

**CREATE SHEFFIELD**

(A COMPANY LIMITED BY GUARANTEE)

# **FINANCIAL STATEMENTS**

**FOR THE YEAR**

**01 APRIL 2021 – 31 MARCH 2022**

**Company Registration Number: 11633729**

**Registered Charity Number: 1189387**

# CREATE SHEFFIELD

## FINANCIAL STATEMENTS

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

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# CREATE SHEFFIELD

## OFFICERS AND PROFESSIONAL ADVISORS

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### **The Board of Trustees**

Amy Bannister  
Stephen Betts  
Edward Mackay (appointed 30 June 2021)  
Ian Naylor (appointed 5 October 2021)  
James Smythe  
Margot Walker

### **Other Directors who served during the period**

Daniel Smith (resigned 8 July 2021)  
Jo Towler (resigned 8 July 2021)  
Karen Dunn (resigned 23 March 2022)  
Mark Gannon (appointed 8 July 2021, resigned 23 March 2022)  
Kirstie Hamilton (resigned 23 March 2022)  
Rachael Walton (resigned 23 March 2022)

### **Programme Manager & Company Secretary**

Sophie Hunter (until 30 June 2022)

### **Accountant**

Jan Bonar CPFA

### **Registered Office**

Create Sheffield  
c/o Learn Sheffield  
Suite 6, Albion House  
Savile Street  
Sheffield  
S4 7UD

### **Solicitors**

Counterculture Partnership LLP  
Unit 115  
Ducie House  
Ducie Street  
Manchester  
M1 2JW

### **Bankers**

The Co-operative Bank  
Central Commercial Branch  
P O Box 250  
Skelmerdale  
WN8 6WT

### **Independent Examiner**

Sarah Lightfoot, FCA DChA  
Employee of:  
VAS Community Accountancy  
The Circle  
Rockingham Street  
Sheffield  
S1 4FW

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 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**

Create Sheffield is a company limited by guarantee governed by its Articles of Association (incorporated 22 October 2018 and amended by special resolution on 26 November 2019 and on 3 April 2020), registered in England and Wales. The company adopted wholly charitable Articles of Association with effect from 26 November 2019 and was recognised by HMRC as a charity for tax purposes with effect from that date. The company became registered with the Charity Commission in England and Wales during this financial period, on 6 May 2020. The Trustees also act as Directors for the purposes of company law and hold no share capital. There are currently 9 Members and the liability of each in the event of a winding-up is £1. The entity is governed by a Board of 6 Trustees. The charity employs one member of staff and outsources its requirement for additional administrative capacity to Member company Learn Sheffield, the cost of which is recharged to Create Sheffield. The Trustees have carried out a thorough review of the strategic and operational risks faced by the charity. Directors may be Nominated Directors or Co-Opted Directors. Each Member may appoint one Nominated Director, for a term of three years from the date of appointment, and the appointment of any Nominated Director will terminate automatically if the appointing body ceases to be a Member. Additionally, the Members or the Directors may appoint a person as a Co-opted Director, up to a maximum of six Co-opted Directors, for a term of three years from the date of appointment. The Trustees invited Ian Naylor to Chair the Board as a non-Trustee in 2018, as is allowable within the Articles of Association. Ian Naylor facilitated the discussions during Trustee meetings but does not have a vote in any Trustee decisions until he was made a Trustee on 5th October 2021. Ian Naylor stepped down as Chair on 8th December 2021, and since then Vice-Chair Margot Walker has been acting as Interim Chair, and will remain so until the recruitment and appointment of a new Chair. Trustees meetings are held at least 4 times a year to review the financial and operational state of the charity, and to set the strategic direction of the charity.

