

Registered Charity Number: 1177696
Company number: 10177172

Wood Lane Conservation Trust

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 30 March 2022

Wood Lane Conservation Trust

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Wood Lane Conservation Trust

Legal and administrative information for the year ended 30 March 2022

Directors

Vicky Brammer (nee Walker)	Chair	Appointed 6 April 2021
Frances Hill	Chair until April 2021	
Arthur Hill		
Richard Ambler-Young		Resigned 20 January 2022
Marilyn Sanderson		

Key management

David Ambler-Young Managing Director/Centre Manager

Registered office

Wood Lane Countryside Centre
Wood Lane
Stannington
Sheffield
S6 5HE

Company Number

10177172

Charity number

1177696

Independent Examiner

Sarah Lightfoot, FCA DChA
On behalf of:
VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Wood Lane Conservation Trust

Directors' annual report For the year ended 30 March 2022

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 30 March 2022 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

Wood Lane Conservation Trust (WLCT) is a charitable company limited by guarantee, incorporated on 12 May 2016 and registered as a charity on 22 March 2018 after amendments to the Memorandum of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the constitution. Day to day management is delegated to the Managing director and carried out by paid staff.

Wood Lane Countryside Centre Ltd (WLCC) is a company limited by guarantee (Company number 11264778). The company is a wholly owned trading subsidiary on the basis of control by common directors. The company was incorporated on 20 March 2018 and the trading activities of the charity were transferred to this company with effect from 1 April 2018. The company operates the weddings, commercial room rental and other events carried on at the Centre and pays all its profits to the charity under the gift aid scheme.

Charitable Aims and objectives

The objects of the Charity are to promote and advance, for the public benefit, the protection, improvement and conservation of Sheffield's physical and natural environment, so as to maintain a facility for physical and leisure-time activities, aimed at improving the health and well-being of the local community in particular, but not exclusively, by:

- Managing and maintaining Wood Lane Countryside Centre (a grade II listed former farm set on the edge of countryside in north-west Sheffield)
- Creating and effectively managing wildlife habitats, such as ancient woodlands, meadows and wetlands, for biodiversity, species protection and public access and enjoyment.
- Raising awareness in people of all ages and abilities of the importance of nature conservation and biodiversity.
- Providing practical nature conservation and traditional countryside skills training for adults and children of all ages and abilities, to enable them to become actively involved in nature conservation.
- Involving communities and schools in practical nature conservation projects

The charity rents rooms and space in the building to community groups. The trading subsidiary, Wood Lane Countryside Centre (Company number 11264778), operates the weddings, commercial room rental and other events carried on at the Centre and pays all its profits to the charity under the gift aid scheme.

Wood Lane Conservation Trust

Directors' annual report (continued) For the year ended 30 March 2022

Whilst planning their activities the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Activities and achievements

Rental and community use of the Centre

Sheffield Countryside Conservation Trust, North Sheffield Conservation Group and Sheffield City Council's Public Rights of Way Unit and our staff and volunteers have used the Centre 24/7 for office workshop space and storage.

Community use of Wood Lane continues with the centre being used for classes and activities including Pilates, art, yoga, fencing, wood turning, local conservation group and local recycling group.

In the trading subsidiary, use of the centre for wedding receptions and other events continues to provide us with support to pay for staff salaries, and to provide building and garden maintenance.

From late March 2020 the UK entered a period of social distancing and self-isolation in response to the Coronavirus pandemic, which had a profound effect on the practical functioning of the charity. In March 2020 Wood Lane had to close down for all community usage and room lettings and as a venue for weddings, parties and conferences in line with Government instructions on Covid 19. All users were notified but SCCT and the Councils Public Rights of Way Unit continued to use the Centre as their work base throughout all lockdowns and the rest of the year. WLCT carried out a risk assessment and wrote and sent out a Covid action plan to all users. Cleaning was halted and all staff put on full furlough receiving 80% of their salaries. From July 2020 when community centres were allowed to open, cleaning staff carried out a few hours of deep cleaning each week and were put on part-time furlough. A few months later other staff were put on part-time furlough but continued to work from home.

All wedding dates were put back to late 2020 and subsequently into 2021. Fortunately, only 5 weddings had cancelled and reimbursed. There continued to be no community or trading use of Wood Lane until mid- summer 2021. In Early July 2021 Wood Lane was able to restart trading after COVID rules had been relaxed. We can report that during 2021 /2022 all weddings went ahead with little or no change.

