

SHEFFIELD CATHEDRAL CHAPTER
ANNUAL REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31 DECEMBER 2021

SHEFFIELD CATHEDRAL CHAPTER

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SHEFFIELD CATHEDRAL CHAPTER

REFERENCE AND ADMINISTRATIVE INFORMATION

Address The Cathedral Church of St Peter and St Paul
Church Street
Sheffield
S1 1HA

Cathedral Chapter, Cathedral Officers and Council during 2021

Members of the Cathedral Chapter

The Very Revd Abigail Thompson, Dean *(Appointed November 2021)*
The Revd Canon Geoffrey Harbord JP *(Acting Dean to November 2021 then Precentor)*
The Revd Canon Keith Farrow, Vice Dean & Canon Missioner *(Resigned June 2022)*
Canon John Biggin (appointed by the Bishop)
Mrs Angela Rees (Churchwarden, elected by congregation)
Mr Roy Wheeler (Churchwarden, elected by congregation) *(Resigned May 2021)*
Mrs Sally Holding (Churchwarden, elected by congregation) *(Appointed May 2021)*
Mrs Pam Liversidge, DL, OBE (appointed by the Bishop)
The Revd Canon Julie Upton (appointed by the Bishop)
Canon Jack Cooper (appointed by the Bishop)

Honorary Minor Canons

The Revd Captain Mike Reeder, CA
The Revd Captain Ian Maher, CA

Honorary Cathedral Evangelist

Captain Michael Collyer, CA

Honorary Cathedral Readers

Professor Peter Ashworth
Ms Eunice Coates

Cathedral Wardens

Mrs Angela Rees *(Elected at APCM, April 2019)*
Mrs Sally Holding *(Elected at APCM May 2021)*

Honorary Treasurer:

Canon John Biggin

Chief Operating Officer:

Ms Frances Joel *(Resigned August 2021)*
Mrs Heidi Adcock (Interim COO: *August-December 2021*)
Mr Des Scott (Interim COO: *Appointed January 2022*)

Architect:

Mr Clive England BA (Hons), DipArch, RIBA,
Thomas Ford & Partners

Archaeologist:

Ms Liz Humble, MCIFA, IHBC

Director of Music / Master of the Music:

Mr Ian Seddon

Cathedral Safeguarding Advisor:

Ms Cheryl Henry-Leach *(Resigned December 2021)*
Ms Sian Checkley *(Appointed January 2022)*

SHEFFIELD CATHEDRAL CHAPTER

REFERENCE AND ADMINISTRATIVE INFORMATION - Continued

Members of the Fabric Advisory Committee during 2021:

Mr Michael Hannon (Interim Chair)
Mr Graham Williams
Mrs Elizabeth Walker (*Resigned June 2021*)

Professor John Chilton
The Right Revd Dr Timothy Ellis
Mrs Emma Paragreen

Bankers:

Barclays Bank
2-12 Pinstone Street
Sheffield
S1 2HN

National Westminster Bank
City Centre Branch
42 High Street
Sheffield
S1 2GE

Accountants and Auditors:

BHP LLP
2 Rutland Park
Sheffield
S10 2PD

Fund Managers:

CCLA Investment Management Ltd
80 Cheapside
London
EC2V 6DZ

Members of the Cathedral Council during 2021:

The Bishop of Sheffield

Visitor (*in attendance*)

Mr Andrew Coombe CVO CSTJ

Chair

The Revd Canon Geoffrey Harbord JP

Acting Dean (to November 2021 then Precentor)

Dr Giles Bloomer, OBE
Mr David Booker
The Revd Canon Keith Farrow
Professor Barry Hancock, OBE

Mr Derwent Levick
Mr David Wragg
Mr David Trickett
Canon John Biggin

SHEFFIELD CATHEDRAL CHAPTER

REFERENCE AND ADMINISTRATIVE INFORMATION - Continued

Members of the College of Canons during 2021:

<i>Visitor</i>	The Bishop of Sheffield
<i>Chair</i>	The Dean of Sheffield
<i>The Residentiary Canons</i>	
The Revd Canon Keith Farrow The Revd Canon Geoffrey Harbord	<i>(Resigned June 2022)</i>
<i>The Honorary Canons</i>	
The Bishop of Doncaster	The Right Revd Sophie Jelley
The Archdeacon of Sheffield and Rotherham The Archdeacon of Doncaster The Revd Canon Christopher Barley	The Venerable Malcolm Chamberlain The Venerable Javaid Iqbal
The Revd Canon Peter Ingram The Reverend Canon Richard Parker Canon Peter Rainford (Lay Canon) The Revd Canon Mark Cockayne Canon Dr Christine Gore (Lay Canon) The Revd Canon Keith Hale Canon Professor Mike Higton (Lay Canon) The Revd Canon Ian Smith The Revd Canon Julie Upton The Revd Canon David Stevens The Revd Canon Mark Wigglesworth The Revd Canon Paul Williams The Revd Canon Lyn Wortley The Revd Canon Jan Foden The Revd Canon Andrew Howard Canon Ian Walker (Lay Canon) The Revd Canon Rick Stordy	<i>(Resigned 2021 through retirement)</i> <i>(Resigned 2021)</i> Canon Theologian <i>(Resigned 2021)</i> <i>(Resigned 2021 through retirement)</i> <i>(Appointed 2021)</i> <i>(Appointed 2021)</i> <i>(Appointed 2021)</i> <i>(Appointed 2021)</i>

Chaplain to the College of Canons

The Revd Captain Mike Reeder, CA

Ecumenical Canon

In accordance with the Cathedral statutes, these canonries fell vacant on the appointment of the new Diocesan Bishop in 2017.

SHEFFIELD CATHEDRAL CHAPTER

REFERENCE AND ADMINISTRATIVE INFORMATION - Continued

Cathedral Staff

Ms Frances Joel	Chief Operating Officer (<i>Resigned July 2021</i>)
Mrs Heidi Adcock	Interim Chief Operating Officer (<i>July-December 2021</i>)
Mr Des Scott	Interim Chief Operating Officer* (<i>Appointed January 2022</i>)
Mrs Sarah Hardy	Finance Manager *
Mr David Maw	Dean's Verger
Mr Paul Russell-Sewell	Canons' Verger (<i>Resigned April 2021</i>)
Mr Richard Crow	Canons' Verger (<i>Appointed May 2021</i>)
Mr Ben Elliott-Hill	Liturgical Verger
Mr Patrick Fitzsimons	Caretaker and Events Facilitator
Miss Nicola Burgin	Dean's Administration Officer
Mrs Christine Moorey	Canon Missioner's Administration Officer (<i>Resigned May 2021</i>)
Miss Sally Davies	Canon Missioner's Administration Officer (<i>Appointed May 2021</i>)
Miss Emma Gittins	Operations Manager*
Mr David Clark	Canon Precentor's Administration Officer
Mrs Christine Carrington	Volunteer Manager
Mr Ben Rossi	Development Manager *
Mr Ian Seddon	Interim Director of Music
Mrs Cheryl Henry-Leach	Cathedral Safeguarding Advisor (<i>Resigned December 2021</i>)
Ms Sian Checkley	Cathedral Safeguarding Advisor (<i>Appointed January 2022</i>)

*Senior Management Team

Lay Clerks

There are currently no lay clerks

Sheffield Cathedral Enterprises Staff

Ms Ruth Maher-Heslip	Enterprise Business Manager
Ms Beverly O'Brien	Deputy Business Manager (<i>Resigned July 2021</i>)
Ms Hannah Tregoning	Retail Supervisor (<i>Resigned December 2021</i>)

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT

Structure, governance and management

Governing Statutes

The Cathedral is governed by the Constitution and Statutes for Sheffield Cathedral which came into effect on 13th April 2000 and were drawn up under the Cathedrals Measure 1999. There is a new Cathedral Measure, which received Royal assent in 2021. The measure will include a provision so that in part, cathedrals will be regulated by the Charity Commission. The role of Chapter will change, and Cathedral Council will no longer carry out its current responsibilities. Chapter is planning to establish a transition team to assist in the transition to the new structures in Sheffield over the next 18 months. Although, the Cathedral is not yet regulated by the Charity Commission, nevertheless, as a matter of good practice, Chapter is fully participating in the Commission's provision for the reporting of good practice and dealing with critical incidents.

The Cathedral and the Diocese of Sheffield

The Cathedral Church of St Peter and St Paul in Sheffield is the mother church of the Diocese of Sheffield and the seat of the Bishop of Sheffield. It is a centre of worship and mission for the Diocese of Sheffield, and the Parish Church of the City of Sheffield.

The Cathedral Chapter

The Cathedral is currently governed in accordance with the Cathedrals Measure 1999. The Bishop, as Visitor, may give directions to the Chapter, the holder of any office, or to any person employed by the Cathedral which will, in his opinion, better serve the observance of the Constitution and Statutes. The Chapter is the legal body responsible for the administration and governance of the Cathedral. It is the role of the Chapter to ensure that the Cathedral is an effective centre of worship and mission for the Diocese of Sheffield. As a legal entity, the body corporate of the Cathedral consists of the Chapter, the Council and the College of Canons. It is the duty of the Council, in co-operation with the Dean, to further the work of the Cathedral – spiritual, pastoral, evangelistic, social and ecumenical – reviewing and advising upon the direction and oversight of that work by the Chapter. The College of Canons receives the annual report and audited accounts of the Cathedral, elects the Diocesan Bishop, and discusses any matters concerning the Cathedral, as may be raised by any of its members.

