

Company number: 11633729
Charity number: 1189387

Create Sheffield

Annual Report and Unaudited Financial Statements
for the year ended 31 March 2024

Create Sheffield

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Create Sheffield

Legal and administrative information for the year ended 31 March 2024

The Board of Trustees

Amy Bannister	Resigned 30 April 2023
Stephen Betts	
Edward Mackay	
Ian Naylor	
James Smythe	Resigned 8 June 2023
Margot Walker	Resigned 31 March 2024
Paul Duffus	
Roger Bateman	Resigned 14 September 2023
Alexandra Woodall	
Patricia Cochrane	
Matthew Goodland	Appointed 8 June 2023

Key management and Company Secretary

Programme Manager	Laura Travis (from March 2023)	
Management accountant	Samantha Dunker	Company secretary

Registered office

C/o Learn Sheffield
Suite 6 Albion House
Savile Street
Sheffield
S4 7UD

Company Number

11633729

Charity number

1189387

Accountants

Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Create Sheffield

Trustees' annual report for the year ended 31 March 2024

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2024 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 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 on 6 May 2020. The Trustees also act as Directors for the purposes of company law and hold no share capital. There are currently 7 members and the liability of each in the event of a winding-up is £1.

The entity is now governed by a Board of seven Trustees following the recruitment of one new trustee and the resignation of four trustees during the period. Following the retirement of our Sheffield City Council observer we are waiting for their replacement to start in the role. We plan to recruit new trustees in 2024, we are looking for trustees with lived experience of facing barriers to working in the creative industries as well as those with senior leader experience in education.

Objectives and activities

Create Sheffield is Sheffield's Local Cultural Education Partnership (LCEP). Create Sheffield aims to engage all children and young people across Sheffield with the arts and cultural industries, working to remove barriers to engagement where they exist. We work strategically with a range of organisations and are here to facilitate and celebrate young people's participation in arts and culture.

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 to have the same access to creative expression, no matter their background."*

Create Sheffield

Trustees' annual report - continued for the year ended 31 March 2024

Achievements and Performance

The period 1 April 2023 – 31 March 2024 has seen considerable change at Create Sheffield. Until March 2023, Create Sheffield, like all LCEPs in Yorkshire and Humber was supported by the regional Bridge organisation, We are IVE. Ten regional Bridge organisations had been funded by the Arts Council England (ACE) to work in a brokerage role between schools and arts organisation since 2012. This funding ceased in March 2023, and We Are IVE also lost ACE continuation funding.

The end of this support from We are IVE, as well as a change in staff at Create Sheffield, offered the opportunity to reflect, review and consult with partners as well as with children and young people across Sheffield. Residual income from ACE project grants, as well as match funding from the Virtual School, allowed two pieces of research into city-wide strategic issues to be commissioned.

The first commission focused on what people and organisations would want, and need, from a partnership with Create Sheffield. 100% of participating partner organisations said they found the network helpful. They experienced better access to training or information, higher public awareness of their work and found that people had more trust in their organisation. The research highlighted that partners needed to be from beyond the arts & cultural sector. As a result, Create Sheffield have been actively recruiting partners from strategic, community and education sectors. By building a stronger, more connected network of people who work with children and young people and are enthusiastic about the positive impact that engagement with arts & cultural can have, we are better positioned to achieve our charitable aims.

A second commission, Creativity for All, was researched by the Voice & Influence team. The team are all care-experienced young people from Sheffield and are emerging experts in gathering the voices of seldom-heard young people. The team consulted with children and young people in the more deprived areas of Sheffield about what they thought arts & culture was, what it meant to them and what they would like to see more of in the future and where. The report, as well as forming the basis for the Create Sheffield strategic plan has been used by other providers in the city to inform their work.

Additionally, Create Sheffield has offered support, advice, and training for people and organisations, who work with children and young people – including teachers, artists, creatives and those working in community youth services in the city – to assist with the efficiency and effectiveness of their offer for young people. Create Sheffield has worked to bring organisations together, to create spaces where people can learn together with the common goal of learning about each other's needs, and to improve and increase the quality of the offers available to children and young people.

Create Sheffield

Trustees' annual report - continued for the year ended 31 March 2024

Future Plans

The commissioned research carried out this year has strengthened our belief that every child and young person in Sheffield deserves the same access to creative expression, no matter their background. Create Sheffield's strategy and priorities, for the next year and beyond, are being redeveloped in line with the findings of the research. We are doing this at a time when creative expression is rapidly disappearing from our education establishments and so the need to find different ways to ensure equitable access is greater. The Create Sheffield team are working with strategic partners to ensure that children, young people and education are all firmly embedded in the city's forthcoming new cultural strategy.

We are working with partners, including Sheffield City Council, to submit funding applications for various project grants. These projects will fund activity in line with our charitable objectives as well as contribute to the core costs of running the organisation. We know that our current funding model is not sustainable and are working on a local, regional and national level to demonstrate the importance of local cultural education partnerships with the aim of having a more sustainable funding model in place.

