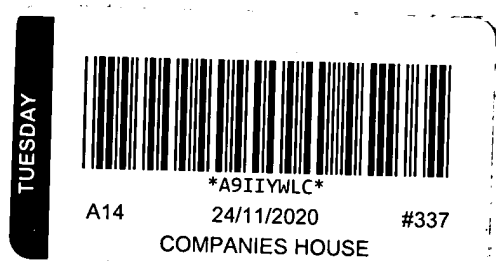


Company registration number: 06570187
Charity registration number: 1159717

South Sheffield Community Initiatives Ltd

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2020



South Sheffield Community Initiatives Ltd

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South Sheffield Community Initiatives Ltd

Legal and administrative information For the year ended 31 March 2020

Registered Charity Number

1159717

Registered Company Number

06570187

Trustees

Mr S G Bodey
Mr R D Butters
Mr J M Dunning
Mr S Hicks
Mrs K A Wilson

Company secretary

Mr S G Bodey

Registered Address

7 Greenfield Road
Sheffield
S8 7RQ

Accountants

VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

South Sheffield Community Initiatives Ltd

Trustees' annual report (incorporating the Directors' report) For the year ended 31 March 2020

The Trustees, who are also Directors for the purposes of company law, submit their annual report and the financial statements for the year ended 31 March 2020.

The Trustees confirm that the annual report and 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.

Structure, governance and management

The company was incorporated on 18 April 2008 and is constituted by its Articles and Memorandum of Association as amended by special resolution on 17 April 2015. The company is limited by guarantee and therefore has no share capital.

The company became a registered charity on 23 December 2014.

Organisational structure

The charity does not employ any paid staff. All strategic and governance issues are dealt with at trustees' meetings. These were held quarterly during the year. Day-to-day operational issues are managed by monthly meetings of the session supervisors. To ensure good communication between the strategic and operational groups, Kathryn Wilson, Steve Hicks and Steve Bodey attend both meetings.

Risk assessment

The Charity has no loans to third parties. The main risk to the Charity is the day-to-day running costs of the library. The Charity signed a lease on the library from the landlord, Sheffield City Council in March 2019. This is a full-repairing lease so any significant unexpected maintenance issues pose an additional risk. In addition, the Charity is now responsible for the costs of all compliance testing and also of any consequential works.

Recruitment and Training of Trustees

The charity's policy in respect of recruitment of directors is that anyone who is supportive of the Objects of the company would be eligible to be a director of the company always provided that their appointment is in accordance with the clauses 39 to 44 of the Articles of Association of the company. The company does not have a specific training programme for directors but will rely on using the services of specialist training providers to meet specific training needs as and when required. New directors will follow our internal trustee induction.

Objectives and activities

The objects of the Charity are to provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

The trustees have given due regard to guidance published by the Charity Commission in respect of public benefit when fulfilling the objectives of the Charity.

The Charity meets its objectives by running Jordanthorpe Library as a community hub, a safe space at the heart of the community. In addition to the core services of a library, we provide the following services and activities:

- | | | |
|--|--|---|
| • 10 public computers | • Printing, copying & scanning | • Refreshments |
| • Citizens' Advice service | • Reading group | • Craft groups |
| • Pre-schoolers' StoryTime | • School visits | • Visits from sheltered housing |
| • Provision of space for other organisations' services/courses | • Children's craft sessions and competitions | • Provision of food and activities in school holidays |

South Sheffield Community Initiatives Ltd

Trustees' annual report (incorporating the Directors' report) - continued For the year ended 31 March 2020

Achievements and performance

In October 2019 we celebrated the 5th anniversary of our managing Jordanthorpe Library. After a decrease in performance measures between October 2014 and March 2016, the last 3 years have seen significant increases:

- Membership up 7%
- Opening hours up 33%
- Visits up 39%
- Issues up 44%
- Computer sessions up 79%

The figures for 2019-20 contributed to this overall increase:

- Computer sessions up 13%
- Membership up 15%
- Opening hours up 17%
- Visits up 23%
- Issues down 0.7%

(Note: the figures in this section reflect the year up to 20th March 2020, when the library went into lockdown).

The fact that book issues have remained stable whilst visit numbers have increased by 23% indicates that the local community is visiting the library for the range of other activities available throughout the year.