The Chapter consists of:

- the Dean, ex officio;
- up to four Residentiary Canons, ex officio, one of whom may be appointed Vice Dean;
- one lay person appointed by the Bishop, after consultation with the Dean, having particular expertise in financial matters, as Treasurer;
- two lay persons elected by the annual church meeting from those who are, or have been, Churchwardens of the Cathedral; and
- up to three persons appointed by the Bishop, at least one of whom must be lay.

Elected and appointed members serve for terms of three years, which are renewable.

New Chapter members are given copies of the Cathedrals Measure, the Care of Cathedrals Measure, the Cathedral Constitution and Statutes, and the Strategic Vision and associated documents. New Chapter members have extensive conversations with the Dean, in which she briefs them on issues and procedures, and answers their questions. In addition, there is a national training course for new Chapter members, and all new members are offered the opportunity to attend the course. The Chapter met 10 times during 2021. The APCM took place on 23 May 2021.

The Cathedral Chapter is very grateful for the time, effort and support given by all those who serve voluntarily on its statutory bodies, and for all those who so generously support its work and mission, in particular the Church Burgesses Trust and Law Clerk to the Trust, Mr Ian Potter.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Review of Chapter's Priorities in 2021

Chapter continues to seek to be a place for all people with a major arts programme to engage the Diocese, city, and region in a new way. The programme began in 2019 and is scheduled to run until 2022, in collaboration with *Lux Muralis*, a company which has worked with several other cathedrals. March 2021 saw *The Observatory: Space and Time*, but had to be cut short because of the pandemic lockdown, which was disappointing. Conversely, at the end of November the light show had just under 9,000 visitors which, considering the impact of the pandemic, was really encouraging. Both events were subject to extensive media campaigns. The show planned for March 2022 was postponed due to a further upsurge of the pandemic and will now be staged in March 2023.

The Beginning (Christmas Lightshow 29 November – 30 December)

The Cathedral sold approximately 8,500 tickets for this event. The Christmas light show has become something of a regular event in the Cathedral, and people come back year after year.

Feedback:

- Absolutely fantastic, thank you for a magical evening
- We came tonight... absolutely beautiful
- Outstanding....
- The staff and volunteers ought to get a special mention for being so nice and helpful (and standing out in the cold)
- We came tonight and it was brilliant – thank you so much; definitely a highlight of Christmas and so well organised
- A lady brought her family to the last night of the Lightshow, although she was apprehensive about doing so due to the COVID risk. She said she was instantly put at ease when she saw that all our staff and volunteers were wearing masks, ensuring adequate distancing, the hand sanitiser stands etc. She found this so reassuring but is especially grateful to the volunteer who was managing the Angel photography queue (according to the rota it was Julian Sankey). She said he was just the most lovely person she's ever spoken to, handled the queue and social distancing beautifully, and is the sole reason that she and her family are coming back tonight to see the Chapter House Theatre Production! She said to pass on her heartfelt thanks to all of us, not just for arranging such a stunning Lightshow, but for how we managed the whole event and how we made sure everyone felt safe and welcome.

Christmas Tree Festival

This was run through December and had engagement with 30+ businesses, many of whom offered sponsorship, charities and not for profit community groups. This was another highlight of the year which has grown despite the pandemic and, in addition to being a positive event for the Cathedral, raised £1,400 for local good causes.

Poppy Fields of Sheffield

This event had engagement with the congregation, volunteers and community to create a carpet of poppies across the Cathedral. From the feedback received, this moving memorial will grow year on year because it was helpful to all those involved or who visited. Poppies were made by Cathedral staff, volunteers, members of the congregation and also those who preferred to stay at home, due to the risk of the pandemic.

The following community groups also engaged in the project:

- 194th Sheffield Brownies and Guides
- 34th Rotherham Brownies
- 79th Sheffield (St Timothy's) Scout Group
- Beighton Knit and Knatter Group

Feedback

- It has been a pleasure to make a tribute to the animals that served in the wars
- A beautiful tribute

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Networking Event with RFCA

Public signing of the Armed Forces Covenant at a networking event in the Cathedral. The event was one of the first face-to-face networking events in July, following the relaxation of the pandemic restrictions.

Bears of Sheffield and The Foundry

During July and August the Cathedral hosted two exhibitions, The Foundry and Bears of Sheffield. Postponed for 12 months because of the pandemic. The Foundry formed part of the artistic collaboration with Peter Walker. The exhibition itself celebrated the Cathedral's and also Sheffield's association with steel through contemporary steel sculpture and art installations. Furthermore, the exhibition explored historical and social aspects of the city's steel industry through British Pathé film footage, digital technology and sound art with interpretation to explain how Sheffield became known the world over as the City of Steel and the people and their inventions behind this. In addition to the exhibition, more than 30 people attended two special interest talk events, 'Sheffield Shows its Metal', in partnership with Sheffield Assay Office and Cutlers Hall.

Exhibiting alongside The Foundry, the Cathedral was also home to eight bears. The Cathedral's family of bears were part of a city-wide public arts exhibition of 60 large bears and 100 smaller bears, to raise funds for Sheffield Children's Hospital.

More than 20,000 people visited the Cathedral during the exhibitions.

Grab a job

We hosted 5 'grab a job' sessions during September and October 2021, one on the forecourt and the others inside the Cathedral. All sessions were extremely well attended. The NHS staff, working at the first indoor session, advised us that we had been the busiest site for the grab a job programme, with 110 people receiving their first or second vaccination.

Mothers' Union

We welcomed Mothers' Union coffee morning back to the Cathedral in September 2021 after 18 months of being away. The coffee mornings have been well attended (on average 50 people), and we have seen a number of new faces attending. Coffee mornings take place on the first Friday of every month and offer support and encouragement to the membership, and work to support good causes.

Narcotics Anonymous (NA)

Sheffield Cathedral was the first venue in the city which allowed NA groups to return to holding face to face meetings within the city. The group returned in April 2021, with a capped maximum group size. The group has continued to grow, and it is amazing to see the hard work and continued determination of those attending. We are delighted to be able to support the work of NA through the use of the venue.

Craft and Flea

The long-awaited return of Craft and Flea, and other large events in the Nave, took place in May 2021. The event had a reduced number of stalls and traders attending, to ensure good practice and following government guidelines on safe space during the pandemic. Customers purchased tickets in hourly slots, with no more than 100 people being the building at any one point in time. The first event saw 961 people attend, generating an income of £1,500 for the Cathedral. We had a further two of these events, welcoming over 2,000 people into the Cathedral. This event also brings significant sales to the 1554 Coffee Shop and Gift Shop.

Piccadilly Sinfonietta

The Cathedral hosted its first concert on 19th June 2021. We worked closely with the concert organiser and hosted two performances, that of a matinee and an evening performance to allow more people to attend the concert, as restrictions were still in place for concert venues. The Cathedral capacity for concerts was capped at 150 people, and we seated 200 people over the two performances. During the event we ran our very first table service style bar, which was a great success. It was great to hear music once again being played within this amazing space. By the end of the year we had returned to a regular round of recitals and concerts, operated within the government guidelines at the time.

After a difficult start to the year, with all the closures, the year ended well with 14,000 visitors through the door in December, enjoying the various events and hearing something of the Christmas story, giving hope for an exciting 2022.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Staff

Chapter would like to record its thanks to all members of staff at the Cathedral for their continued hard work and dedication to the Cathedral, particularly through what has been a challenging year due to the pandemic. We would also like to record our thanks to the members of the team who have moved on in 2021. A special thanks goes to Heidi Adcock, who stepped in at short notice to cover the COO role temporarily in the latter half of 2021.

Worship

By Statute the Cathedral celebrates the offices of Morning and Evening Prayer and offers the Eucharist each day.

1st January – 3rd April

Sunday – Cathedral Eucharist at 10:30am Non Public acts of worship which were livestreamed

Monday to Saturday – Eucharist at 10:00am Non Public acts of worship which were livestreamed

During Holy Week - The normal Holy Week pattern of services were held, with limited congregational numbers, in line with government guidelines.

No services between 4th and 11th April.

11th April – 30th May

Sunday – BCP Holy Communion at 8:00am, Cathedral Eucharist at 10:30am

Monday to Saturday – Eucharist at 10:00am

1st June – 31st August

Sunday – BCP Holy Communion at 8:00am, Morning Prayer at 9:00am, Eucharist at 10:30am

Monday to Saturday as follows:

Monday

0845 Morning Prayer

1230 The Eucharist

1600 Evening Prayer

Tuesday

0845 Morning Prayer

1230 The Eucharist

1600 Evening Prayer

Wednesday

0845 Morning Prayer

1030 Holy Communion (Book of Common Prayer)

1600 Evening Prayer

Thursday

0845 Morning Prayer

1230 The Eucharist

1600 Evening Prayer

Friday

0845 Morning Prayer

1230 The Eucharist

1600 Evening Prayer

Saturday

1000 Morning Prayer

1030 The Eucharist

1500 Evening Prayer

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Worship – continued

1st September – 31st December

Sunday – BCP Holy Communion at 8:00am, Morning Prayer at 9:00am, Cathedral Eucharist at 10:30am, Evensong at 4:00pm.

Monday to Sunday – as for 1st June to 31st August.

The local Russian Orthodox parish, which usually met the first Saturday of each month, did not meet during 2021 due to the pandemic, but have commenced again in 2022.

Congregational Life

It was inevitably true that many of the usual events of the Cathedral congregation's life were not able to continue during the lock-downs which were imposed as a result of the COVID pandemic. Nonetheless, ways were found to continue both pastoral ministry and some continuation of congregational life.

