

Company Registration Number: 3740934

Charity Number: 1100677

**OPEN FORUM FOR ECONOMIC REGENERATION
(OFFER)**

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

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OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

REFERENCE AND ADMINISTRATION DETAILS

Trustees of the Charity and Directors of the Company

Chair:	Mr I Drayton	
Vice-Chair:	Mr P Carnell	Resigned 16/7/08
	Ms S James	Appointed 17/11/08
Trustee with Responsibility for Finance	Ms E Davies	
	Ms A Allen	Co-opted 11/12/08
	Ms R Birks	Resigned 16/7/09
	Ms B Broome	Resigned 17/7/08
	Ms Z Choudhry	
	Mr C Gamble-Pugh	Co-opted 11/12/08
	Ms C Gardner	Resigned 17/11/08
	Mr B Hodges	
	Ms K Housden	
	Mr J Mitchell	Resigned 26/2/09
	Ms J Warwick	
	Ms A Wilson	Co-opted 11/12/08

Company Secretary and Chief Executive Officer

Mr D A Jackson

Registered Office

4th Floor
The Circle
33 Rockingham Lane
Sheffield
S1 4FW

Auditor

A M J Ball
75 Banner Cross Road
Sheffield
S11 9HQ

Solicitors

Messrs Watson Esam
18 Paradise Square
Sheffield
S1 1TY

Bankers

Yorkshire Bank PLC
Fargate Branch
Sheffield
S1 2EX

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

TRUSTEES' REPORT YEAR ENDED 31 MARCH 2009

The Trustees present their report together with the financial statements of the charity for the year ended 31 March 2009.

Structure, governance and management

OFFER is a registered charity and company limited by guarantee, governed by its Memorandum and Articles of Association. OFFER was first established in 1997 to assist organisations and networks in the voluntary community and faith (VCF) sector 'get to grips' with the complexities of European Funding issues. To do this, OFFER established an effective working partnership with Sheffield City Council's then European and Special Programmes Unit and created and sustained a growing network of organisations and groups from the VCF sector who were increasingly becoming engaged in regeneration activity and partnerships. It was due to this networking and partnership experience, that when the opportunity arose for Sheffield's VCF sector to receive Government funding to establish a Community Empowerment Network (CEN), OFFER was asked by the sector to take on this role. The purpose of a CEN is to enable the VCF sector to more effectively engage in the Local Strategic Partnership. Therefore, since 2001, this has been the focus of the organisation's activity.

OFFER is governed by a Board of up to 12 Trustees elected at its Annual General Meeting (AGM) who serve for a maximum of three years after which time they may put themselves forward for re-election. In addition, a city-wide network of Community Forums is able to appoint two Trustees to the Board from amongst its membership. A BME VCF umbrella organisation with accountability to BME communities from across the city can also nominate a Trustee. A network for Disability VCF sector organisations and a network for Children and Young People VCF sector organisations are also able to appoint one Trustee each, bringing the total to 17.

The Trustees meet at least four times a year setting the broad strategy for the organisation as well as undertaking their responsibilities as employers of paid staff. After each AGM they appoint a Chair and Vice Chair and assign responsibilities such as Health & Safety, Finance and PQASSO (Quality standard) to individual Trustees. They appoint sub-groups from amongst their number to progress specific issues and delegate authority to the Chair to deal with appropriate day to day operational issues.

In this last year the organisation employed a staff team of 8.1 full-time equivalents headed by a Chief Executive Officer who is line managed by the Chair. Once a year Trustees have a separate business planning meeting enabling them to consider longer-term aims and objectives as well as reviewing how they operate. They can make decisions by electronic communication as well as meeting in person.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

For the past five years, Trustees have completed an annual skills audit. This has two functions, it helps ensure that as a team they possess the necessary skills to manage the organisation, and also, because they are Trustees of the Community Empowerment Network they are able to check that they collectively represent the broad interest groups within the sector. This results in targeted recruitment and co-options of Trustees if necessary to fill any gaps.