In the past year the relationship between our tenants, The Nature Box and WLCT has broken down. WLCT gave The Nature Box their notice to leave after several incidents at the Centre. The Nature Box contacted Sheffield City Council who rescinded the notice. This has caused WLCT to seek further advice regarding the council's lack of support for the Tenancy WLCT holds for the Centre. WLCT has told the Council that having The Nature Box at the Centre is now stopping us from being able to provide further educational visits for schools and much greater and needed support for the community.

Wood Lane Conservation Trust

Directors' annual report (continued) For the year ended 30 March 2022

Conservation

A self-employed gardener/ecologist was hired in December 2019 to manage the wildlife gardens at Wood Lane and helping to lead tasks within the grounds. It is working in partnership with WLCT to carry out environmental education at Wood Lane with children (and potentially adults) of all ages. In 2021 they helped work alongside the local college to bring students back to Wood Lane during 2021.

During Lockdown of early summer 2021, the Centre Manager managed to form a new partnership with a Beekeeper from Heeley City Farm. The Beekeeper have helped take on management of the bees and during the summer of 2021 have split the hives taking us to five colonies. Wood Lane and the Beekeepers hope to offer environmental education to schools and groups from spring 2022. Our apiary continues to thrive, by December 2021 we have managed to get back up to 5 hives. Having the honeybee hives has enabled us to promote bee keeping and use bee conservation as part our aims.

Due to the uncertainty of Covid/ Social Distancing and rising cases we held off obtaining funding to employ a Conservation Officer until we are confident the worst of the pandemic is behind us. In late July 2021 we met with another gardening company Called Willow & Worms after the (Current Gardener/ecologist) decided to leave. We are in the process of forming a partnership with Willow & Worms who are currently applying for Charity status. WLCT have employed them to carry out some conservation works in the grounds of Wood Lane and Vicky, the Chair, invited some young adults from the local college to come along and spend a day at the Centre. The College students are in their second year of Horticultural and Environmental Conservation Studies. The students spent a full day of doing practical works and the Feedback from the lecturer was that the students really enjoyed it and found it quite informative. The lecturer has now asked if we could provide a regular service to the college. This will be further discussed with the College, WLCT and Willow & Worms.

Financial review

This closure of Wood Lane has had a serious impact on the Trust's income stream. Community Groups returned to Wood Lane but on a minimal attendance to begin with. This had an impact on income from the community lettings. Income is confined to contributions from Sheffield Countryside Conservation Trust and Sheffield Council's Public Rights of Way Unit and The Nature Box. WLCC Trading income during 2021 started to pick up with the reopening of the Centre and the continuation of weddings.

In recognition of Wood Lane losing 90% of its income due to its closure through the pandemic, Sheffield City Council/ Government have awarded the Centre grants amounting to £69,409 since April 2021, including Hospitality sector grants. This financial help has been imperative in helping keep the Trust afloat.

The staff where possible have been furloughed up until the scheme ending in September 2021 unless they were needed at the Centre to carry out Wedding duties, cleaning, or Statutory checks. The staff were mostly furloughed at 80% until July 2021. In Mid July 2021 we made the decision to bring staff back to work part time. The Furlough scheme has been a lifeline for us and many other organisations.

Wood Lane Conservation Trust

Directors' annual report (continued) For the year ended 30 March 2022

The Tenancy at Will agreement, signed in September 2019 with Sheffield City Council, gave WLCT responsibility for funding and running Wood Lane Countryside Centre. This significantly increased WLCT's annual financial liabilities by circa £30,000, with utilities being recharged from September 2019. 20/21 was the first full year operating under the new Tenancy agreement but the pandemic and essential closure of the Centre has meant our income and expenditure streams have been far from normal. With all the future uncertainties it is impossible to judge the impact this extra expenditure will have on the Trust. No utilities recharge has been received for the 20-21 or 21-22 financial year, as detailed in the contingent liability note in the accounts (note 15).

The Trust's financial situation has been further aggravated by one Wood Lane tenant, Sheffield Countryside Conservation Trust (SCCT), refusing to make contributions to WLCT for 4 years, ignoring invoices and claiming financial difficulties. Their debt exceeds £35,000 and this has compounded our current cash flow problems. SCCT has begun paying the invoices by instalments, but it is unclear whether all the debt will be settled. The Trust will seek to legally recover the outstanding monies owed.

