HIGH HAZELS PARK TRUSTEES' REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2023

REGISTERED CHARITY NUMBER 1183830

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HIGH HAZELS PARK REFERENCE AND ADMINISTRATIVE DETAILS

CHARITY NO: 1183830

TRUSTEES

Sheffield City Council is the sole Trustee of the charity, acting through the Charity Trustee Sub Committee.

Charity Sub-Committee Members:

Cllr Ian Auckland (Chair)
Cllr Zahira Naz (Deputy Chair)
Cllr Douglas Johnson (Spokesperson)
Cllr Richard Williams
Cllr Fran Belbin

PRINCIPAL ADDRESS

Sheffield City Council Parks and Countryside Centre in the Park Guildford Avenue Sheffield S2 2PL

INDEPENDENT EXAMINER

Melvin Bailey FCCA DChA for and on behalf of Rogers Spencer Chartered Accountants Newstead House Pelham Road Nottingham NG5 1AP

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and the requirements of the Statement of Recommended Practice, 'Accounting and Reporting by Charities' Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective on 1 January 2019 (Updated second edition – October 19).

DESCRIPTION OF CHARITY'S TRUSTS AND OBJECTS

High Hazels Park is situated in Darnall, Sheffield. The main walking entrance is on Senior Road, there is a car park and entrance at the end of Catley Road. The park is next to Tinsley Park Golf Course and 70 Acre Hill Nature Reserve. Public toilets are in the golf club house. There is a cafe, children's playground, adventure playground, sensory garden, cricket pitch, 5-a-side football pitch and tennis courts.

The charity's governing documents

The objects of the charity are the provision and maintenance of a public park and recreation ground in Sheffield for the use of members of the public resorting thereto with the object of improving their conditions of life.

STRUCTURE, GOVERNANCE AND MANAGEMENT

High Hazels Park is a charity and the sole Trustee is Sheffield City Council. The Charity Trustee Sub Committee is a standing sub committee of the Strategy and Resources Policy Committee. It has been established to take all decisions of the Council, including but not limited to disposal of and other dealings with charitable land.

Management of the park is the responsibility of the Councils' Parks and Countryside service. Management and administrative decisions which are not decisions of the Council as Trustee, may be made, in accordance with the Leaders' Scheme of Delegation, by the Executive Director of Neighbourhood Services, the Director of Parks, Leisure and Libraries, or the head of Parks and Countryside service.

PUBLIC BENEFIT

The Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Details of how the charity has carried out its activities for the public benefit are given in the section below.

ACTIVITIES AND ACHIEVEMENTS

The Friends of High Hazels Park have continued to meet concentrating on the ornamental parts of the park, Formal and Sensory gardens, shrub beds, playground beds and ornamental orchards. All areas remain popular.

A running route around the park and tennis courts continued to be used by the local community.

Works on wildflower turfs for areas in the park.

EVENTS

A Dog Training company is now operating from the former number 2 Bowling Green area.

Holiday Activities and Food (HAF) programme and prayers May 2022.

Event to encourage library reading for youngsters August 2022.

PLANS FOR FUTURE PERIODS

Parks and Countryside will work to continue to support the community workdays organised by the Friends of High Hazels Park which focus on enhancing the maintenance of the formal garden, playground beds and sensory garden.

Parks are hoping to achieve Green Flag Standard within the next 2 years with additional maintenance and a project with one of our Parks project Officers for fitness equipment /pump track after further consultation. This would be where the existing open barn area is located near the entrance to the Park.

Parks are hoping for further tree planting and fruit tree planting and pruning the existing fruit trees within the park, with our Community Tree Officer and Friends of High Hazels Park. This includes relaxed mowing areas in the Park to encourage Fauna and Flora.

FINANCIAL REVIEW AND FUNDING

Restricted Funds - The restricted fund has net expenditure of £5,661 (21/22: net income of £13,319) comprising of capital grant income of £6,585 (21/22: £0), and depreciation £12,247.

(Depreciation of £31,875 was previously applied to land from 2016/2017 to 20/21 but this was reversed in 21/22 to comply with financial regulations. Additionally path and car park works were carried out in 2016/17 and since then had not been depreciated. This was accelerated (£7,887) and applied over 20 years in 21/22 to comply with financial regulations. – the effect of this, along with the annual corrected depreciation charge, resulted in a net income of £13,319 in 21/22.)

