

**GLEN HOWE PARK
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

REGISTERED CHARITY NUMBER 1095716

GLEN HOWE PARK

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**GLEN HOWE PARK
REFERENCE AND ADMINISTRATIVE DETAILS**

CHARITY NO: 1095716

TRUSTEES

Sheffield City Council is the sole trustee of the charity, acting through the Cabinet of the Council

Cabinet Members

Councillor Jayne Dunn
Councillor Terry Fox (Chair)
Councillor Julie Grocutt
Councillor Mazher Iqbal
Councillor Douglas Johnson
Councillor George Lindars-Hammond
Councillor Cate McDonald
Councillor Alison Teal
Councillor Paul Turpin
Councillor Paul Wood

PRINCIPAL ADDRESS

Sheffield City Council
Parks and Countryside
Moorfoot
Level 3 West wing
Sheffield
S1 4PL

INDEPENDENT EXAMINER

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

GLEN HOWE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

The trustees present their report together with the financial statements of the charity for the year ended 31 March 2021. 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

The governing document is a conveyance dated 4 December 1917. The park is held in trust for the perpetual use thereof by the public for exercise and recreation. The park provides public walks and pleasure grounds and includes both recreation land and mature woodland and streams.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Glen Howe Park is a charity. The sole trustee is Sheffield City Council. Decisions in respect of the charity are made on behalf of the City Council as trustee in accordance with delegation by the Leader of the Council through her Scheme of Delegation: Cabinet takes decisions on matters of policy and on disposals of charitable land; the Director of Policy, Performance and Communications, in consultation with the Director of Legal and Governance, makes other decisions.

Management of Glen Howe Park is the responsibility of the Council's Parks and Countryside Service. Management and administrative decisions which are not decisions of the Council as trustee may be made, in accordance with the Leader's Scheme of Delegation, by the Executive Director of the Place portfolio, the Director of Culture and Environment or the Head of Parks and Countryside.

The Service Manager, Parks and Public Realm, is responsible for the day to day management of the park.

ACTIVITIES AND ACHIEVEMENTS

Glen Howe Park is a valuable local and district community park and is used for a range of informal recreation activities. The park is situated to the west off the A6102 Langsett Road, off Green Lane and South Lane. The park area climbs quite steeply out of a wooded valley, which contains a stream, which runs through a series of catchment pools. The park contains areas of informal grasslands. The mature heritage woodland is managed by parks and countryside woodlands and has been subject to its annual tree inspection and some minor remedial works.

The park has a children's play area situated on the edge of the woodland in the open recreation area of the park. This serves the small number of properties off Green Lane and within the surrounding area.

Most activities and achievements at the park during 20/21 were curtailed as a result of the Covid 19 pandemic. SCC acted in accordance with government regulations and guidelines resulting in significant periods of lockdown where access to the park was limited to essential work only.

GLEN HOWE PARK TRUSTEES' REPORT YEAR ENDED 31 MARCH 2021

The lodge within the park is occupied by an employee of Sheffield City Council on a service tenancy. The tenant carries out a range of duties within the park including security inspections, reporting damage and incidents, inspecting the children's playground and checking and cleaning the toilets within the park.

There have been no formally organised events in the park this year due to Covid 19.

FUTURE PLANS

- Continuing work to establish recent tree planting and cutting back vegetation to clear the footpath network.
- Tree and vegetation crown lifting and cutting back to keep paths clear.
- Tree safety work.
- Japanese Knotweed control.
- Rhododendron and Holly control.
- Glade opening and tree planting/maintenance to diversify woodland structure.

FINANCIAL REVIEW AND FUNDING

Unrestricted funds had net income of £nil (2020: £nil). The income from charitable activities was £2,962 (2020: £2,884), with expenditure of £20,700 (2020: £27,809). The deficit was funded by the grant from Sheffield City Council of £17,738 (2020: £24,925).

Net expenditure on restricted funds was £2,870 (2020: net expenditure £2,870) comprising depreciation charged to the restricted fund.

At 31 March 2021 the charity had total funds of £119,661 (2020: £100,585). These funds are all tied up in fixed assets.

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.

During 20/21 there was zero interest receivable on the Sheffield City Council Internal Investment Fund.

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.

