

# SHEFFIELD CITY KNIGHTS PROJECT

England & Wales · Charity number 1158390

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2014-08-29

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

## Contact

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**Address** Sheffield City Knights Project  
PO Box 6304  
Sheffield  
S8 2PB

**Phone** 07344555375

**Email** [sheffieldcityknightsp@gmail.com](mailto:sheffieldcityknightsp@gmail.com)

## Activities

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**Objects:** (I) TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS LIVING WITHIN SHEFFIELD AND ITS SURROUNDING AREAS WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND OTHER LEISURE TIME OCCUPATIONS WITH THE OBJECTS OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS. (II) TO ESTABLISH OR SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE (HEREINAFTER CALLED 'THE CENTRE') AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY LOCAL AUTHORITY OR PERSON OR BODY) IN FURTHERANCE OF THESE OBJECTS.

**Activities:** Promote for the benefit of the inhabitants living within Sheffield to advance education and provide facilities in the interest of social welfare for recreation and other leisure time occupations with the objects of improving the conditions of life.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Disability, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

- **Area of benefit:** WITHIN SHEFFIELD AND ITS SURROUNDING AREAS
- Sheffield City

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£74,131	£99,113	-	-
2023-08-31	£69,248	£66,758	-	-
2022-08-31	£67,037	£76,615	-	-
2021-08-31	£11,529	£16,034	-	-
2020-08-31	£33,513	£18,644	-	-

## Trustees

Name	Role	Appointed
Laura Passo		2025-07-01
Steven Carter		2024-03-22
Susan Eastwood		2023-01-01

**SHEFFIELD CITY KNIGHTS PROJECT**

England & Wales - Charity number 1158390

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# Accounts

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**Charity registration number: 1158390**

**Sheffield City Knights Project**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**For the year ended 31 August 2021**

## **Sheffield City Knights Project**

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**Sheffield City Knights Project**

**Legal and administrative information  
For the year ended 31 August 2021**

**Registered Charity Number**  
1158390

**Trustees**

Karen Thistlethwaite	Chair	
Shane Thistlethwaite		Resigned 31 August 2023
Schani Cave		Appointed 4 April 2021    Resigned October 2022
Sue Eastwood		Appointed 1 January 2023
Jenny Cooke		Appointed 5 May 2023

**Key management**

Paul Spriggs	Project development worker	from June 2021
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**Registered Address**

1 Wordsworth Close  
Sheffield  
S5 9QA

**Accountants**

Seven Hills Accountants Limited  
57 Burton Street  
Sheffield  
S6 2HH

## **Sheffield City Knights Project**

### **Trustees' annual report For the year ended 31 August 2021**

The trustees of the charity submit their annual report and the financial statements for the year ended 31 August 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the relevant version of the 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).

#### **Charity History and Development**

On 27 May 2012, Eddie Edwards suddenly passed away after dedicating his life to empowering and changing the lives of others. In recognition of his work he was presented with the Queen's award for volunteering. Following Eddie's death, Karen, Ali and Dave decided to keep the project going; and most importantly to carry on the message that is represented by the Sheffield City Knights project logo that ALL PEOPLE ARE EQUAL.

Through love, compassion, value, friendship, understanding and absolute respect; people can be empowered to reach their true potential regardless of age, ability, socio economic circumstances, gender, faith, ethnic background and sexual orientation.

The success of the charity is down to an absolute team effort, including support from members, where everyone has valued each other as individuals and the knowledge and skills they have had to offer to achieve the common good which is Sheffield City Knights Project.

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

The Charity was incorporated on 29 August 2014 and its constitution governs it. Its legal status is that of a Charitable Incorporated Organisation (CIO) Charity number 1158390.

Overall management of the Charity is the responsibility of the trustees who are elected and co-opted under the terms of its constitution. Day to day project activity is carried out by Karen Thistlethwaite with a team of volunteers.