All Trustees on joining are provided with an Induction Pack following the best practice recommendations from the Change-Up Governance Hub. OFFER receives support from Voluntary Action Sheffield's Performance Improvement Project for infrastructure organisations which helps ensure we have the knowledge to embed quality systems into our everyday working.

Risk management

The Trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage them. This risk assessment is carried out annually based on a framework developed by Voluntary Action Sheffield.

Objectives, activities and beneficiaries

The objects of the charity are to develop the capacity and the skills of the members of the socially and economically deprived communities of the City of Sheffield and their voluntary, community and faith organisations in such a way that they are better able to identify and help meet their needs and to participate more fully in society and without distinction of race, colour, ethnic or national origin, gender, disability, sexuality or of political, religious or other opinion. The Trustees have taken account of the requirement to consider and report on the public benefit delivered by OFFER under section 4 of the Charities Act 2006 and they are confident that the objectives, structures and achievements can demonstrate that these obligations are being met within the City of Sheffield.

In order to enable the organisation to make progress towards meeting its objects, the Trustees have developed the following mission statement and six key roles:

OFFER's mission statement is to support VCF organisations and networks to work in partnership and strategically influence the creation of successful, inclusive communities in Sheffield.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

TRUSTEES' REPORT - continued YEAR ENDED 31 MARCH 2009

To achieve this, OFFER undertakes the following six key roles:-

1. Ensure that the VCF sector is effectively represented and able to participate as an equal partner within decision making structures.
2. Encourage and facilitate effective networking, consultation and strategy development opportunities within the VCF Sector, to enable true partnership working with other sectors.
3. Ensure that the highest quality information is available and accessible to the VCF sector to enable it to shape and take advantage of regeneration opportunities.
4. Understand (VCF sector) needs, identify gaps and priorities and build a case to influence investment decisions.
5. Secure and allocate available resources to support the mission statement
6. Ensure that OFFER is robust, well managed and fit for its purpose

Each of the six key roles is further broken down into activities and a work plan for the year agreed annually by the Board of Trustees.

OFFER believes that in order to achieve the above mission and six key roles it needs to adopt the following values. OFFER will therefore strive to be:

- Empowering
- Inclusive
- Supportive
- Complementary – *plugging gaps*
- Equitable/fair
- Independent

In addition to the above, OFFER adopts the following approach:

- Providing the opportunity for all VCF groups to apply for taking on a representative role for the sector.
- Promoting best practice in partnership working

OFFER's beneficiaries are therefore those voluntary, community and faith sector organisations and networks in Sheffield who are interested in helping the city achieve successful and inclusive communities.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

Grant Making Policy

The monies that OFFER received from Local Area Agreement, Department for Education and Skills and Capacity Builders Improving Reach contained opportunities to provide funding to other organisations as part of meeting the needs of each funder. All grants were distributed in accordance with funders' requirements.

Local Area Agreement and Capacity Builders Improving Reach monies were combined to support one Community Forum per Community Assembly Area to undertake mapping of groups in their area to add to both theirs and OFFER's contact lists and to bring together faith organisations together to discuss practical projects they could undertake jointly in their community, building on our experience of doing this in Darnall.

Department for Education and Skills funding was used to pay grants to:, Woodthorpe Development Trust and South Sheffield Community Partnership to complete the work begun the previous year to recruit and support parent representatives onto the Children & Young People's Full Service District Boards.

See note 6b on page 23 for details of the amounts of funding made to each organisation.

Achievements, performance and public benefit

Here are a few of the major developments during 2008-09 under each of the six key roles for OFFER.

1. Ensuring effective representation

The structures our sector can use to influence have undergone radical change this year. The May '08 local elections saw the Liberal Democrats take control of the City Council with a firm commitment to bring decision making closer to local people. This included fewer decisions being made in the Town Hall and more taken by local Councillors in their communities. Area Panels were to be abolished and a new Community Assembly structure put in place with the powers to make legally binding decisions outside of the Town Hall.

OFFER supported community forums and development trusts to produce a joint statement to send to the new Cabinet Members to inform their earliest discussions on Community Assemblies. In December we hosted an event for our sector to find out the latest thinking and from this gained commitment from the City Council that they wanted to hear our sector's expertise.