The Cathedral's ministry team was able to continue pastoral work mainly via the telephone. Whilst "in person" attendance at services was either impossible or heavily restricted, both clergy and members of the congregation learned to become familiar with the zoom platform. Using this platform, there was held a regular post Sunday service "virtual" coffee morning, which was much appreciated. This was also the means by which Lent courses were delivered, one of which introduced the congregation to the diocese's "Lights for Christ" initiative, a means of re-vitalising Christian discipleship.

In the latter part of the year we ran a discipleship course on line and also the seniors groups had some on line activities.

The usual means of our engagement with civic life were mostly suspended, though it proved possible to co-operate with the county, civic and other sectors in a much appreciated way in our response to the death of HRH the Duke of Edinburgh.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Chapter priorities for 2022

Chapter has identified the following priorities for its work in the coming years to 2025:

We affirmed our calling “to be a place for all people,” echoing the words of Jesus about the Temple in Jerusalem, “It is written: My house shall be a house of prayer for all peoples.” There are four key elements in our strategy:

1 To be a house of prayer and praise to God

We will do this by;

- deepening our congregational life, renewing lay leadership, and resourcing a diverse community of children and adults;
- offering new styles of worship;
- engaging the Bishop’s vision that we become a people of sustained prayer;
- serving our changing Diocese, City, and region in worship;
- funding and installing a world-class pipe organ; and
- seeking new support for our music foundation.

2 To be a place of imaginative mission and discovery

We will do this by:

- continuing our investment in communications, and become the lead Cathedral for effective digital communication;
- increasing our annual visitor numbers to 350,000 by 2025;
- developing our volunteering programme;
- engaging our visitors more deeply in the story of faith;
- seeking new partnerships to promote justice; and
- offering a programme of imaginative events, which seek to make a significant impact on visitors.

3 To seek long-term financial security for the Cathedral

We will do this by:

- maintaining and developing our buildings fully;
- maximising our income from trusts, visitors and patrons;
- developing relationships with potential major donors;
- sustaining a long-term legacy campaign; and
- setting up a new Cathedral endowment fund, to provide for our needs in the long-term.

4 To fulfil our governance and safeguarding responsibilities

We will do this by:

- continuing our investment in safeguarding, fully implementing any findings from the forthcoming independent review of our provision;
- responding imaginatively to the Cathedrals’ Working Group Report, by putting in place a new governance and delivery structure to meet our changing needs, with a new Constitution and Statutes;
- reporting in a timely way to stakeholders, and consistently seeking their perspectives on our work;
- maintaining accurate and up to date reporting, including to the Charity Commission; and
- involving clergy, staff, volunteers, and congregations in a structured approach to developing and delivering annual work plans.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Review of Activities

General

The Outputs of the Cathedral were achieved through incurring the following costs in 2021:

- Ministry - £468,369 (2020: £490,046) (including clergy costs, music costs, and other associated costs of worship)
- Education and Outreach - £114,039 (2020: £101,745)
- Cathedral and Precincts upkeep - £419,024 (2020: £344,668) (including maintenance, repairs, restoration, insurance, utilities and some salaries)
- Support costs included within the above activities - £511,957 (2020: £456,380) (including travel and subsistence, training, public relations, legal and professional costs, office accommodation, salaries, and office expenses)

Income to meet these costs depended upon financial support from several key areas, principally:

- Grants from the Sheffield Church Burgesses Trust - £475,245 (2020: £464,133) (funding towards the running costs and maintenance of the church, support of worship and administration, and one-off grants)
- Grants from the Church Burgess Educational Foundation - £Nil (2020: £11,681) (funding towards Choral tuition)
- The Church Commissioners - £169,508 (2020: £241,380) (funding for clergy pay and some lay staff costs)
- Congregational collections and giving - £86,344 (2020: £123,102)
- Income generated from facility fees, investments, legacies, other grants etc. - £211,418 (2020: £241,730)

The Cathedral business activities for generating funds produced a deficit of £2,141 (2020: deficit £117,728).

Public benefit

Although not a requirement in planning their activities, the Chapter has had regard to the Charity Commission guidance on public benefit, particularly their specialist guidance for faith-based charities. It is Chapter's clear understanding that the Cathedral's engagement and service of the whole community abundantly fulfils the criteria.

Pay policy for Senior Management Team

The level of pay of the Senior Management Team was decided upon on recruitment at Chapter level and is based on the individual's role and responsibilities.

Management of risk

Risk management is fundamental to Chapter's approach to all its activity. Chapter achieves this through regular review of a risk management framework. Risks are considered and reviewed regularly and Chapter is responsible for ensuring that actions necessary to mitigate these risks are properly carried out. Key risks include:

- financial control during a challenging time for all charitable organisations;
- the loss of key members of staff and their attendant knowledge of the Cathedral;
- significant deterioration of the Cathedral fabric; and
- loss of public trust.

Chapter works closely with the Cathedral Architect, the Cathedral Surveyor, appointed by the Church Burgesses Trust, and our social media company APPT, to mitigate these risks.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Sheffield Cathedral Enterprises Ltd

The Cathedral's trading subsidiary Sheffield Cathedral Enterprises Ltd, which operates 1554 Coffee Shop and Gift Shop, was set for another successful year. Unfortunately, the Coffee Shop and Gift Shop had to close in January through to May 2021. This meant all but one of the staff being furloughed through that period.

The Online Shop operated through that period but it was time consuming, keeping the website up to date as stock changed, and labour intensive in packing and posting items, so when the Coffee Shop and Gift Shop re-opened, the Online Shop was paused.

Chapter thanks all of those working and volunteering for the Cathedral Enterprises.

Relationships with other organisations

Cathedral Archer Project (CAP)

Tim Renshaw, BEM, CEO:

For all of my life I have valued the relative peace and safety of living as a British citizen. Recent times have turned that upside down. The pandemic made us all adapt in ways that previously belonged in disaster movies, and the invasion of Ukraine has made me realise that in the twentieth century my grandparents and parents lived through similar unsettling times, when the threat to the peace of the country tipped over into disastrous wars that changed the social and economic fabric of the country and the world.

These turbulent events affect us all, not least the way we go about our work. The Project has felt the de-stabilising impact of a country which is uncertain about the future. Emerging from the periods of lockdown, when our service had to change radically, we have opened the Centre again and started the work to ensure we deliver the fullest service we can. The invasion of Ukraine poses new problems.

A big factor in running a healthy charity is the funds we can raise and, in uncertain times, with an underlying threat of inflation, it is understandable that charitable giving declines. We were lucky in 2020, as people gave generously in the early months of the pandemic lockdown. 2021 was different. Businesses and individuals alike had fewer opportunities to take part in or hold fundraising events, and donations reduced. We anticipated a better 2022 but, suddenly, we have a different situation and have become extremely cautious about our ability to afford all of the work we do to deliver a pathway from street homelessness to a stable life with the chance of paid employment.

As a team, we used the lockdown to plan. As a result, our three streams of activity, (1 working with people who remain on the street; 2 working with people who are making key changes to the way they live; and 3 supporting people into employment) are working well. We are building the relationships of trust that people need in order to make progress. As ever, we find those who start to volunteer extremely capable. They resource our kitchen, our clothing and food stores, and support our frontline team in many ways. It demonstrates the capacity of people who become homeless and whose talents are often overlooked. Through volunteering, esteem and confidence grow, and new opportunities to build a better life materialise. We don't have enough opportunities for paid employment in our social enterprises at present, but we are working hard to develop them.

All of this activity sits within the wider landscape of Sheffield's work with homeless people. Medics, probation, mental health, drug treatment, and housing services have returned to use the Archer Project's Centre to deliver services, and the joined-up approach means some of the people with the most complex cases of homelessness are being helped to build new lives.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Cathedral Archer Project (CAP) – continued

The role of the Cathedral is as important as it has ever been. The 2021 Church of England report into homelessness set some challenges for local congregations, as well as some large challenges for its use of national resources. Those simpler, local challenges focused on work that is far sighted and would prevent homelessness. Mentoring and buddying, educating and enabling are all actions that can be small in nature but significant in their impact. They are actions that even the uncertain future we face should not stop.

On a recent visit to a Sheffield church, I reflected on the ability of Jesus to see differently. Instead of a tax collector he saw a spiritual hunger; instead of a sectarian barrier he met a Samaritan woman and offered her the water of life; instead of someone who would make him ritually unclean he saw someone with a skin disease who needed care and compassion. We have a duty to see differently, beyond the condition of homelessness, to see the human who is in need of love, empathy and practical support. The shape of that love and support comes in many forms and is something the Archer Project and Cathedral can provide together.

Financial Review

Reserves Policy

The Chapter policy is to maintain sufficient unrestricted reserves to cover 6 months normal expenditure. In 2021 we spent £1,025,373 out of unrestricted funds. In 2019, pre-pandemic unrestricted expenditure was £1,308k and thus the normal 6 month expenditure is approximately £654k. At 31 December 2021 free reserves amount to £817k. Free reserves are the unrestricted general fund balance excluding designated funds, revaluation reserve and tangible fixed assets.

Investment Powers, Policy and Performance

The Cathedral's investments are currently managed by CCLA Investment Management Limited. The Chapter's policy has been to use our investments ethically, in accordance with the expectations for ethical investment set by the General Synod of the Church of England Ethical Investment Advisory Group.

Investments held in our Unrestricted Funds produced an income of £7,883 (2020: £8,020). During the year there was an increase in value of £31,413 (2020 increase: £5,575).

Investments held in our Endowment Funds produced an income of £5,059 (2020: £4,759). During the year there was an increase in value of £24,956 (2020 increase: £11,224).

Investments held in our Restricted funds produced an income of £75 (2020: £72). During the year there was an increase in value of £368 (2020: increase £165).

