

# FRIENDS OF BISHOPS' HOUSE

England & Wales · Charity number 1150722

## Details

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**Status** Registered

**Legal form** Charitable company

**Company number** [08307595](#)

**Registered** 2013-02-06

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

## Contact

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**Address** 3 Brook Road  
Sheffield  
S8 9FH

**Phone** 0114 255 7701

**Email** [enquiries@bishopshouse.org.uk](mailto:enquiries@bishopshouse.org.uk)

**Website** <http://www.bishopshouse.org.uk>

## Activities

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**Objects:** THE OBJECTS OF THE CHARITY (THE OBJECTS) ARE:1) FOR THE BENEFIT OF THE PUBLIC THE PRESERVATION, RESTORATION, MAINTENANCE, REPAIR AND IMPROVEMENT OF BISHOPS' HOUSE SITUATED IN THE CITY OF SHEFFIELD, A GRADE II\* LISTED BUILDING AND2) TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE PRESERVATION AND HISTORY OF BISHOPS' HOUSE.

**Activities:** The main activities are that we have kept Bishops House open to the public each weekend, we have maintained a service to schools offering the children an opportunity to experience the House, we are now licensed for weddings and we continue to host a wide variety of events.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, Environment/conservation/heritage
- **Who:** Children/young People, The General Public/mankind

## Geography

- Sheffield City

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£25,800	£11,819	-	-
2024-03-31	£39,031	£20,177	-	-
2023-03-31	£14,497	£9,642	-	-
2022-03-31	£5,306	£7,294	-	-
2021-03-31	£1,268	£3,012	-	-

## Trustees

Name	Role	Appointed
<b>NICK ROSCOE</b>	Chair	2012-12-05
Christine Janet Griffiths		2015-03-18
David Bostwick		2021-05-05
Elizabeth Mary Ralph		2015-01-19
Lucas Raymond Francis Watts		2025-01-29
MISS Jenni Sayer		2015-07-06
Suzanne Elaine Bingham		2025-01-29
TABITHA ANN CECILIA GILLARD		2012-12-05
Tanya Smith		2021-12-04

**FRIENDS OF BISHOPS' HOUSE**

England & Wales - Charity number 1150722

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# Accounts

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**Registered Charity Number: 1150722**  
**Company number: 08307595**

**Friends of Bishops' House**

**Annual Report and Unaudited Financial Statements**

**For the year ended 31 March 2025**

## Friends of Bishops' House

### Contents

	<b>Page</b>
Legal and administrative information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 -12

**Friends of Bishops' House**

**Trustees' annual report  
For the year ended 31 March 2025  
Friends of Bishops' House**

**Legal and administrative information  
For the year ended 31 March 2025**

**Trustees**

Nicholas Roscoe

Chair

Tanya Smith

Treasurer

Jenni Sayer

Secretary

Tabitha Gillard

Christine Griffiths

Elizabeth Ralph

David Bostwick

Lucas Watts

Appointed 29 January 2025

Suzanne Bingham

Appointed 29 January 2025

**Charity number**

1150722

**Company number**

08307595

**Registered address**

3 Brook Road

Sheffield

South Yorkshire

S8 9FH

**Accountants**

Seven Hills Accountants Limited

57 Burton Street

Sheffield

S6 2HH

## **Friends of Bishops' House**

### **Trustees' annual report**

#### **For the year ended 31 March 2025**

The trustees are pleased to present their annual directors' 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 and management**

Friends of Bishops' House (Company number 08307595) was incorporated on 26 November 2012 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee. It has no share capital and the liability of each member in the event of winding-up is £1. It became a registered charity on 26 November 2012 (Charity number 1150722). Volunteers are offered the opportunity to join the management committee routinely and where necessary the committee will identify skill gaps within the committee and individuals will be approached.

### **Charitable objectives and principal activity**

- 1) The preservation, restoration, maintenance, repair and improvement of Bishops' House situated in the City of Sheffield, a Grade II\* listed building and;
- 2) To advance the education of the public in the preservation and history of Bishops' House.

### **Summary of the main achievements**

The period's main success was the consolidation of the influx of volunteers following an appeal in late 2023. The initial swell settled into a lower number of consistent volunteers, but we had anticipated that. It did lead to extra support with the schools programme and weddings and meant Trustees were not as depended on.