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TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

OFFER organised a series of workshops based on the various themes of the Community Assemblies. The sector was successful in influencing for

- The need for VCF representation being written into the Terms of Reference for Partner Panels.
- The Community Assemblies Team having a role to play in supporting local VCF structures where they currently are unable to provide input into Partner Panels.
- Helping convince the Council that community engagement can't happen across a whole Community Assembly Area and so this is now being developed at Ward level.

But for OFFER it was disappointing we did not manage to gain a clear agreement how the new Assemblies will work with the VCF sector in the new Community Assembly structure, and particularly in relation to the Partner Panels and it was clear that the Council did not want to fund a role for OFFER to support the sector to network and be represented at this level.

The Sheffield First Family (the city's Local Strategic Partnership) restructured with the aim of making it clearer where particular issues would be dealt with and of simplifying the old structure and adopting a standard recruitment system. OFFER negotiated a new Protocol to ensure the principles behind the sector's involvement were continued and strengthened which proved invaluable in securing the current range of places across all the Boards within the new Sheffield First Partnership structure. The changes in the recruitment system saw the responsibility for managing the selection of VCF sector reps on the various sub-Boards, transferred from OFFER to LSP Managers.

For the first time ever, during this year, BME representation was secured on the city's Safer Communities Partnership, but unfortunately in the restructuring process, this person did not reapply; however new arrangements have been put in place to enable some key community of interest groups to support the sector's reps on the new Safer & Sustainable Communities Partnership to represent their interests. Recruitment of VCF sector members to the newly restructured Partnership did not see any overall increase in BME representation but did see a considerable increase from the Faith sector.

Forty eight people within the VCF sector were trained on the How Your City Works programme and Sharrow Community Partnership following from the success of the pilot programme in early 2008, plan to run further How Your Neighbourhood Works Courses in their area during Spring & Summer of 2009.

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TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

2. Networking

26th March 2009 was the AGM of the Sheffield BME Network which brought into being an independent network that has since gone on to secure its own funding. Throughout the previous 12 months, OFFER working with the City Council and VAS continued to support the development of a BME Network. OFFER supported the volunteers who had agreed to look at what was needed to establish a BME Network to hold an event in May '08 at which a large number of people from BME organisations agreed with the proposals suggested. An interim network was established following the May event which OFFER supported through to the March '09 AGM.

The impact of Climate Change and measures necessary to reverse the ever increasing levels of greenhouse gases has steadily risen up the city's agenda. In response, OFFER supported VCF sector groups to explore the need and then go on to establish a Low Carbon Network that has enabled members to lay down a clear marker on the sector's contribution and potential contribution to the city's low carbon strategy.

During 2008, OFFER worked with Inclusive Living Sheffield to bring together Disability organisations to explore whether it was worth attempting to re-establish some form of Disability Network. This culminated in an open event attended by over 30 VCF sector groups agreeing that a task group should be established to come up with a proposed model for Sheffield and bring this back to a future meeting. During the rest of the year, the task group has been hard at work, aiming to report its recommendations Sept/Oct 09.

OFFER supported Sheffield Faiths Forum to partner with the merging BME network and take the brave step to lead on a couple of events to enable people to decide if they wanted to try and engage with the controversial national Government's Preventing Violent Extremism programme. This resulted in very strong messages being conveyed to the Police and City Council on the unhappiness that this is so targeted at Muslim communities which together with feedback from the rest of the country has resulted in national Government broadening the scope of the programme. In addition the City Council, valuing the input from a wide range of community groups and individuals has asked the Faiths Forum to help it set up a longer-term advisory group to continue to influence its delivery of the programme.

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TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

The Faiths Forum in conjunction with Pakistani Muslim Centre, building on the success of the previous year ran another Faith Leaders Workers and Volunteers Training course, which was more than three-times oversubscribed. A separate Faith Awareness Training day was also provided in partnership with Faith Matters. Five members of Faith communities were successful in becoming VCF reps on Sheffield First Partnership Boards. Faith groups in Darnall were supported in their delivery of youth projects, in Shiregreen in supporting women from different faith backgrounds to develop joint community projects and in Sharrow to identify best practice in the delivery of English as a Second Language courses within some faith communities.

