

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 2021**

FRIDAY



\*AAFOJ0Q0\*

A04

22/10/2021

#86

COMPANIES HOUSE

## **South Sheffield Community Initiatives Ltd**

### **Contents**

	<b>Page</b>
Legal and administrative information	1
Trustees' annual report (incorporating the Directors' report)	2- 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 12

## **South Sheffield Community Initiatives Ltd**

### **Legal and administrative information For the year ended 31 March 2021**

**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

On behalf 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 2021**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2021 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 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 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 normally 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 2021**

#### **Achievements and performance**

During the period to which this report relates, the library's operation has been restricted by Government legislation and guidance arising from the pandemic. This has meant that we have not been able to deliver many of the normal services and activities listed above. The library was closed from March 20<sup>th</sup> 2020 and re-opened in September 2020. Apart from the national lockdown in Autumn 2020, the library has remained open since September, although the range of services available has varied in line with Government guidance.

The Trustees have, within guidance, sought to find ways of providing permitted services and additional support to people in the local community. Key successes include:

- Making the library a Covid-secure environment so that customers could browse safely and could use the public computers.
- Keeping the 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.
- Launching a Home Delivery Service for books, jigsaws and audio books to customers unable to visit the library as they were shielding. This started in April 2020.
- Building on the Home Delivery Service, we also offered an Order and Collect service which started in the Autumn.
- Continuing to work with our People Keeping Well partners in the area to provide food and self-guided activities to families (131 families with 237 children) during the school holidays.
- From January 2021, in partnership with Grace Foodbank, we have distributed weekly recipe packs to local families, now supporting 30 families each week.
- Signposting customers to organisations providing support of different kinds to people affected by the pandemic.
- Providing a meeting space for organisations supporting local families.
- Joining with local partners to run a pilot 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 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 responded positively to the changing circumstances arising from the pandemic. Although some volunteers had to shield, the number of volunteers remained stable throughout the year, enabling us to provide services to our community.

The Trustees would like to thank our tireless team of volunteers for their support through this challenging period.

## **South Sheffield Community Initiatives Ltd**

### **Trustees' annual report (incorporating the Directors' report) - continued For the year ended 31 March 2021**

Financially, the accounts reflect another positive year despite the consequences of national lockdowns and guidance. The trustees took steps early in the first lockdown to reduce unnecessary expenditure and also applied for a Small Business Support Grant from the Government.

The main sources of income during the year were:

- Sheffield City Council for core running costs (restricted)
- Small Business Support Grant (unrestricted)
- Sheffield City Council – grant for capital project to improve the library (restricted)
- Sheffield City Council (Beauchief and Greenhill Ward Pot) to upgrade our stock of audio books (restricted)
- Sheffield City Council – grant for new books (restricted)

Our ability to generate income from services and from fundraising was significantly adversely affected by Government restrictions. This has been offset by the Government grant which will also offset losses in the 2021 – 2022 financial year.

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

#### **Impact of COVID-19**

As advised in last year's report, the Covid pandemic has had a profound effect on the practical functioning of the charity. As mentioned above under *Achievements and Performance*, a number of things have been achieved but there are a number of our regular services that have not yet re-started. The number of customer visits during the year is also very low compared to pre-pandemic levels. We anticipate that numbers will increase gradually as restrictions are eased and society becomes more confident and willing to reconnect with social groups and activities.

The Trustees will continue to monitoring performance over the coming months and (at the time of writing) are planning to reintroduce the various groups that had to be suspended.

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.

#### **Plans for the future**

As at the date of this report, restrictions are set to be lifted but a return to normal activity is anticipated to be gradual. We will continue to offer browsing/borrowing, public computers etc in the reduced opening hours currently in place and will plan to return to our previous opening hours as soon as possible. Planning is also underway to re-start groups such as StoryTime and the craft group. We will also actively promote the library in the community to encourage customers old and new to return to the library.

During the current year (2021-22), we intend to continue improving the fabric of the library to improve the environment for customers:

- 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 2021

#### 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:

- |  |                |
|--|----------------|
| • Fit new signage:   | £ 1,000        |
| • Develop the toilet facilities to provide a customer toilet | £ 8,000        |
| • Re-decorate the interior of the library:                   | £ 3,000        |
| • Resume the Citizens' Advice service (when possible):       | £ 4,000        |
|  | <b>£16,000</b> |

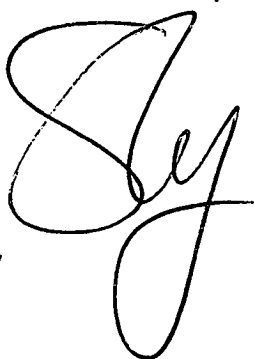
£16,000 has therefore been set aside in designated funds.

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 2021 are £25,380 (2020: £15,558).