### **Objectives and activities**

The objects of the charity, being undertaken in the area of Sheffield and its surrounding areas for children and young people up to the age of 24, are as follows:

- To promote the efficiency and effectiveness of charities providing services for children or young people by providing support, advice, training and other assistance that develop the skills, capacities and capabilities of those beneficiaries to enable them to participate in arts culture and heritage.
- To promote the effective use of resources for charitable purposes and non-charitable bodies working with children and young people by liaising with and acting as a forum for the exchange of information between organisations that have a common goal of providing charitable services, activities or relief to those beneficiaries.
- To promote study and research to inform practice and development of educational opportunities to young people, provided that the useful results of such study are disseminated to the public at large.

Create Sheffield was constituted as a Cultural Education Partnership for Sheffield in response to Arts Council England's Cultural Education Challenge to improve the alignment of cultural education for young people in the city. The Members of the charitable company are all local arts and culture organisations and Create Sheffield provides a forum for these organisations, and others in the city, to work together to increase the collective impact of their cultural education offering. In shaping our objectives for the year and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'. The charity's vision is for "All children and young people in Sheffield (aged 0-24) to experience and participate in high quality art and culture. This will improve their quality of life and support their educational and employment outcomes."

# CREATE SHEFFIELD

## TRUSTEES' ANNUAL REPORT (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

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To deliver the objects, the charity's work focuses on 4 priorities:

1. **ORGANISE: CO-ORDINATION, COHERENCE & COMMUNICATION**

We are the key conduit for information, networking and professional development in relation to cultural education.

2. **VOCALISE: PROMOTION & ADVOCACY**

We promote the work of all those involved in Create Sheffield and advocate for diversity and the value of cultural education. Create Sheffield both celebrates and challenges.

3. **UNDERSTAND: RESEARCH-INFORMED STRATEGY**

We generate and use evidence-based policy and strategy to identify and address gaps in cultural provision and measure the impact of interventions.

4. **ENHANCE: INVESTMENT IN THE SHEFFIELD OFFER**

We identify and shape projects that engage all children and young people. We secure funding in partnership with other partners. Our belief in diversity and inclusion is a driver for full access for all.

### Achievements and Performance

The period 1st April 2021 – 31st March 2022 has seen the company re-focus its ambitions and build its business model following the world-wide Covid-19 pandemic.

This has included:

1. The continuation of the Partners' support programme which has sought to engage all arts and cultural organisations in the city who work with children and young people. Numbers of signed up arts Partners have increased to 68 this year through engagement in various initiatives, which includes 17 freelance practitioners. Partners have said they value the contacts that Create Sheffield is able to help them make, a sense of belonging to a community and the opportunity to work in partnership - not competition - with others in the city. Alongside 7 Learning and Participation meetings online, Partners' training sessions have been focused on what is happening in Sheffield schools, becoming a Create Sheffield partner, dreaming strategically together, working with young people creatively online, Sheffield Adventures commissions and a digital marketplace. One face to face session Teachmeet was held for both arts and education Partners to come together to network and share practice.
2. Create Sheffield engaged freelance Creative Education Producers to understand more about engagement with schools, and to develop a 12-session online conference entitled Why Creativity Matters NOW! with 147 attendees. This work has enabled Create Sheffield to understand more clearly about the needs of schools and to develop new focused training schemes and opportunities in response.
3. The successful 'community of practice' for creative teachers from Special Education settings in Sheffield has continued to support teachers to embed arts and culture and share practice with each other. The group have built a website to share the children and young people's work during Covid and engaged with arts and cultural Partners who have a Special Education interest. Since December 2021, when face to face meetings became feasible again, the group has met 3 times to share practice and to inspire each other with creative activities that have then been taken back into the classroom to engage children.
4. The results of Create Sheffield's second city-wide data gathering exercise were gathered, analysed, and disseminated to all Partner and supporter organisations, as well as publicly. Through the engagement of an external evaluator, Create Sheffield evaluated the impact of its work in the city, particularly the impact of the Sheffield Adventures and Why Creativity Matters NOW! strands.
5. Communications continued to be an important strand of the company's work, supporting Partners to connect through social media and two regular newsletters with 500 subscribers. The website continued to be developed

# CREATE SHEFFIELD

## TRUSTEES' ANNUAL REPORT (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

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during 2021/22 and remained as a portal for the public to connect to all Create Sheffield Partners, and to champion good practice in the city. The website also housed the ongoing developments of the Sheffield Adventures strand of work, which explores Sheffield as a learning resource. Three new Sheffield Adventures were commissioned from artists/arts organisations in the city and developed with children and young people in the summer of 2021. The Sheffield Adventures became affiliated with the Sheffield Children's University.