Future plans

Our plans for 2022/23 and beyond include:

- Develop new community events and activities
- Increase variety of community classes offered at Wood Lane
- Develop community resources such as a community café and farm type shop
- Grow the new partnership working with Willow & Worms to deliver Environmental education and Practical Skills at the Centre and on School premises (Subject to funding)
- Develop activities for elderly and isolated people to address loneliness
- Appoint a new conservation officer / Beekeeper (subject to funding)
- Further develop the Wildlife gardens including the pond area and nature trail
- Develop new composting system with Willow & Worms
- Start a new Partnership with a longstanding tenant of Wood Lane to help bring the community together
- Apply for funding for a new vehicle for WLCT
- Plan a Summer and Christmas fair with activities for children

Wood Lane Conservation Trust

Directors' annual report (continued) For the year ended 30 March 2022

Reserves policy and going concern assessment

The directors have determined that they require approximately 6 months running costs in reserves, to support a controlled closing down of operations. Including gross salaries (before the trading subsidiary contribution is taken into account), this is approximately £52,500.

The charity's free reserves as at 30 March 2022 were £81,828. This includes the potential bad debt of £35,000, and does not include any provision for 20-21 or 21-22 utility costs (discussed above in the financial review). The impact of writing off the bad debt and paying circa £60k for 2 years utilities costs would seriously strain the charities financial resources (although the utilities cost cannot be reliably estimated, so disclosed a contingent liability only). However, there are sufficient weddings booked in during 22-23 to generate sufficient cash to enable WLCT To keep operating.

Taking into account the year end free reserves, the Trustees consider WLCT will be able to continue to operate for 12 months from the signing of the accounts and the Trustees are hopeful that the charity can continue to build to a stable financial position.

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 directors declare that they have approved the directors' annual report above on 25/1/23

Signed on behalf of the directors:

Print name: 
Director

VICKY BRAMMER

Independent examiner's report to the directors of Wood Lane Conservation Trust ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 30 March 2022.

Responsibilities and basis of report

As the directors of the Company you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

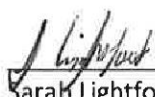
Independent examiner's statement

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to organisations preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Sarah Lightfoot, FCA DChA

Employee of:

VAS Community Accountancy

The Circle

33, Rockingham Lane

Sheffield

S1 4FW

Date:

26 January 2023

Wood Lane Conservation Trust

Statement of financial activities

(incorporating the income and expenditure account)

For the year to 30 March 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Unrestricted funds £	Restricted funds £	Total 2021 £
Income from:							
Donations and grants	2	35,237	-	35,237	93,602	-	93,602
Charitable activities	3	15,720	-	15,720	8,830	-	8,830
Other trading activities	4	41,836	-	41,836	-	-	-
Other - insurance receipt		-	-	-	2,547	-	2,547
		92,793	-	92,793	104,979	-	104,979
Expenditure on:							
Charitable activities	5	84,596	-	84,596	77,483	-	77,483
		84,596	-	84,596	77,483	-	77,483
Net income		8,197	-	8,197	27,496	-	27,496
Total funds brought forward		73,631	-	73,631	46,135	-	46,135
Total funds carried forward		81,828	-	81,828	73,631	-	73,631

Wood Lane Conservation Trust

Balance Sheet

As at 30 March 2022

	Notes	2022 £	2021 £
Tangible fixed assets	8	-	-
Current assets			
Debtors	9	57,104	48,151
Cash at bank and in hand		28,131	27,976
Total current assets		<u>85,235</u>	<u>76,127</u>
Creditors: amounts falling due within one year	10	(3,407)	(2,496)
Net current assets		<u>81,828</u>	<u>73,631</u>
Total assets less current liabilities		81,828	73,631
Creditors: amounts falling due after more than one year		-	-
Total net assets		<u>81,828</u>	<u>73,631</u>
Represented by:			
Funds of the Charity			
Unrestricted funds		81,828	73,631
Restricted income funds	11	-	-
Total funds	12	<u>81,828</u>	<u>73,631</u>

For the year ending 30 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Approved by the board of directors on 25 JAN 23 and signed on behalf of the board by:

(print name):


Director

Wood Lane Conservation Trust

Notes to the Accounts For the year to 30 March 2022

1 Accounting Policies

(a) General

Wood Lane Conservation Trust is a charitable company in the United Kingdom limited by guarantee and has no share capital. In the event that the charity is wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

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

The organisation meets the definition of a public benefit entity under FRS 102.

