

Park Community Action
(Registered Charity, no. 1159498)

Financial statements
for the year ended 31 March 2024

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Park Community Action

Trustee report

Trustees

Rosalie Hill	Chair
Christine Robinson	Secretary
Keith Crawshaw	Treasurer
Frank Abel	
Jean Jones	
Dave Watkins	
Sioned-Mair Richards	
Jo Bussey	

Registered Charity number:
1159498

Principal address

Park Community Centre
Samson Street
Sheffield
S2 5QT

Independent examiner

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
CA7 2EL

Bank

The Co-operative Bank plc
Head Office
PO Box 101
1 Balloon Street
Manchester
M60 4EP

Park Community Action

Trustee report

The Trustees present their report and financial statements for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

Structure, governance and management

The charity was established by a constitution adopted on 1 July 1996, and was entered on the Register of Charities effective from 5 September 1996. The charity was established by a constitution adopted on 1 July 1996,

Assets were transferred to the new Charitable Incorporated Organisation of the same name on the 1st April 2016. The new charitable organisation was formed with similar objectives and with the new charity number 1159498 for the purpose of carrying on its activity as an incorporated charity. Park Community Action is managed by a voluntary management committee.

The trustees who served during the year are listed on page 2 on the report.

New Trustees can be recruited at any time throughout the year but are elected at the Annual General meeting of Park Community Action.

Objectives and activities

The organisation aims to relieve poverty, distress and sickness, promote health, advance education and provide facilities for social and leisure time occupation with the object of improving the conditions of life for the inhabitants of the Parkhill, Bard Street, Hyde Park and Talbot districts of Sheffield.

Public benefit statement

The charitable objects of Park Community Action (PCA) are:

- to promote the benefit of the inhabitants primarily but not exclusively in the Manor area of the city of Sheffield [*focussed on the community of the Granville, Park Hill, Wybourn and adjacent neighbourhoods*] ('the area of benefit') without distinction of age, sex, race, political or religious or other opinions
- To associate the local statutory authorities, voluntary and other organisations, and inhabitants in a common effort to advance education, provide community based library and associated facilities, protect health, improve the environment, ensure adequate recreational facilities, and relieve poverty, distress, or sickness.

To effect benefit to the local community PCA manages and promotes the use of the Park Youth and Community Centre, Library, and ancillary facilities for the benefit of the users of the Centre and the communities adjacent to it. They have a particular concern for those individuals, groups and communities affected by economic and social deprivation.

PCA also seek to employ local staff who will benefit personally by way of wages or salaries, as well as providing opportunity for local volunteers to support the work of the Centre developing their skills, capacity, and engagement. The general public benefit by taking part in activities at the building.

Participation in the work of PCA and its benefits are open to all in the area of benefit, and others elsewhere if they choose to get involved. However, work and activities are for the most part advertised in the area of benefit only. Nobody would ever be excluded from participation without good reason or due process – and only then if they caused genuine concern to the wider community.

Local people have the opportunity to participate in monthly open meetings, in the AGM and to get regular reports and updates, the Annual Report and Accounts and other such reports. They are routinely and actively encouraged to get involved in the organisation Executive, which is re-elected annually.

PCA does not restrict access to its facilities and all areas of the building currently in use are accessible; if other areas are brought into use they will be made accessible as a part of the process of bringing them into use.

Activities provided by PCA under its own management aim to be free or for a minimal charge to cover expenses; there will be a charge to other organisations for the use of facilities to cover the reasonable management and running costs of those facilities. These are on a sliding scale with activities offering public benefits at the lower end of the scale, and higher charges for those wishing to use facilities for private or commercial activities. Activities will be restricted to those which are broadly in accord with the overall objectives of PCA.

Park Community Action

Trustee report

Report on Activities During the Year

This year was marked by actual and potential changes in our funding and staffing levels. Already faced with an urgent need to find new sources of staff funding, our key worker, who had given invaluable service over many years, gave notice of her intention to resign her post in June 2024. At the same time, our community café lost its core volunteer to ill health, and we had to close the service since it was no longer viable in its current form. The café space and equipment remain available to our user groups on a self-help basis as we continue to look for ways in which we might restore the service.

Thanks to the loyal support of our remaining worker and volunteers, including a number of new recruits, we have managed to keep all other services operating. Towards the end of the financial year we received news that we could increase the scale of the offer from our Pantry thanks to a major contribution from the S2 Foodbank.

We had also secured enough funding from Brelms Trust and the SYCF Cost of Living fund to allow us to consider part-time post for an initial limited period, with a focus on development work and volunteer support for the Library.

Room lettings are now almost back to near pre-Covid levels, and we continue to host a variety of social and sporting activities.

Altogether we remain confident of continuing to serve our local community albeit the process of raising sufficient grant funding will continue to be a challenge.