Unrestricted Funds - Unrestricted funds had net income of £145 (21/22: £6). This was interest received on investments totalling £145 (21/22: £6). This has been transferred to the Designated Fund that now totals £6,795 and is available to spend in accordance with the Charity's Trusts & Objectives.

The income from charitable activities was £14,296 (21/22: £12,463), with expenditure of £86,198 (21/22: £80,964). The deficit was funded by the grant from Sheffield City Council of £69,692 (21/22: £68,501).

At 31 March 2023 the charity had total funds of £644,883 (21/22: £650,399). These funds are all tied up in fixed assets and investments.

RESERVES POLICY

As the charity is managed and funded by the Council, no specific unrestricted charity reserves are deemed to be necessary.

Annual revenue expenditure is generally greater than income and the variance is born by the Council and not carried forward into the next financial year.

This charity has specific monies invested in the Council's internal investment fund. Interest is received half yearly on the monies invested. These investments form the restricted funds and any interest is used in line with the restrictions on the funds.

RISK MANAGEMENT

The charity is dependent for its day-to-day management upon Sheffield City Council. It is therefore considered expedient and cost effective for the charity to adopt the Council's risk management policy and strategy, which it considers is a crucial part of the service planning process in highlighting key risks and how they affect the Council's ability to deliver its service and how they will be managed. The Council has incorporated a formal approach to risk management in its day-to-day operations and has developed a toolkit to allow managers to identify risk, which would prevent them from achieving their objectives and to provide information and guidance on how these risks can be managed. The Council operates an Internal Insurance Account covering a variety of risks.

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TRUSTEES

Sheffield City Council adopted a Committee system in May 2022. The current Trustees are listed on Pg 1.

Approved by the Trustees and signed on their behalf by:

Cllr lan Auckland - Chair of the Charity Trustee Sub Committee.

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF Trustees of High Hazels Park

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act: or
- 2. the financial statements do not accord with those records; or
- 3. the financial statements 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 financial statements 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 charities 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 financial statements to be reached.

Melvin Bailey FCCA DChA
for and on behalf of Rogers Spencer
Chartered Accountants
Newstead House
Pelham Road
Nottingham
NG5 1AP

Dated:

HIGH HAZELS PARK STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2023

	Note	Unrestricted 2022/23	Restricted 2022/23	Total 2022/23 £	Total 2021/22 £
Income and endowments from:					
Donations and legacies	2	71,902	6,585	78,488	68,501
Charitable activities	3	14,296	-	14,296	12,463
Investments	9	145	-	145	6
Total		86,343	6,585	92,929	80,970
Expenditure on:					
Charitable activities	4	86,198	12,247	98,445	67,645
Total		86,198	12,247	98,445	67,645
Net income/(expenditure)		145	(5,661)	(5,516)	13,325
Reconciliation of funds: Total funds brought forward		6,650	643,749	650,399	637,074
Total funds carried forward		6,795	638,088	644,883	650,399

HIGH HAZELS PARK STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 MARCH 2022

	Note	Unrestricted 2021/22	Restricted 2021/22	Total 2021/22 £	Total 2020/21 £
Income and endowments from:					
Donations and legacies	2	68,501	-	68,501	69,676
Charitable activities	3	12,463	-	12,463	10,594
Investments	9	6	-	6	-
Total		80,970		80,970	80,270
Expenditure on:					
Charitable activities	4	80,964	(13,319)	67,645	97,314
Total		80,964	(13,319)	67,645	97,314
Net income/(expenditure)		6	13,319	13,325	(17,044)
Reconciliation of funds: Total funds brought forward		6,644	630,430	637,074	654,118
Total funds carried forward		6,650	643,749	650,399	637,074

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activites.

HIGH HAZELS PARK BALANCE SHEET AS AT 31 MARCH 2023

	Note	Unrestricted 2022/23	Restricted 2022/23	Total 2022/23 £	Total 2021/22 £
Fixed assets					
Tangible fixed assets	8	-	638,088	638,088	643,749
Investments	9	6,795	-	6,795	6,650
		6,795	638,088	644,883	650,399
Current assets	40	000		000	000
Debtors	10	633		633	630
Liabilities Creditors falling due within one year	11	(633)	-	(633)	(630)
Net current assets			<u> </u>		
Net assets		6,795	638,088	644,883	650,399
The funds of the charity					
Unrestricted income funds	14	-	-	-	-
Designated funds	14	6,795	-	6,795	6,650
Restricted income funds	12	-	638,088	638,088	643,749
		6,795	638,088	644,883	650,399

1. Accounting Polices

Firth Park is a registered charity in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are to provide facilities for recreational and leisure time occupation.