Gig numbers continued to grow, with 47 taking place this year. Weddings dropped to five to give the volunteers a break following two years of high numbers. School visits remained the same at seven and we were delighted to host four free history talks.

Visitor numbers saw a small drop from the previous year with 3903 recorded weekend visitors. This number does not include those who attended school visits, talks, tours, gigs or weddings.

Due to a generous bequest and fortunate timing, we have been able to purchase two items of furniture. A chest and children's high chair complement and enhance the museum's already important collection of regional oak furniture.

## **Friends of Bishops' House**

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

#### **Plans for the future**

Our plans for the future are:

- Complete the displays project by producing the remaining planned display boards and creating a timeline display.
- Develop volunteer opportunities beyond weekend volunteering sessions
- Fundraising for the restoration of the Gill Tapestries
- Improve visitor experience through digital technologies
- We plan to host an exhibition to celebrate our collection of oak furniture, featuring these items and also loans from other individuals and collections.

#### **Financial Review and Reserves policy**

Total income was £25,800 (2024: £39,031) and details can be found in the financial statements. Expenditure (excluding tax) was £11,819 (2024: £20,177) and the result for the year was a net income before tax of £13,981 (2024: net income of £18,854). After taking into account the tax expense this has increased total funds at 31 March 2025 to £53,605 (2024: £39,981 )

The charity requires £6,000 of free reserves to cover any unforeseen expenditure and to assist with cashflow. Free reserves at 31 March 2025 were £28,108 (2024: £21,113 ) with an additional £5,000 held in designated funds (see note 6) (2024: £5,000) and £8,868 (2024: £8,868) held in a restricted fund.

#### **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 charity 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.

## **Friends of Bishops' House**

### **Trustees' annual report**

#### **For the year ended 31 March 2025**

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 15 December 2025

Signed on behalf of the trustees by:



N Roscoe  
Trustee - Chair

## **Independent examiner's report to the directors of Friends of Bishops' House ('the Company')**

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

### **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 confirm that there are 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*

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

16 Dec 2025

Date:

## Friends of Bishops' House

### Statement of financial activities (incorporating the income and expenditure account) For the year ending 31 March 2025

	Note	Unrestricted funds £	Restricted funds £	2025 Total funds £	Unrestricted funds £	Restricted funds £	2024 Total funds £
<b>Income from:</b>							
Grant and contract income	2	-	-	-	5,000	8,868	13,868
Donations and Legacy income	3	11,806	-	11,806	2,048	-	2,048
Events		5,007	-	5,007	17,448	-	17,448
School Visits		636	-	636	167	-	167
Shop takings		2,617	-	2,617	1,681	-	1,681
Weddings		3,662	-	3,662	3,519	-	3,519
Tour income		123	-	123	150	-	150
Room hire		1,949	-	1,949	150	-	150
		<b>25,800</b>	<b>-</b>	<b>25,800</b>	<b>30,163</b>	<b>8,868</b>	<b>39,031</b>
<b>Expenditure on:</b>							
Equipment and props		708	-	708	519	-	519
Events and wedding costs		5,737	-	5,737	15,534	-	15,534
Shop Stock		1,806	-	1,806	1,256	-	1,256
Trustee and volunteer expenses	4	17	-	17	700	-	700
Accountancy		187	-	187	216	-	216
Independent Examination fee		585	-	585	570	-	570
Insurance		364	-	364	360	-	360
Office expenses		2,336	-	2,336	950	-	950
Bank charges		79	-	79	72	-	72
		<b>11,819</b>	<b>-</b>	<b>11,819</b>	<b>20,177</b>	<b>-</b>	<b>20,177</b>
<b>Net income/ (expenditure) before tax</b>		<b>13,981</b>	<b>-</b>	<b>13,981</b>	<b>9,986</b>	<b>8,868</b>	<b>18,854</b>
Tax payable		357	-	357	1,232	-	1,232
<b>Net income/ (expenditure) after tax</b>		<b>13,624</b>	<b>-</b>	<b>13,624</b>	<b>8,754</b>	<b>8,868</b>	<b>17,622</b>
<b>Reconciliation of funds:</b>							
<b>Total funds brought forward</b>		31,113	8,868	39,981	22,359	-	22,359
<b>Total funds carried forward</b>		<b>44,737</b>	<b>8,868</b>	<b>53,605</b>	<b>31,113</b>	<b>8,868</b>	<b>39,981</b>

