

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 2022**



# **South Sheffield Community Initiatives Ltd**

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## **South Sheffield Community Initiatives Ltd**

### **Legal and administrative information For the year ended 31 March 2022**

#### **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

#### **Independent examiner**

Susan Cochrane, FCA

Employee of:

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 2022**

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**

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 bi-monthly 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 are 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 responsible for the costs of all compliance testing and also of any consequential works. At the time of writing this report, the charity has had to negotiate new gas and electricity supply contracts at much higher rates than the previous contract prices. This will affect the charity's budgets for the foreseeable future.

#### *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.

## **South Sheffield Community Initiatives Ltd**

### **Trustees' annual report (incorporating the Directors' report) - continued For the year ended 31 March 2022**

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 traditional core services of a library, we normally provide the following services and activities:

- 10 public computers
- Citizens' Advice service
- Pre-schoolers' StoryTime
- Providing weekly recipe packs in partnership with local food bank
- Provision of food and activities in school holidays
- Provision of space for other organisations' services/courses
- Printing, copying & scanning
- School visits
- Refreshments
- Craft groups

#### **Achievements and performance**

From April to July 2021, library activities were still limited by Government Covid restrictions. Since July 2021, when they were lifted, we have re-established groups and activities that were curtailed by Covid restrictions. As anticipated in our last report, return to 'normal' has been gradual, but we have seen visit numbers, lending figures etc increase during the year under review. The main focus for the year has been re-establishing and consolidating services and activities.

The Trustees also continue to seek new ways of providing services and support to people in the local community. The focus has changed from helping people through Covid to the Cost of Living issues now faced by many in our community. Key successes include:

- Providing public computers available to the community so that those without IT facilities at home could continue with essential PC use for benefits, job searches etc.
- Providing food and self-guided games/activities to families (over 130 families with 230 children) during the school holidays as part of the Holiday Activities and Food programme in the city.
- In partnership with Grace Foodbank, we have distributed weekly recipe packs to local families, now supporting 35 families each week.
- Signposting customers to organisations providing support of different kinds to people affected by Cost of Living issues.
- Hosting a Citizens Advice online service in the Library.
- Providing a meeting space for statutory organisations supporting local families.
- Joining with local partners to run a second project to tackle Digital Exclusion. This involved providing a laptop and broadband access to 10 people who were referred to the project. In addition to the equipment, a tutor provided weekly training sessions to the group.
- Adding additional sessions between Christmas and New Year to provide a warm and welcoming place for those who would otherwise have been alone over the Christmas period.

This has all been achieved by our committed team of volunteers who have continued to give their time and energy so generously. The Trustees would like to thank our tireless team of volunteers for their support through this challenging period.

New signage was installed during the year and work on the conversion of the old staff toilet into a DDA-compliant toilet with baby-changing facilities open to customers started in March 2022 so the expenditure will show in next year's accounts.

## South Sheffield Community Initiatives Ltd

### Trustees' annual report (incorporating the Directors' report) - continued For the year ended 31 March 2022

Financially, the accounts reflect another positive year. Much of our income is by way of grants to support our core costs as well as specific projects such as Digital Inclusion and the Holiday Activities and Food programme. Income from our own services and fundraising has also increased as customers have returned to the library.

At the end of March 2022, the Library was awarded a number of laptops and tablets to make available to clients on loan in order to help tackle digital exclusion (together with some funding). The funds were received in March 2022 and the devices were delivered in May 2022. Work will be carried out in the current reporting year to establish and launch the loan scheme.

The main sources of income during the year include:

- Sheffield City Council for core running costs (restricted)
- Sheffield City Council (Beauchief and Greenhill Ward Pot) to install new shelving
- Sheffield City Council – grant for new books (restricted)
- Sheffield City Council – funding to support loan device scheme (restricted)
- Holiday Activities and Food – funding for school holiday programme

The Trustees are also grateful to those from the local community who have continued to donate books to improve the library book stock or second-hand items to help raise funds.

#### Plans for the future

Over the coming year, we will build on the progress made since the ending of Government Covid restrictions. We will also develop new groups and activities to benefit the local community. We will also identify ways we can support local people through the Cost of Living crisis – particularly high energy costs.

#### Reserves Policy

The Trustees have set the free reserves target for the charity 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.