#### **Trustee recruitment**

There must not be fewer than three Trustees and a maximum of twelve. The trustees at the first AGM must all retire from office; in the subsequent year one-third of the Trustees who have been longest in office must retire by rotation each year. Trustees may offer themselves for re-election up to a maximum of three consecutive terms.

When considering potential trustees the charity takes into account the suitability of the trustee and the skills and knowledge they are able to bring to the role.

## **Sheffield City Knights Project**

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

#### **Charitable Objectives**

The charitable objects of the charity are:

- To promote for the benefit of the inhabitants living within Sheffield and its surrounding areas without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants.
- to establish or secure the establishment of a community centre and to maintain and manage the same (whether alone or in co-operation with any local authority or person or body) in furtherance of these objects.

Sheffield City Knights Project's (SCKP) Mission Statement is:

- Sheffield City Knights is a person-centred organisation that puts our members at the centre of all its activities with the aim of empowerment through facilitation, participation, independence, inclusion and freedom to choose. The Knights in the logo express the core values and represents seeing the person before the labels and the setting of no limits on our members and volunteers potential regardless of their ability.

In making decisions and exercising powers or duties in connection with the above activities, the trustees have had regard, where relevant, to the guidance on public benefit issued by the Charity Commission.

#### **Summary of main achievements during the year**

During the year, SCKP was scheduled to open for 3 days each week (Monday, Wednesday and Thursday) with a two week break over the Christmas period. This was maintained until Thurs 19th March 2020 when SCKP suspended operations in response to the COVID-19 period of social distancing and self-isolation. Sheffield City Knights did not open again until 21 June 2021. Whilst the charity lost income during the time it was closed, it only incurred minimal costs during this time.

Following the Coronavirus pandemic and the social distancing and self isolation required SCKP suspended operations from 21 March 2020, reopening on 21<sup>st</sup> June 2021. Whilst the charity lost income during the time it was closed, it only incurred minimal costs during this time.

From 21<sup>st</sup> June 2021 SCKP opened for 4 days each week (Monday – Thursday) with a two week break at the end of August. The majority of members returned when the club reopened.

In July 2021 the Trustees purchased a minibus to give more flexibility / availability for off-site activities.

The cost of daily attendance was £30, with a donation of around £10 encouraged if using the minibus for transport to/from the club. The average weekly attendance was 60 members.

#### **Social Activities**

Members continue to influence the format of each day at the project and can access a variety of activities which do not have to be structured to set times and days. Whilst there are various activities available, members have the opportunity to relax and socialise with other members as they wish.

## Sheffield City Knights Project

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

#### Summary of main achievements during the year - continued

Throughout the day there is access to:

- arts and crafts
- table games
- physical activities such as pool and snooker, table tennis, badminton
- films and activities of individuals choosing such as knitting.

#### Off Site Activities

More formally planned activities have continued to take place such as:

- Cinema trips
- Theatre visits
- Wildlife parks
- Parks and other urban recreational spaces
- Cycling
- Bowling
- Farm visits etc

Ethel barge is now accessible for wheelchair users and barge trips continue to be a firm favourite.

#### Future activities

The charity consults with members regularly to plan future activities and will attempt to facilitate any activities or trips which the members decide they would like.

With the development of the rooms within our current facility we are hoping to move into a larger, more inclusive space for our members. The activities moved to St Leonard's Church, Arbourthorne in May 2023.

#### Reserves policy

The Trustees have considered their responsibility to adopt a detailed reserves policy. Having done this they consider that maintaining unrestricted reserves in excess of 6 months operative costs would be prudent. In a year that is not impacted by covid, this was roughly £13,000 – 18,000. With the employment of a project development worker, this has increased to £27,000 - £42,000.

Free reserves as at 31 August 2021 were £77,653. Future actions include purchasing a minibus and employing a staff member, which will reduce the reserves held.