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Review of financial performance

Below is detailed a summary of figures for the Cathedral over the last 5 years.

		2017	2018	2019	2020	2021
Statement of Financial Activities		£'000	£'000	£'000	£'000	£'000
Total income	Unrestricted Funds	487	486	607	465	427
	Restricted Funds	1,109	983	775	932	759
	Endowment	3	5	4	5	5
	Total	1,599	1,599	1,386	1,402	1,191
Total expenditure on generating funds, mission and governance	Unrestricted Funds	1,164	1,160	1,308	1,041	1,025
	Restricted Funds	428	331	99	121	173
	Endowments	-	-	-	-	-
	Total	1,592	1,491	1,407	1,162	1,198
Net gains / (losses) on investments	Unrestricted Funds	13	2	19	6	32
	Restricted Funds	-	-	8	-	-
	Endowments	9	(2)	18	11	25
	Total	22	-	45	17	57
Net income / (expenditure) after transfers between funds	Unrestricted Funds	6	(5)	(26)	80	11
	Restricted Funds	14	(11)	31	162	10
	Endowments	9	(1)	19	16	30
	Total	29	(17)	24	258	51
Other recognised gain/(losses)	Unrestricted Funds	-	155	-	-	111
	Restricted Funds	-	-	-	-	-
	Endowments	-	-	-	-	-
	Total	-	-	-	-	111
Net increase/ (decrease) in funds	Unrestricted Funds	-	155	-	-	122
	Restricted Funds	6	150	(26)	80	10
	Endowments	14	(11)	31	162	30
	Total	9	(1)	19	17	162
Balance Sheet		2017	2018	2019	2020	2021
		£'000	£'000	£'000	£'000	£'000
Net Assets	Unrestricted Funds	2,091	2,241	2,214	2,294	2,416
	Restricted Funds	(215)	(226)	(194)	(32)	(22)
	Endowments	120	119	138	154	184
	Total	1,996	2,134	2,158	2,416	2,578

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Review of financial performance - continued

The budget for 2021, prepared in October 2020, considered the possible gradual restoration of normality following the devastating pandemic of 2020. However, in January 2021 the pandemic returned, causing lockdown and restrictions to normal activity, which prevailed during most of the year, and which were lifted only in December 2021. Because of this and the anticipated negative effect on events and related income, it was necessary to prepare a financial forecast to be monitored and updated in order to manage the expected deficit and the possible significant reduction in our unrestricted cash resources. This was managed in detail, on a regular basis, as the year proceeded.

The first consideration in this forecast was the decision to retain our team of management and staff. To this end we operated the furlough scheme, as appropriate, whilst fully using the government CJRS scheme to recover the relevant cost, which for the year amounted to £39.5k. It includes Chapter and Enterprise. Our staff have fully endorsed these requirements and our thanks go to all staff for their understanding and support during this difficult time.

Congregational and visitor giving, including the Patrons Scheme, is a key element of our income and as such is monitored very closely. Despite all the effects of the pandemic over the last two years, the congregational giving has been maintained at a very generous level. However, it is important to report that all giving (excluding legacies and one-off donations) in 2021 was only 68% of the equivalent figure in 2019 (the year prior to the pandemic), amounting to approximately £40k. There is clearly much to address to restore the overall giving to pre-pandemic levels.

Our major donor, the Sheffield Church Burgesses Trust, continued to provide the very generous Grants to the Cathedral, as was originally agreed, despite the Trusts own difficulties in generating income during the pandemic.

The Church Commissioners have also supported the Cathedral finances during this difficult period. As well as paying the full annual grant in advance, in support of our cash flow, they agreed to make a grant equivalent to the full cost of the yet to be employed Precentor. This one-off grant amounted to £28k, which was a major support to our finances in this difficult year.

In addition, the Church Commissioners, via their sustainability fund, and the Heritage Lottery Fund contributed £89k to our restricted funds to help us to retain key members of staff and build toward the Cathedral's recovery.

It has, for some time, been the policy of Chapter to develop additional funds by using the facilities of the Cathedral, whilst always maintaining the requirement of the Cathedral to be a place for all people. During the pandemic of 2020 and 2021, the possibility of income generation has been severely curtailed. It was only in December 2021 that we were able to use the Cathedral for carol concerts. The policy remains in place, and, over the next two years, we will continue to expand this opportunity for the purposes of the Cathedral's mission, and to generate income.

However, we were able to hold a successful light show in December 2021, following cancellation in December 2020. This attracted about 8,000 visitors and generated net income of over £6k.

Generally, during this difficult period of the pandemic in 2021, the expenditure incurred by the Cathedral has been very well controlled and thanks must go to all staff who have demonstrated real responsibility in this respect, despite significant changes in management during the year (covered elsewhere in the report).

Our wholly owned subsidiary company, Sheffield Cathedral Enterprises Ltd, consists of the Cathedral Gift Shop and the 1554 Coffee Shop. The continuing pandemic, as reported above, seriously affected trading, with the Gift Shop and Coffee Shop reopening in April and May respectively. Chapter agreed that the management team must be retained for the future, and therefore agreed to grant aid the basic cost of management, subject to use of the government furlough scheme, as appropriate. Because of this the Company avoided any serious trading loss.

The above sets out some of the main issues affecting the unrestricted income and expenditure for the year under review. The outcome, under the circumstances, is very satisfactory, whilst recognising that this has been very much influenced by the special nature of the grants that we have received during the year.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Review of financial performance - continued

The consolidated net surplus, in respect of unrestricted funds (i.e. excluding the movement of restricted and endowment funds), is £11k after transferring the sum of £28k to restricted funds to allow for the annual repayment of the loan from the Diocese of Sheffield. The balance of the loan, as of 31 December 2021, is £325k. It should be noted that the above result includes the increase in the value of investments of £31k and the surplus on the sale of properties of £3k (see below).

During the year the previous Dean's and Precentor's houses were both sold. A new Dean's house was acquired in October 2021, the balance has been designated towards the cost of an additional property. The equity sharing loan, which part financed the original Precentor's house in the amount of £186k, has been repaid.

Later in the report, comment is made concerning the main movement in the restricted reserves.

With regard to the Consolidated Balance Sheet, as of 31 December 2021, the trend continues to show an increase in total assets of the Cathedral.

In particular, it is noted that the unrestricted cash balance at 31 December 2021 is £685k, of which £468k is designated, leaving £217k cash balance to support the activity of the Cathedral in 2022 and beyond. The effect of the pandemic over the last two years has significantly changed the financial profile of the Cathedral. The action is now to redevelop all the activities of the Cathedral, which will take time and effort by all concerned.

Total funds held by the Cathedral, as at 31 December 2021, now total £2,578k. Of this figure £2,416k is held in unrestricted, including £37k within designated funds held for specific purposes. The restricted fund balance is in deficit of £22k, made up of:

- (a) a deficit on the Cathedral Development Project of £325k, funded by a loan from the Diocese of Sheffield; and
- (b) the balances of several other restricted funds totalling £303k.

There are endowment funds amounting to £184k.

It should be noted that, of the unrestricted funds of £2,416k, the sum of £37k has been set aside in designated funds, £1,451k is invested in properties and plant and £111k is held in a revaluation reserve. This leaves the sum of £817k of free unrestricted funds, which falls in line with the policy whereby we should hold unrestricted funds of not less than 50% of normal annual unrestricted expenditure.

The Chapter Finance Committee, consisting of the Dean, the Chief Operating Officer and the Finance Manager, meets monthly in normal times. Financial reports are reviewed, and variation from budgets and updated forecasts are noted, and necessary action taken. The Board of Sheffield Cathedral Enterprises Ltd normally meets quarterly but management accounts of the Company are reviewed by the Finance Committee monthly. Reports are prepared following these meetings and are submitted to Chapter, which meets monthly.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

Review of financial performance - continued

The Cathedral annual accounts are prepared in accordance with the direction of the 2015 Accounting and Reporting Guidelines, as specified by the Church Commissioners, the body established by Parliament to manage the assets of the Church of England.

The general state of the Cathedral Fabric is considered, by the Cathedral Architect, as being sound. The report did not identify any immediate work over the next 3 years. Routine requirements will be incorporated within the relevant budget.

Statement Confirming Review of Major Risks

The Chapter has carefully assessed the major risks to which the Cathedral is exposed, in particular those related to the operations and finances of the Chapter, and is satisfied that systems are in place to mitigate the Cathedral's exposure to major risks.

The Cathedral Community Resource Centre and the maintenance of the Cathedral Archer Project are monitored closely to ensure that they are sustainable concerns, and that the Cathedral is not exposed to undue risk. A new lease is in the final stages of agreement with the Cathedral Archer Project, which is mutually beneficial, while further reducing the level of risk to the Cathedral.

The Finance Committee monitor all financial and associated risks. The outcomes sought by funding bodies are kept under regular review by the Finance Committee and Senior Management Team, and accurate monitoring evidence is retained, for audit by outside agencies if required.

The Strategic Framework is being used to guide Chapter's priorities and decision-making processes.

The risk register is reviewed regularly by the Residentiary Chapter, the Finance Committee and the Chapter. The register is carefully reviewed and updated, prior to each Chapter meeting. Particular attention is given to emerging risks. Mitigations for each risk area are documented, and Chapter focus their monitoring on the residual risks.