3. Information

OFFER's Regeneration News worked hard to keep the sector up to date with the major changes likely to impact on the sector. This meant an interview with the new Leader Paul Scriven setting out his vision for the role of our sector in voice, influence and regeneration and a detailed article in the October edition setting out the timetable and process for the planning, implementation and ongoing development of the Community Assemblies. Due to the rapidly changing Community Assembly agenda, following our sector wide event in December we developed an email bulletin to keep people in the VCF sector informed of developments at a city-wide level. This has gradually grown to keep over 350 VCF sector people informed.

This year also saw the development of an email bulletin to keep all the VCF sector representatives across the Sheffield First Partnership and anyone else with an interest to be informed of the key issues from a VCF sector point of view on each of the Boards. This is produced virtually every month, depending on the frequency of Board meetings.

Throughout the year, over 400 individuals, organisations and projects were sent notes and papers keeping them updated with the progress of the BME Network task group and the subsequent Interim Network. Now the Network is fully established, they have taken on this role for themselves, OFFER providing them with our mailing list.

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TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

4. Influencing investors' funding decisions

This was the year that saw the first major signs of the impact on community regeneration organisations of the cessation of various European and other regeneration funding and a variety of ways were tried to influence investor's decisions to respond to this, with varying degrees of success.

Following the request of Community Forums from South Sheffield Partnership, OFFER, supported Community Forums across the city to put together an on-line petition which was presented at Full Council to highlight the issues many of them were facing. OFFER supported VCF sector organisations to try to influence the Sheffield City Council proposal to Yorkshire Forward for ERDF and Single Pot investment to support economic activity. Following the petition on behalf of Community Forums, OFFER supported a group of them to influence the provision of Area Based Grant.

None of this activity achieved the scale or type of investment we would ideally liked to have seen and given the level of public sector resources and the changing remit of Yorkshire Forward it was probably never fully possible. However it has resulted in 8 organisations being supported through Area Based Grant when originally there was to be no resource and then only resource for 6, it has resulted in some albeit very limited opportunities for the VCF sector to bid for the Yorkshire Forward investment that the City Council has received to support employers and funding was secured for the VCF sector Procurement Support project.

OFFER supported VCF sector reps across the Sheffield First Partnership to try and make the most of the aspiration that each thematic Board would develop proposals for using Area Based Grant to deliver key areas of work important for the overall achievement of the city strategy. This helped secure monies for the Environment Partnership in tackling carbon emissions and ensured children & young people activity continued.

5. Securing and allocating resources

OFFER secured resources from Local Area Agreement, Community Empowerment Fund, and CapacityBuilders Improving Reach programme. Local Area Agreement monies were used to support OFFER's work across the organisation's six key roles. The Community Empowerment Fund monies were used specifically to support the creation of the BME network and Improving Reach for the Faiths Forum and network. For the year 2009-10, OFFER has secured monies from the City Council's Area Based Grant to deliver empowerment activity around Community Assemblies and support the sector's involvement in the Sheffield First Partnership and continue to receive support from Capacity Builders Improving Reach programme for the work of Sheffield Faiths Forum.

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TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

6. Fit for purpose

Following up work from the Human Resources review we carried out the previous year and working towards achieving PQASSO Level 2, we updated a number of the organisation's policies, Health & Safety, Family Friendly, Holiday Compassionate Leave & Sickness. We revised the standard employment contract and developed a Code of Conduct for OFFER staff for our work externally and amongst each other. We also began work on updating finance procedures and transferring our financial record keeping from Quicken to Quick Books ready for the recruitment of a new Free-lance Finance Worker in 2009.

From the achievements listed above it will be seen that much of OFFER's work is providing the opportunities for networking and the increasing voice and influence of other voluntary, community, faith sector organisations so that they can achieve more public benefit. Especially through training staff with a community development role in how the city and neighbourhood works, empowering the voice of our sector on the decision making partnerships within the city, we aim to ensure the work of OFFER has direct impact on public benefit.

