitted from the furlough scheme. In the first phase (March – August 2020) we furloughed two members of staff (Centre Manager and regular Cleaner) completely and only paid them at 80% (the amount reimbursed). In August 2020, as we looked to re-open in September, we took on an additional zero-hours Covid Cleaner and brought back our other workers. In January 2021, we furloughed all these three workers. We were glad to discover we could pay our zero-hours cleaner on the basis of her average earnings over the preceding six months. By this time we had received some grant funding and were more confident about our financial position, so we paid them at 100%, i.e. making up the non-reimbursed portion. We continued to employ our Homework Club Coordinator throughout as her work with young people was still needed and she is grant-funded.
- We applied for the business support scheme, but Sheffield City Council decided we were not eligible as we do not pay rent or council tax for the building. We argued that we had regular outgoings (utility bills) but they still refused. The problems this would have caused have been mitigated by successful bids for Covid support grants, including from the national lottery, as outlined above.

Board meetings and AGM

- We continued to hold monthly Board and sub-group meetings by Zoom. We had good attendance apart from one elderly member, with whom we kept in touch by hand-delivered agendas and minutes, phone calls and door-step conversations.
- We held our AGM remotely in November 2020. Again, we had good attendance. We posted a power-point summary of the annual report, with illustrations, on our website and are likely to have reached more people than in a normal year.
- We have set up small-meetings using Zoom or telephone to sort out specific problems
- The chair has continued to meet staff, Board members and partners face-to-face as necessary, either in the Centre (with social distancing and masks) or outdoors.

Using reserves and restricted funds

Thanks to Government support through furlough and charitable donations and grants we have been able to continue to run the centre within national guidelines and without recourse to using our reserves.

We have strictly kept to only using restricted funds for the purposes they were granted. As our applications always include the appropriate contributions for each group's centre usage this meant that our directly funded groups have helped the centre to survive.

The Broomhall Centre

Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

Helping with Coronavirus efforts

- We hosted the S6 Foodbank which provides food parcels and financial advice.
- We allowed the local Covid mutual aid group to access printing at the Centre and helped to publicise their work and that of the Foodbank via leaflets to all local households.
- We supported young people by continuing to employ the Homework Club coordinator and giving space for the Girls Group to meet.
- We provided computer skills courses to help alleviate problems with digital access.
- We ran Women's Health sessions to support vulnerable women.
- We continued to support the Broomhall Group of Groups which shared information between partners and disseminated information about Covid-safe behaviour, vaccine uptake etc.

Keeping people safe

- We continued to have regard to our safeguarding responsibilities, for instance making sure that our Homework Club coordinator personally supervised contact between volunteers and young people.
- We followed the government guidelines on the use of the building in terms of opening, types of bookings, numbers of people, distancing, ventilation. We wrote an addendum to our usual lettings agreement to cover Covid safety procedures, such as keeping a register of attendees at events. We also worked with the City Council and were certified by them as Covid-safe.
- We have ensured that our staff have the necessary equipment (gloves, aprons, cleaning materials) for their tasks.
- We have got a grant to install ventilation in the main hall which we believe will make us safer in any new wave/new airborne pandemic.

Fund-raising and Coronavirus appeals

- We were able to benefit from various Covid-response grants without changing our charitable objectives. We focussed on providing face-to-face emotional and educational support as and when the lock-down arrangements allowed it.

Financial review and reserves policy

The trustees have made a commitment to maintain reserves equivalent to 6 months of expenditure and closure costs, from unrestricted funds, not committed or invested in tangible assets. This would be approximately £15,000. At 31 March 2021 our free reserves (unrestricted current assets) were £20,352 (2020: £22,500). We are now closely monitoring income, expenditure and cash flow as we will need to make early decisions if our confidence is not born out over the next few months.