SHEFFIELD CATHEDRAL CHAPTER

THE CHAPTER'S ANNUAL REPORT - Continued

The Chapter's Responsibilities Statement

The Chapter is responsible under requirements laid down by the Church Commissioners under powers given them by Section 27 of the Cathedrals Measure 1999 for

- preparing and publishing an annual report and audited accounts which give a true and fair view of the financial activities for each financial year and of the assets, liabilities and funds at the end of each financial year of the Cathedral and its connected entities
- stating that they have complied in all material respects with the guidelines on the subject prepared by the Association of English Cathedrals or describing which recommendations have not been complied with and giving reasons for the non-compliance
- selecting suitable accounting policies and then applying them consistently
- making judgements and estimates that are reasonable and prudent
- keeping proper accounting records from which the financial position of the cathedral can be ascertained with reasonable accuracy at any time
- safeguarding the assets of the Cathedral and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Chapter are appointed by the Bishop of Sheffield, in accordance with the Cathedrals Measure, and in consultation with the Dean. The work of the Dean, and the strategic work of the Chapter, is reviewed by the Cathedral Council, established under the Cathedrals Measure.

All new members of the Chapter are offered an induction into their role as trustees and into the Chapter's legal responsibilities. National training for Chapter members is available, and members are encouraged to attend this in addition.

Signed on behalf of the Cathedral Chapter on 25 April 2022:-



The Reverend Canon Abigail Thompson
Dean of Sheffield



C.A.J Biggin (May 4, 2022 14:53 GMT+1)

Canon J Biggin
Lay Treasurer

SHEFFIELD CATHEDRAL CHAPTER

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF SHEFFIELD CATHEDRAL CHAPTER

Opinion

We have audited the financial statements of Sheffield Cathedral Chapter (the 'parent entity') and its subsidiary (the 'group') for the year ended 31 December 2021 which comprise the consolidated statement of financial activities, the consolidated balance sheet, the Chapter balance sheet, the consolidated statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent entity's affairs as at 31 December 2021, and of the group's incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Accounting and Reporting Regulations for English Anglican Cathedrals (December 2018) specified by the Church Commissioners under Section 27 of the Cathedrals Measure 1999.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that Chapter's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's or parent entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of Chapter with respect to going concern are described in the relevant sections of this report.

SHEFFIELD CATHEDRAL CHAPTER

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF SHEFFIELD CATHEDRAL CHAPTER - Continued

Other information

The other information comprises the information included in the Chapter's Annual Report, other than the financial statements and our auditor's report thereon. Chapter are responsible for the other information contained within the Chapter's Annual Report annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

In light of our knowledge and understanding of the group and parent entity and its environment obtained in the course of the audit, we have not identified material misstatements in the Chapters' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Accounting and Reporting Regulations for English Anglican Cathedrals (December 2018) specified by the Church Commissioners under Section 27 of the Cathedrals Measure 1999 require us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent entity, or returns adequate for our audit have not been received from branches not visited by us: or
- the parent entity's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Chapter Members remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Chapter

As explained more fully in the Cathedral Chapter's responsibilities statement, the Chapter are responsible for the preparation of financial statements which give a true and fair view, and for such internal control as the members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the members are responsible for assessing the group's and parent entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the group or the parent entity or to cease operations, or have no realistic alternative but to do so.

SHEFFIELD CATHEDRAL CHAPTER

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF SHEFFIELD CATHEDRAL CHAPTER - Continued

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under the Accounting and Reporting Regulations for English Anglican Cathedrals (December 2018) specified by the Church Commissioners under Section 27 of the Cathedrals Measure 1999.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the group and parent entity through discussions with Chapter and other management, and from our knowledge and experience of the Cathedral sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the group and parent entity, including the Accounting and Reporting Regulations for English Anglican Cathedrals (December 2018), safeguarding legislation, health and safety requirements including fire safety and data protection laws;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and reviewing legal expenses; and
- we ensured identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the group and parent entity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance; and
- enquiring of management as to actual and potential litigation and claims.

SHEFFIELD CATHEDRAL CHAPTER

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF SHEFFIELD CATHEDRAL CHAPTER - Continued

Auditor's responsibilities for the audit of the financial statements - continued

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Use of our report

This report is made solely to members of Chapter, as a body, in accordance with the Accounting and Reporting Regulations for English Anglican Cathedrals (December 2018) specified by the Church Commissioners under section 27 of the Cathedrals Measure 1999. Our audit work has been undertaken so that we might state to the members of the Chapter those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of Chapter as a body, for our audit work, for this report, or for the opinions we have formed.



Jane Marshall (May 4, 2022 15:25 GMT+1)

Jane Marshall (Senior Statutory Auditor)

For and on behalf of BHP LLP

2 Rutland Park
Sheffield
S10 2PD

Date: May 4, 2022

SHEFFIELD CATHEDRAL CHAPTER

CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Income and endowments from:	(3)					
Donations and legacies		86,344	200	-	86,544	234,088
Grants in support of ministry		7,500	759,044	-	766,544	869,800
Charges and fees arising in the course of mission		69,298	-	-	69,298	57,626
Trading and fundraising		170,442	-	-	170,442	105,137
Investments		7,883	75	5,059	13,017	12,851
Other income		85,834	-	-	85,834	122,974
Total income		427,301	759,319	5,059	1,191,679	1,402,476
Expenditure on:	(4)					
Raising funds		194,956	1,578	-	196,534	222,865
Ministry		410,509	57,860	-	468,369	490,046
Education and outreach		91,965	22,074	-	114,039	101,745
Cathedral and precincts upkeep		327,943	91,081	-	419,024	344,668
Cathedral building developments		-	-	-	-	2,267
Expenditure	(5)	1,025,373	172,593	-	1,197,966	1,161,591
Net (expenditure)/income before investment gains		(598,072)	586,726	5,059	(6,287)	240,885
Net gains on investments	(7)	31,413	368	24,955	56,736	16,964
Net (expenditure)/income		(566,659)	587,094	30,014	50,449	257,849
Transfers between funds						
Costs funded by restricted income	(18)	604,753	(604,753)	-	-	-
Costs funded by unrestricted income (14b)		(27,500)	27,500	-	-	-
		10,594	9,841	30,014	50,449	257,849
Other recognised gains/ (losses)						
Non investment property	(8)	111,377	-	-	111,377	-
Net movement in funds		121,971	9,841	30,014	161,826	257,849
Reconciliation of funds:						
Total funds brought forward		2,293,815	(32,178)	154,407	2,416,044	2,158,195
Total funds carried forward		2,415,786	(22,337)	184,421	2,577,870	2,416,044

The Cathedral has neither discontinued any of its operations nor acquired new ones.

The statement of financial activities includes all gains and losses recognised in the year.

SHEFFIELD CATHEDRAL CHAPTER

CONSOLIDATED BALANCE SHEET

AT 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Fixed assets						
Investment assets:						
Investments	(7)	251,210	50,109	152,227	453,546	396,809
Tangible fixed assets						
Non investment property	(8)	1,415,806	-	-	1,415,806	1,900,239
Equipment and plant	(9)	34,598	2,208	-	36,806	48,061
Total fixed assets		1,701,614	52,317	152,227	1,906,158	2,345,109
Current assets						
Stock		31,071	-	-	31,071	34,978
Debtors	(10)	148,142	-	-	148,142	62,198
Cash at bank and in hand	(11)	684,630	250,763	32,194	967,587	630,819
Total current assets		863,843	250,763	32,194	1,146,800	727,995
Liabilities due within one year						
Creditors	(12)	(135,671)	(27,500)	-	(163,171)	(149,518)
Net current assets		728,172	223,263	32,194	983,629	578,477
Total assets less current liabilities		2,429,786	275,580	184,421	2,889,787	2,923,586
Liabilities due after one year						
Loans	(13)	(14,000)	(297,917)	-	(311,917)	(507,542)
Total net assets		2,415,786	(22,337)	184,421	2,577,870	2,416,044
The funds of the Cathedral						
General fund	(14)	2,266,912	-	-	2,266,912	2,258,883
Revaluation reserve		111,377	-	-	111,377	-
Designated funds						
- Music fund		7,227	-	-	7,227	7,227
- Deanery fund		27,002	-	-	27,002	27,705
- Houses		3,268	-	-	3,268	-
Chester Lecture		-	-	24,680	24,680	21,458
Music endowments		-	-	124,863	124,863	101,864
Cathedral Hall		-	-	34,878	34,878	31,085
Church Burgesses		-	3,315	-	3,315	3,315
Cathedral Development Project		-	(325,415)	-	(325,415)	(352,915)
Cathedral Gateway Project		-	25,364	-	25,364	25,164
Yorks & Lancs Regiment fund		-	91,153	-	91,153	91,153
Choir Tour Fund		-	20,140	-	20,140	20,140
Sing!		-	3,031	-	3,031	3,031
Choral Tuition		-	15,736	-	15,736	15,736
William Rowley Charity		-	10,947	-	10,947	10,504
Sam Hiller Memorial fund		-	57,907	-	57,907	57,907
HLF Cultural Recovery Fund		-	-	-	-	28,596
Organ fund		-	9,456	-	9,456	9,456
Community Covenant		-	1,747	-	1,747	1,747
Friends of Sheffield Cathedral		-	19,783	-	19,783	19,783
David Hephher Painting Restoration		-	1,500	-	1,500	1,500
CCTV		-	2,208	-	2,208	4,414
HMS Sheffield Flag		-	791	-	791	791
Tony Elwis Legacy		-	15,000	-	15,000	15,000
Allchurches Trust / Benefact Trust		-	25,000	-	25,000	-
Preservation of the Fabric of the Building		-	-	-	-	12,500
Total Cathedral funds		2,415,786	(22,337)	184,421	2,577,870	2,416,044