Financial review

OFFER is reliant on grant funding, the scale and priorities of which are mostly determined by the City Council with some input from the Local Strategic Partnership, Sheffield First Partnership, and some grant funding determined by national Government.

Most of OFFER's previous funding agreements had finished at the start of this financial year apart from some carry forward of two relatively small grants. New funding was secured for 2008-09 from the Working Neighbourhoods Fund as part of the city's decision to make this current year a transition from Neighbourhood Renewal Fund. In addition the Faiths Forum heard at the end of May 2008 that it had secured resources from Capacitybuilders for the next three years. OFFER was therefore fully funded for 2008-09.

In January 2009 we had confirmation that the City Council was intending to fund OFFER through its Area Based Grant albeit with a new emphasis on empowering individuals to take part in the new Community Assemblies launched in May 2009. Apart from Capacitybuilders, all of OFFER's funding streams for 2009-10 will finish at the end of March 2010 and any successor funding sources are all connected to the decisions the City Council takes over the use of its Area based grant. OFFER therefore continues with the situation that commenced three years ago of shifting from multi-year funding commitments to relying on year on year sources. Our only multi-year funding source is one that is managed by national Government; all locally determined monies for the last three years have been one year only.

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TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

In response to these uncertainties, OFFER has made a significant increase to its unrestricted income during this year so moving towards its long held goal of maintaining a level of reserves that enable the organisation to confidently manage a cash flow gap in funding or instigate the measures needed if there were to be a significant cessation of grant support.

The main points to note on OFFER's income and expenditure for 2008-9 are:-

Grant income grew slightly by about 4% compared with the previous year. By far the vast majority of income remains restricted funds in the form of grants. Unrestricted income increased to £28,432. For details of the sources of OFFER's income during 2008-09 used to achieve its objectives, please see note 12 on page 25.

Expenditure increased by 17% compared with the previous financial year. This much bigger rise in expenditure when compared with income was due to the receipt of a grant right at the end of 2007-08 with nearly 50% of its activity for 2008-09.

The single biggest use of OFFER's resources is to develop networking. This is followed by achieving effective representation for the VCF sector and providing information. For further detail of expenditure please see note 6 on page 22.

Indirect expenditure remains at a similar level to last financial year, at 10% of total expenditure which we hope reflects OFFER's ability to demonstrate it can deliver value for money.

Reserves Policy

Because OFFER is so reliant on grant funding and the organisation continues to experience uncertainty over local Government prioritisation for our role, especially in the current climate of large public sector cuts, the Trustees intention remains to build up reserves so that the organisation can:

- Survive a period of 3 months as different income streams change and new contracts are negotiated
- Honour its obligations to discharge redundancy payments and other debts arising in the event of the need to downsize or cease activity.

Based on income and expenditure forecasts for 2009-10, this requires reserves around £115,000. Currently free reserves are £45,869 so there is still a considerable way to go. The level needed may change as funding levels alter and so Trustees will annually monitor the requirement for reserves.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

TRUSTEES' REPORT - continued **YEAR ENDED 31 MARCH 2009**

Plans for future periods

As stated earlier, OFFER's current funding streams, apart from Capacity Builders monies to support the Faiths Forum end in March 2010.

OFFER's future funding will depend on the priorities of the City Council which will be influenced by our track record in delivering the new agenda around Community Assemblies and the amount of monies it has available given the cuts in public sector finance. There are suggestions that our type of activity may be put out for competitive tender, however currently the timescales for this are unknown.

If there is no future funding available or secured sufficiently close to the end of the financial year then the Trustees will instigate measures to ensure all activities that can be continued are enabled to carry on and those which can no longer be sustained are concluded in as smooth a way as possible.

Trustees' responsibilities in relation to the financial statements

Company law requires the Trustees to prepare financial statements which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, 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 UK 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 accounting records which disclose with reasonable accuracy, at any time, the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1995. The Trustees 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.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

TRUSTEES' REPORT - continued YEAR ENDED 31 MARCH 2009

In accordance with company law, as the Trustees (Company's Directors), we certify that:

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- As the Trustees (directors of the company) we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditor

A resolution will be proposed at the Annual General Meeting that A M J Ball be reappointed as auditor to the charity for the ensuing year.

