

Norfolk Park Tenants & Residents Association

Unaudited **DRAFT COPY**

Financial Statements

For the year ending 31 January 2023

Registered Charity no. 523929

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Norfolk Park Tenants & Residents Association

Committee report

For the year ending 31 January 2023

The members of the management committee during the year were:

Kim McMaster	Chair
Katrina Jones	Vice Chair
Joanne Morrison	Secretary
Elizabeth Hoyle	Treasurer
Racheal Wilkinson	Committee Member
Lucie McMaster	Committee Member
Albi Hoyle	Committee Member
Leah Howe	Committee Member
Kirsty Blythe	Committee Member

Principle Address

89 Guilford Rise
Norfolk Park
Sheffield
S2 2PP

Independent examiner

Susan Groves
Bookkeeping & Training Services
77 Mansfield Road
Intake
Sheffield
S12 2AH

Management committee's responsibilities for the financial statements

The management committee are responsible for preparing financial statements for each financial period which give a true and fair view of the state of affairs of the group and of the surplus or deficit of the group for that period. In preparing those financial statements, the management committee are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgments and estimates that are reasonable and prudent.

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

Aims and Objectives

To help the tenants and residents in the Norfolk Park area by representing their views and opinions by campaigning on local issues of importance.

We will also provide services , groups and activities.

Norfolk Park Tenants & Residents Association

Examiner Statement

For the year ending 31 January 2023

I report on the accounts for Norfolk Park Tenants Association which are set out on pages 4 to 6.

Responsibilities of the management committee and the examiner

As the management committee you are responsible for the preparation of the accounts.

It is my responsibility to state whether matters have come to my attention.

Basis of independent examiner's report

The examination included a review of the accounting records kept by the group and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

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

a to keep appropriate accounting records

b to prepare accounts which accord with the accounting records

have not been met; or

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

Signed: *Susan Groves*

Date : *03 July 2023*

Susan Groves

Independent Examiner

Bookkeeping & Training Services

Norfolk Park Tenants & Residents Association

Receipts and Payments account

For the year ending 31 January 2023

	Notes	Funds	restricted funds	TOTAL 2023	2022
Receipts	1				
Grants & Donations	2	£	£	£	£
Woodhouse erf	3	-	38,399	38,399	
Manor & Castle		-	748	748	2,417
Community Fund		-	4,726	4,726	2,647
Ward Pot		-	5,442	5,442	
Morrisons		-	-	-	500
SCC Community Fund		-	-	-	1,496
Personal Support		2,427	-	2,427	
Tenants Levy		1,455	-	1,455	1,251
Church food repaid	4	460	-	460	1,205
Woodhouse Admin payment		1,000	-	1,000	1,714
Events and activities		285	-	285	515
Other		890	-	890	
Office repayment	5	609	-	609	174
Total receipts		7,126	49,315	56,441	11,919
Payments					
Woodhouse ERF	3	-	38,399	38,399	
Norfolk Park Food Project		1,203	2,058	3,261	3,245
Equipment		-	-	-	370
Committee Exps		-	318	318	1,609
Guilford Grange	6	-	700	700	65
Church food	4	460	-	460	1,205
Events & Activities		-	3,048	3,048	4,734
Insurance		407	-	407	407
Office	5	3,008	-	3,008	
St Leonards		-	1,001	1,001	1,497
Other		-	140	140	74
Health & Safety		8	-	8	8
Independent Examination		-	-	-	-
Junior TARA		-	700	700	-
Donations		130	-	130	-
Total payments		5,216	46,364	51,580	13,214
Net receipts/(payments)		1,910	2,951	4,861	(1,295)
Fund balances brought forward		897	-	897	2,192
Fund balances carried forward		2,807	2,951	5,758	897

Norfolk Park Tenants & Residents Association

Statement of assets and liabilities

as at 31 January 2023

	2023	2022
	£	£
Assets		
Balance at bank	5,376	733
Cash in hand	382	164
	<u>5,758</u>	<u>897</u>
Liabilities		
Independent examination 2022	-	200
Independent examination 2023	200	-
	<u>200</u>	<u>200</u>

Committee member _____

Dated _____

Committee member _____

Dated _____

On behalf of the management committee

Norfolk Park Tenants & Residents Association

Notes to the Accounts

For the year ending 31 January 2023

1 Receipts and payments accounts

Because the level of income and expenditure is below £100,000, the group has opted for accounts prepared on a receipts and payments rather than an accruals basis.

This is in line with Charity Commissioners guidelines for small charities and is more appropriate for this project

2 Restricted Funds

The Charity received restricted funding throughout the year
All monies were spent according to the Funder specifications.

Funder	Incoming	Expended	C/fwd	
Woodhouse ERF	38,399	38,399	-	
Manor & Castle	748	748	-	
Community Fund	1,250	1,250	-	
Community Fund	1,100	1,100	-	
Community Fund	2,376	2,376	-	
Ward Pot	4,492	1,392	2,951	Newsletter, Gazebo & Defib
Ward Pot	950	950	-	
	49,315	46,364	2,951	

3 Woodhouse Redevelopment Fund

The organisation received the funding to oversee and monitor the Development of the project. There are supporting documents available showing income and expenditure along with relevant receipts.

The analysis of income and expenditure is not included within these accounts

4 Church food

The committee undertook the shopping for the church.

This was paid from the Charities' cash reserves

This was repaid, by cheque, each week.

5 Office Costs

These costs relate to cleaning, Gas, Electricity and Telephone charges.

however, the telephone also includes a charge for mobile phone. This phone belongs to TARA member and the amount is repaid back into the TARA bank each month

6 Guilford Grange

Received £700 for Jubilee Celebrations.

This was paid to them in cash.