SHEFFIELD CATHEDRAL CHAPTER

CONSOLIDATED BALANCE SHEET - continued AT 31 DECEMBER 2021

The financial statements on pages 24 to 55 were approved by the Cathedral Chapter on 25 April 2022 and are signed on its behalf by:-



The Reverend Canon Abigail Thompson
Dean of Sheffield



C A J Biggin (May 4, 2022 14:53 GMT+1)

Canon J Biggin
Lay Treasurer

SHEFFIELD CATHEDRAL CHAPTER

CHAPTER BALANCE SHEET

AT 31 DECEMBER 2021

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Fixed assets						
Investment assets:						
Investments	(7)	251,210	50,109	152,227	453,546	396,809
Tangible fixed assets						
Non investment property	(8)	1,415,806	-	-	1,415,806	1,900,239
Equipment and plant	(9)	3,633	2,208	-	5,841	12,383
Total fixed assets		1,670,649	52,317	152,227	1,875,193	2,309,431
Current assets						
Stock		340	-	-	340	1,069
Debtors	(10)	147,390	-	-	147,390	60,056
Cash at bank and in hand	(11)	659,689	250,763	32,194	942,646	624,976
Total current assets		807,419	250,763	32,194	1,090,376	686,101
Liabilities due within one year						
Creditors	(12)	(112,941)	(27,500)	-	(140,441)	(139,833)
Net current assets		694,478	223,263	32,194	949,935	546,268
Total assets less current liabilities		2,365,127	275,580	184,421	2,825,128	2,855,699
Liabilities due after one year						
Loans	(13)	-	(297,917)	-	(297,917)	(487,542)
Total net assets		2,365,127	(22,337)	184,421	2,527,211	2,368,157
The funds of the Cathedral						
General fund	(14)	2,216,253	-	-	2,216,253	2,210,996
Revaluation reserve		111,377	-	-	111,377	-
Designated funds						
- Music fund		7,227	-	-	7,227	7,227
- Deanery fund		27,002	-	-	27,002	27,705
- Houses		3,268	-	-	3,268	-
Chester Lecture		-	-	24,680	24,680	21,458
Music endowments		-	-	124,863	124,863	101,864
Cathedral Hall		-	-	34,878	34,878	31,085
Church Burgesses		-	3,315	-	3,315	3,315
Cathedral Development Project		-	(325,415)	-	(325,415)	(352,915)
Cathedral Gateway Project		-	25,364	-	25,364	25,164
Yorks & Lancs Regiment fund		-	91,153	-	91,153	91,153
Choir Tour Fund		-	20,140	-	20,140	20,140
Sing!		-	3,031	-	3,031	3,031
Choral Tuition		-	15,736	-	15,736	15,736
William Rowley Charity		-	10,947	-	10,947	10,504
Sam Hiller Memorial fund		-	57,907	-	57,907	57,907
HLF Cultural Recovery Fund		-	-	-	-	28,596
Organ fund		-	9,456	-	9,456	9,456
Community Covenant		-	1,747	-	1,747	1,747
Friends of Sheffield Cathedral		-	19,783	-	19,783	19,783
David Hepher Painting Restoration		-	1,500	-	1,500	1,500
CCTV		-	2,208	-	2,208	4,414
HMS Sheffield Flag		-	791	-	791	791
Tony Elwis Legacy		-	15,000	-	15,000	15,000
Allchurches Trust / Benefact Trust		-	25,000	-	25,000	-
Preservation of the Fabric of the Building		-	-	-	-	12,500
Total Cathedral funds		2,365,127	(22,337)	184,421	2,527,211	2,368,157

SHEFFIELD CATHEDRAL CHAPTER

CHAPTER BALANCE SHEET - continued AT 31 DECEMBER 2021

The financial statements on pages 24 to 55 were approved by the Cathedral Chapter on 25 April 2022 and are signed on its behalf by:-



The Reverend Canon Abigail Thompson
Dean of Sheffield



[C A J Biggin \(May 4, 2022 14:53 GMT+1\)](#)

Canon J Biggin
Lay Treasurer

SHEFFIELD CATHEDRAL CHAPTER

CONSOLIDATED STATEMENT OF CASH FLOWS YEAR ENDED 31 DECEMBER 2021

	Note	2021 £	2020 £
Cash flows from operating activities:			
Net cash (used in)/provided by operating activities	(a)	(80,433)	278,178
Cash flows from investing activities:			
Investment income received net of costs		13,017	12,851
Purchase of property		(721,000)	-
Proceeds from disposal of property		1,316,810	-
Net cash provided by investing activities		608,827	12,851
Cash flows from financing activities			
Repayment of loans		(191,626)	(27,500)
New borrowings		-	20,000
Net cash (used)/provided by investing activities		(191,626)	(7,500)
Change in cash and cash equivalents in the reporting period		336,768	283,529
Cash and cash equivalents at the beginning of the reporting period	(b)	630,819	347,290
Cash and cash equivalents at the end of the reporting period	(b)	967,587	630,819

SHEFFIELD CATHEDRAL CHAPTER

CONSOLIDATED STATEMENT OF CASH FLOWS YEAR ENDED 31 DECEMBER 2021

(a) Reconciliation of net income to net cash flow from operating activities

	2021	2020
	£	£
Net (expenditure)/income for the reporting period (as per the SOFA)	(6,287)	240,885
Adjustments for:		
Depreciation charges	11,255	15,436
Income from property and investments	(13,017)	(12,851)
Decrease/(increase) in stocks	3,907	5,222
Decrease/(increase) in debtors	(85,944)	86,152
(Decrease)/increase in creditors	9,653	(56,666)
Net cash (used in)/provided by operating activities	<u>(80,433)</u>	<u>278,178</u>

(b) Analysis of cash and cash equivalents

Cash in hand	967,587	630,819
Total cash and cash equivalents	<u>967,587</u>	<u>630,819</u>

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2021

1. Accounting Policies

(a) Basis of preparation

The Cathedral Chapter prepares its annual financial statements on the basis of historical cost adjusted for the revaluation of land and buildings and the carrying of investments at market value.

The financial statements have been prepared, in accordance with applicable accounting standards, the 'Guidelines on Accounting and Reporting Regulations by English Anglican Cathedrals' issued December 2018, as specified by the Church Commissioners under section 27 of the Cathedrals Measure 1999.

The consolidated financial statements comprise those of Sheffield Cathedral Chapter and Sheffield Cathedral Enterprises Limited, a wholly owned subsidiary. The results of the subsidiary are consolidated on a line by line basis.

The financial statements are prepared in £ sterling which is the functional currency of the Cathedral.

(b) Going concern

Chapter have considered the ongoing impact of Covid-19 on the entity's income and operating cost base. They have prepared forecasts of income and expenditure and cash flow for the period to 30 June 2023 which shows that they have sufficient reserves and cash to be able to continue for the foreseeable future. These forecasts have been prepared on a prudent expectation that future plans to generate income are successful.

Chapter recognise the uncertainty around future income generation and the inherent risk regarding the success and sustainability of future plans. However, Chapter have concluded that the entity remains a going concern whilst forecasts predict sufficient reserves and cash to continue in operation. Chapter therefore continue to adopt the going concern basis of preparation for these financial statements.

(c) Fund accounting

Balances are split between unrestricted, restricted and endowment funds.

Unrestricted funds are expendable at the discretion of the Cathedral Chapter in furtherance of the objects of the charity. Unrestricted funds earmarked for particular projects are designated as separate funds.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

Endowment funds are those where the capital must be retained and cannot be used as if it were income. Expendable endowment funds are those where the capital is usually retained but where it may apply the income.

For an explanation and analysis of each fund see note 14.

Trusts where the Cathedral Chapter acts as trustee and controls the management and use of the funds are included in the financial statements.

(d) Income

Income is included in the Statement of Financial Activities (SOFA) when the Cathedral Chapter is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably, and it is probable that the income will be received.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

1. Accounting Policies – continued

(d) Income - continued

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

CJRS income is recognised in the period to which to claim relates.

(e) Taxation

The Chapter is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

(f) Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

The allocation of expenditure on mainstream Cathedral activities is shown gross in the Statement of Financial Activities under the "Unrestricted fund" column. To the extent that the related funding for this expenditure is from sources where the use of those funds is restricted to specific items of Cathedral expenditure, a re-allocation to the "Restricted" heading is shown as a deduction from the gross amounts shown. An analysis of the Cathedral expenditure funded by "Restricted" funds is shown in note 18.

Whilst this disclosure of expenditure is not strictly in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities, the Chapter believe that it does provide a more accurate view of the ongoing running costs at the Cathedral.

Where costs cannot be directly attributed to particular headings they have been allocated or apportioned to activities on a basis consistent with the use of resources. Central support costs are apportioned on the basis of estimated usage of resources at the Cathedral.

(g) Cathedral buildings and the inventory

The Accounting and Reporting Regulations for English Anglican Cathedrals issued in February 2015 do not consider that the Cathedral building is a heritage asset. Accordingly, no value is attributed in the balance sheet to the cathedral and its ancillary buildings.

Similarly, the regulations consider that no value should be attributed to items included in the inventory prepared under S42(1) of the Care of Cathedrals Measure 2011 as being of architectural, archaeological, artistic or historic interest.

Material enhancements to the Cathedral, its ancillary buildings and the inventory are written off to the SOFA in the year incurred, in accordance with current best practice, as are the repairs, restoration and maintenance of the Cathedral.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

1. Accounting Policies – continued

(h) Property

Property is included in the balance sheet at open market value. The increase or decrease in the value of properties at the year end is taken to the SOFA.

