

## **Sheffield Federation for School Sports**

### **Reference and Administrative Details for the year: 1 September 2021 - 31 August 2022**

**Trustees:**

Pat Howse :Chairman  
Steve Moran: Vice-Chairman  
Andy Davis: Hon Secretary  
Andrew Beare: Hon Treasurer  
Helen Raynes: Past Chair

**Principal Address:**

Pat Howse  
92 Knowle Lane  
Sheffield  
South Yorkshire  
S11 9SJ

**Charity Registered Number:** 523931

**Independent Examiner:**

Marriott Gibbs Rees Wallis Limited  
13 - 17 Paradise Square  
Sheffield  
South Yorkshire  
S1 2DE

## **Sheffield Federation for School Sports**

### **Trustees Annual Report for the year: 1 September 2021 - 31 August 2022**

#### **Aims and purposes**

The objective of the Federation is to foster the mental, moral and physical development of children by promoting and encouraging sporting activities, and to help charities as the Management Committee shall, from time to time, determine.

The Federation continues to be the main provider of competitive inter-school sporting opportunities for the city's school children, and the organiser of representative school city teams in a number of sports. These opportunities are provided through a number of individual sporting Associations, which are members of the Federation.

#### **Objectives**

The Federation is committed to enabling as many school pupils as possible to take part in sporting competitions. The Management meetings of the Federation (which take place 3 times a year) maintain an overview of the activities provided by individual sport Associations and support Associations where needed.

When planning activities for the year. The Federation continues to consider the possibilities of extending the offer of sporting competition to primary schools and to extending opportunities for inclusive sporting competition. Steady progress has been made in this direction.

#### **Activities**

##### ***Associations***

The Associations which have been active in 2021 – 22 have been:

- Athletics (primary and secondary)
- Badminton (primary and secondary)
- Basketball (secondary)
- Cricket (primary and secondary)
- Cross Country (primary and secondary)
- Cycle Speedway (primary and secondary)
- Football (primary, secondary and girls)
- Hockey (primary and secondary)
- Inclusive Sport (primary and secondary)
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- Orienteering (primary and secondary)
- Rounders (secondary)
- Rugby League (secondary)
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- Table Tennis (primary and secondary)
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These activities have been carried out for the purposes of the Federation providing the opportunity to enhance the child's development and have had regard for the Charities Commission guidance on public benefit.



## **Achievements & performance**

### ***Presentation Evening***

The annual Presentation Evening continues to be an impressive showcase for the federation. In January 2022 the evening was held at Sheffield Town Hall in the presence of the Lord Mayor, other councillors, sponsors and local sporting personalities. A full list of award winners can be found on the Federation's website: [www.sfss.co.uk](http://www.sfss.co.uk).

### **Inclusion and City Diversity**

The participation levels across the city has been a valuable asset throughout the year with many competitions having an increase in entries, increasing the number of schools and pupils participating. All activities are promoted for all children across all schools in the city, with an open entry procedure to enable more schools to enter with more children and teams. All thirty four secondary schools and 80 % of Primary schools enter our competitions, with additional pupils competing from other school settings including home schooled pupils.

Competition has been regular and varied to meet the needs of all pupils. Schools have achieved success across the city with success shared. In many of our activities, progress has been made by both individuals and teams at City, Regional and National level. In athletics, cross country, badminton, trampoline and orienteering, pupils have reached the final stages of national competition, bringing great recognition to the Federation's work.

These achievements help enhance the children's development, through building confidence and team building. These are skills that can be applied when taking part in future activities within the Federation for and outside in society as a whole.

### **Financial review**

The federation held cash reserves of £85,126 (2019 - £86,412) for the use of the federation and to be spent according to the governing document.

The Block Entry Fees (BEF) are the Federation's main funding mechanism. The rate for both primary and secondary schools was not raised for 2021 - 22. The income from BEF decreased by £8,016 this year. This is due to the timing of when BEF invoices are sent out and when payment is received which can fall into different financial years. All 33 secondary schools in the city were affiliated to the Federation and 75 primary schools.