The Broomhall Centre

Directors' report (incorporating the Trustees' annual report) For the year ended 31 March 2021

Future viability

Ultimately, the Broomhall Centre's purpose is to provide a physical community hall for rent by local individuals or groups. We have always provided some activities ourselves and, during the pandemic, this has become a more significant strand of income (as the grants included an element for rent). Bookings for regular groups and once-off events are now starting to come in again. We hope that, because we are a large, Covid-safe hall we will have more bookings than before. Options to bolster this position include:

- Installing mechanical ventilation with heat reclamation in the main hall (funding granted, work expected to be completed during summer 2021)
- Building on the digital access work we have started, either running courses ourselves (which would need to be grant-funded) or attracting rent-paying organisations to do so
- Expanding activities such as the Women's Health sessions. Grant funding is available and includes a rental element, but it takes considerable work on the part of Board members and the Centre manager to coordinate them. One option is to apply for a larger grant which would cover an element of community development. This would have the advantage of bringing in more people from the local community and increasing the diversity of users.

Small company provisions:

This report has been prepared in accordance with the special provisions relating to small companies' subject to the small companies' regime within Part 15 of the Companies Act 2006.

Approved by the board on 3 Aug 21 and signed on its behalf by:

Dr Jillian Creasy
Board Chair



Independent Examiner's report to the Trustees of The Broomhall Centre ("the Company")

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

Responsibilities and basis of report

As the directors of the Company 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 company'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 organisations 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
On behalf of:
VAS Community Accountancy
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Date: 3 August 2021

The Broomhall Centre

Statement of Financial Activities (incorporating an income and expenditure statement) for the year ended 31 March 2021

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2021 £ | Unrestricted funds £ | Restricted funds £ | Total 2020 £ |
|------------------------------------|-------|----------------------------|--------------------------|--------------------|----------------------------|--------------------------|--------------------|
| Income from: | | | | | | | |
| Grants and Donations | 2 | 12,950 | 26,520 | 39,470 | 1,717 | 15,171 | 16,888 |
| Charitable activities | 3 | 5,247 | - | 5,247 | 23,014 | - | 23,014 |
| Investments - bank interest | | - | - | - | - | - | - |
| Total income | | 18,197 | 26,520 | 44,717 | 24,731 | 15,171 | 39,902 |
| Expenditure on: | | | | | | | |
| Charitable activities | 4 | 28,701 | 5,826 | 34,527 | 33,869 | 10,342 | 44,211 |
| Total expenditure | | 28,701 | 5,826 | 34,527 | 33,869 | 10,342 | 44,211 |
| Net Income/(expenditure) | | (10,504) | 20,694 | 10,190 | (9,138) | 4,829 | (4,309) |
| Transfer between funds | 12 | 1,628 | (1,628) | - | 23,681 | (23,681) | - |
| Net movement on funds | | (8,876) | 19,066 | 10,190 | 14,543 | (18,852) | (4,309) |
| Total fund brought forward | | 37,325 | 8,008 | 45,333 | 22,782 | 26,860 | 49,642 |
| Total funds carried forward | | 28,449 | 27,074 | 55,523 | 37,325 | 8,008 | 45,333 |

The statement of financial activities includes all gains and losses recognised in the year.

The Broomhall Centre

Balance Sheet as at 31 March 2021

| | Notes | 2021 £ | 2020 £ |
|---|-------|---------------|---------------|
| Fixed assets | | | |
| Tangible fixed assets | 9 | <u>8,097</u> | <u>14,825</u> |
| Current assets | | | |
| Debtors | 10 | 2,177 | 4,611 |
| Cash at bank and in hand | | <u>47,207</u> | <u>27,939</u> |
| Total current assets | | <u>49,384</u> | <u>32,550</u> |
| Creditors: amounts falling due within one year | 11 | (1,958) | (2,042) |
| Net current assets | | <u>47,426</u> | <u>30,508</u> |
| Total assets less current liabilities | | <u>47,426</u> | <u>30,508</u> |
| Creditors: amounts falling due after more than one year | | - | - |
| Total net assets | | <u>55,523</u> | <u>45,333</u> |
| Funds of the Charity | | | |
| Unrestricted funds | | 28,449 | 37,325 |
| Restricted funds | 12 | 27,074 | 8,008 |
| Total funds | 13 | <u>55,523</u> | <u>45,333</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 and in accordance with FRS102 SORP

The financial statements were approved and authorised for issue by the Board on 3 Aug 21 and signed on its behalf by:



Dr Jillian Creasy
Director

The Broomhall Centre

Notes to the Accounts for the year ended 31 March 2021

1 Accounting Policies

(a) General

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

The Broomhall Centre 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.