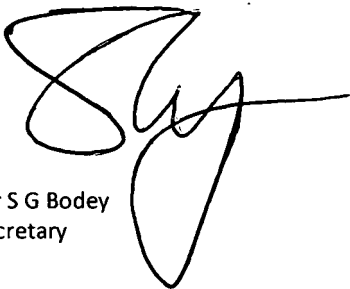
Free reserves are defined as general funds after the above designated funds have been set aside, but excluding the accounting value of fixed assets as these are required for the running of the charity. Free reserves as at 31 March 2022 were £30,961 (2021: £25,380).

#### 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 18<sup>th</sup> October 22 and signed on its behalf by:

Mr S G Bodey  
Secretary



**Independent examiner's report to the directors of South Sheffield Community Initiatives Ltd ('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: S Cochrane  
Susan Cochrane, FCA  
Employee of:  
VAS Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 02/11/22

# South Sheffield Community Initiatives Ltd

## Statement of financial activities

(incorporating the income and expenditure account)

for the year ended 31 March 2022

	Unrestricted fund £	Restricted funds £	2022 Total £	Unrestricted fund £	Restricted funds £	2021 Total £
<b>Income from:</b>						
Grants	250	25,248	25,498	10,000	23,455	33,455
Donations	139	-	139	70	-	70
Projects	4,233	-	4,233	746	-	746
Room hire	540	-	540	240	-	240
Library services	598	-	598	239	-	239
Other services	127	-	127	1	-	1
Fundraising	1,360	-	1,360	194	-	194
<b>Total income</b>	<b>7,247</b>	<b>25,248</b>	<b>32,495</b>	<b>11,490</b>	<b>23,455</b>	<b>34,945</b>
<b>Expenditure on:</b>						
Establishment costs	-	8,165	8,165	1,868	10,655	12,523
Post and stationery	1,159	-	1,159	382	-	382
Professional fees	544	-	544	188	-	188
Independent Examination	504	-	504	480	-	480
Other running expenses	1,750	5,459	7,209	1,648	800	2,448
Depreciation	2,281	-	2,281	1,450	-	1,450
<b>Total expenditure</b>	<b>6,238</b>	<b>13,624</b>	<b>19,862</b>	<b>6,016</b>	<b>11,455</b>	<b>17,471</b>
<b>Net movement in funds</b>	<b>2,588</b>	<b>10,045</b>	<b>12,633</b>	<b>5,474</b>	<b>12,000</b>	<b>17,474</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	45,734	12,263	57,997	40,260	263	40,523
<b>Total funds carried forward</b>	<b>48,322</b>	<b>22,308</b>	<b>70,630</b>	<b>45,734</b>	<b>12,263</b>	<b>57,997</b>

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 2022

	Notes	2022 Total £	2021 Total £
<b>Fixed assets</b>			
Tangible assets	2	6,846	4,354
<b>Current assets</b>			
Debtors	3	1,312	936
Cash at bank and in hand		63,808	53,570
<b>Total current assets</b>		65,120	54,506
Creditors: amounts falling due within one year	4	(1,336)	(863)
<b>Net current assets</b>		63,784	53,643
<b>Total assets less current liabilities</b>		70,630	57,997
Creditors: amounts falling due after one year		-	-
<b>Total net assets</b>		<u>70,630</u>	<u>57,997</u>
<b>Represented by:</b>			
General funds		37,807	29,734
Designated funds	5	10,515	16,000
Total unrestricted funds		48,322	45,734
Restricted funds	6	22,308	12,263
<b>Total charity funds</b>	7	<u>70,630</u>	<u>57,997</u>

For the year ending 31 March 2022 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 18th October 2022 and signed on its behalf by:

Mr S G Bodey  
Secretary

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 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 2022**

**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.

Notes to the Accounts - continued  
for the year ended 31 March 2022

2 Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
As at 1 April 2021	15,746	15,746
Additions	4,773	4,773
Disposals	-	-
As at 31 March 2022	<u>20,519</u>	<u>20,519</u>
<b>Depreciation</b>		
As at 1 April 2021	11,392	11,392
Charge this period	2,281	2,281
As at 31 March 2022	<u>13,673</u>	<u>13,673</u>
<b>Net book value</b>		
As at 31 March 2022	<u>6,846</u>	<u>6,846</u>
As at 31 March 2021	<u>4,354</u>	<u>4,354</u>