## Friends of Bishops' House

### Balance Sheet As at 31 March 2025

	Note	2025 £	2024 £
<b>Fixed Assets</b>			
Tangible Assets	6	<u>11,629</u>	<u>5,000</u>
<b>Current Assets</b>			
Stock		1,600	1,079
Debtors	7	5,949	2,509
Cash at bank and in hand		41,061	37,015
<b>Total current assets</b>		<u>48,610</u>	<u>40,603</u>
Creditors: amounts falling due within one year	8	(6,634)	(5,622)
<b>Net current assets</b>		<u>41,976</u>	<u>34,981</u>
<b>Total assets less current liabilities</b>		53,605	39,981
Creditors: amounts falling due after one year		-	-
<b>Total net assets</b>		<u><u>53,605</u></u>	<u><u>39,981</u></u>
<b>Represented By</b>			
<b>FUNDS</b>			
General funds		39,737	26,113
Designated Funds	9	<u>5,000</u>	<u>5,000</u>
		44,737	31,113
Resticted funds	10	<u>8,868</u>	<u>8,868</u>
	11	<u><u>53,605</u></u>	<u><u>39,981</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 of its financial statements for the year ended 31 March 2025 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 of Trustees on 15 December 2025 and signed on their behalf by:



N Roscoe  
Trustee - Chair

# Friends of Bishops' House

## Notes to the financial statements For the year ending 31 March 2025

### 1 Accounting Policies

#### (a) General

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

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have also taken adoption of Charities SORP (FRS 102) Bulletin 1 and taken advantage of the exemption of to prepare a cashflow statement.

The charity meets the definition of a public benefit entity under FRS 102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

#### (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.

Donations are recognised on a receivable basis.

Event income is recognised in the period in which the event took place.

Legacy income is recognised either upon receipt of where the receipt of the legacy is probable and the amount of the legacy can be reliably estimated.

#### (c) Expenditure and irrecoverable VAT

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) Fixed assets

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

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

Furniture	5 years
Heritage assets	No depreciation as considered to not lose value over time.

#### (e) Cash and cash equivalents

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

#### (f) Trade debtors

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.

## Friends of Bishops' House

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

**(f) Stock**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stocks.

**(g) Trade creditors**

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

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

**(h) Funds**

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 to be used for specific purposes as laid down by the funder.

Designated funds are set aside by the charity's trustees for a specific purpose.

**(i) 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.

**(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 Grant and contract income

	Unrestricted funds	Restricted funds	Total 2025	Unrestricted funds	Restricted funds	Total 2024
	£	£	£	£	£	£
SCC - annual allowance	-	-	-	5,000	-	5,000
SCC - Community Infrastructure Lev	-	-	-	-	868	868
SCC - Contribution towards repairs	-	-	-	-	8,000	8,000
	-	-	-	<b>5,000</b>	<b>8,868</b>	<b>13,868</b>

## 3 Donations and legacy income

	Unrestricted funds	Restricted funds	Total 2025	Unrestricted funds	Restricted funds	Total 2024
	£	£	£	£	£	£
Donations	2,111	-	2,111	2,048	-	2,048
Legacies	9,695	-	9,695	-	-	-
	<b>11,806</b>	-	<b>11,806</b>	<b>2,048</b>	-	<b>2,048</b>

## Friends of Bishops' House

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

#### 4 Trustees' expenses and remuneration

The trustees were not paid or received any other benefits from employment with the charity in the year (2024: £nil). No trustees were reimbursed any out of pocket expenses during the year (2024: £nil). No charity trustee received payment for professional or other services supplied to the charity (2024: £nil).