Another important form of income is from Sheffield City Council who continue to support the Federation through an annual grant. The amount of £4,000 was approved and received for 2021-22, this is anticipated to continue in future years.

The COVID19 pandemic has provided many challenges and although we continue to face uncertainty the Trustees are confident that financially the Federation will have sufficient funds to continue to as a going concern.

The Federation holds a surplus cash balance at the end of the financial year and into 2023 upon the submission of this report. This umbrella organisation that oversees the provision of sporting competition for all Sheffield school children expects to receive continued annual membership fees from schools in future years to enhance the cashflow involved in the provision of sporting activities. The Federation has no significant liabilities or financial commitments and relies on the support of dedicated volunteers which enables the federation to manage cash flow in accordance with varying levels of funding.

Even though the reserves held have decreased by £1,286, the federation continues to receive the support and income mentioned above, therefore the trustees do not have any uncertainties about the federation continuing as a going concern.

### ***Reserves Policy***

For the previous four years it has been agreed that the Federation's Cafgold deposit account should not be used to support activities requiring current expenditure until the position regarding continuance of the Council's grant is settled. Without a grant, it would be likely that the Federation's reserves could be significantly reduced over a short period of time.

### ***Gift Aid***

The Federation is still registered with HMRC.

### ***Association Budgets***

All Association budgets were accepted by officers.

### ***Volunteers***

The Federation is entirely run by volunteers. This continues to be a major strength and provides continuity, as we are not subject to the vagaries of government initiatives and profit margins. The officers of the Federation would like to thank all those who have given up their time to help provide sporting activities as part of the Federation programme.

## **Structure, Governance and Management**

The charity is an unincorporated association governed by the rules of the Federation.

### ***Election of Officers***

The Vice-Chairman shall be elected bi-annually and shall become Chairman for the following two years.

The General Secretary and General Treasurer shall be elected annually.

Only representatives who have served on the Management Committee for twelve months shall be eligible for nomination to the post of Vice Chairman.

Nomination forms for these Officers shall be sent to all association secretaries of the Federation on or before 31st October. These papers shall be returned to the General Secretary within seven day). If there is more than one nominee for any position, voting will take place at the Annual General Meeting.

***Management meetings***

All Associations have up to three officers who can attend MMs – chair, secretary and treasurer. MMs are the decision-making body for the Federation, including approving budgets for the year. In accordance with the rules of the Federation, three MMs were held during the year, with all Associations but one being represented at a minimum of one meeting. They were well attended, with an average of 9 attendees.

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Pete Mcleod: Block Entry Form Secretary  
Helen Raynes: Charities Commission

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The reserves held have increased by £17,510, the federation continues to receive the support and income mentioned above, therefore the trustees do not have any uncertainties about the federation continuing as a going concern.

### ***Reserves Policy***

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It has now been confirmed that the grant is to continue for the foreseeable future. The reserves will be reviewed by the committee on an ongoing basis and allocated to provide additional funding to support the resourcing of school sports requirements of the federation where necessary, whilst ensuring that there are sufficient reserves to support the Federation as a going concern.

### ***Gift Aid***

The Federation is still registered with HMRC.

### ***Association Budgets***

All Association budgets were accepted by officers.

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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Sheffield Federation for School Sports

On accounts for the year  
ended

31 August 2022

Charity no  
(if any)

523931

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Tina Havenhand

Date:

21 June 2023

Name:

Tina Havenhand

Relevant professional  
qualification(s) or body  
(if any):

FCCA

Address:

First Floor, Unit 4, Broadfield Court

Sheffield

S8 0XF

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



**Give here brief details of any items that the examiner wishes to disclose.**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Sheffield Federation for School Sports