Approved by the Board on 20/10/2023. and signed on its behalf by:



Karen Thistlethwaite  
Chair

**Chartered Accountants' report to the trustee on the preparation of the unaudited statutory accounts of Sheffield City Knights Project for the year ended 31 August 2021**

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the accounts of Sheffield City Knights Project for the year ended 31 August 2021 which comprise the Statement of Financial Activities (including the Income and Expenditure Account), the Balance Sheet and the related notes from the charity's accounting records and from information and explanations you have given to us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at: <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the trustee of Sheffield City Knights Project, as a body, in accordance with the terms of our engagement letter dated 26/06/2023. Our work has been undertaken solely to prepare for your approval the accounts of Sheffield City Knights Project and state those matters that we have agreed to state to the trustee of Sheffield City Knights Project, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Sheffield City Knights Project and its trustees, as a body, for our work or for this report.

It is your duty to ensure that Sheffield City Knights Project has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and surplus or deficit. You consider that Sheffield City Knights Project is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit of the accounts of Sheffield City Knights Project. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed:   
Seven Hills Accountants Limited  
57 Burton Street  
Sheffield  
S6 2HH

Date: 20/10/2023

**Sheffield City Knights Project**  
**Statement of financial activities (incorporating the income and expenditure account)**  
**For the year ended 31 August 2021**

		<b>Unrestricted</b>	<b>Unrestricted</b>
		<b>2021</b>	<b>2020</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>			
Client income		8,450	30,846
Donations (including transport donations)		3,079	2,667
		<u>11,529</u>	<u>33,513</u>
<b>Expenditure on:</b>			
Staff salaries	<b>2</b>	4,741	-
Other staff costs including training		43	-
Rent		4,500	6,650
Food Purchases		2,303	2,920
Activity and excursion costs		848	6,832
Vehicle running costs		1,438	-
Volunteer travel expenses		-	19
Trustee travel expenses		-	824
Equipment		175	-
Repairs, renewals and maintenance		632	-
Kitchen & cleaning		-	26
Printing, postage & stationery		17	60
Legal & Professional		89	230
Independent examination/accountancy fees	<b>3</b>	360	534
Insurance		483	462
Other costs		284	87
Depreciation		121	-
		<u>16,034</u>	<u>18,644</u>
<b>Net income/(expenditure)</b>		<b>(4,505)</b>	<b>14,869</b>
<b>Total funds brought forward</b>		<b>82,158</b>	<b>67,289</b>
<b>Total funds carried forward</b>		<u><b>77,653</b></u>	<u><b>82,158</b></u>

All income and expenditure for the current and prior year was unrestricted.

**Sheffield City Knights Project**  
**Balance Sheet**  
**As at 31 August 2021**

	Notes	2021 £	2020 £
Tangible fixed assets	4	<u>2,779</u>	<u>-</u>
<b>Current Assets</b>			
Balance at bank and in cash		50,838	56,507
Debtors	5	27,407	27,100
<b>Total current assets</b>		<u>78,245</u>	<u>83,607</u>
Creditors: amounts falling due within one year	6	(3,371)	(1,449)
<b>Net current assets</b>		<u>74,874</u>	<u>82,158</u>
<b>Total assets less current liabilities</b>		77,653	82,158
Creditors: amounts falling due after one year		-	-
<b>Total net assets</b>		<u><u>77,653</u></u>	<u><u>82,158</u></u>
<b>Represented By</b>			
<b>FUNDS</b>			
Unrestricted income fund		<u>77,653</u>	<u>82,158</u>
		<u><u>77,653</u></u>	<u><u>82,158</u></u>

Approved by the Board of Trustees on 20/10/2023 and signed on behalf of the board by:

*K. Thistlethwaite*

Karen Thistlethwaite  
 Chair

## 1 Accounting Policies

### (a) General

Sheffield City Knights Project is a charitable incorporation organisation. In the event that the charity is wound up, the liability in respect of the guarantee is £nil per member of the charity. The principle address is given in the charity information on page 1 of these financial statements.

The accounts (financial statements) have been prepared in accordance with the relevant version of the 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) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Accounting Practice. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the 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) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have taken advantage of the exemption to prepare a Statement of Cash Flows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity.