**GLEN HOWE PARK
TRUSTEES' REPORT
YEAR ENDED 31 MARCH 2021**

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

The trustees of the charity who served during the year and up to the date of this report are given on page 1.

Approved by the trustees and signed on their behalf by:



Councillor Alison Teal
Executive Member for Sustainable Neighbourhoods, Wellbeing, Parks and Leisure.

Date: 24/03/22

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF Trustees of Glen Howe Park

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2021.

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).

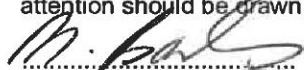
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 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:

1. 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



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

Dated: 20/4/22

**GLEN HOWE PARK
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted 2020/21 £	Restricted 2020/21 £	Total 2020/21 £	Total 2019/20 £
Income and endowments from:					
Donations and legacies	2	17,738	21,946	39,684	24,925
Charitable activities	3	2,962	-	2,962	2,884
Total		20,700	21,946	42,646	27,809
Expenditure on:					
Charitable activities	4	20,700	2,870	23,570	30,679
Total		20,700	2,870	23,570	30,679
Net income/(expenditure)		-	19,076	19,076	(2,870)
Reconciliation of funds:					
Total funds brought forward		-	100,585	100,585	103,455
Total funds carried forward		-	119,661	119,661	100,585

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

**GLEN HOWE PARK
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted 2019/20 £	Restricted 2019/20 £	Total 2019/20 £	Total 2018/19 £
Income and endowments from:					
Donations and legacies	2	24,925	-	24,925	16,661
Charitable activities	3	2,884	-	2,884	3,132
Total		27,809	-	27,809	19,793
Expenditure on:					
Charitable activities	4	27,809	2,870	30,679	22,663
Total		27,809	2,870	30,679	22,663
Net income/(expenditure)		-	(2,870)	(2,870)	(2,870)
Reconciliation of funds:					
Total funds brought forward		-	103,455	103,455	106,325
Total funds carried forward		-	100,585	100,585	103,455

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

**GLEN HOWE PARK
BALANCE SHEET
YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted 2020/21 £	Restricted 2020/21 £	Total 2020/21 £	Total 2019/20 £
Fixed assets					
Tangible fixed assets	8	-	119,661	119,661	100,585
Current assets					
Debtors	9	575	-	575	575
Liabilities					
Creditors falling due within one year	10	(575)	-	(575)	(575)
Net current assets		-	-	-	-
Net assets		-	119,661	119,661	100,585
The funds of the charity					
Unrestricted income funds		-	-	-	-
Restricted income funds	11	-	119,661	119,661	100,585
Total charity funds		-	119,661	119,661	100,585

24/03/22

Approved by the Board of Trustees on and signed on its behalf by



Councillor Alison Teal
Executive Member for Sustainable Neighbourhoods, Wellbeing, Parks and Leisure.

**GLEN HOWE PARK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

1. Accounting Policies

Glen Howe 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 for the perpetual use by the public for exercise and recreation.

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

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

The Council Dwellings have been valued at their deemed cost at the date of transition to SORP (FRS 102).

Other Land and Buildings are carried at cost.

These costs have been identified and capitalised in recent years but for earlier years, where no records are available, the original cost is treated as £nil.

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.

**GLEN HOWE PARK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

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. The buildings are not depreciated because the buildings are maintained in good condition so that their value is not impaired by the passage of time and in consequence any element of depreciation would be immaterial. 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.
- Park buildings have been depreciated on a straight line basis over 40 years, commencing on the transfer from assets under construction.
- Depreciation is not provided on assets under construction.

1.3 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.

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.

1.4 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 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.

1.5 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 that 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.

**GLEN HOWE PARK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

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.

1.6 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.

1.7 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.

1.8 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.