By order of the trustees

I Drayton
Chair

Date:

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF OFFER (OPEN FORUM FOR ECONOMIC REGENERATION) YEAR ENDED 31 MARCH 2009

I have audited the financial statements of OFFER for the year ended 31 March 2009, which comprise the Statement of Financial Activities, the Balance Sheet and related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. My audit work has been undertaken so that I might state to the charitable company's members those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for my audit work, for this report, or for the opinions I have formed.

Respective Responsibilities of Trustees and Auditors

The trustees' (who are also directors of the company for the purposes of company law) responsibilities 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) are set out in the Statement of Trustees' Responsibilities.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you whether, in my opinion, the information given in the Trustees' Report is consistent with the financial statements.

In addition I report to you if, in my opinion, the charity has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by law regarding trustees' remuneration and transactions is not disclosed.

I read the Trustees' Report and consider the implications for my report if I become aware of any apparent misstatements within it.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF OFFER (OPEN FORUM FOR ECONOMIC REGENERATION) YEAR ENDED 31 MARCH 2009

Basis of Opinion

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion:

- The financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31 March 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Trustees' Report is consistent with the financial statements.

Without qualifying my opinion, I draw attention to Accounting Policy Note 1 to the financial statements concerning the Trustees views on the appropriateness of adopting the going concern basis.

A.M.J Ball

Chartered Accountant and Registered Auditor
Sheffield

Date

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income & Expenditure Account) FOR THE YEAR ENDED 31 MARCH 2009

	Note	Unrestricted Funds £	Restricted Funds £	Total £	2008 £
Incoming Resources	4				
Incoming resources from generated funds					
Investment Income	5	89	-	89	82
Income from charitable activities					
Core grants		-	459,069	459,069	440,257
Other income		28,343	-	28,343	664
Total incoming resources		<u>28,432</u>	<u>459,069</u>	<u>487,501</u>	<u>441,003</u>
Resources expended	6				
Charitable activities		17,895	486,978	504,873	430,221
Governance costs	7	-	3,680	3,680	3,679
Total resources expended		<u>17,895</u>	<u>490,658</u>	<u>508,553</u>	<u>433,900</u>
Net incoming resources					
- Net income for the year		10,537	(31,589)	(21,052)	7,103
Transfers between funds	12	9,482	(9,482)	-	-
Balance brought forward at 1st April 2008		25,850	42,659	68,509	61,406
Balance carried forward at 31st March 2009		<u>45,869</u>	<u>1,588</u>	<u>47,457</u>	<u>68,509</u>

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

BALANCE SHEET AT 31 MARCH 2009

	Note	2009 £	2008 £
Fixed assets			
Tangible assets	8	-	-
Current assets			
Debtors and prepayments	9	15,424	68,328
Cash at bank and in hand	10	43,440	19,188
		<u>58,864</u>	<u>87,516</u>
Creditors due within one year	11	11,407	19,007
Net current assets		<u>47,457</u>	<u>68,509</u>
Net assets		<u>47,457</u>	<u>68,509</u>
Unrestricted funds			
General funds		45,869	25,850
Restricted funds	12	1,588	42,659
		<u>47,457</u>	<u>68,509</u>

The financial statements are prepared in accordance with special provisions of part VII of the Companies Act 1985 relating to small companies.

The accounts were approved by the Board of Trustees and are signed on their behalf by:

I Drayton
Chair

Date

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

The Trustees are aware that most existing funding will cease in March 2010. Despite this uncertainty, they consider it appropriate to prepare these financial statements as a going concern on the grounds that adequate funding beyond March is anticipated and plans are in place to manage any shortfall.

a) Grant Income

All grant income is recognised in full in the Statement of Financial Activities in the year in which it is receivable.

b) Resources Expended

Expenditure is recognised when a liability is incurred and includes attributable VAT which cannot be recovered. Charitable activities include monies paid to organisations in respect of expenses incurred by Voluntary, Community and Faith sector representatives. Commissions are undertaken by consultants in respect of detailed survey and research work.