Financial Review

Through 2023-24 the charity has continued to work on the Arts Council England Partnership Investment projects that it was successful in securing towards the end of the 2022-23 financial year. The charity brought a significant restricted reserve forward from the 2022-23 year to support this. Residual income was also received in year as final settlement for the Partnership Investment projects. These projects have been used to enable the charity to diversify with the aim of creating a sustainable model to support the charity's ongoing work. The charity was notified at the start of the period that there would be no reporting requirements following the end of 'We are IVE' bridge activity with the Arts Council.

Reserves

Unrestricted reserves have increased significantly during the period. This is reflection of an increase in funding sources and a continuation of member contributions to cover the day to day running costs of the charity.

The charity's aim is to maintain unrestricted funds as working capital to a level that represents at least 3 months of running costs (calculated at £17,000) to aid cash flow and provide for an orderly wind down in the event of an unexpected reduction in funding.

Create Sheffield

Trustees' annual report - continued for the year ended 31 March 2024

Reserves (continued)

The charity is currently exceeding this aim while continuing to be mindful of the future challenges that one-off funding provides to sustainability. Whilst member funding has been secured to fund the day to day running of the organisation beyond this financial year, the Trustees and staff team continue to seek new funding opportunities beyond its members.

At the end of the current financial year the level of free reserves is £38,722 (2023: £13,547)

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Create Sheffield

**Trustees' annual report - continued
for the year ended 31 March 2024**

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.

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.

The trustees declare that they have approved the trustees' report above on 24th July '24.

Signed on behalf of the trustees:

Name: Paul Cochrane

Position: Chair

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

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

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) 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 charity'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 charities 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: S Cochrane
Susan Cochrane, FCA DChA
Seven Hills Accountants Limited
57 Burton Street
Sheffield
S6 2HH

Date: 05/08/2024

Create Sheffield

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

	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Income from:							
Donations	2	38,804	-	38,804	17,500	25,000	42,500
Charitable activities	3	14,667	16,000	30,667	3,667	79,000	82,667
Total income		53,471	16,000	69,471	21,167	104,000	125,167
Expenditure on:							
Charitable activities	4	29,971	73,637	103,608	31,264	45,547	76,811
Total expenditure		29,971	73,637	103,608	31,264	45,547	76,811
Net income/(expenditure)		23,500	(57,637)	(34,137)	(10,097)	58,453	48,356
Transfers between funds	12	1,675	(1,675)	-	-	-	-
Net movement in funds		25,175	(59,312)	(34,137)	(10,097)	58,453	48,356
Total funds brought forward		13,547	74,486	88,033	23,644	16,033	39,677
Total funds carried forward		38,722	15,174	53,896	13,547	74,486	88,033

Create Sheffield

Balance sheet

As at 31 March 2024

	Notes	2024 £	2023 £
Fixed Assets			
Tangible Assets	6	-	-
Current assets			
Debtors	9	5,751	5,614
Cash at bank and in hand		49,770	96,724
Total current assets		55,521	102,338
Creditors: amounts falling due within one year	10	(1,625)	(14,305)
Net current assets		53,896	88,033
Total assets less current liabilities		53,896	88,033
Creditors: amounts falling due after more than one year		-	-
Total net assets		53,896	88,033
Funds of the Charity			
General funds		38,722	13,547
Designated funds			
Total unrestricted funds		38,722	13,547
Restricted income funds	12	15,174	74,486
Total funds	13	53,896	88,033

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit 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 on 24 July '24 and signed on their behalf by:

Print name: P. COCHRANE.

Position: Chair

1 Accounting Policies

a Basis of preparation

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

The financial statements have been prepared in accordance with 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 charity meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

b Income

Income is recognised in the SOFA when the charity has entitlement to the funds, any performance conditions attached to the monies have been met, the receipt of the income is probable and its amount can be reliably measured.

Donations include 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.

c Expenditure and liabilities

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.

Support costs include central functions and governance costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

d Tangible fixed assets

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

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.

e 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.

f 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 of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

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

g Tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

h 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.

Create Sheffield
Notes to the Accounts - continued
For the year ended 31 March 2024

1 Accounting Policies - continued

i 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.

j 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 Income from donations

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Membership subscriptions	28,500	-	28,500	17,500	10,000	27,500
Other donations	10,304	-	10,304	-	15,000	15,000
	38,804	-	38,804	17,500	25,000	42,500

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. Agreed matched funding is shown

3 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Partnership Investment grant from 'We Are IVE'	-	16,000	16,000	-	69,000	69,000
Other	14,667	-	14,667	3,667	10,000	13,667
	14,667	16,000	30,667	3,667	79,000	82,667

4 Expenditure on charitable activities

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Unrestricted funds £	Restricted funds £	Total 2023 £
Direct project costs		-	43,284	43,284	-	16,517	16,517
Staff costs	6	14,896	26,622	41,518	2,450	5,006	7,456
Consultancy/seconded staff		-	-	-	2,385	6,675	9,060
Administrative support		-	-	-	7,795	8,402	16,197
Financial/ Strategic leadership support		8,058	2,499	10,557	13,546	3,455	17,001
Payroll processing		216	-	216	29	49	78
IT/Communications costs		4,588	1,180	5,768	1,672	3,212	4,884
General office costs		179	45	224	494	115	609
Insurance		766	-	766	781	-	781
Other personnel costs		155	-	155	1,175	-	1,175
Depreciation		-	-	-	171	116	287
Accountancy costs		150	-	150	75	-	75
Independent examination	5	630	-	630	678	-	678
Legal fees		137	-	137	-	-	-
Board meeting costs		196	7	203	13	-	13
Business development costs		-	-	-	-	2,000	2,000
		29,971	73,637	103,608	31,264	45,547	76,811

5 Fees to independent examiner's organisation

	2024	2023
	£	£
Fee for independent examination	<u>630</u>	<u>678</u>

Other fees of £150 were payable to the independent examiner's organisation for tax services.