Rental income is accounted for in the year it is due. Investment income is included when receivable.

(c) Expenditure

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 either donations which the donor has specified are to be used solely for particular areas of the charity's work or grant income sought for specific activities.

(e) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off cost of those assets, less their residual value, over their expected useful lives on the following basis:

| | |
|------------------------------------|-------------------------|
| Improvements to Leasehold property | - 5 years straight line |
| IT equipment | - 3 years straight line |

(f) 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.

(g) Trade creditors

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

(h) Cash and cash equivalents

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

**Notes to the Accounts - continued
for the year ended 31 March 2021**
(i) Defined contribution pension scheme

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

(j) Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

(k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that the charity will continue to operate for 12 months from authorising these financial statements.

2 Income from grants and donations

| | Unrestricted funds £ | Restricted funds £ | Total 2021 £ | Unrestricted funds £ | Restricted funds £ | Total 2020 £ |
|--|----------------------------|--------------------------|--------------------|----------------------------|--------------------------|--------------------|
| Donations | 1,975 | 3,268 | 5,243 | 1,717 | 355 | 2,072 |
| ShefFood | - | 750 | 750 | - | - | - |
| Sheffield City Council Ward Pot Grant | - | 860 | 860 | - | 2,484 | 2,484 |
| South Yorkshire's Community Foundation | - | 1,880 | 1,880 | - | 5,000 | 5,000 |
| St Andrew's Church | - | 5,000 | 5,000 | - | - | - |
| National Lottery Community Fund | - | 6,940 | 6,940 | - | - | - |
| Magic Little Grants | - | 500 | 500 | - | - | - |
| Garfield Weston | 5,000 | - | 5,000 | - | - | - |
| University of Sheffield | - | 6,900 | 6,900 | - | 6,700 | 6,700 |
| Coronavirus Job Retention Scheme grant | 5,975 | - | 5,975 | - | - | - |
| Other grants | - | 422 | 422 | - | 632 | 632 |
| | 12,950 | 26,520 | 39,470 | 1,717 | 15,171 | 16,888 |

3 Income from charitable activities

| | Unrestricted funds £ | Restricted funds £ | Total 2021 £ | Unrestricted funds £ | Restricted funds £ | Total 2020 £ |
|-----------|----------------------------|--------------------------|--------------------|----------------------------|--------------------------|--------------------|
| Room hire | 5,247 | - | 5,247 | 23,014 | - | 23,014 |
| | 5,247 | - | 5,247 | 23,014 | - | 23,014 |

4 Expenditure on Charitable Activities

| | Note | Unrestricted funds £ | Restricted funds £ | Total 2021 £ | Unrestricted funds £ | Restricted funds £ | Total 2020 £ |
|---------------------------------------|------|----------------------------|--------------------------|--------------------|----------------------------|--------------------------|--------------------|
| Staff costs | 5 | 13,322 | 4,206 | 17,528 | 15,706 | 4,775 | 20,481 |
| Project costs | | 1 | 650 | 651 | 531 | 1,617 | 2,148 |
| Refreshment and volunteer expenses | | - | 32 | 32 | 21 | 35 | 56 |
| Utilities | | 2,559 | - | 2,559 | 4,848 | - | 4,848 |
| Cleaning | | 326 | - | 326 | 195 | - | 195 |
| Equipment repairs and renewals | | 691 | 515 | 1,206 | 173 | 3,764 | 3,937 |
| Insurances | | 1,077 | - | 1,077 | 998 | - | 998 |
| Licences | | 1,009 | 360 | 1,369 | 1,375 | - | 1,375 |
| Printing, stationery and photocopying | | 552 | - | 552 | 713 | 40 | 753 |
| IT equipment and software | | 434 | - | 434 | 19 | - | 19 |
| Professional fees | | 370 | - | 370 | 479 | - | 479 |
| Telephone internet and postage | | 768 | - | 768 | 802 | - | 802 |
| Other costs | | 99 | 63 | 162 | 565 | 111 | 676 |
| Bad debts | | 285 | - | 285 | 236 | - | 236 |
| Independent examiners fee | 8 | 480 | - | 480 | 480 | - | 480 |
| Depreciation | | 6,728 | - | 6,728 | 6,728 | - | 6,728 |
| | | 28,701 | 5,826 | 34,527 | 33,869 | 10,342 | 44,211 |

The Broomhall Centre

Notes to the Accounts - continued for the year ended 31 March 2021

5 Staff costs

| | 2021 £ | 2020 £ |
|---|---------------|---------------|
| Salaries | 17,409 | 20,319 |
| Employer's National Insurance contributions | 211 | 744 |
| Employer's allowance | (211) | (744) |
| Employer's pension contributions | 119 | 162 |
| | 17,528 | 20,481 |

No employee receives emoluments in excess of £60,000. The average monthly numbers of employees during the year was 4 (2020: 3).