c) Grants Payable

OFFER distributes grants to groups in accordance with requirements laid down in contracts for restricted funds. No other grants are made.

d) Restricted Funds

Funds are identified as restricted where they are received for a specific purpose and where the donor may require repayments if the conditions are not met.

e) Unrestricted Funds

These funds have yet to reach a level at which they become of significance to OFFER. Until that time they are used to contribute towards reserves.

f) Tangible Fixed Assets and Depreciation

Tangible fixed assets are included at original cost less accumulated depreciation. Items purchased during the year costing less than £1,000 are not capitalised but are written off in the Statement of Financial Activities.

Depreciation is provided to write off each asset over its estimated useful life as follows:

Fixtures and Fittings	20% on cost
Computer Equipment	33% on cost

g) Pensions

OFFER agrees to contribute a sum equal to 8% of gross salary, in respect of each employee, towards a Stakeholder Pension Scheme of the individual's choice.

2 Taxation

As a registered charity, OFFER is exempt from income and capital taxes on its charitable activities.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2009

3 Trustee's remuneration

Trustees received no remuneration as trustees.

The following out-of-pocket expenses were reimbursed

J Mitchell	£60
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4 Net incoming resources

This is stated after charging:

	2009 £	2008 £
Depreciation - owned assets	0	0
Auditors remuneration – audit services	2,000	2,000

Staff costs and numbers

Wages and salaries	223,526	185,158
Employers National Insurance	21,633	18,223
Pensions	17,784	14,055
	<u>262,943</u>	<u>217,436</u>

The average number of full-time equivalent employees during the year was made up as follows:

Director	1	1
Network development	5	5
Finance and administration	<u>2</u>	<u>2</u>
	<u>8</u>	<u>8</u>

No employees were paid more than £60,000 per annum (2007 - £NIL)

5 Investment income

This relates solely to interest received on monies held on current account.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2009

6 Resources expended		2009			2008	
	Note	Direct £	Support £	Grants £	Total £	Total £
Charitable Activities						
Ensuring effective representation		118,208	9,093		127,301	75,373
Developing networking		159,863	10,263	52,520	222,646	158,619
Informing the sector		60,262	9,875		70,137	61,313
Identifying VCF sector needs		29,967	1,265		31,232	30,261
Securing and allocating resources		11,738	1,311		13,049	6,069
Ensuring OFFER is fit for purpose		23,127	17,381		40,508	55,292
		<u>403,165</u>	<u>49,188</u>	<u>52,520</u>	<u>504,873</u>	<u>386,927</u>
Governance costs	7	<u>2,811</u>	<u>869</u>		<u>3,680</u>	<u>6,214</u>
Total expenditure		<u>405,976</u>	<u>50,057</u>	<u>52,520</u>	<u>508,553</u>	<u>393,141</u>

6a Allocation of overheads to direct and support costs

Where incurred actual expenditure has been allocated to the appropriate direct and/or support cost within the Charitable Activities

In cases where actual apportionment has not been possible, an estimation has been made as to what proportion of the total costs for each overhead expense should be allocated to accurately reflect the support, rather than charitable, expenditure cost involved.

Included in Support Costs are expenses relating to Staff Salaries, Premises, Commissioned Work, Office Expenses, Information Service and Travelling/subsistence

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2009

6b Analysis of grants Recipients of grant

	£
Darnall Forum	6,000
Handsworth Community Forum	6,000
Regenerate, refresh, renew (Woodthorpe Development Trust)	3,000
Islamic Society of Britain	900
Sharrow Community Forum	6,000
Stocksbridge Training and Enterprise	6,000
Parson Cross Community Development	6,000
St Mary's Church and Community Centre	3,000
Low Edges Community Forum	12,000
South Sheffield Partnership	2,620
South Yorkshire Community Foundation	1,000
	<u>52,520</u>

The grants to all recipients are analysed in the accounts appropriate to the area of work for which they were intended and are shown net of OFFER management and administration charges.