One of the highlights of the year was the launch of the Citizens' Advice (CA) service in September 2019. In the first 6 months, 61 clients were seen with 149 different issues and £8,000 was gained by clients; Citizens' Advice Sheffield view this as a very successful start. Unfortunately, the face-to-face service was suspended in March 2020 due to Covid-19 regulations but we look forward to relaunching the service post-lockdown. We are grateful to South Yorkshire Community Foundation for a generous grant of £5,000 to support this initiative.

An extra library session was added to accommodate the CA service, increasing our opening hours to 20 per week. November 2019 saw the start of weekly school visits. We added additional sessions between Christmas and New Year to provide for those who would otherwise have been alone over the Christmas period.

Other regular activities continued and saw increases in uptake. These include: weekly StoryTime for preschool children; craft groups; reading group (until September 2019); visits from local sheltered accommodation and the provision of hearing aid batteries. We continued to provide affordable services for the local community including printing, copying and laminating and good quality second-hand goods. We continue to provide refreshments and a café space to provide a safe meeting place at the centre of the community, helping to combat social isolation across all age groups.

The Library is a partner in the local People Keeping Well Partnership and contributed to the Family Food and Fun initiative (funded by Sheffield City Council's People Keeping Well programme) to provide food and activities during the school holidays. In total, we ran 7 sessions which provided food and activities for 48 adults and 91 children.

The library has also provided a venue for other organisations to provide services which have been well-used by the local community. These include Employment Support and Pathways to Success (provided by Reach South Sheffield); Bookstart Corner (Valley Park Children's Centre) and energy advice (Heeley Development Trust). Other organisations have hired rooms to host meetings, courses etc.

South Sheffield Community Initiatives Ltd

Trustees' annual report (incorporating the Directors' report) - continued For the year ended 31 March 2020

Financially, the accounts reflect another positive year. In addition to the grant from Sheffield City Council towards the running costs of the library, we raised an additional £13,224. This includes grants of £5,000 from South Yorkshire Community Foundation to fund the Citizens' Advice worker and £800 from the Council's Beauchief and Greenhill Ward Pot for large print books. Income from services provided at the library contributed £1,265 and fundraising contributed £2,724, the biggest contribution being the sale of second-hand items. The Trustees are also grateful to those from the local community who have donated books to improve the library book stock or second-hand items to help raise funds.

Finally, volunteer numbers reduced from the previous year but remained stable around 25 throughout the year, and are essential to the ongoing running of the library. The Trustees would like to thank our tireless team of volunteers, many of whom have been volunteering since we started in 2014.

Impact of COVID-19

Since the year-end and up to the time of the approval of the annual report and financial statements, the UK has experienced a period of social distancing and self-isolation in response to the Coronavirus pandemic. This has had a profound effect on the practical functioning of the charity.

The library closed to the public on 20th March 2020 following Government guidance and all activities ceased at that point. At the end of April, we were one of the first volunteer libraries in the country to launch a home delivery service. The library re-opened to the public in September 2020, with reduced opening hours and a limited service (in line with guidance from Libraries Connected and Government).

The Trustees have taken decisions to minimise the impact of the closure on the charity's finances. The grant from Sheffield City Council for core running costs has been received throughout the lockdown. In addition, the Trustees applied for, and have received, the Government Small Business Grant to cover the costs of making the library Covid-secure and the loss of income from our own fundraising. Finally, all non-essential expenditure was stopped.

Having reviewed the financial position of the Charity, the Trustees consider that it can continue to operate for at least 12 months from the date of approval of the financial statements. Clearly, however, the range of services we can provide will be determined by regulations and guidance from national and local government.

Plans for the future

In the context of the continuing Government restrictions as at the date of this report, it is not possible to plan with any certainty. We will continue to offer browsing/borrowing, public computers etc in the reduced opening hours currently in place. We will also continue the home delivery service. Beyond that, our first priority will be to relaunch all those services that are currently suspended (for example, the Citizens' Advice service, StoryTime and craft groups). We will also explore other ways of providing services online or by home delivery.

During the current year (2020-21), we intend to continue improving the fabric of the library to improve the environment for customers:

- Replace the old lighting with LED lighting throughout.
- Redecorate the exterior of the library
- Install new signage
- Develop facilities to provide a customer toilet
- Re-decorate the interior of the library

South Sheffield Community Initiatives Ltd

Trustees' annual report (incorporating the Directors' report) - continued For the year ended 31 March 2020

Reserves Policy

The Trustees have made the following financial decisions to ensure that appropriate reserves are retained whilst making best use of the funds at their disposal:

- The free reserves target for the charity is set at £16,000 which is the running costs of the library for 12 months. This is to ensure that the library can continue to operate should it need to find alternative core funding.