### (b) Revenue recognition

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) Tangible fixed assets

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

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Motor vehicles	4 years straight line
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### (e) 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.

### (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.

### (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 charity 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) Taxation

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

**Sheffield City Knights Project**  
**Notes to the financial statements - continued**  
**For the year ended 31 August 2021**

**1 Accounting Policies - continued**

**(i) Pensions**

Employees of the charity are entitled to join a defined contribution ('money purchase') scheme. The charity contribution is restricted to the contributions disclosed in note 2. There were no outstanding contributions at the year end. The costs of the defined contribution scheme are included within the charitable activity costs and charged to the unrestricted funds of the charity.

The money purchase plan is managed by NEST and the plan invests the contributions made by the employee and employer in an investment fund to build up over the term of the plan. The pension fund is then converted into a pension upon the employee's normal retirement age which is defined as when they are eligible for a state pension. The charity has no liability beyond making its contributions and paying across the deductions for the employee's contributions.

**(j) 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.

**(k) Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and consider the charity to be able to continue as a going concern for 12 months from the signing of the accounts.

**2 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel**

	<b>2021</b>	<b>2020</b>
	£	£
Gross salary	4,614	-
Employer's NI	355	-
Employer's allowance	(355)	-
Employer's pension	127	-
	<u>4,741</u>	<u>-</u>

There was an average of 1 employee for part of the year. The employee did not receive more than £60,000 emoluments.

No trustee was paid remuneration or expenses for their role as a trustee. No trustee received payment for professional or other services supplied to the charity (2020: £nil).

No trustees received travel expenses for running the day to day activities of the charity, as the charity owned minibus replace the need for private car use. In the previous year 1 trustee received travel expenses totalling £824.

The key management personnel of the charity comprises the trustees and the employed manager. The total employee benefits of the key management personnel were £5,096 (2020: £nil).

**3 Fees for the examination of the accounts**

	<b>2021</b>	<b>2020</b>
	£	£
Independent examiner's fees for reporting on the accounts	-	534
Accountant's report fees	360	-

**4 Tangible fixed assets**

	<b>Motor Vehicles</b>	<b>Total</b>
	£	£
<b>Cost</b>		
Additions	2,900	2,900
	<u>2,900</u>	<u>2,900</u>
<b>Depreciation</b>		
Charge in the year	121	121
	<u>121</u>	<u>121</u>
<b>Net book value</b>		
As at 31 August 2021	<u>2,779</u>	<u>2,779</u>
As at 31 August 2020	<u>-</u>	<u>-</u>

Sheffield City Knights Project  
Notes to the financial statements - continued  
For the year ended 31 August 2021

**5 Debtors**

	<b>2021</b>	<b>2020</b>
	£	£
Client debtors	8,485	4,600
Prepayments	18,900	22,500
Other debtors	22	-
	<u>27,407</u>	<u>27,100</u>

**6 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	£	£
Accruals	1,809	1,449
Taxes and social security	133	-
Other creditors	229	-
Income received in advance	1,200	-
	<u>3,371</u>	<u>1,449</u>

Income received in advance relates to overpayments from clients primarily due to the disruption of covid-19.

**7 Related party transactions**

D Thistlethwaite, son of trustee Karen Thistlethwaite had estimated free sessions totalling £540 (2020: £1,300) in exchange for helping at the sessions. This arrangement is also in place for others who are able to help out.

There were no other related party transactions, other than those detailed in note 3.