(b) Income

Income is recognised when the organisation has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the organisation has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income for multi or split financial year projects, as specified by the funder, has been recognised in that year. This may result in deferred income or income received in advance.

Income from rent, services or events is included in the year in which the service took place.

Investment income is included when receivable.

(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) 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.

(e) Fixed Assets

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful live, as follows:

Bar equipment	- straight line over 4 years
Other equipment	- straight line over 3 years

(f) Pension costs and other post-retirement

The organisation operates a defined contribution pension scheme. Contributions payable to the organisation's pension scheme are charged to the Statement of Financial Activities in the year to which they relate.

(g) Exemption from preparing group accounts

The company has taken advantage of the exemption in section 398 of the Companies Act 2006 from the requirement to prepare consolidated financial statements, on the grounds that it is a small sized group.

(h) Going concern

The financial statements have been prepared on a going concern basis, as the trustees consider that due to the resumed activities in the trading subsidiary, the current rental income and community use, and other plans, the charity can continue to operate for 12 months from the signing of the accounts, despite the debt recoverability issues as detailed in the trustee report.

Wood Lane Conservation Trust

Notes to the accounts (continued)
For the year to 30 March 2022

2 Income from grants and donations

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Sheffield City Council - covid-19 business support grants	19,403	-	19,403	50,006	-	50,006
Coronavirus Job Retention Scheme	15,834	-	15,834	43,596	-	43,596
	35,237	-	35,237	93,602	-	93,602

3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Sheffield Countryside Conservation Trust - Centre contribution	6,735	-	6,735	6,735	-	6,735
Sheffield Countryside Conservation Trust - Centre contribution 19/20 adjustment	-	-	-	(6,600)	-	(6,600)
Sheffield City Council - rent right of way	-	-	-	8,695	-	8,695
Community use rents	8,985	-	8,985	-	-	-
	15,720	-	15,720	8,830	-	8,830

4 Income from other trading activities

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Distributed trading profits from subsidiary	17,416	-	17,416	-	-	-
Reimbursed payroll costs from subsidiary	13,920	-	13,920	-	-	-
Rental income from subsidiary	10,500	-	10,500	-	-	-
	41,836	-	41,836	-	-	-

5 Expenditure on charitable activities

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Unrestricted Funds £	Restricted Funds £	Total 2021 £
Staff costs							
Staff salary and wages costs	6	64,866	-	64,866	62,925	-	62,925
Training		-	-	-	-	-	-
Bookkeeping costs (self employed)		-	-	-	-	-	-
Payroll and HR costs		1,708	-	1,708	2,997	-	2,997
Other costs							
Conservation project costs		-	-	-	38	-	38
Equipment		840	-	840	-	-	-
Insurance		5,029	-	5,029	3,856	-	3,856
Rates		1,364	-	1,364	-	-	-
Utility costs	15	-	-	-	-	-	-
Building and grounds maintenance		6,807	-	6,807	4,729	-	4,729
Cleaning		4,917	-	4,917	365	-	365
Depreciation		-	-	-	765	-	765
Other costs		467	-	467	495	-	495
Legal and professional fees		703	-	703	540	-	540
Bad debts		(2,840)	-	(2,840)	-	-	-
Bank charges		111	-	111	113	-	113
Independent examination fees	7	624	-	624	660	-	660
		84,596	-	84,596	77,483	-	77,483

Wood Lane Conservation Trust

Notes to the accounts (continued) For the year to 30 March 2022

6 Staff costs, trustee remuneration and expenses and the cost of key management personnel

	2022 £	2021 £
Salaries	62,424	61,097
Employer's National Insurance (net of employment allowance)	695	-
Employer's pension contribution	1,747	1,828
	64,866	62,925

No employee received emoluments of more than £50,000. The average monthly number of employees during the year was 3.5. (2021: 4).

The charity trustees were not paid or received any other benefits from employment with the Charity or its subsidiary in the year.

The following trustees received reimbursements via the trading subsidiary:

Trustee	Expense	2022 £	2021 £
Frances Hill	Telephone contribution	120	120

No other trustees received reimbursed expenses during the year. No charity trustee received payment for professional or other services supplied to the charity.