In order to achieve the improvements listed above, the trustees have committed the following expenditure:

- | | |
|--|----------------|
| • New LED lighting: | £ 2,100 |
| • Re-decorate the exterior of the library: | £ 4,500 |
| • Fit new signage: | £ 1,000 |
| • Develop the toilet facilities to provide a customer toilet | £ 6,000 |
| • Re-decorate the interior of the library: | £ 3,000 |
| • Resume the Citizens' Advice service (when possible): | £ 4,000 |
| | £20,600 |

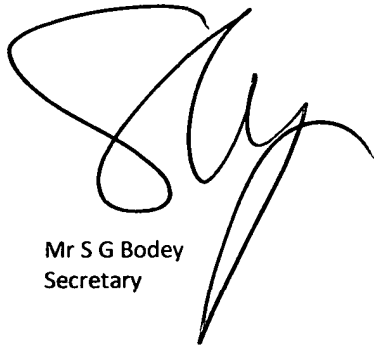
£20,600 has therefore been set aside in designated funds.

Free reserves are defined as general funds after the above designated funds have been set aside, but excluding the accounting value of fixed assets as these are required for the running of the charity. Free reserves as at 31 March 2020 are £15,558 which is very close to the reserves target of £16,000.

Small company provisions:

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

Approved by the board on 10 November 2020 and signed on its behalf by:



Mr S G Bodey
Secretary

**Accountants' Report to the Trustees on the Preparation of the Unaudited Statutory
Accounts of South Sheffield Community Initiatives Ltd ("The Charity")
For the year ended 31 March 2020**

In order to assist you to fulfil your duties, we have prepared for your approval the accounts of The Charity for the year ended 31 March 2020 from the accounting records and from information and explanations you have given us.

This report is made solely to the Trustees of The Charity, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of The Charity and state those matters that we have agreed to the Trustees of The Charity. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Charity and its Trustees for our work or for this report.

It is your duty to ensure that The Charity has kept adequate accounting records and to prepare accounts that give a true and fair view of the financial position of The Charity.

We have not been instructed to carry out an audit/independent examination or a review of the accounts of The Charity. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on these accounts.

VAS Community Accountancy

VAS Community Accountancy
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Date: *23 November 2020*

South Sheffield Community Initiatives Ltd

Statement of financial activities

(incorporating the income and expenditure account)

for the year ended 31 March 2020

	Unrestricted fund £	Restricted funds £	2020 Total £	Unrestricted fund £	Restricted funds £	2019 Total £
Income from:						
Grants	10,655	5,800	16,455	6,814	-	6,814
Donations	902	-	902	12,176	-	12,176
Projects	965	-	965	-	-	-
Room hire	750	-	750	-	-	-
Library services	1,265	-	1,265	-	-	-
Other services	818	-	818	-	-	-
Fundraising	2,724	-	2,724	-	-	-
Total income	18,079	5,800	23,879	18,990	-	18,990
Expenditure on:						
Establishment costs	14,184	-	14,184	10,439	-	10,439
Post and stationery	611	-	611	781	-	781
Professional fees	453	-	453	601	-	601
Other running expenses	2,512	800	3,312	1,100	-	1,100
Citizen Advice	250	4,737	4,987	-	250	250
Depreciation	1,366	-	1,366	1,822	-	1,822
Total expenditure	19,376	5,537	24,913	14,743	250	14,993
Net movement in funds	(1,297)	263	(1,034)	4,247	(250)	3,997
Reconciliation of funds:						
Total funds brought forward	41,557	-	41,557	37,310	-	37,310
Total funds carried forward	40,260	263	40,523	41,557	(250)	41,307

The statement of financial activities includes all gains and losses recognised in the year. All of the charitable company's operations are classed as continuing.

South Sheffield Community Initiatives Ltd

Balance Sheet As at 31 March 2020

	Notes	2020 Total £	2019 Total £
Fixed assets			
Tangible assets	2	4,102	5,468
Current assets			
Debtors	3	801	750
Cash at bank and in hand		36,646	36,208
Total current assets		37,447	36,958
Creditors: amounts falling due within one year	4	(1,026)	(869)
Net current assets		36,421	36,089
Total assets less current liabilities		40,523	41,557
Creditors: amounts falling due after one year		-	-
Total net assets		<u>40,523</u>	<u>41,557</u>
Represented by:			
General funds		19,660	41,557
Designated funds	5	20,600	-
Total unrestricted funds		40,260	41,557
Restricted funds	6	263	-
Total charity funds	7	<u>40,523</u>	<u>41,557</u>

For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- 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.

The accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the board on 10 November 2020 and signed on its behalf by:

Mr S G Bodey
Secretary

**Notes to the Accounts
for the year ended 31 March 2020**

1 Accounting Policies

(a) Basis of preparation

South Sheffield Community Initiatives Ltd 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 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006. The financial statements have also adopted Charities SORP (FRS 102) Bulletin 1 and have taken the exemption not to prepare a cash flow statement.

The charity meets the definition of a public benefit entity as defined under FRS102. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £1.

(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.

Funding for projects is recognised when the charity has entitlement to the funds, any performance conditions attached to the projects/grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

(c) Expenditure and liabilities

Expenditure is recognised where there is a legal or constructive obligation to pay a third party, it is probable that settlement will be required and the amount of the obligation can be reliably measured. All expenditure is reported gross of irrecoverable VAT.

(d) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off cost of those assets, less their residual value, over their expected useful lives on the following basis:

Fixtures, fittings and equipment	25% reducing balance
----------------------------------	----------------------

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

**Notes to the Accounts - continued
for the year ended 31 March 2020**

1 Accounting Policies - continued

(h) Fund accounting

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

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 either donations which the donor has specified are to be solely used for particular areas of the charity's work or grant income sought for specified activities.

(i) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(j) Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Acts. Accordingly, there is no taxation charge in these accounts.

South Sheffield Community Initiatives Ltd

Notes to the Accounts - continued for the year ended 31 March 2020

2 Tangible fixed assets

	Equipment £	Total £
Cost		
As at 1 April 2019	14,044	14,044
As at 31 March 2020	14,044	14,044
Depreciation		
As at 1 April 2019	8,576	8,576
Charge this period	1,366	1,366
As at 31 March 2020	9,942	9,942
Net book value		
As at 31 March 2020	4,102	4,102
As at 31 March 2019	5,468	5,468

3 Debtors

	2020 £	2019 £
Prepayments	801	750
	801	750

4 Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals	1,026	869
	1,026	869

5 Designated funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Citizens advice	-	250	(250)	4,000	4,000
Property improvements	-	-	-	16,600	16,600
	-	250	(250)	20,600	20,600

Citizens advice

The trustees set aside a donation to use for the Citizens advice service in the year - see also restricted funds. The trustees have also set aside £4,000 from general funds to provide for the continuation of the service when possible once COVID-19 restrictions are lifted sufficiently.

Property improvements

The trustees have determined that various property improvements are necessary and have designated funds for this work (see trustee report for a detailed breakdown).

There were no designated funds in 2019.

South Sheffield Community Initiatives Ltd

Notes to the Accounts - continued for the year ended 31 March 2020

6 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Citizens advice	-	5,000	(4,737)	-	263
SCC Grant - books	-	800	(800)	-	-
	<u>-</u>	<u>5,800</u>	<u>(5,537)</u>	<u>-</u>	<u>263</u>

Citizens advice

A grant from South Yorkshire's Community Foundation was received to run a Citizens advice hub.

SCC Grant - books

This grant was received towards the cost of purchasing books.

There were no restricted funds in 2019.

7 Analysis of net assets by fund

	General fund £	Designated funds £	Restricted funds £	Total 2020 £
Fixed assets	4,102	-	-	4,102
Net current assets	15,558	20,600	263	36,421
	<u>19,660</u>	<u>20,600</u>	<u>263</u>	<u>40,523</u>
<i>Previous year comparison</i>	<i>General fund £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total 2019 £</i>
<i>Fixed assets</i>	<i>5,468</i>	<i>-</i>	<i>-</i>	<i>5,468</i>
<i>Net current assets</i>	<i>36,089</i>	<i>-</i>	<i>-</i>	<i>36,089</i>
	<u>41,557</u>	<u>-</u>	<u>-</u>	<u>41,557</u>

8 Trustee remuneration and out of pocket expenses

No trustee received remuneration for their services. 1 trustee received £16 out of pocket parking expenses during the year (2019: £nil).

9 Related Party Transactions

There were no disclosable related party transactions during the year, except those disclosed in note 8.