3 Debtors

	2022 £	2021 £
Prepayments	1,312	936
	<u>1,312</u>	<u>936</u>

4 Creditors: amounts falling due within one year

	2022 £	2021 £
Accruals	1,336	863
	<u>1,336</u>	<u>863</u>

5 Designated funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Citizens advice	4,000	-	-	(4,000)	-
Property improvements	12,000	-	(3,505)	2,020	10,515
	<u>16,000</u>	<u>-</u>	<u>(3,505)</u>	<u>(1,980)</u>	<u>10,515</u>

Citizens advice

In the prior period the trustees had set aside £4,000 from general funds to provide for the continuation of the citizen advice service. The transfer reflects that this service is now funded by Citizens Advice Sheffield.

Property improvements

The trustees have determined that various property improvements are necessary and have designated funds for this work.

Prior year	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Citizens advice	4,000	-	-	-	4,000
Property improvements	16,600	-	(6,806)	2,206	12,000
	<u>20,600</u>	<u>-</u>	<u>(6,806)</u>	<u>2,206</u>	<u>16,000</u>

Notes to the Accounts - continued  
for the year ended 31 March 2022

6 Restricted funds

	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Citizens advice	263	-	-	(263)	-
SCC Library Service Grant - Books	2,000	1,500	(1,344)	-	2,156
SCC Ward Pot	-	1,316	-	(1,316)	-
SCC Capital Grant	10,000	-	-	-	10,000
SCC Associate Libraries Grant	-	10,655	(10,655)	-	-
SCC Digital Inclusion	-	5,975	(1,625)	-	4,350
Reach	-	802	-	-	802
SCC Device Loan Scheme	-	5,000	-	-	5,000
	<b>12,263</b>	<b>25,248</b>	<b>(13,624)</b>	<b>(1,579)</b>	<b>22,308</b>

**Citizens advice**

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

**SCC Library Service Grant - Books**

This grant was received towards the cost of purchasing books.

**SCC Ward Pot**

Funding received to purchase new library shelving, the shelving was purchased during the year and capitalised in the accounts.

**SCC Capital Grant**

Grant awarded to contribute towards developing extended space provision for private meeting rooms.

**SCC Associate Library Grant**

Grant awarded as a contribution towards library running costs.

**SCC Digital Inclusion**

Grant funding to contribute towards a tailored project to provide a training package to help to get people digitally engaged.

**Reach**

Grant awarded to fund volunteer training and development during 2022/23.

**SCC Device Loan Scheme**

Grant awarded for the purchase of laptops and tablets to open up digital access to library users.

Prior year	Balance b/fwd £	Income £	Expenditure £	Transfers £	Balance c/fwd £
Citizens advice	263	-	-	-	263
SCC Library Service Grant - Books	-	2,000	-	-	2,000
SCC Ward Pot	-	800	(800)	-	-
SCC Capital Grant	-	10,000	-	-	10,000
SCC Associate Library Grant	-	10,655	(10,655)	-	-
	<b>263</b>	<b>23,455</b>	<b>(11,455)</b>	<b>-</b>	<b>12,263</b>

# South Sheffield Community Initiatives Ltd

## Notes to the Accounts - continued for the year ended 31 March 2022

### 7 Analysis of net assets by fund

	General fund £	Designated funds £	Restricted funds £	Total 2022 £
Fixed assets	6,846	-	-	6,846
Net current assets	30,961	10,515	22,308	63,784
	<b>37,807</b>	<b>10,515</b>	<b>22,308</b>	<b>70,630</b>
<i>Previous year comparison</i>	<i>General fund £</i>	<i>Designated funds £</i>	<i>Restricted funds £</i>	<i>Total 2021 £</i>
Fixed assets	4,354	-	-	4,354
Net current assets	25,380	16,000	12,263	53,643
	<b>29,734</b>	<b>16,000</b>	<b>12,263</b>	<b>57,997</b>

### 8 Trustee remuneration and out of pocket expenses

No trustee received remuneration for their services. No trustees received reimbursed expenses during the year (2021: £Nil).

### 9 Related Party Transactions

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