6. Create Sheffield has continued its support for and engagement with the Virtual School for Children Looked After, facilitating an evaluation report, connecting foster families and the Looked After children and young people with opportunities in the city.
7. Create Sheffield supported arts commissioning for the Holiday Activities and Food scheme, offering opportunities for arts and cultural Partners and supporting both Sheffield City Council and Voluntary Action Sheffield to build capacity and understanding about how best to commission arts and cultural providers.
8. As lockdown eased in July, the family event, 'Let's Get Arty with a Bear Trail Party' took place in the Millennium Gallery, hosted by Create Sheffield in partnership with Site Gallery, Sheffield Theatres and Sheffield Museums. 156 people attended from a wide variety of postcodes across the city. This event was in celebration of the Children's Hospital Charity 'Bears of Sheffield' Sculpture Trail and offered families the chance to receive an Arts Award Discover certificate for taking part.

Additionally, Create Sheffield has offered support, advice and training for gatekeepers to young people – for teachers, artists, creatives and those working in youth service in Sheffield – to assist with their efficiency and the effectiveness of their offer for young people. The company has worked to bring organisations together, with the common goal of learning about each other's needs, and improving and increasing the quality of the offers available to children and young people.

### Future Plans

The Board of Trustees have received permission from IVE for the PI funding period to be extended to the end of September 2022 to allow for funding to be spent and KPIs to be met due to inevitable delays caused by Covid-19 and lockdowns. The evaluation report for the 3-years of PI funding will be delivered to the Trustees for approval by the end of August 2022 and then shared with IVE.

From 1st April 2022, Create Sheffield will be stabilised through purchased support from Learn Sheffield with office space, HR and Finance, and management support. The charity's focus will be to deliver a new 3-tier subscription offer from September 2022 for both arts and education partners, to support their engagement in cultural education. The Universal subscription offer will include a new bi-annual Forum in order to identify arts and cultural education priorities and workstreams, and make recommendations to the Trust Board.

Create Sheffield has been successful in securing a new block of Partnership Investment funding from IVE, supported by Sheffield Museums and Sheffield Hallam University. The funding will pilot Sheffield Curriculum Adventures in the Shirecliffe area of Sheffield and will be guided by a freelance Creative Producer. The project runs from June 2022 – December 2023.

In July 2022, new Trustees, including a new Chair, will be recruited to the Board of Trustees supported by a Business Consultant. The Trustees will continue to support the Programme Manager with the development of ambitious plans to fulfil the charity's vision that all children and young people in Sheffield will be able to thrive by experiencing, participating in and benefiting from the city's creativity and cultural education.

### Financial Review

The coronavirus pandemic affected operations for the whole of the 2020-21 financial year, however the charity remained on a sound financial footing throughout. Almost all the budgeted income for the period was received as expected, with the original Partnership Investment (PI) funding from 'We are IVE' drawing to a close just after the end of this financial year, Create Sheffield began to diversify its activities outside of this initial funding agreement - funding which had been the

# CREATE SHEFFIELD

## TRUSTEES' ANNUAL REPORT (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

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catalyst for the original formation of the charity - and began reviewing its business plan to create a sustainable model to support its ongoing work. As such, whereas previously the organisation had been focusing solely on this original project, the new strands of activity now forming outside of this original funding programme require us to distinguish the fund accounting of these various new strands of activity. Accordingly, the original project is now shown as a restricted fund, with the new activities accounted as either unrestricted funds or a separate restricted fund, dependent on the source of their funding. The balance of the PI Project funding which was held at the end of the previous financial year has accordingly been transferred to the restricted fund balance for this financial year.