(i) Tangible fixed assets

Fixed assets other than property are included at cost less depreciation which is calculated to write off the cost of fixed assets, less their residual value, over their expected lives as follows:

Musical instruments and sound equipment	- 10 years straight line
Fixtures and fittings	- 5 years straight line
Plant and equipment	- 5 years straight line
Computer equipment	- 3 years straight line

Depreciation is not provided on freehold properties as it is the Cathedral Chapter's policy to maintain the property in good repair. In accordance with FRS102, the members have performed an impairment review, and it is their opinion that the carrying values of the freehold properties are not higher than the recoverable amount.

It is the Cathedral Chapter's policy not to capitalise items costing less than £1,000. The effect of this policy is not considered material to the accounts.

It is the Cathedral Chapter's policy not to depreciate capital items in the year of addition.

(j) Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition.

(k) Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount repaid net of any trade discounts due.

(l) Cash and cash equivalents

Cash and cash equivalents consist of cash at bank and in hand.

(m) Creditors and provisions

Creditors and provisions are recognised where the Cathedral Chapter has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Financial instruments

The Cathedral 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.

(o) Investments

Investments are included in the balance sheet at market value.

The increase or decrease in the value of investments at the year end is taken to the SOFA.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

1. Accounting Policies – continued

(p) Pension costs

The pension costs charged in the financial statements represent contributions payable by the Cathedral Chapter during the year.

(q) Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors including expectations of future events that are believed to be reasonable under the circumstances.

The Cathedral makes estimates and assumptions concerning the future. The resulting accounting estimates and assumptions will, by definition, seldom equal the related actual results. The key estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Non-investment property is included in the balance sheet at market value. This market value is subject to judgements made by an expert and by Chapter including, but not limited to, the state of repair of the properties, local knowledge and market conditions.

Support costs are allocated between funds on the basis of resource use. Any allocation to restricted funds must be in line with the terms of the funding and misallocation could materially affect the fund balances.

(r) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

2. Prior year Statement of Financial Activities for purposes of comparison

	Notes	Unrestricted funds £	Restricted funds £	Endowment funds £	2020 Total funds £
Income and endowments from:	(3)				
Donations and legacies		135,608	98,480	-	234,088
Grants in support of ministry		36,914	832,886	-	869,800
Charges and fees arising in the course of mission		57,626	-	-	57,626
Trading and fundraising		105,494	(357)	-	105,137
Investments		8,020	72	4,759	12,851
Other income		121,212	1,762	-	122,974
Total income		464,874	932,843	4,759	1,402,476
Expenditure on:	(4)				
Raising funds		187,829	35,036	-	222,865
Ministry		455,984	34,062	-	490,046
Education and outreach		88,535	13,210	-	101,745
Cathedral and precincts upkeep		308,654	36,014	-	344,668
Cathedral building developments		48	2,219	-	2,267
Expenditure	(5)	1,041,050	120,541	-	1,161,591
Net (expenditure)/income before investment gains		(576,176)	812,302	4,759	240,885
Net gains/(losses) on investments	(7)	5,575	165	11,224	16,964
Net (expenditure)/income		(570,601)	812,467	15,983	257,849
Transfers between funds					
Costs funded by restricted income	(18)	675,513	(675,513)	-	-
Costs funded by unrestricted income (14b)		(25,515)	25,515	-	-
		79,397	162,469	15,983	257,849
Other recognised gains/ (losses)					
Non investment property	(8)	-	-	-	-
Non investment property		-	-	-	-
Church Commissioners Share	(13)	-	-	-	-
Net movement in funds		79,397	162,469	15,983	257,849
Reconciliation of funds:					
Total funds brought forward		2,214,418	(194,647)	138,424	2,158,195
Total funds carried forward		2,293,815	(32,178)	154,407	2,416,044

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

3. INCOME AND ENDOWMENTS

	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Donations and legacies					
Legacies	-	-	-	-	12,784
Congregational collections and giving (3a)	86,344	-	-	86,344	123,102
Income from appeals and fundraising	-	200	-	200	98,202
	<u>86,344</u>	<u>200</u>	<u>-</u>	<u>86,544</u>	<u>234,088</u>
Grants in support of ministry					
Church Commissioners	-	169,508	-	169,508	241,380
Church Burgesses Trust (15) Church Burgesses	-	475,245	-	475,245	464,133
Educational Foundation	-	-	-	-	11,681
Church Commissioners Sustainability Fund	-	67,331	-	67,331	87,166
Sheffield Diocesan Board of Finance	7,500	-	-	7,500	7,500
Allchurches Trust / Benefact Trust	-	25,000	-	25,000	25,000
HLF Culture Recovery Fund	-	21,960	-	21,960	32,940
	<u>7,500</u>	<u>759,044</u>	<u>-</u>	<u>766,544</u>	<u>869,800</u>
Charges and fees arising in the course of the mission					
Facility and other fees	69,298	-	-	69,298	57,626
	<u>69,298</u>	<u>-</u>	<u>-</u>	<u>69,298</u>	<u>57,626</u>

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS – continued YEAR ENDED 31 DECEMBER 2021

3. INCOME AND ENDOWMENTS - continued

	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Trading and fundraising					
Events held in the Cathedral	81,169	-	-	81,169	48,413
Commercial trading operations	89,273	-	-	89,273	56,724
	<u>170,442</u>	<u>-</u>	<u>-</u>	<u>170,442</u>	<u>105,137</u>
Investments					
Investments	7,883	75	5,059	13,017	12,851
	<u>7,883</u>	<u>75</u>	<u>5,059</u>	<u>13,017</u>	<u>12,851</u>
Other income					
Insurance claim	2,135	-	-	2,135	2,122
CJRS income	39,509	-	-	39,509	120,852
Gains on disposal of fixed assets	44,190	-	-	44,190	-
	<u>85,834</u>	<u>-</u>	<u>-</u>	<u>85,834</u>	<u>122,974</u>

3a. Congregational collections and giving

Collections	12,090	-	-	12,090	7,319
Alms boxes	15,520	-	-	15,520	12,929
Donations	3,916	-	-	3,916	30,257
Patrons	5,475	-	-	5,475	11,093
Candles	7,857	-	-	7,857	5,374
Planned giving	33,498	-	-	33,498	42,500
Tax recoverable	7,988	-	-	7,988	13,630
	<u>86,344</u>	<u>-</u>	<u>-</u>	<u>86,344</u>	<u>123,102</u>

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

4. EXPENDITURE

	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Raising funds					
Events and hospitality	83,784	1,578	-	85,362	110,223
Commercial trading operations	111,172	-	-	111,172	112,642
	<u>194,956</u>	<u>1,578</u>	<u>-</u>	<u>196,534</u>	<u>222,865</u>
Ministry					
Clergy stipends and working expenses	63,431	-	-	63,431	106,652
Clergy housing costs	27,910	-	-	27,910	23,631
Services and music	118,374	2,675	-	121,049	131,573
Support costs (4b)	200,794	55,185	-	255,979	228,190
	<u>410,509</u>	<u>57,860</u>	<u>-</u>	<u>468,369</u>	<u>490,046</u>
Education and outreach					
Educational activities	-	-	-	-	105
Community Resource Centre	11,648	-	-	11,648	10,364
Charitable and other giving (4a)	-	-	-	-	-
Support costs (4b)	80,317	22,074	-	102,391	91,276
	<u>91,965</u>	<u>22,074</u>	<u>-</u>	<u>114,039</u>	<u>101,745</u>
Cathedral and precinct upkeep					
Maintenance and interior upkeep	73,783	57,970	-	131,753	82,170
Cathedral insurance	43,245	-	-	43,245	42,133
Utilities	47,375	-	-	47,375	38,741
Salaries	43,064	-	-	43,064	44,710
Support costs (4b)	120,476	33,111	-	153,587	136,914
	<u>327,943</u>	<u>91,081</u>	<u>-</u>	<u>419,024</u>	<u>344,668</u>

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
4. EXPENDITURE – continued					
Cathedral building developments					
Cathedral gateway project	-	-	-	-	2,267
Support costs (5)	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,267</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>2,267</u></u>
4a. Charitable and other giving					
Contribution to Diocesan Funds (16)	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>
4b. Support costs					
Office expenses	45,381	15,844	-	61,225	69,158
Salaries	131,694	92,150	-	223,844	190,890
Other staff costs	2,461	-	-	2,461	8,430
Staff recruitment	977	-	-	977	1,988
Loan Interest	22,629	-	-	22,629	2,296
Public relations	2,260	-	-	2,260	9,406
Legal and professional	114,975	-	-	114,975	102,816
Travel and subsistence	7,990	70	-	8,060	4,406
Staff training	13,675	100	-	13,775	13,376
Depreciation	4,335	2,206	-	6,541	11,235
IT running costs	39,594	-	-	39,594	28,847
Bank charges	646	-	-	646	962
Audit fees	11,570	-	-	11,570	9,270
Non audit fees	3,400	-	-	3,400	3,300
	<u>401,587</u>	<u>110,370</u>	<u>-</u>	<u>511,957</u>	<u>456,380</u>
	<u><u>401,587</u></u>	<u><u>110,370</u></u>	<u><u>-</u></u>	<u><u>511,957</u></u>	<u><u>456,380</u></u>
Total 2020	390,332	66,048	-	456,380	
	<u><u>390,332</u></u>	<u><u>66,048</u></u>	<u><u>-</u></u>	<u><u>456,380</u></u>	

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

5. Analysis of total expenditure including allocations of support costs

	Activities undertaken directly £	Grant funding activities £	Support costs £	Total 2021 £	Total 2020 £
Raising funds	196,534	-	-	196,534	222,865
Ministry	212,390	-	255,979	468,369	490,046
Education and Outreach	11,648	-	102,391	114,039	101,745
Cathedral and precincts upkeep	265,437	-	153,587	419,024	344,668
Cathedral building developments	-	-	-	-	2,267
	<u>686,009</u>	<u>-</u>	<u>511,957</u>	<u>1,197,966</u>	<u>1,161,591</u>
Total 2020	<u>705,211</u>	<u>-</u>	<u>456,380</u>	<u>1,161,591</u>	

6. Cathedral buildings and the inventory

The Cathedral is a 900 year old, grade 1 listed building.