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

	2024	2023
	£	£
Salaries	40,679	7,322
Employer's National Insurance	3,072	519
Employer's allowance	(3,072)	(519)
Pension costs	839	134
	<u>41,518</u>	<u>7,456</u>

No employee received emoluments of more than £60,000. The average number of employees during the period was 2 (2023: 1).

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

Remuneration for the key management personnel role of Programme Manager was £27,152 including employer pension contributions and employers' NI (2023: £7,226 from employment) and £20,073 for freelance work separate to contracts of employment (2023: £21,188).

Other key management and indirect trustee remuneration is noted in note 7 below.

7 Related party transactions

The charity enjoys close working relationships with its member organisations, in particular with Learn Sheffield, a not for profit limited by guarantee. Stephen Betts, trustee, is Chief Executive of Learn Sheffield.

During the year, member organisations with nominated or shared Directors/Trustees (including virtue of employment) collectively donated £30,500 (2023: £34,500). This includes agreed matched funding which has been restricted.

Learn Sheffield donated £17,500 (2023: £17,500) including restricted matched funding to the Partnership Investment Project. In addition, Learn Sheffield has contracted Create Sheffield to deliver services, of which £6,667 was earned towards service delivery in the year (2023: £6,667).

A contribution of £10,557 was made to Learn Sheffield during the year for provision of Financial/ Strategic leadership support (2023: £31,198 for Administrative support and Financial/ Strategic leadership support). This was a contribution towards financial support (provided by key management of the management accountant and her team) and strategic leadership provided by Stephen Betts ,CEO of Learn Sheffield and trustee of the charity (2023: £17,000).

There were no outstanding balances with related parties as at the year end.

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

Create Sheffield
Notes to the Accounts - continued
For the year ended 31 March 2024

8 Tangible Fixed Assets

	Office Equipment £	Total £
Cost or Valuation		
As at 1 April 2023	1,598	1,598
Additions	-	-
As at 31 March 2024	1,598	1,598
Depreciation		
As at 1 April 2023	1,598	1,598
Charge this period	-	-
As at 31 March 2024	1,598	1,598
Net Book Value		
As at 31 March 2024	-	-
As at 31 March 2023	-	-

9 Debtors

	2024 £	2023 £
Trade debtors	-	-
Prepayments	751	614
Other debtors	5,000	5,000
	5,751	5,614

10 Creditors: amounts falling due within one year

	Note	2024 £	2023 £
Trade creditors		616	4,835
Accruals		1,009	2,616
Other taxes and social security		-	188
Income received in advance	11	-	6,666
		1,625	14,305

11 Income received in advance

	Note	2024 £	2023 £
Brought forward		(6,666)	13,333
Released in the year		6,666	(6,667)
Deferred in the year		-	-
		-	6,666

12 Restricted funds

	Balance at 01-Apr-23 £	Income £	Expenditure £	Transfers £	Balance at 31-Mar-24 £
Partnership investment project	72,811	16,000	(73,637)	-	15,174
TAP project	1,675	-	-	(1,675)	-
	74,486	16,000	(73,637)	(1,675)	15,174

Partnership investment project

The 'Partnership Investment Project' with 'We are IVE' (and elements of agreed matched funding) is ring-fenced in a restricted fund. 'We are IVE' ceased to be a Bridge organisation with Arts Council England at the end of March 2023, but the funds shall remain showing as restricted until the projects are complete, to better show the project costs in their entirety.

TAP project

This project was discontinued by The University of Sheffield and the balance transferred to unrestricted funds.

Prior year comparative

	Balance at 01-Apr-22 £	Income £	Expenditure £	Transfers £	Balance at 31-Mar-23 £
Partnership investment project	14,358	104,000	(45,547)	-	72,811
TAP project	1,675	-	-	-	1,675
	16,033	104,000	(45,547)	-	74,486

13 Net assets by fund

	General funds £	Designated funds £	Restricted funds £	Total 2024 £
Tangible assets	-	-	-	-
Current assets	40,347	-	15,174	55,521
Creditors due within one year	(1,625)	-	-	(1,625)
	38,722	-	15,174	53,896
Prior year comparative	General funds £	Designated funds £	Restricted funds £	Total 2023 £
Tangible assets	-	-	-	-
Current assets	27,852	-	74,486	102,338
Creditors due within one year	(14,305)	-	-	(14,305)
	13,547	-	74,486	88,033