#### 5 Fees paid to the independent examiner's organisation

	2025	2024
	£	£
Independent examination fee	<u>585</u>	<u>570</u>
Other fees payable to the independent examiner's organisation were:		
Taxation services	<u>187</u>	<u>156</u>

#### 6 Tangible fixed assets

	Heritage asset £	Furniture £	Total £
<b>Cost</b>			
As at 1 April 2024	5,000	1,060	6,060
Additions	6,629	-	6,629
<b>As at 31 March 2025</b>	<u>11,629</u>	<u>1,060</u>	<u>12,689</u>
<b>Depreciation</b>			
As at 1 April 2024	-	1,060	1,060
Charge this period	-	-	-
<b>As at 31 March 2025</b>	<u>-</u>	<u>1,060</u>	<u>1,060</u>
<b>Net Book Value</b>			
<b>As at 31 March 2025</b>	<u>11,629</u>	<u>-</u>	<u>11,629</u>
As at 1 April 2024	<u>5,000</u>	<u>-</u>	<u>5,000</u>

#### Heritage asset

During the year a Charles II joined oak chest and a 17th Century carved oak child's high chair were purchased.

During the year ended 31 March 2021 the original Captain William Blythe chimneypiece that had been removed from the house prior to 1878 was located, purchased for £5,000 and reinstated at Bishop's House.

#### 7 Debtors

	2025	2024
	£	£
Trade debtors	5,949	2,509
	<u>5,949</u>	<u>2,509</u>

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

	2025	2024
	£	£
Trade creditors	-	-
Accruals	772	1,481
Income received in advance	5,575	2,909
Corporation tax	287	1,232
	<u>6,634</u>	<u>5,622</u>

## Friends of Bishops' House

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

#### 9 Designated funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Gill Tapestries restoration fund	5,000	-	-	-	5,000
	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>

#### Gill Tapestries restoration fund

£5,000 had been transferred from general funds to contribute towards the restoration of the Gill Tapestries. Other funds will be raised via grant making bodies and individual donations.

#### 9 Designated funds (continued)

<i>Prior year</i>	<i>Brought forward £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Carried forward £</i>
<i>Gill Tapestries restoration fund</i>	<i>5,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>5,000</i>
	<u><i>5,000</i></u>	<u><i>-</i></u>	<u><i>-</i></u>	<u><i>-</i></u>	<u><i>5,000</i></u>

#### 10 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
CIL fund - Display Boards	868	-	-	-	868
House Repairs	8,000	-	-	-	8,000
	<u>8,868</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,868</u>

#### CIL fund - Display Boards

Funding received from Sheffield City Council to contribute towards display board materials.

#### House Repairs

Funding received from Sheffield City Council to contribute towards house repairs.

#### *Prior year*

	<i>Brought forward £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Carried forward £</i>
<i>CIL fund - Display Boards</i>	<i>-</i>	<i>868</i>	<i>-</i>	<i>-</i>	<i>868</i>
<i>House Repairs</i>	<i>-</i>	<i>8,000</i>	<i>-</i>	<i>-</i>	<i>8,000</i>
	<u><i>-</i></u>	<u><i>8,868</i></u>	<u><i>-</i></u>	<u><i>-</i></u>	<u><i>8,868</i></u>

## Friends of Bishops' House

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

#### 11 Net assets by fund

	<b>General funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total 2025</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible assets	11,629	-	-	<b>11,629</b>
Net current assets	28,108	5,000	8,868	<b>41,976</b>
	<u>39,737</u>	<u>5,000</u>	<u>8,868</u>	<u><b>53,605</b></u>
<i>Prior year</i>				
	<b>General funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Tangible assets</i>	5,000	-	-	<b>5,000</b>
<i>Net current assets</i>	21,113	5,000	8,868	<b>34,981</b>
	<u>26,113</u>	<u>5,000</u>	<u>8,868</u>	<u><b>39,981</b></u>

#### 12 Related party transactions

There were no other related party transactions, other than the trustee's expenses noted in note 4.