6 Trustee remuneration and expenses, and the cost of key management personnel

The charity trustees were not paid or received any other benefits from employment in the year (2020: £nil). No trustees were reimbursed any out of pocket expenses during the year (2020: No trustees were reimbursed any out of pocket expenses during the year). No charity trustee received payment for professional or other services supplied to the charity.

The key management personnel of the charity comprise the trustees. The total employee benefits of the key management personnel was £nil (2020: £nil).

7 Related Party Transactions

During the year a relative of Myrtle Hamilton, trustee, was an employee of The Broomhall Centre. The total cost to the charity was £2,325 (2020: £2,441). Myrtle Hamilton was not involved in the decision making regarding employment or salary level.

There were no other related party transactions during the year.

8 Independent examination fees

| | 2021 £ | 2020 £ |
|--|------------|------------|
| Independent examination fee | 480 | 480 |
| Other fees were payable to the Independent examiner's organisation were: | | |
| Payroll | 370 | 323 |
| Licences | 252 | 105 |
| Training | - | 156 |
| | 622 | 584 |

The Broomhall Centre

**Notes to the Accounts - continued
for the year ended 31 March 2021**

9 Tangible fixed assets

| | Improvements to Leasehold Property £ | IT equipment £ | Total £ |
|---------------------|--|-------------------|------------|
| Cost | | | |
| As at 1 April 2020 | 20,241 | 8,040 | 28,281 |
| As at 31 March 2021 | 20,241 | 8,040 | 28,281 |
| Depreciation | | | |
| As at 1 April 2020 | 8,096 | 5,360 | 13,456 |
| Charge this period | 4,048 | 2,680 | 6,728 |
| As at 31 March 2021 | 12,144 | 8,040 | 20,184 |
| Net book value | | | |
| As at 31 March 2021 | 8,097 | - | 8,097 |
| As at 31 March 2020 | 12,145 | 2,680 | 14,825 |

10 Debtors

| | 2021 £ | 2020 £ |
|---------------|--------------|--------------|
| Trade debtors | 1,410 | 3,753 |
| Prepayments | 767 | 858 |
| | 2,177 | 4,611 |

11 Creditors: amounts falling due within one year

| | 2021 £ | 2020 £ |
|-----------------|--------------|--------------|
| Trade creditors | 290 | 421 |
| Other creditors | 970 | 770 |
| Accruals | 698 | 851 |
| | 1,958 | 2,042 |

The Broomhall Centre

Notes to the Accounts - continued for the year ended 31 March 2021

12 Restricted funds

| | Balance at 1-Apr-20 £ | Income £ | Expenditure £ | Transfer £ | Balance at 31-Mar-21 £ |
|--------------------------|-----------------------------|---------------|------------------|----------------|------------------------------|
| Garfield Weston | 967 | - | (515) | - | 452 |
| Herb Project | 48 | 422 | (466) | - | 4 |
| Hunger Project | 9 | - | - | (9) | - |
| SheffFood - Bean growing | - | 750 | - | - | 750 |
| Women's Health | - | 10,180 | (576) | (1,369) | 8,235 |
| Broomhall Festival 2020 | 1,504 | - | - | - | 1,504 |
| Homework Club | 5,480 | 15,168 | (4,269) | (250) | 16,129 |
| | 8,008 | 26,520 | (5,826) | (1,628) | 27,074 |

Garfield Weston

This fund was provided in the previous year to refurbish the centre's kitchen, main hall, AV system and the outside ball play area. The amounts shown here are the small amount remaining to be used.

Herb Project

Helping Environmental Regeneration in Broomhall (HERB) - the charity received funds from the Sheffield City Council Small grants fund towards gardening and other work in the Broomhall area.