Create Sheffield has now received the full external funding needed to unlock the total match-funding pledged by 'We are IVE' for the PI project, with receipt of the final instalment of this anticipated upon the delivery of the final project report in September 2022. Once this match-funding income target had been met early in the year, all subsequent membership subscriptions received in 2021-22 have accordingly been recognised as unrestricted funds, and therefore an unrestricted reserve fund has started to build. As is required by the PI funding agreement, the remaining PI funds have been largely spent down during this financial period, with the expectation that the remaining balance will be spent down in full by the end of the project in September 2022. At the year-end date, the charity held £23,644 of unrestricted funds alongside £14,358 as the remaining PI project restricted fund and a further £1,675 as the balance of the new TAP project with Sheffield University. With new income streams planned through the Universal Subscription and the successful award of a second tranche of partnership funding for the forthcoming year, the accounts are prepared on a going concern basis. There is also further work being undertaken to develop the organisational strategy that will unlock further partnership investment in the forthcoming year.

### Reserves

The Directors aim to maintain general funds based on Create Sheffield's sustainability and the management of risk, including redundancy and project closure costs. This will be reviewed annually with the aim of increasing the reserves total to take account of extra staff joining the project or additional work being undertaken.

The company's aim is to maintain unrestricted funds as working capital to a level that represents approximately three months' central costs of future expenditure to aid cash flow and provide for an orderly wind down in the event of an unexpected reduction in the funds obtained. For the forthcoming year 2022-23 three months future expenditure relating to unrestricted funds would equate to £14,833. By the end of the current financial period, this level of held unrestricted reserves had been exceeded, with the charity holding unrestricted reserves of £23,644. It is anticipated that this level of reserves will reduce during 2022-23 as new income streams are developed and could sit closer to the target level by March 23.

### Responsibilities of the Trustees

The Trustees, who are also the directors of Create Sheffield for the purposes of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## CREATE SHEFFIELD

### TRUSTEES' ANNUAL REPORT (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

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

For the financial year ended 31 March 2022 the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Signed by order of the Trustees

A handwritten signature in cursive script, appearing to read 'M. Walker', is written in dark ink.

M Walker

Trustee

Approved by the Trustees on 13 July 2022



# CREATE SHEFFIELD

## INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

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### Independent examiner's report to the directors of Create Sheffield ('the Company')

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

1 August 2022

# CREATE SHEFFIELD

## STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

	Notes	Unrestricted Funds	Restricted Funds	Total funds 2021-22	Total funds 2020-21
		£	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>					
Donations	2	18,600	22,600	41,200	26,200
Other trading activities	3	-	-	-	5,000
Charitable activities	4	11,865	18,000	29,865	40,000
<b>TOTAL</b>		<b>30,465</b>	<b>40,600</b>	<b>71,065</b>	<b>71,200</b>
<b>EXPENDITURE ON:</b>					
Raising Funds	5	6,671	6,431	13,102	3,170
Charitable activities	6	150	74,796	74,946	53,501
<b>TOTAL</b>		<b>6,821</b>	<b>81,227</b>	<b>88,048</b>	<b>56,671</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>23,644</b>	<b>(40,627)</b>	<b>(16,983)</b>	<b>14,529</b>
Transfers between funds	14	(56,660)	56,660	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(33,016)</b>	<b>16,033</b>	<b>(16,983)</b>	<b>14,529</b>
<b>RECONCILIATION OF FUNDS:</b>					
Fund balances brought forward		56,660	-	56,660	42,131
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>23,644</b>	<b>16,033</b>	<b>39,677</b>	<b>56,660</b>

The statement of financial activities includes all gains and losses recognised in the period.  
All income and expenditure derives from continuing activities.  
There is no liability for corporation tax due on activities.