**FRIENDS OF BISHOPS' HOUSE**

England & Wales - Charity number 1150722

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# Accounts

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**Registered Charity Number: 1150722**  
**Company number: 08307595**

**Friends of Bishops' House**

**Annual Report and Unaudited Financial Statements**

**For the year ended 31 March 2024**

## Friends of Bishops' House

### Contents

	<b>Page</b>
Legal and administrative information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 -12

## **Friends of Bishops' House**

### **Legal and administrative information For the year ended 31 March 2024**

#### **Trustees**

Nicholas Roscoe

Chair

Tanya Smith

Treasurer

Jenni Sayer

Secretary

Barbara Jenkins

Resigned 21 September 2023

Kenneth Dash

Resigned 24 January 2024

Tabitha Gillard

Christine Griffiths

Eileen Littlewood

Resigned 21 September 2023

Elizabeth Ralph

Andrew Shepherd

David Bostwick

#### **Company secretary**

Jennifer Sayer

Resigned as company secretary on 21 September

2023

#### **Charity number**

1150722

#### **Company number**

08307595

#### **Registered address**

3 Brook Road

Sheffield

South Yorkshire

S8 9FH

#### **Accountants**

Seven Hills Accountants Limited

57 Burton Street

Sheffield

S6 2HH

## **Friends of Bishops' House**

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

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 and management**

Friends of Bishops' House (Company number 08307595) was incorporated on 26 November 2012 and its Memorandum and Articles of Association govern it. Its legal status is that of a company limited by guarantee. It has no share capital and the liability of each member in the event of winding-up is £1. It became a registered charity on 26 November 2012 (Charity number 1150722). Volunteers are offered the opportunity to join the management committee routinely and where necessary the committee will identify skill gaps within the committee and individuals will be approached.

#### **Charitable objectives and principal activity**

- 1) The preservation, restoration, maintenance, repair and improvement of Bishops' House situated in the City of Sheffield, a Grade II\* listed building and;
- 2) To advance the education of the public in the preservation and history of Bishops' House.

#### **Summary of the main achievements**

This period's main success was an unexpected boost in volunteer numbers. By late 2023, volunteer numbers had reduced to a point where we were facing session closures on an almost weekly basis. We posted on social media about our issues which was then shared many times around local community groups and was picked up by the Sheffield Star and Radio Sheffield. This resulted in over 100 enquiries from members of the public to offer their help, which has resulted in around 25 regular volunteers and no further closures due to volunteer shortage. This also relieved pressure on the trustees to volunteer over weekend sessions.

Our second main success of this period was the relaunch of our free History Talks. This began with David Templeman talking about Mary Queen of Scots, which proved very popular with all tickets reserved.

School visits also flourished in this period, with new volunteers helping and nine school visits during the period.

## **Friends of Bishops' House**

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

We had 4088 visitors between April 2023 and March 2024, which is a significant increase from the previous year and the third year in a row where we have had an increase in visitor numbers. However, this number does not include gigs, schools or weddings which would result in a higher number.

The house hosted 45 music nights, which is the most we have ever done. We also held 8 weddings for the second year in a row. It was decided to reduce the number of weddings to four for the following year to give the wedding coordinator and volunteers a break.

### **Plans for the future**

Our plans for the future are:

- Complete the displays project by producing the remaining planned display boards and creating a timeline display.
- Develop volunteer opportunities beyond weekend volunteering sessions
- Fundraising for the restoration of the Gill Tapestries
- Improve visitor experience through digital technologies

### **Financial Review and Reserves policy**

Total income was £39,031 (2023: £14,497) and details can be found in the financial statements. Expenditure (excluding tax) was £20,177 (2023: £9,642) and the result for the year was a net income before tax of £18,854 (2023: net income of £4,855). After taking into account the tax expense this has increased total funds at 31 March 2024 to £39,981 (2023: £22,359)

The charity requires £6,000 of free reserves to cover any unforeseen expenditure and to assist with cashflow. Free reserves at 31 March 2024 were £21,113 (2022: £12,359) with an additional £5,000 held in designated funds (see note 6) (2022: £5,000) and £8,868 held in a restricted fund.

### **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.

## Friends of Bishops' House

### Trustees' annual report For the year ended 31 March 2024

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 16th December 2024 and signed on behalf of the trustees by:

Name: Nicholas Roscoe  
Position: Chair



## **Independent examiner's report to the directors of Friends of Bishops' House ('the Company')**

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

### **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 confirm that there are 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 DChA  
Seven Hills Accountants Limited  
57 Burton Street  
Sheffield  
S6 2HH

Date: 18/12/2024

## Friends of Bishops' House

### Statement of financial activities (incorporating the income and expenditure account) For the year ending 31 March 2024