**GLEN HOWE PARK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

2. Donations and legacies	2020/21	2019/20
	£	£
Unrestricted revenue grants:		
Sheffield City Council	<u>17,738</u>	<u>24,925</u>
Restricted:		
Sheffield City Council - CRP	<u>21,946</u>	<u>-</u>
	<u>39,684</u>	<u>24,925</u>

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	2020/21	2019/20
	£	£
Unrestricted:		
Fees & charges	-	-
Rents	<u>2,962</u>	<u>2,884</u>
	<u>2,962</u>	<u>2,884</u>

4. Analysis of expenditure on charitable activities	2020/21	2019/20
	£	£
Unrestricted:		
Employees (note 6)	7,157	6,851
Ranger service	429	599
Repairs and maintenance	4,041	11,796
Grounds maintenance	1,199	1,199
Playground refurbishment and maintenance	3,847	3,747
Water and sewage	858	569
Tree work	830	540
Supplies and Services	985	1,195
Governance costs (note 5)	<u>1,354</u>	<u>1,313</u>
	20,700	27,809
Restricted:		
Depreciation	<u>2,870</u>	<u>2,870</u>
	<u>2,870</u>	<u>2,870</u>
	<u>23,570</u>	<u>30,679</u>

5. Governance costs	2020/21	2019/20
	£	£
Unrestricted:		
Managing and administration:		
Independent examination fees	575	575
Finance office costs	<u>779</u>	<u>738</u>
	<u>1,354</u>	<u>1,313</u>

**GLEN HOWE PARK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

6. Staff costs and trustees' remuneration	2020/21	2019/20
	Total	Total
	£	£
Salaries	5,680	5,437
Social security costs	<u>1,477</u>	<u>1,414</u>
	<u>7,157</u>	<u>6,851</u>

No employee received remuneration of over £60,000 during the year (2020 - None).

Trustees received no remuneration (2020 - £Nil) and were not reimbursed for any of their expenses during the year.

7. Staff numbers	2020/21	2019/20
	Number	Number
The average number of employees during the year was	<u>1</u>	<u>1</u>

8. Fixed assets	At cost		Total
	Land	Council dwellings	£
	£	£	£
Cost			
At 1 April 2020 and 31 March 2021	4,788	115,407	120,195
Additions	21,946		21,946
Transfers	<u>-</u>		<u>-</u>
As at March 2021	26,734	115,407	142,141
Accumulated depreciation			
At 1 April 2020	360	19,250	19,610
Charge for the year	<u>120</u>	<u>2,750</u>	<u>2,870</u>
At 31 March 2021	<u>480</u>	<u>22,000</u>	<u>22,480</u>
Net book value			
At 31 March 2021	<u>26,254</u>	<u>93,407</u>	<u>119,661</u>
At 31 March 2020	<u>4,428</u>	<u>96,157</u>	<u>100,585</u>

Council Dwellings are included at deemed cost as permitted on transition to SORP (FRS102) based on a valuation in 2012/13 by the Asset Partnership Services team of Kier who are MRICS qualified.

**GLEN HOWE PARK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

9. Debtors	2020/21	2019/20
	£	£
Amounts due from Sheffield City Council	<u>575</u>	<u>575</u>

10. Creditors: amounts falling due within one year	2020/21	2019/20
	£	£
Independent examination fees	<u>575</u>	<u>575</u>

11. Restricted funds	Land	Council Dwellings	Total
	£	£	£
Balance at 1 April 2020	4,428	96,157	100,585
Income	21,946	-	21,946
Expenditure and depreciation	(120)	(2,750)	(2,870)
Balance at 31 March 2021	<u>26,254</u>	<u>93,407</u>	<u>119,661</u>

Council dwellings fund

This fund relates to a lodge which is currently rented out.

Land and Buildings

This fund relates to floodlighting installed around the park lodge

Restricted funds - prior year	Land	Council Dwellings	Total
	£	£	£
Balance at 1 April 2019	4,548	98,907	103,455
Expenditure and depreciation	(120)	(2,750)	(2,870)
Balance at 31 March 2020	<u>4,428</u>	<u>96,157</u>	<u>100,585</u>

**GLEN HOWE PARK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021**

12. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed asset investments	-	119,661	119,661
Current assets	575	-	575
Creditors due within one year	(575)	-	(575)
	<u>-</u>	<u>119,661</u>	<u>119,661</u>

Analysis of net assets between funds - prior year

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed asset investments	-	100,585	100,585
Current assets	575	-	575
Creditors due within one year	(575)	-	(575)
	<u>-</u>	<u>100,585</u>	<u>100,585</u>

13. Ultimate controlling party

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

14. 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 £39,684 (2020: £24,925). At the year end £575 was owed by Sheffield City Council (2020: £575).