The notes on pages 12 to 19 form part of these financial statements

# CREATE SHEFFIELD

## STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2022

	Note	March-22 £	March-21 £
<b>FIXED ASSETS</b>			
Tangible assets	10	<u>222</u>	<u>756</u>
		222	756
<b>CURRENT ASSETS</b>			
Debtors & prepayments	11	890	3,342
Cash at bank and in hand	12	<u>65,518</u>	<u>55,614</u>
<b>Total current assets</b>		<u>66,408</u>	<u>58,956</u>
<b>LIABILITIES</b>			
Creditors: Amounts falling due within one year	13	(20,287)	(3,052)
<b>NET CURRENT ASSETS</b>		<u>46,121</u>	<u>55,904</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>46,343</u>	<u>56,660</u>
<b>Non-current liabilities: Deferred income</b>		(6,666)	-
<b>TOTAL NET ASSETS</b>		<u>39,677</u>	<u>56,660</u>
<b>THE FUNDS OF THE CHARITY</b>			
Unrestricted funds			
Designated funds	14	-	756
General funds	14	<u>23,644</u>	<u>55,904</u>
<b>Total unrestricted funds</b>		<u>23,644</u>	<u>56,660</u>
Restricted funds	14	16,033	-
<b>Total charity funds</b>	15	<u>39,677</u>	<u>56,660</u>

For the year ended 31/03/2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No Members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility 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 the small companies regime.

These financial statements were approved by the directors and authorised for issue on 13 July 2022, and are signed on their behalf by:

M Walker  
Director



Company Registration Number: 11633729

The notes on pages 12 to 19 form part of these financial statements.

# CREATE SHEFFIELD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

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### 1. ACCOUNTING POLICIES

#### 1.1 Company information

Create Sheffield is a charitable company limited by guarantee registered in England and Wales, company number 11633729, incorporated on 22 October 2018 and adopting wholly charitable Articles of Association with effect from 26 November 2019. It finalised its registration with the Charity Commission in England and Wales on 6 May 2020 becoming registered charity number 1189387. It was recognised by HMRC as being a charity for tax purposes with effect from 26 November 2019. The registered office is Create Sheffield, c/o Learn Sheffield, Suite 6, Albion House, Savile Street, Sheffield, S4 7UD.

#### 1.2 Accounting convention

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 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. This is the first time that the accounts have been prepared under FRS 102 and the Charities SORP FRS 102.

Create Sheffield meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). Listed investments are held at fair value.

The financial statements are prepared in sterling which is the financial currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

#### 1.3 Cash flow statement

The Trustees have taken advantage of the exemption in the Charities SORP from including a cash flow statement in the financial statements on the grounds that the organisation is a small charity with a turnover of less than £500,000.

#### 1.4 Pensions

Create Sheffield's Pension Scheme is run by NEST. It is a defined contribution scheme, open to all employees, and meets the requirements of auto-enrolment. The employer contributions are recognised in expenditure for the year, and there are no liabilities resulting from the scheme.

#### 1.5 Income

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receipt is deemed to be probable. This includes receipt of membership subscriptions by member organisations where these are, in substance, donations rather than payment for goods or services, and grants of a general, non-contractual nature provided by government and charitable foundations.

Income from other trading activities includes income from sponsorships which cannot be considered pure donations and is recognised when a legal entitlement exists.

#### 1.6 Expenditure

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Support costs are those incurred directly in support of expenditure on the objects of the charity and includes salary costs and other costs of running the office. Support costs also incorporate governance costs. Where possible costs are directly allocated to activities. Remaining costs are apportioned to the charitable activities based on staff time.

#### 1.7 Fund accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor.

#### **1.8 Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised at cost and depreciated on a straight-line basis over their estimated useful lives as follows:-

Office equipment	3 years
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The gain or loss on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to the income statement.