7 Governance costs

	Direct	2009 Support	Total costs	2008 Total costs
	£	£	£	£
Audit fee	1,700	300	2,000	2,000
Board expenses	1,110	570	1,680	1,679
	<u>2,810</u>	<u>870</u>	<u>3,680</u>	<u>3,679</u>

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2009

8 Tangible fixed assets	Fixtures & Fittings £	Computer Equipment £	Totals
COST:			
At 1st April 2008	13,896	14,977	28,873
Additions	0	0	0
Disposals	0	0	0
At 31st March 2009	13,896	14,977	28,873
DEPRECIATION			
At April 2008	13,896	14,977	28,873
Charge for the year	0	0	0
Disposals	0	0	0
At 31st March 2009	13,896	14,977	28,873
NET BOOK VALUE			
At 31st March 2009	0	0	0
At 31st March 2008	0	0	0
9 Debtors: amounts falling due within one year			
	2009		2008
	£		£
Other debtors	14,847		67,465
Prepayments	577		863
	15,424		68,328
10 Cash at bank and in hand			
	2009		2008
	£		£
Current account	43,340		19,052
Petty cash	100		136
	43,440		19,188

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2009

11 Creditors: amounts falling due within one year

	2009	2008
	£	£
Accrueals	2,000	19,007
Sundry Creditors	7,946	
Payroll Liabilities	1,461	
	11,407	19,007

12 Restricted funds

	Balance 1 April £	Income £	Expenditure £	Adjustments £	Balance 31 March £
DFES	5,620	-	5,620	-	-
CE and LAA	19,479	346,769	366,248	-	-
SAVE	2,149	300	3,150	701	-
LR	7,600	-	7,600		-
NA	5,251	-	(4,932)	(10,183)	-
LL	2,560	-	-		2,560
Faith	-	112,000	112,972		(972)
	42,659	459,069	490,658	(9,482)	1,588

Restricted funds 2008 - 2009 consisted of:

DFES Department for Educations & Skills monies via the Children & Young People's Directorate of the City Council to recruit parent representatives to the new Service Districts

CE and LAA - Sheffield City Council, the accountable body for these projects agreed that they can be dealt with as a single fund in 2008 - 2009

CE Community Empowerment - A central Government fund given to Local Authorities in Neighbourhood Renewal Areas to support community empowerment activity during the transfer of responsibility for funding Community Empowerment from central Government to local authorities

LAA Local Area Agreement funding used to enable the Voluntary, Community and Faith sector to achieve voice and influence in decision-making on the future of the city.

OPEN FORUM FOR ECONOMIC REGENERATION (OFFER)

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2009

SAVE	Association of Sheffield Agencies for the Vulnerable and Excluded. During 2007-08 this new network had yet to set up its own bank account and so OFFER held its funds on its behalf.
Faith	Capacitybuilders Improving Reach Fund. Funding via national Government Office of the Third Sector for VCF sector infrastructure projects. OFFER's contract is to support the Faiths' Forum to help local groups network, identify and tackle community issues in their area.
LR	Learning Research. Funds from the City Council to conduct a survey of VCF sector first rung training activity and provide support to Learning Partnerships in 2008-09
NA	Neighbourhood Arrangements - A City Council project funded through NRF to explore different ways of achieving voice and influence at a local level. Grant to OFFER to develop How Your Neighbourhood Works courses. The City council agreed that on completion any fund balance could be transferred into OFFER's general reserves hence the adjustment of £10,183
LL	Local Links - Transfer of the closing balance from the former network for Community Forums, Local Links. To be used on activities to support Community Forums to network.

13 Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Fund balances at 31 March 2009 are represented by:			
Fixed Assets	0	0	0
Current Assets	41,100	2,340	43,440
Creditors	(7,644)	(3,763)	(11,407)
Debtors	12,413	3,011	15,424
	45,869	1,588	47,457

14 Pension costs

OFFER makes payments on behalf of employees into personal stakeholder pension plans. The assets of these schemes are held separately from those of OFFER in independently administered funds. The pension cost charge in the Statement of Financial Activities represents contributions payable by OFFER to the funds and amounts to £17,784 (2008 £14,055). Contributions of £1,461 were payable at the year end (2008: £1,111).