#### 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 21/9/2021 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 2021.

**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  
On behalf of:  
VAS Community Accountancy  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 21/09/2021



# South Sheffield Community Initiatives Ltd

## Statement of financial activities

(incorporating the income and expenditure account)

for the year ended 31 March 2021

	Unrestricted fund £	Restricted funds £	2021 Total £	Unrestricted fund £	Restricted funds £	2020 Total £
<b>Income from:</b>						
Grants	10,000	23,455	33,455	10,655	5,800	16,455
Donations	70	-	70	902	-	902
Projects	746	-	746	965	-	965
Room hire	240	-	240	750	-	750
Library services	239	-	239	1,265	-	1,265
Other services	1	-	1	818	-	818
Fundraising	194	-	194	2,724	-	2,724
<b>Total income</b>	<b>11,490</b>	<b>23,455</b>	<b>34,945</b>	<b>18,079</b>	<b>5,800</b>	<b>23,879</b>
<b>Expenditure on:</b>						
Establishment costs	1,868	10,655	12,523	14,184	-	14,184
Post and stationery	382	-	382	611	-	611
Professional fees	188	-	188	453	-	453
Independent Examination	480	-	480	-	-	-
Other running expenses	1,648	800	2,448	2,512	800	3,312
Citizen Advice	-	-	-	250	4,737	4,987
Depreciation	1,450	-	1,450	1,366	-	1,366
<b>Total expenditure</b>	<b>6,016</b>	<b>11,455</b>	<b>17,471</b>	<b>19,376</b>	<b>5,537</b>	<b>24,913</b>
<b>Net movement in funds</b>	<b>5,474</b>	<b>12,000</b>	<b>17,474</b>	<b>(1,297)</b>	<b>263</b>	<b>(1,034)</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward	40,260	263	40,523	41,557	-	41,557
<b>Total funds carried forward</b>	<b>45,734</b>	<b>12,263</b>	<b>57,997</b>	<b>40,260</b>	<b>263</b>	<b>40,523</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 2021

	Notes	2021 Total £	2020 Total £
<b>Fixed assets</b>			
Tangible assets	2	4,354	4,102
<b>Current assets</b>			
Debtors	3	936	801
Cash at bank and in hand		53,570	36,646
<b>Total current assets</b>		54,506	37,447
Creditors: amounts falling due within one year	4	(863)	(1,026)
<b>Net current assets</b>		53,643	36,421
<b>Total assets less current liabilities</b>		57,997	40,523
Creditors: amounts falling due after one year		-	-
<b>Total net assets</b>		57,997	40,523
<b>Represented by:</b>			
General funds		29,734	19,660
Designated funds	5	16,000	20,600
<b>Total unrestricted funds</b>		45,734	40,260
Restricted funds	6	12,263	263
<b>Total charity funds</b>	7	57,997	40,523

For the year ending 31 March 2021 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 21/9/2021 and signed on its behalf by:

Mr S G Bodey  
Secretary



**Notes to the Accounts  
for the year ended 31 March 2021**

**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.

# South Sheffield Community Initiatives Ltd

## Notes to the Accounts - continued for the year ended 31 March 2021

### 2 Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
As at 1 April 2020	14,044	14,044
Additions	1,702	1,702
Disposals	-	-
As at 31 March 2021	<u>15,746</u>	<u>15,746</u>
<b>Depreciation</b>		
As at 1 April 2020	9,942	9,942
Charge this period	1,450	1,450
As at 31 March 2021	<u>11,392</u>	<u>11,392</u>
<b>Net book value</b>		
As at 31 March 2021	<u>4,354</u>	<u>4,354</u>
As at 31 March 2020	<u>4,102</u>	<u>4,102</u>

### 3 Debtors

	2021 £	2020 £
Prepayments	936	801
	<u>936</u>	<u>801</u>

### 4 Creditors: amounts falling due within one year

	2021 £	2020 £
Accruals	863	1,026
	<u>863</u>	<u>1,026</u>

### 5 Designated funds

	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>

#### 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).

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

# South Sheffield Community Initiatives Ltd

## Notes to the Accounts - continued for the year ended 31 March 2021

### 6 Restricted funds

	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>

#### 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

The grant was received to purchase audio books

#### 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.

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

### 7 Analysis of net assets by fund

	General fund £	Designated funds £	Restricted funds £	Total 2021 £
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>
Previous year comparison	General fund £	Designated funds £	Restricted funds £	Total 2020 £
Fixed assets	4,102	-	-	4,102
Net current assets	15,558	20,600	263	36,421
	<b>19,660</b>	<b>20,600</b>	<b>263</b>	<b>40,523</b>

### 8 Trustee remuneration and out of pocket expenses

No trustee received remuneration for their services. No trustees received reimbursed expenses during the year (2020: One trustee £16).

### 9 Related Party Transactions

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