#### **1.9 Financial instruments**

As per the definition of FRS 102, the charity makes use of only basic financial instruments which are initially recognised at transaction value and subsequently measured at settlement value. Financial instruments held by the entity comprise debtors, creditors and cash.

#### **1.10 Cash and cash equivalents**

Cash and cash equivalents are basic financial assets and include cash-in-hand and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **1.11 Taxation**

No provision has been made for taxation as the entity is a public benefit entity which is exempt from UK direct taxation on its charitable activities.

#### **1.12 Going concern**

These financial statements have been prepared on the going concern basis. In making this assessment, the charity's Trustees have considered all available information about the future for at least, but not limited to, 12 months from the date the financial statements are approved. There are no material uncertainties regarding the charity's ability to continue.

#### **1.13 Significant judgements and estimations**

The Trustees have given consideration to the significant judgements and estimates made in compiling the financial statements. The Trustees do not consider estimates or judgements made to be material to the financial statements. Accruals are made when activity has occurred for which a cash outflow is expected, but for which no invoice has been received. Estimates are based on prior experience and knowledge.

**2 DONATIONS**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Membership subscriptions	18,600	17,600	36,200	26,200
Other donations	-	5,000	5,000	-
	<u>18,600</u>	<u>22,600</u>	<u>41,200</u>	<u>26,200</u>

As subscribing Member organisations do not receive any goods or services in return for their subscription payment which are not also available to non-subscribing Member organisations, there is no contractual obligation for payment to be made, and no performance-related conditions attached to the payment, the subscription payment is, in substance, a donation to the charity.

**3 OTHER TRADING ACTIVITIES**

	Total 2022 £	Total 2021 £
Corporate sponsorship	-	5,000
	<u>-</u>	<u>5,000</u>

**4 INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Partnership Investment grant from 'We Are IVE'	-	15,000	15,000	40,000
Other	11,865	3,000	14,865	-
	<u>11,865</u>	<u>18,000</u>	<u>29,865</u>	<u>40,000</u>

**5 COSTS OF RAISING FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Staff costs (see note 9)	6,671	-	6,671	979
Support costs (see note 7)	-	6,431	6,431	2,191
	<u>6,671</u>	<u>6,431</u>	<u>13,102</u>	<u>3,170</u>

# CREATE SHEFFIELD

## NOTES TO THE FINANCIAL STATEMENTS (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

### 6 COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Direct costs	150	35,796	35,946	13,173
Staff costs (see note 9)	-	19,857	19,857	18,419
Support costs (see note 7)	-	19,143	19,143	21,909
	<u>150</u>	<u>74,796</u>	<u>74,946</u>	<u>53,501</u>

### 7 SUPPORT COSTS (INCLUDING GOVERNANCE COSTS)

	2022 £	2021 £
Governance (see note 8)	14,468	8,980
Other Staff Costs (see note 9)	8,716	12,661
Payroll processing	103	103
Office/IT support/misc	858	913
Insurance	640	615
General travel & subsistence	76	100
Staff training/Professional development	180	195
Depreciation	533	533
	<u>25,574</u>	<u>24,100</u>

Support costs (including governance) are apportioned among the charitable activities costs and the cost of raising funds (notes 5 & 6). Direct costs are allocated wherever possible. Remaining costs are apportioned on the basis of the Programme Manager's time spent on each activity.

### 8 GOVERNANCE COSTS

	2022 £	2021 £
Staff Costs (see note 9)	4,472	4,780
Accountancy Costs	3,925	3,036
Independent Examination	660	600
Legal fees	288	551
Board Meeting Costs	42	-
Business Development Costs	5,068	-
Compliance Costs	13	13
	<u>14,468</u>	<u>8,980</u>

The independent examination fee payable was £660. In addition, £103 was paid to the independent examiner's organisation for payroll processing services.