**SHEFFIELD CITY KNIGHTS PROJECT**

England & Wales - Charity number 1158390

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# Accounts

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**Charity registration number: 1158390**

**Sheffield City Knights Project**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**For the year ended 31 August 2020**

## **Sheffield City Knights Project**

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**Sheffield City Knights Project**

**Legal and administrative information  
For the year ended 31 August 2020**

**Registered Charity Number**  
1158390

**Trustees**

Karen Thistlethwaite                      Chair  
Shane Thistlethwaite  
Schani Cave  
Sue Eastwood  
Jenny Cooke

Resigned 31 August 2023  
Appointed 4 April 2021      Resigned October 2022  
Appointed 1 January 2023  
Appointed 5 May 2023

**Registered Address**

1 Wordsworth Close  
Sheffield  
S5 9QA

**Accountants and Independent examiner**

Sarah Lightfoot FCA DChA  
Seven Hills Accountants Limited  
57 Burton Street  
Sheffield  
S6 2HH

## **Sheffield City Knights Project**

### **Trustees' annual report For the year ended 31 August 2020**

The trustees of the charity submit their annual report and the financial statements for the year ended 31 August 2020.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and the relevant version of the 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).

#### **Charity History and Development**

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

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When considering potential trustees the charity takes into account the suitability of the trustee and the skills and knowledge they are able to bring to the role.

## Sheffield City Knights Project

### Trustees' annual report - continued For the year ended 31 August 2020

#### Charitable Objectives

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- To promote for the benefit of the inhabitants living within Sheffield and its surrounding areas without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupations with the objects of improving the conditions of life of the said inhabitants.
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The cost of annual membership was £2 and daily attendance £25. The average weekly attendance was 60 members.

When Sheffield City Knights re-opened in June 2021 the majority of members returned. Along with welcoming new members attending the charity extended opening days from three to four each week.

#### Social Activities

Feedback from members is used to influence the format of a traditional day at SCKP. Members say their enjoyment at the project, which they feel is different from other provision they access, is that they can access a variety of activities within the day which do not have to be structured to set times or days. Whilst there are activities timetabled each week, members have the opportunity to relax and socialise with other members and volunteers doing what they feel like at that time.

## Sheffield City Knights Project

### Trustees' annual report - continued For the year ended 31 August 2020

#### Summary of main achievements during the year - continued

Throughout the day there is access to:

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- table games
- physical activities such as pool and snooker, table tennis, badminton
- films and activities of individuals choosing such as knitting.

#### Off Site Activities

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- Cinema trips
- Theatre visits
- Wildlife parks
- Parks and other urban recreational spaces
- Cycling
- Bowling
- Farm visits etc

Ethel barge is now accessible for wheelchair users and barge trips continue to be a firm favourite.

Many off site trips are made possible by hiring minibuses from Sheffield Community Transport. Trips are restricted by the availability of hire vehicles. In July 2021 the Trustees purchased a minibus to give more flexibility / availability.

#### Future activities

The charity consults with members regularly to plan future activities and will attempt to facilitate any activities or trips which the members decide they would like.

With the development of the rooms within our current facility we are hoping to move into a larger, more inclusive space for our members. The activities moved to St Leonard's Church, Arbourthorne in May 2023.

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The Trustees have considered their responsibility to adopt a detailed reserves policy. Having done this they consider that maintaining unrestricted reserves in excess of 6 months operative costs would be prudent. In a year that is not impacted by covid, this is roughly £13,000 – 18,000.

Free reserves as at 31 August 2020 were £82,158. Future actions include purchasing a minibus and employing a staff member, which will reduce the reserves held.

Approved by the Board on 20/10/2023 and signed on its behalf by:



Karen Thistlethwaite  
Chair

## **Independent Examiner's report to the trustees of Sheffield City Knights Project ("the Charity")**

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 August 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

Your attention is drawn to the fact that the charity has prepared the accounts (financial statements) in accordance with the relevant version of the 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) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has been withdrawn. We understand that this has been done in order for the accounts to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

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:

  
Sarah Lightfoot FCA DChA  
Seven Hills Accountants Limited  
57 Burton Street  
Sheffield  
S6 2HH

Date:

20/10/2023.