323931

## Receipts and payments accounts


CC16a

For the period from	Period end date	To	Period end date
	01/09/2021		31/08/2022

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bank Interest	32	-	-	32	4
Block Entry Fees	30,037	-	-	30,037	520
Donations	7,817	-	-	7,817	1,500
Equipment	-	-	-	-	-
Event Income	-	-	-	-	4,043
Grants	1,110	-	-	1,110	-
Miscellaneous	-	-	-	-	150
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>38,996</b>	<b>-</b>	<b>-</b>	<b>38,996</b>	<b>6,217</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>38,996</b>	<b>-</b>	<b>-</b>	<b>38,996</b>	<b>6,217</b>
<b>A3 Payments</b>					
Affiliation and Awards	1,591	-	-	1,591	832
Entry Fees	3,626	-	-	3,626	160
Equipment	1,035	-	-	1,035	299
Hire Charges	10,677	-	-	10,677	4,746
Insurance	1,467	-	-	1,467	1,357
Travel	-	-	-	-	-
Secretarial	400	-	-	400	-
Website	150	-	-	150	-
Miscellaneous	2,540	-	-	2,540	5,186
	-	-	-	-	-
<b>Sub total</b>	<b>21,486</b>	<b>-</b>	<b>-</b>	<b>21,486</b>	<b>12,580</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,486</b>	<b>-</b>	<b>-</b>	<b>21,486</b>	<b>12,580</b>
<b>Net of receipts/(payments)</b>	<b>17,510</b>	<b>-</b>	<b>-</b>	<b>17,510</b>	<b>- 6,363</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>78,763</b>	<b>-</b>	<b>-</b>	<b>78,763</b>	<b>85,126</b>
<b>Cash funds this year end</b>	<b>96,273</b>	<b>-</b>	<b>-</b>	<b>96,273</b>	<b>78,763</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CashCaf/CashGold	90,071	-	-
	Virgin Money	6,202	-	-
	<b>Total cash funds</b>	<b>96,273</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
Signature		Print Name		Date of approval
		ANDREW BEARE		21/06/2023

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Tina Havenhand

Date:

21 June 2023

Name:

Tina Havenhand

Relevant professional  
qualification(s) or body  
(if any):

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CC16a

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	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Bank Interest	32	-	-	32	4
Block Entry Fees	30,037	-	-	30,037	520
Donations	7,817	-	-	7,817	1,500
Equipment	-	-	-	-	-
Event Income	-	-	-	-	4,043
Grants	1,110	-	-	1,110	-
Miscellaneous	-	-	-	-	150
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>38,996</b>	<b>-</b>	<b>-</b>	<b>38,996</b>	<b>6,217</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>38,996</b>	<b>-</b>	<b>-</b>	<b>38,996</b>	<b>6,217</b>
<b>A3 Payments</b>					
Affiliation and Awards	1,591	-	-	1,591	832
Entry Fees	3,626	-	-	3,626	160
Equipment	1,035	-	-	1,035	299
Hire Charges	10,677	-	-	10,677	4,746
Insurance	1,467	-	-	1,467	1,357
Travel	-	-	-	-	-
Secretarial	400	-	-	400	-
Website	150	-	-	150	-
Miscellaneous	2,540	-	-	2,540	5,186
	-	-	-	-	-
<b>Sub total</b>	<b>21,486</b>	<b>-</b>	<b>-</b>	<b>21,486</b>	<b>12,580</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>21,486</b>	<b>-</b>	<b>-</b>	<b>21,486</b>	<b>12,580</b>
<b>Net of receipts/(payments)</b>	<b>17,510</b>	<b>-</b>	<b>-</b>	<b>17,510</b>	<b>- 6,363</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>78,763</b>	<b>-</b>	<b>-</b>	<b>78,763</b>	<b>85,126</b>
<b>Cash funds this year end</b>	<b>96,273</b>	<b>-</b>	<b>-</b>	<b>96,273</b>	<b>78,763</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CashCaf/CashGold	90,071	-	-
	Virgin Money	6,202	-	-
	<b>Total cash funds</b>	<b>96,273</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			ANDREW BEARE	21/06/2023