	Note	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Unrestricted funds £
<b>Income from:</b>					
Grant and contract income	2	5,000	8,868	13,868	-
Donations		2,048	-	2,048	2,217
Events		17,448	-	17,448	6,081
School Visits		167	-	167	444
Shop takings		1,681	-	1,681	1,254
Weddings		3,519	-	3,519	4,248
Tour income		150	-	150	153
Room hire		150	-	150	100
		<b>30,163</b>	<b>8,868</b>	<b>39,031</b>	<b>14,497</b>
<b>Expenditure on:</b>					
Equipment and props		519	-	519	863
Events and wedding costs		15,534	-	15,534	6,267
Shop Stock		1,256	-	1,256	1,068
Trustee and volunteer expenses	3	700	-	700	221
Accountancy		216	-	216	450
Independent Examination fee		570	-	570	-
Insurance		360	-	360	701
Office expenses		950	-	950	-
Bank charges		72	-	72	72
		<b>20,177</b>	<b>-</b>	<b>20,177</b>	<b>9,642</b>
<b>Net income/ (expenditure) before tax</b>		<b>9,986</b>	<b>8,868</b>	<b>18,854</b>	<b>4,855</b>
Tax payable		1,232	-	1,232	-
<b>Net income/ (expenditure) after tax</b>		<b>8,754</b>	<b>8,868</b>	<b>17,622</b>	<b>4,855</b>
<b>Reconciliation of funds:</b>					
<b>Total funds brought forward</b>		22,359	-	22,359	17,504
<b>Total funds carried forward</b>		<b>31,113</b>	<b>8,868</b>	<b>39,981</b>	<b>22,359</b>

## Friends of Bishops' House

### Balance Sheet As at 31 March 2024

	Note	2024 £	2023 £
<b>Fixed Assets</b>			
Tangible Assets	5	<u>5,000</u>	<u>5,000</u>
<b>Current Assets</b>			
Stock		1,079	1,079
Debtors	6	2,509	-
Cash at bank and in hand		37,015	19,318
<b>Total current assets</b>		<u>40,603</u>	<u>20,397</u>
Creditors: amounts falling due within one year	7	(5,622)	(3,038)
<b>Net current assets</b>		<u>34,981</u>	<u>17,359</u>
<b>Total assets less current liabilities</b>		39,981	22,359
Creditors: amounts falling due after one year		-	-
<b>Total net assets</b>		<u><u>39,981</u></u>	<u><u>22,359</u></u>
<b>Represented By</b>			
<b>FUNDS</b>			
General funds		26,113	17,359
Designated Funds	8	<u>5,000</u>	<u>5,000</u>
		31,113	22,359
Resticted funds	9	8,868	-
	10	<u><u>39,981</u></u>	<u><u>22,359</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 of its financial statements for the year ended 31 March 2024 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 of Trustees on 16th December 2024 and signed on their behalf by: **Nicholas Roscoe**

Trustee



# Friends of Bishops' House

## Notes to the financial statements For the year ending 31 March 2024

### 1 Accounting Policies

#### (a) General

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

The financial statements have been prepared in accordance with 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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have also taken adoption of Charities SORP (FRS 102) Bulletin 1 and taken advantage of the exemption of to prepare a cashflow statement.

The charity meets the definition of a public benefit entity under FRS 102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

#### (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.

Donations are recognised on a receivable basis.

Event income is recognised in the period in which the event took place.

#### (c) Expenditure and irrecoverable VAT

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) Fixed assets

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

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

Furniture	5 years
Heritage assets	No depreciation as considered to not lose value over time.

#### (e) Cash and cash equivalents

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

#### (f) Trade debtors

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

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

## Friends of Bishops' House

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

**(f) Stock**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow moving stocks.

**(g) Trade creditors**

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

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

**(h) Funds**

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 to be used for specific purposes as laid down by the funder.

Designated funds are set aside by the charity's trustees for a specific purpose.

**(i) 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.

**(i) Going concern**

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

## 2 Grant and contract income

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
SCC - annual allowance	5,000	-	5,000	-
SCC - Community Infrastructure Levy	-	868	868	-
SCC - Contribution towards repairs	-	8,000	8,000	-
	<u>5,000</u>	<u>8,868</u>	<u>13,868</u>	<u>-</u>

## 3 Trustees' expenses and remuneration

The trustees were not paid or received any other benefits from employment with the charity in the year (2023: £nil). No trustees were reimbursed any out of pocket expenses during the year (2023: £45). No charity trustee received payment for professional or other services supplied to the charity (2023: £nil).