**9 ANALYSIS OF STAFF COSTS, TRUSTEE REMUNERATION AND EXPENSES AND THE COSTS OF KEY MANAGEMENT PERSONNEL**

	2022	2021
	£	£
Salaries	20,295	19,200
Pension costs	421	389
Employers' NI	1,560	1,441
Employment allowance	(1,560)	(1,441)
Seconded Staff Costs	19,000	17,250
	<u>39,716</u>	<u>36,839</u>

The company employed an average of 1 employee (0.6 FTE) during the financial period (2021: 1 employee; 0.6 FTE)

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2021: £nil) neither were they reimbursed expenses during the year (2021: £nil). Margot Walker was paid £2,100 in the year (2021: £nil) for the provision of professional business support. This payment to a trustee is allowable under the governing document. No other charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

Total remuneration for key management personnel - the Programme Manager - was £22,276 including employer pension contributions and employers' NI, plus a fee of £1,400 for freelance work separate to her contract of employment (2021: £21,030 from employment only). No employees had emoluments of above £60,000 in the current or previous reporting period.

**10 TANGIBLE FIXED ASSETS**

	Office Equipment £	Total £
<b>COST:</b>		
At 01 April 2021	1,598	1,598
Additions	-	-
At 31 March 2022	<u>1,598</u>	<u>1,598</u>
<b>DEPRECIATION:</b>		
At 01 April 2021	842	842
Charge for the period	534	534
At 31 March 2022	<u>1,376</u>	<u>1,376</u>
<b>NET BOOK VALUE:</b>		
At 31 March 2022	<u>222</u>	<u>222</u>
At 31 March 2021	<u>756</u>	<u>756</u>



# CREATE SHEFFIELD

## NOTES TO THE FINANCIAL STATEMENTS (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

### 11 DEBTORS

	March-22 £	March-21 £
Prepayments	890	3,342
	<u>890</u>	<u>3,342</u>

### 12 CASH AND CASH EQUIVALENTS

	March-22 £	March-21 £
Cash at bank and in hand	65,518	55,614
Total cash and cash equivalents	<u>65,518</u>	<u>55,614</u>

### 13 CREDITORS: Amounts falling due within one year

	March-22 £	March-21 £
Trade creditors	6,312	24
Deferred income	6,667	-
Accruals	7,308	2,819
PAYE Creditor	-	209
	<u>20,287</u>	<u>3,052</u>

### 14 FUNDS

	Opening Balance 01 Apr 2021 £	Income £	Expenditure £	Transfers between funds £	Net mov't in funds 2021 £	Closing Balance 31 Mar 2022 £
General funds	55,904	30,465	(6,821)	(55,904)	(32,260)	23,644
Designated funds - fixed asset reserve	756	-	-	(756)	(756)	-
<i>Subtotal - Unrestricted Funds</i>	<u>56,660</u>	<u>30,465</u>	<u>(6,821)</u>	<u>(56,660)</u>	<u>(33,016)</u>	<u>23,644</u>
Restricted funds - Partnership Investment Project	-	37,600	(79,902)	56,660	14,358	14,358
Restricted funds - TAP Project	-	3,000	(1,325)	-	1,675	1,675
<i>Subtotal - Restricted Funds</i>	<u>-</u>	<u>40,600</u>	<u>(81,227)</u>	<u>56,660</u>	<u>16,033</u>	<u>16,033</u>
	<u>56,660</u>	<u>71,065</u>	<u>(88,048)</u>	<u>-</u>	<u>(16,983)</u>	<u>39,677</u>

The general fund comprises monies that can be used in accordance with the charitable objects of the Charity at the discretion of the trustees.