Hunger Project

Grant received to run the Hunger Project in the previous year. Remaining £9 transferred to unrestricted funds.

SheffFood - Bean growing

Project to get local residents to grow beans in whatever open space they have including flat balconies.

Women's Health

Project funded by National Lottery Community Fund, South Yorkshire Community Fund, Sheffield City Council Ward Pot and Magic Little Grants. The Magic Little grant was awarded to support the Women's Health group to do chairbics, the remaining funding was provided to support The Broomhall Centre during the Covid 19 pandemic. In addition to the direct costs, treated as expenditure, the rooms used within the Centre were funded by this grant, which is represented by the transfer from restricted funds to unrestricted funds.

Broomhall Festival

Funding received from Sheffield City Council Ward Pot to support the Broomhall Festival 2020. Because of Covid this did not happen. The Broomhall Centre is currently in discussion with the funder and the original organisers (Group of Groups) as to how best use this grant.

Homework Club

The Homework Club is supported by the University of Sheffield, St Andrews Church and Sheffield City Council ward pot. In addition to the direct costs, treated as expenditure, the rooms used within the Centre were funded by this grant, which is represented by the transfer from restricted funds to unrestricted funds.

Prior year comparison

| | Balance at 1-Apr-19 £ | Income £ | Expenditure £ | Transfer £ | Balance at 31-Mar-20 £ |
|-------------------------|-----------------------------|---------------|------------------|-----------------|------------------------------|
| W F Southall Trust | 513 | - | (513) | - | - |
| Garfield Weston | 26,284 | - | (3,764) | (21,553) | 967 |
| Herb Project | 63 | 500 | (515) | - | 48 |
| Coding Club | - | 5,480 | - | - | 5,480 |
| Hunger Project | - | 200 | (111) | (80) | 9 |
| No Planet B - BSA | - | 432 | (432) | - | - |
| Broomhall Festival 2020 | - | 1,504 | - | - | 1,504 |
| Homework Club | - | 7,055 | (5,007) | (2,048) | - |
| | 26,860 | 15,171 | (10,342) | (23,681) | 8,008 |

The Broomhall Centre

Notes to the Accounts - continued for the year ended 31 March 2021

13 Net assets by fund

| | Unrestricted funds £ | Restricted funds £ | 2021 Total £ |
|--|-------------------------------------|-----------------------------------|-----------------------------|
| Tangible fixed assets | 8,097 | - | 8,097 |
| Current assets | 22,310 | 27,074 | 49,384 |
| Current liabilities | (1,958) | - | (1,958) |
| | 28,449 | 27,074 | 55,523 |
| <i>Net assets by fund - Prior year</i> | <i>Unrestricted funds £</i> | <i>Restricted funds £</i> | <i>2020 Total £</i> |
| Tangible fixed assets | 14,825 | - | 14,825 |
| Current assets | 24,542 | 8,008 | 32,550 |
| Current liabilities | (2,042) | - | (2,042) |
| | 37,325 | 8,008 | 45,333 |

14 Operating lease commitments

At the year end the charity was committed to making the following payments under other operating leases as follows:

| | 2021 £ | 2020 £ |
|---------------------------|------------|--------------|
| Operating lease payments: | | |
| Within 1 year | 389 | 389 |
| Within 2 to 5 years | 584 | 973 |
| | 973 | 1,362 |

15 Funds received as an agent

During the year The Broomhall Centre received two separate grants on behalf of other organisations, the grant income was then distributed to them. In accordance with the accounting treatment set out in the Charities SORP FRS102, the funds received were not recognised as an asset within the accounts of The Broomhall Centre and accordingly the receipt of the funds was not recognised as income nor the distribution recognised as expenditure.

| | Balance b/fwd £ | Income £ | Expenditure £ | Balance c/fwd £ |
|--|-----------------------|--------------|------------------|-----------------------|
| Sheffield City Council Ward Pot Grant - Writing through Lockdown | - | 740 | (740) | - |
| Shipshape for Healthy Holidays - Broomhall Girls Group | - | 1,000 | - | 1,000 |
| | - | 1,740 | (740) | 1,000 |

The balance was paid over to The Broomhall Girls Group during April 2021.