The charity constitutes a public benefit entity as defined by FRS 102. 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 on 1 January 2019 (Updated second edition – October 19), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the Accounting and Reporting 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 on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.1 Fixed assets

Firth Park is classified as a Community Asset. The trustees policy is to value Community Assets at £Nil.

Land and Buildings were carried in the accounts at their deemed cost at the date of transition to SORP (FRS 102).

Other Plant and Equipment are carried at cost.

Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefit to the charity and the services it provides are for a period of more than one year.

Assets have been reviewed for any impairment loss in respect of consumption of economic benefit.

1.2 Depreciation

Depreciation is provided on fixed assets at rates calculated to write off the cost of the assets over their expected useful lives as follows:

- Land and previously revalued buildings are not depreciated.
- Park buildings have been depreciated on a straight line basis over 40 years, commencing on the transfer from assets under construction.
- Plant and equipment have been depreciated on a straight line basis over 10 years.
- Depreciation is not provided on land or assets under construction.
- The Trustees perform annual impairment reviews in accordance with the requirements of FRS 102 to ensure that the carrying value is not greater than the recoverable amount.

1.3 Investments

Fund balances are invested internally with Sheffield City Council. Investments are held at market value.

1.4 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

Endowment funds represent those assets which must be held permanently by the charity, principally investments. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the investments form part of the fund.

1.5 Income

Income from donations and grants, including capital grants, is included in income when it is probable that the income will be received, and is allocated to the appropriate fund.

Investment income is included when receivable.

Rental, events, activity and similar income is included when the event or function has taken place.

The cost of running the park is funded by Sheffield City Council. Annual revenue expenditure is generally greater than income and any variance is borne by the Council by way of a grant to the charity.

1.6 Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis, net of any VAT, which can be recovered as Sheffield City Council is the sole trustee and therefore has special status under s33 VAT Act 1994.

The main exception to this treatment is payments for such items as gas and electricity are charged at the date of the meter reading rather than being apportioned between years. This policy is applied consistently each year.

Expenditure has been allocated to the activities to which it is directly attributable.

Cost of raising funds

The cost of generating any external funding, such as grant applications and events, is attributable to the time of Sheffield City Council officers who work on a range of projects including the charity. As such it is not possible to accurately apportion the cost of this to the charity so no charge is included in the accounts.

Charitable activities

Charitable activities are set out within the charitable deeds and represent the costs associated with the running and maintenance of the park.

Governance costs

Independent examination costs and finance officer costs are charged to the charity. The Council currently absorbs the cost of other officers' time. This policy is kept under review.

Staff costs

The staff who work for the charity are employed by Sheffield City Council, and are subject to the terms and conditions of that organisation. The costs of such staff are recharged to the charity. Full disclosure of the relevant staff costs and numbers is provided in the notes to these financial statements.

Pensions

City Council employees may participate in the Local Government Superannuation Scheme, which provides members with defined benefits related to pay and service. The City Council makes payments for this group of employees to the South Yorkshire Pensions Authority, which administers pension arrangements on behalf of Sheffield City Council and the other local authorities in the South Yorkshire area. The City Council bears any deficit or surplus on the scheme and does not charge this to the charity.

1.7 Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

1.8 Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.9 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.

2. Donations and Legacies

Grants	2022/23 £	2021/22 £
Unrestricted:		
S106 maintenance	2,210	-
Sheffield City Council - revenue grant	69,692	68,501
	71,902	68,501
Restricted:		
Capital Grants and Contributions	6,585	
	6,585	-
	78,488	68,501

If expenditure is greater than income the variance is borne by Sheffield City Council and not brought forward into the next financial year.