## Friends of Bishops' House

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

#### 4 Fees paid to the independent examiner's organisation

	2024	2023
	£	£
Independent examination fee	<u>570</u>	<u>-</u>

#### 5 Tangible fixed assets

	Heritage asset £	Furniture £	Total £
<b>Cost</b>			
As at 1 April 2023	5,000	1,060	6,060
Additions	-	-	-
<b>As at 31 March 2024</b>	<u>5,000</u>	<u>1,060</u>	<u>6,060</u>
<b>Depreciation</b>			
As at 1 April 2023	-	1,060	1,060
Charge this period	-	-	-
<b>As at 31 March 2024</b>	<u>-</u>	<u>1,060</u>	<u>1,060</u>
<b>Net Book Value</b>			
<b>As at 31 March 2024</b>	<u>5,000</u>	<u>-</u>	<u>5,000</u>
As at 1 April 2023	<u>5,000</u>	<u>-</u>	<u>5,000</u>

#### Heritage asset

During the year ended 31 March 2021 the original Captain William Blythe chimneypiece that had been removed from the house prior to 1878 was located, purchased for £5,000 and reinstated at Bishop's House.

#### 6 Debtors

	2024	2023
	£	£
Trade debtors	2,509	-
	<u>2,509</u>	<u>-</u>

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

	2024	2023
	£	£
Trade creditors	-	81
Accruals	1,481	805
Income received in advance	2,909	2,152
Corporation tax	1,232	-
	<u>5,622</u>	<u>3,038</u>

## Friends of Bishops' House

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

#### 8 Designated funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Gill Tapestries restoration fund	5,000	-	-	-	5,000
	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>

#### Gill Tapestries restoration fund

£5,000 had been transferred from general funds to contribute towards the restoration of the Gill Tapestries. Other funds will be raised via grant making bodies and individual donations.

#### 8 Designated funds (continued)

<i>Prior year</i>	<i>Brought forward £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers £</i>	<i>Carried forward £</i>
<i>Gill Tapestries restoration fund</i>	<i>5,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>5,000</i>
	<u><i>5,000</i></u>	<u><i>-</i></u>	<u><i>-</i></u>	<u><i>-</i></u>	<u><i>5,000</i></u>

#### 9 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
CIL fund - Display Boards	-	868	-	-	868
House Repairs	-	8,000	-	-	8,000
	<u>-</u>	<u>8,868</u>	<u>-</u>	<u>-</u>	<u>8,868</u>

There were no restricted funds in the prior year

#### CIL fund - Display Boards

Funding received from Sheffield City Council to contribute towards display board materials.

#### House Repairs

Funding received from Sheffield City Council to contribute towards house repairs.

## Friends of Bishops' House

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

#### 10 Net assets by fund

	<b>General funds</b>	<b>Designated funds</b>	<b>Restricted funds</b>	<b>Total 2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible assets	5,000	-	-	<b>5,000</b>
Net current assets	21,113	5,000	8,868	<b>34,981</b>
	<u>26,113</u>	<u>5,000</u>	<u>8,868</u>	<u><b>39,981</b></u>
<i>Prior year</i>	<i><b>General funds</b></i>	<i><b>Designated funds</b></i>	<i><b>Restricted funds</b></i>	<i><b>Total 2023</b></i>
	<i><b>£</b></i>	<i><b>£</b></i>	<i><b>£</b></i>	<i><b>£</b></i>
<i>Tangible assets</i>	<i>5,000</i>	<i>-</i>	<i>-</i>	<i><b>5,000</b></i>
<i>Net current assets</i>	<i>12,359</i>	<i>5,000</i>	<i>-</i>	<i><b>17,359</b></i>
	<u><i>17,359</i></u>	<u><i>5,000</i></u>	<u><i>-</i></u>	<u><i><b>22,359</b></i></u>

#### 11 Related party transactions

There were no other related party transactions, other than the trustee's expenses noted in note 2.