The key management personnel of the charity comprise the trustees and the Managing Director. The total employee benefits of the key management personnel were £38,839 (2021: £26,402).

The Managing Director is married to a trustee. To avoid conflict of interest the trustee does not take part in discussions or decision making relating to staff remuneration.

7 Other fees payable to Independent examiner's organisation

	2022 £	2021 £
Independent examination fees	624	660
Other fees payable to the independent examiner's organisation		
Legal and professional fees - other professional services	270	-
Legal and professional fees - including software subscription, training and other services	180	360
Payroll administration	376	428
	826	788

8 Tangible fixed assets

	Equipment £	Total £
Cost or Valuation		
As at 31 March 2021	6,542	6,542
As at 30 March 2022	6,542	6,542
Depreciation		
As at 31 March 2021	6,542	6,542
Charge this year	-	-
As at 30 March 2022	6,542	6,542
Net Book Value		
As at 30 March 2022	-	-
As at 30 March 2021	-	-

Wood Lane Conservation Trust

Notes to the accounts (continued) For the year to 30 March 2022

9 Debtors

	Note	2022 £	2021 £
Trade debtors		35,233	36,646
Other debtors		-	3,577
Owed by trading subsidiary	14	21,871	7,928
		<u>57,104</u>	<u>48,151</u>

10 Creditors: amounts falling due within one year

	Note	2022 £	2021 £
Trade creditors		56	1,119
Taxes and social security		2,173	-
Other creditors		284	357
Accruals		894	1,020
Owed to trading subsidiary	14	-	-
		<u>3,407</u>	<u>2,496</u>

11 Restricted funds

There were no restricted funds during the year or in the previous year.

12 Net asset by fund

	Total Unrestricted 2022 £	Total Unrestricted 2021 £
Fixed assets	-	-
Net current assets	81,828	73,631
	<u>81,828</u>	<u>73,631</u>

13 Related Party Transactions

There were no additional related party transactions, other than those in note 8.

Wood Lane Conservation Trust

Notes to the accounts (continued) For the year to 30 March 2022

14 Operations of the trading subsidiary

Wood Lane Countryside Centre Ltd is a company limited by guarantee (Company number 11264778). The company is a wholly owned trading subsidiary on the basis of control by common directors. The company was incorporated on 20 March 2018 and the trading activities of the charity were transferred to this company with effect from 1 April 2018. The company operates the weddings, commercial room rental and other events carried on at the Centre and pays all its profits to the charity under the gift aid scheme. The charity has taken the exemption to not prepare group accounts.

The summary of the financial performany of the subsidiary alone is:

		2022		2021
		£	£	£
Turnover		72,153		506
Cost of sales and administriation costs		(26,665)		(4,158)
Reimbursed salary costs to the charity	Note	(13,920)		-
Rent charged by the charity	Note	(10,500)		-
Net profit/(loss)		21,068		(3,652)
Amount gift aided to the charity		(17,416)		-
Retained in subsidiary in the year		3,652		(3,652)
The assets and liabilities of the subsidiary as at the year end were:				
Other current assets			31,886	
Current assets		62,199		31,886
Due to the charity	(21,871)		(7,928)	
Other current liabilities	(40,328)		(27,610)	
Current liabilities		(62,199)		(35,538)
Aggregate reserves/ (Total net liabilities)		-		(3,652)

Notes

The subsidiary was loss making in 20-21 due to covid-19 restrictions placed on its operations. The charity received Sheffield City Council support grants relating to the hospitality industry, on behalf of the subsidiary. As the charity is not permitted to support the subsidiary with a transfer of funds, the charity has retained all the grant funding, and continued to support the subsidiary with cash flow support.

All salaried staff are employed by the charity. The proportion of time each employee works for the subsidiary activities is calculated, and the gross payroll costs recharged to the subsidiary.

Rent is recharged from the charity to the subsidiary for the use of the buildings, in line with other organisation rental charges. Due to covid, no rent was recharged during 20-21.

The monies owed to the subsidiary from the charity initially arose on the separation of activities due to advanced deposits and payments for weddings being received.

15 Contingent liability

As at the date of reporting, no notification of the utilities owed to Sheffield City Council for the financial year has been received, or for April 20 to March 21. The last bill to be received was for utility costs for September 2019 to March 2020, for £12,606.

As the amounts are unknown, a contingent liability exists.