Reserves policy

Park Community Action aim to maintain a level of reserves at 3 months running costs to cover the ongoing operation of the group to cover periods without funding.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ make judgements and estimates that are reasonable and prudent.
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on 6/12/24 and is signed on their behalf by:

Trustee



Park Community Action

Independent examiner's report to the trustees of Park Community Action

I report on the accounts for the year ended 31 March 2024, which are set out on pages 6 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 130 of the 2011 Act; and
- ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatia
CA7 2EL

Date: _____

6/12/2024

Park Community Action

Statement of financial activities (incorporating the income and expenditure account) for the year ended 31 March 2024

		Unrestricted	Restricted	Total funds	Total funds
		Funds	Funds	2024	2023
	Notes	£	£	£	£
Incoming resources	1				
Grants and donations	2	7,877	10,500	18,377	20,834
Room rentals		13,279	-	13,279	11,451
Pantry income		6,458	-	6,458	3,459
Café income		2,354	-	2,354	1,494
Other income		71	-	71	292
Total Incoming resources		30,039	10,500	40,539	37,530
Resources expended					
Salaries		14,500	1,000	15,500	14,676
Training and travel		220	-	220	232
Building maintenance		439	-	439	217
Licences and membership		914	637	1,551	506
Telephone		1,399	15	1,414	1,244
IT & computer		556	428	984	703
Pantry Project expenses		965	8,939	9,904	7,915
Publicity		-	-	-	358
Office expenses		221	-	221	454
Café expenses		1,583	236	1,819	1,200
Project activities		0	-	-	3,523
Allotment expenses		60	182	242	71
Insurance		652	-	652	652
Accountancy		315	-	315	300
Volunteer expenses		137	100	237	280
Bad debts		950	-	950	-
Other payments		78	-	78	97
Total resources expended		22,989	11,537	34,526	32,428
Net (outgoing)/incoming resources		7,050	(1,037)	6,013	5,102
Total funds brought forward		18,400	9,208	27,608	22,506
Fund balances carried forward		25,450	8,171	33,621	27,608

Park Community Action
Balance Sheet
as at 31 March 2024

	Notes	2024 £	2023 £
Current Assets			
Balance at bank and cash		33,936	27,908
Debtors	4	-	-
Total current assets		<u>33,936</u>	<u>27,908</u>
Creditors	5	(315)	(300)
Net current assets		<u>33,621</u>	<u>27,608</u>
Total assets less current liabilities		<u>33,621</u>	<u>27,608</u>
Total net assets		<u>33,621</u>	<u>27,608</u>
Represented by:			
Funds			
Restricted income fund	3	8,171	7,208
Unrestricted income fund		25,450	20,400
Total funds		<u>33,621</u>	<u>27,608</u>

This report was approved by the Trustees on 6/12/24
and is signed on their behalf by:



Trustee

Park Community Action

Notes to the financial statements for the year ended 31 March 2024

1 Accounting Policies

(a) Basis of preparation

The Financial Statements have been prepared in accordance with the Companies Act 2006, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with FRS102 (effective from January 2015 and updated with effect from January 2016) - (the Charities SORP (FRS102)), as modified for smaller charities.

The Charity meets the definition of a public benefit entity as defined under FRS102.

(b) Income

Grants donations and Income from charitable trading activities are recognised in full in the Statement of Financial Activities in the year in which they are received.

(c) Restricted Funds

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets the criteria is identified to the fund together with a fair allocation of management and support costs.

(d) Unrestricted Funds

Unrestricted Funds are other income received or generated for the objects of the charity without further specified purpose and are available as general funds.

(e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of V.A.T. The company is not VAT registered.

Governance costs of the charity relate to the costs of running the charity such as the costs of meetings, professional costs and statutory compliance, and includes any costs which cannot be specifically identified to another expenditure classification. In the opinion of the trustees all support costs relate to charitable expenditure.

(f) Tangible Fixed Assets and Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its useful life.

(g) Fund Accounting

Funds held by the charity are either restricted funds or unrestricted general funds. Unrestricted funds are funds which can be used in accordance with the charitable objects at the discretion of the trustees. Restricted funds that can only be used for a particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Park Community Action

Notes to the accounts

for the year ended 31 March 2024

2 Grants & Donations

	Unrestricted	Restricted	2024	2023
	£	£	£	£
The Guinness Partnership	-	1,500	1,500	4,000
Hallam FM	-	-	-	2,000
Kathleen Hannay Foundation	1,500	-	1,500	-
Sheffield City Council	-	1,500	1,500	2,999
Sheffield Town Trust	2,000	-	2,000	4,000
South Yorkshire Community Foundation	-	7,500	7,500	-
Talbot Trust	-	-	-	2,500
University of Sheffield	-	-	-	1,500
West Riding Masonic Charities	-	-	-	2,000
Donation	4,377	-	4,377	1,835
Total Grants	7,877	10,500	18,377	20,834

3 Restricted Funds

	Brought forward	Incoming resources	Outgoing resources	Transfers	Carried forward
The Guinness Partnership	1,000	1,500	(2,500)	-	-
Hallam FM	262	-	(262)	-	-
Sheffield City Council - Allotment	671	-	(182)	-	489
Sheffield City Council	202	1,500	(200)	-	1,502
Sheffield City Council - VE Day	150	-	-	-	150
Sheffield City Council - Library	1,132	-	(6)	-	1,126
Sheffield City Council - Office	2,000	-	-	-	2,000
South Yorkshire Com Foundation	-	7,500	(7,315)	-	185
Talbot Trust	1,791	-	(1,791)	-	-
Tudor Trust	2,000	-	-	-	2,000
University of Sheffield	723	-	(4)	-	719
	<u>9,208</u>	<u>10,500</u>	<u>(12,256)</u>	<u>-</u>	<u>8,171</u>

4 Debtors

These are monies owed to the Company but not received during the accounting period. They are in respect of:

	2024	2023
	£	£
Trade debtors	<u>-</u>	<u>-</u>

5 Creditors: amounts falling due within one year

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

	2024	2023
	£	£
Trade creditors	<u>315</u>	<u>300</u>
	<u>315</u>	<u>300</u>