3. Income from charitable activities

3. Income from charitable activities		
	2022/23	2021/22
	£	£
Unrestricted:		
Miscellaneous	1,264	603
Rents	13,032	11,860
	14,296	12,463
4. Analysis of expenditure on charitable activities	2022/23	2021/22
, ,	£	£
Unrestricted:		
Employees	45,084	41,634
Ranger service	-	-
Repairs and maintenance	11,126	6,907
Grounds maintenance	16,072	15,307
Tree work	2,742	8,460
Playground refurbishment and maintenance	6,227	4,047
Water and sewage	-	-
Telephones	_	-
Supplies and services	3,467	3,175
Governance costs	1,480	1,434
0010111811100 00000	86,198	80,964
Restricted:	33,133	33,53
Depreciation	12,247	(13,319)
	12,247	(13,319)
		(10,010)
	98,445	67,645
5. Governance costs	2022/23	2021/22
	£	£
Managing and administration:		
Independent examination fees	633	630
Finance office costs	847	804
	1,480	1,434
		

6. Staff costs and trustees' remuneration	2022/23	2021/22
	£	£
Salaries	35,781	33,043
Social security costs	9,303	8,591
	45,084	41,634

No employee received remuneration of over £60,000 during the year (2022 - None).

Trustees received no remuneration (2022 - £Nil) and were not reimbursed for any of their expenses during the year.

7. Staff numbers	2022/23 Number		2021/22 Number
The average number of employees during the year was	2	=	1
8. Land and buildings At valuation At 1 April 2022 Additions Transfers At 31 March 2023	Assets under construction - 6,585 (6,585)	At valuation Freehold land and buildings £ 713,316 6,585 719,901	Total £ 713,316 6,585 - 719,901
Accumulated depreciation			
At 1 April 2022 Charge for the year At 31 March 2023		69,567 12,247 81,814	69,567 12,247 81,814
Net book value			
At 31 March 2023		638,088	638,088
At 31 March 2022		643,749	643,749

The valuations were carried out in November 2016 by the Asset Partnerships Services team of Kier who are MRICS qualified. The historical cost of assets is £60,650.

9. Investments

At market value	2022/23 £
At 1 April 2022	6,650
Interest received	145
At 31 March 2023	6,795

Market value is the same as historical cost.

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	2022/23	2021/22
	£	£
Accrued income		
Amounts due from Sheffield City Council	633	630
Prepayments	-	-
	633	630
11. Creditors: amounts falling due within one year		
	2022/23	2021/22
	£	£
Independent examination fees	633	630
Deferred income	-	-
	633	630

12. Restricted funds

	Land &	
	Buildings	Total
	£	£
Balance at 1 April 2022	643,749	643,749
Expenditure	(12,247)	(12,247)
Income	6,585	6,585
Balance at 31 March 2023	638,088	638,088

Freehold Land and Buildings

This fund comprises various grants and donations received to finance capital projects at High Hazels Park.

Restricted funds - prior year	Land &		
	Buildings	Total	
	£	£	
Balance at 1 April 2021	630,430	630,430	
Expenditure	-	-	
Income	13,319	13,319	
Balance at 31 March 2022	643,749	643,749	

13. Unrestricted funds		Designated		
	General Funds	Funds	Total	
	£	£	£	
Balance at 1 April 2022	-	6,650	6,650	
Income	86,343		86,343	
Expenditure	(86,198)		(86,198)	
Transfers	(145)	145	0	
Balance at 31 March 2023	0	6,795	6,795	

Designated funds represent amounts invested and accumulated interest set aside by the trustees for specific costs as determined by the trustees.

Unrestricted funds - prior year	Designated		
omounicion fando prior your	General Funds	Funds	Total
	£	£	£
Balance at 1 April 2021	-	6,644	6,644
Income	80,970		80,970
Expenditure	(80,964)		(80,964)
Transfers	(6)	6	-
Balance at 31 March 2022	-	6,650	6,650

14. Analysis of net assets between funds	Unrestricted funds £	Restricted funds	Total funds £
Fixed asset investments	6,795	638,088	644,883
Current assets	633	-	633
Creditors due within one year	(633)	-	(633)
	6,795	638,088	644,883
Analysis of net assets between funds - prior year	Unrestricted funds £	Restricted funds £	Total funds £
Fixed asset investments	6,650	643,749	650,399
Current assets	575	-	575
Creditors due within one year	(575)	-	(575)
	6,650	643,749	650,399

15. Ultimate Controlling Party

The ultimate controlling party is the sole trustee, Sheffield City Council.

16. Related parties

The charity has a very close relationship with Sheffield City Council who is the sole trustee and provides the balance of funding not provided elsewhere on an annual basis, to enable the charity to carry out its charitable objectives. The amount of funding provided by Sheffield City Council during the year is £76,278 (21/22: £68,501). At the year end £633 (21/22: £630) was owed by Sheffield City Council.