**Sheffield City Knights Project**  
**Statement of financial activities (incorporating the income and expenditure account)**  
**For the year ended 31 August 2020**

	Unrestricted 2020	Unrestricted 2019
Notes	£	£
<b>Income from:</b>		
Client income	30,846	48,260
Donations	2,667	784
Subscriptions	-	111
	<u>33,513</u>	<u>49,155</u>
<b>Expenditure on:</b>		
Rent	6,650	14,890
Food purchases	2,920	5,501
Activity and excursion costs	6,832	9,059
Volunteer and member travel expenses	19	513
Trustee travel expenses	824	1,676
Equipment	-	329
Kitchen and cleaning	26	-
Printing, posting and stationery	60	118
Professional fees	230	793
Independent examination	<b>3</b> 534	540
Insurance	462	-
Other costs	87	245
Bad debt provision	-	2,890
	<u>18,644</u>	<u>36,554</u>
<b>Net income/(expenditure)</b>	<b>14,869</b>	<b>12,601</b>
<b>Total funds brought forward</b>	<b>67,289</b>	<b>54,688</b>
<b>Total funds carried forward</b>	<u><b>82,158</b></u>	<u><b>67,289</b></u>

All income and expenditure for the current and prior year was unrestricted.

Sheffield City Knights Project  
 Balance Sheet  
 As at 31 August 2020

	Notes	2020 £	2019 £
<b>Current Assets</b>			
Balance at bank and in cash		56,507	67,844
Debtors	4	27,100	360
<b>Total current assets</b>		<u>83,607</u>	<u>68,204</u>
Creditors: amounts falling due within one year	5	(1,449)	(915)
<b>Net current assets</b>		<u>82,158</u>	<u>67,289</u>
<b>Total assets less current liabilities</b>		82,158	67,289
Creditors: amounts falling due after one year		-	-
<b>Total net assets</b>		<u><u>82,158</u></u>	<u><u>67,289</u></u>
<b>Represented By</b>			
<b>FUNDS</b>			
Unrestricted income fund		<u>82,158</u>	<u>67,289</u>
		<u><u>82,158</u></u>	<u><u>67,289</u></u>

Approved by the Board of Trustees on 20/10/2023 and signed on behalf of the board by:



Karen Thistlethwaite  
 Chair

## 1 Accounting Policies

### (a) General

Sheffield City Knights Project is a charitable incorporation organisation. In the event that the charity is wound up, the liability in respect of the guarantee is £nil per member of the charity. The principle address is given in the charity information on page 1 of these financial statements.

The accounts (financial statements) have been prepared in accordance with the relevant version of the 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) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Accounting Practice. The accounts (financial statements) have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the 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) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have taken advantage of the exemption to prepare a Statement of Cash Flows.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity.

### (b) Revenue recognition

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) Tangible fixed assets

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

### (e) 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.

### (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.

### (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 charity 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) Taxation

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

### (i) 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.

Sheffield City Knights Project  
Notes to the financial statements - continued  
For the year ended 31 August 2020

1 Accounting Policies - continued

(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 consider the charity to be able to continue as a going concern for 12 months from the signing of the accounts.

2 Trustees remuneration, benefits and expenses

One trustee received travel expenses totalling £824 for running the day to day activities of the charity. (In the previous year 2 trustee received travel expenses totalling £1,676).

No trustee was paid remuneration or expenses for their role as a trustee.

3 Fees for the examination of the accounts

2020

£

Independent examiner's fees for reporting on the accounts

534

No other fees were payable to the independent examiner's organisation.

4 Debtors

	Note	2020 £	2019 £
Client debtors		4,600	360
Prepayments		22,500	-
		<u>27,100</u>	<u>360</u>

5 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	1,449	915
	<u>1,449</u>	<u>915</u>

6 Related party transactions

D Thistlethwaite, son of trustee Karen Thistlethwaite had estimated free sessions totalling £1,300 (2019: £2,400) in exchange for helping at sessions. This arrangement is also in place for others who are able to help out.

Sue Eastwood, who became a trustee on 1/1/23, was paid for her bookkeeping services during the year. The expenditure charge was £230.

There were no other related party transactions, other than those detailed in note 3.