Restricted funds – Partnership Investment Project: until March 2021, Create Sheffield was working exclusively on a single project (here referred to as the 'Partnership Investment Project'), the funding for which came from membership subscription donations from membership organisations together with a significant element of match-funding from 'We are IVE'. As all activity undertaken by the charity until that point was towards this single project, all income and expenditure were effectively deemed to be unrestricted funds, as all funds could be used by the Trustees towards any aspect of this single-focus project, that the charity had been originally founded specifically to undertake. Since April 2021, with the funding period for this original project

# CREATE SHEFFIELD

## NOTES TO THE FINANCIAL STATEMENTS (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

activity drawing to a close, the charity has begun to explore additional activities outside of this original funding agreement. As such, the funds for the Partnership Investment Project can no longer be used by the Trustees towards any of the activity undertaken by the charity, but instead must be accounted for, and reported to the funders, as a discrete activity. Accordingly, this is now recognised as restricted activity, with the funding being spent down leading to the finalisation of the project in September 2022, hence the transfer between funds of the unrestricted fund balance as at 1 April 2021 to a new restricted fund balance, including the designated fixed asset reserve.

## 15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds 2022 £	Restricted Funds 2022 £	Total 2022 £
Tangible fixed assets	-	222	222
Debtors and prepayments	-	890	890
Cash at bank and in hand	36,977	28,541	65,518
Creditors: due within one year	(6,667)	(13,620)	(20,287)
Creditors: due within more than one year	(6,666)	-	(6,666)
	<u>23,644</u>	<u>16,033</u>	<u>39,677</u>

*Prior year comparison:*

	General Funds 2021 £	Designated Funds 2021 £	Total 2021 £
Tangible fixed assets	-	756	756
Debtors and prepayments	3,342	-	3,342
Cash at bank and in hand	55,614	-	55,614
Creditors: due within one year	(3,052)	-	(3,052)
	<u>55,904</u>	<u>756</u>	<u>56,660</u>

## 16 RELATED PARTY TRANSACTIONS

During the year, member organisations with nominated Directors who are key management personnel at those organisations collectively donated £31,200 (2021: 16,200).

The charity enjoys a close working relationship with Learn Sheffield, a not for profit limited by guarantee. Stephen Betts, trustee, is Chief Executive of Learn Sheffield.

Learn Sheffield donated £16,200 (2021: £16,200) – £12,600 of this fund was restricted towards the PI Project, the remainder was unrestricted. In addition, Learn Sheffield contracted Create Sheffield to deliver services for a total fee of

# CREATE SHEFFIELD

## NOTES TO THE FINANCIAL STATEMENTS (cont'd)

FOR THE YEAR 01 APRIL 2021 – 31 MARCH 2022

£22,000 (2021: nil), of which £13,333 was deferred towards service delivery in 2022-24 included under 'Income from Charitable Activities'.

A payment of £19,000 was made to Learn Sheffield during the year for provision of administrative services (2021: £17,500).

There were no outstanding balances with related parties as at 31 March 2022.

There were no other related party transactions to report in either the current or prior reporting period.

### 17 COMPANY LIMITED BY GUARANTEE

The company is a Company Limited by Guarantee and has no share capital. The liability of each member in the event of a winding-up is limited to £1. There are currently 9 members.

### 18 COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES 2020-21

	Unrestricted Funds	Restricted Funds	Total funds 01 April 2020 - to 31 March 2021 (12 months)
	£	£	£
<b>INCOME AND ENDOWMENTS FROM:</b>			
Donations	26,200	-	26,200
Other trading activities	5,000	-	5,000
Charitable activities	40,000	-	40,000
<b>TOTAL</b>	<b>71,200</b>	<b>-</b>	<b>71,200</b>
<b>EXPENDITURE ON:</b>			
Raising Funds	3,158	12	3,170
Charitable activities	53,383	118	53,501
<b>TOTAL</b>	<b>56,541</b>	<b>130</b>	<b>56,671</b>
<b>NET INCOME/(EXPENDITURE) &amp; NET MOVEMENT IN FUNDS</b>	<b>14,659</b>	<b>(130)</b>	<b>14,529</b>
Fund balances brought forward	42,001	130	42,131
<b>RECONCILIATION OF FUNDS:</b>			
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>56,660</b>	<b>-</b>	<b>56,660</b>