There were no inventory transactions in either year.

7. Investments

Group and chapter

	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
At market value 1 January	219,797	49,741	127,271	396,809
Investments additions	-	-	-	-
Net increase on revaluation	31,413	368	24,956	56,737
At market value 31 December	<u>251,210</u>	<u>50,109</u>	<u>152,227</u>	<u>453,546</u>

All investments are listed UK securities and comprise:

	£
UK property fund	83,912
UK investment funds	369,634
	<u>453,546</u>

The historical cost of the investments is £199,198 (2020: £199,198).

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

8. Non investment property

<i>Group and Chapter</i>	Freehold land and buildings			Total funds £
	Unrestricted funds £	Restricted funds £	Endowment funds £	
At valuation 1 January	1,900,239	-	-	1,900,239
Additions	721,000	-	-	721,000
Disposals	(1,316,810)	-	-	(1,316,810)
Revaluation	111,377	-	-	111,377
At cost/valuation 31 December	1,415,806	-	-	1,415,806

Unrestricted funds comprise 2 properties held for cathedral clergy housing.

One property is held at current market value based on a valuation carried out by Fowler Sandford, Chartered Surveyors, dated 24 September 2018 updated for HPI increases to 31 December 2021. A property purchased in October 2021 is held at cost price. Chapter have assessed these valuations and, based on the conditions existing at the year end, do not believe there is a material misstatement in value at 31 December 2021.

The historical cost of these properties is £818,142 (2020: £1,172,295).

9. Equipment & plant

<i>Group</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Cost				
At 1 January	243,322	11,032	-	254,354
Additions	-	-	-	-
At 31 December	243,322	11,032	-	254,354
Depreciation				
At 1 January	199,674	6,619	-	206,293
Depreciation for year	9,050	2,205	-	11,255
At 31 December	208,724	8,824	-	217,548
Net book value				
At 31 December 2021	34,598	2,208	-	36,806
At 31 December 2020	43,648	4,413	-	48,061

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

9. Equipment & plant - continued

<i>Chapter</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	Total funds £
Cost				
At 1 January	190,360	11,032	-	201,392
Additions	-	-	-	-
At 31 December	190,360	11,032	-	201,392
Depreciation				
At 1 January	182,390	6,619	-	189,009
Depreciation for year	4,337	2,205	-	6,542
At 31 December	186,727	8,824	-	195,551
Net book value				
At 31 December 2021	3,633	2,208	-	5,841
At 31 December 2020	7,970	4,413	-	12,383

10. Debtors

<i>Group</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Trade debtors	92,512	-	-	92,512	36,865
Prepayments and other debtors	55,630	-	-	55,630	25,333
	148,142	-	-	148,142	62,198

<i>Chapter</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Trade debtors	93,021	-	-	93,021	36,865
Prepayments and other debtors	54,029	-	-	54,029	23,191
Amounts due from subsidiary undertakings	340	-	-	340	-
	147,390	-	-	147,390	60,056

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

11. Cash

<i>Group</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
CBF Deposit fund	4,209	-	11,254	15,463	15,463
Cash at bank and in hand	680,421	250,763	20,940	952,124	615,356
	<u>684,630</u>	<u>250,763</u>	<u>32,194</u>	<u>967,587</u>	<u>630,819</u>

<i>Chapter</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
CBF Deposit fund	4,209	-	11,254	15,463	15,463
Cash at bank and in hand	655,480	250,763	20,940	927,183	609,513
	<u>659,689</u>	<u>250,763</u>	<u>32,194</u>	<u>942,646</u>	<u>624,976</u>

12. Creditors due within one year

<i>Group</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Trade creditors	87,205	-	-	87,205	44,687
Accruals and other creditors	44,466	-	-	44,466	77,331
Due to Diocese	-	27,500	-	27,500	27,500
Bank bounceback loan	4,000	-	-	4,000	-
	<u>135,671</u>	<u>27,500</u>	<u>-</u>	<u>163,171</u>	<u>149,518</u>

<i>Chapter</i>	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Trade creditors	77,815	-	-	77,815	44,223
Accruals and other creditors	35,126	-	-	35,126	68,110
Due to Diocese	-	27,500	-	27,500	27,500
	<u>112,941</u>	<u>27,500</u>	<u>-</u>	<u>140,441</u>	<u>139,833</u>

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

13. Creditors due over one year

	Unrestricted funds £	Restricted funds £	Endowment funds £	2021 Total funds £	2020 Total funds £
Church Commissioners Loan	-	-	-	-	140,011
Share of revaluation reserve					
Brought forward	22,114	-	-	22,114	22,114
Movement in year	(22,114)	-	-	(22,114)	-
Carried forward	-	-	-	-	22,114
Total	-	-	-	-	162,125
Diocese	-	297,917	-	297,917	325,417
Chapter	-	297,917	-	297,917	487,542
Bank bounceback loan	14,000	-	-	14,000	20,000
Group	14,000	297,917	-	311,917	507,542

Church Commissioners

There is an Equity Sharing Loan from the Church Commissioners in the prior year in respect of 49 Broomgrove Road. £162,125 of the above loan in the prior year was due to the Church Commissioners in respect of their share of the revaluation. This property was sold during the year and the loan repaid.

Diocese

The Diocese have made a loan to the Cathedral for £550,000 for the purpose of the Development Project.

The loan term is 25 years and repayments have been made annually commencing 2018. Interest is charged on the balance at the rate equivalent to the Central Board of Finance Deposit Fund Rate. The Cathedral was given a holiday in the repayment of this loan in 2017 and no payment was made in 2016.

Loans due in more than one year, including the value linked loans, fall due as follows:

	Bank £	Diocese £	Church Commissioners £	Total £
Between 1 and 2 years	4,000	27,500	-	31,500
Between 2 and 5 years	14,000	110,000	-	124,000
After 5 years	-	160,417	-	160,417
	18,000	297,917	-	315,917

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

14. Statement of funds

(a) Endowment funds – current year *Group and Chapter*

	Permanent		Expendable		Total £
	Chester Lecture	Music Endowments	Music Endowments	Cathedral Hall	
	£	£	£	£	
At 1 January	21,458	86,867	14,997	31,085	154,407
Income	543	3,877	-	639	5,059
Expenditure	-	-	-	-	-
Increase/(decrease) in market value of investments	2,679	19,122	-	3,154	24,955
Transfer to unrestricted funds	-	-	-	-	-
At 31 December	24,680	109,866	14,997	34,878	184,421

Endowment funds – prior year *Group and Chapter*

	Permanent		Expendable		Total £
	Chester Lecture	Music Endowments	Music Endowments	Cathedral Hall	
	£	£	£	£	
At 1 January	19,729	78,266	11,254	29,175	138,424
Income	524	-	3,743	492	4,759
Expenditure	-	-	-	-	-
Increase/(decrease) in market value of investments	1,205	8,601	-	1,418	11,224
Transfer to unrestricted funds	-	-	-	-	-
At 31 December	21,458	86,867	14,997	31,085	154,407

Music endowments

Income from this fund is restricted to being used to defray the expenses of the choristers and choir facilities. The capital within this fund is not available to the Cathedral.

Chester Lecture Fund

Income from this fund is restricted to being used to fund an annual lecture. The capital within this fund is not available to the Cathedral.

Cathedral Hall Wostenholme Memorial Fund

Income and capital from this fund is restricted to being used for the upkeep of the Cathedral Hall.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

14. The funds of the Cathedral - continued

(b) Restricted funds – current year

<i>Group and Chapter</i>	At 1 January 2021 £	Income £	Expenditure £	Transfers £	Gains on investments £	At 31 December 2021 £
Church Commissioners (note 18)	-	169,508	-	(169,508)	-	-
Church Burgesses Trust (note 18)	-	475,245	(40,000)	(435,245)	-	-
Church Burgesses Trust – Education	3,315	-	-	-	-	3,315
Cathedral Development Project	(352,915)	-	-	27,500	-	(325,415)
Cathedral Gateway Project	25,164	200	-	-	-	25,364
York & Lancaster Regiment	91,153	-	-	-	-	91,153
Choir Fund	20,140	-	-	-	-	20,140
Sing!	3,031	-	-	-	-	3,031
Choral tuition	15,736	-	-	-	-	15,736
William Rowley Charity	10,504	75	-	-	368	10,947
Sam Hiller Memorial fund	57,907	-	-	-	-	57,907
HLF Culture Recovery Fund	28,596	21,960	(50,556)	-	-	-
Organ fund	9,456	-	-	-	-	9,456
Community Covenant	1,747	-	-	-	-	1,747
Friends of Sheffield Cathedral	19,783	-	-	-	-	19,783
Painting Restoration	1,500	-	-	-	-	1,500
Nave roof	-	-	-	-	-	-
Sustainability fund	-	67,331	(67,331)	-	-	-
CCTV Grant	4,414	-	(2,206)	-	-	2,208
HMS Sheffield Flag	791	-	-	-	-	791
Tony Elwis Legacy	15,000	-	-	-	-	15,000
Allchurches Trust / Benefact Trust	-	25,000	-	-	-	25,000
Preservation of the fabric of the building	12,500	-	(12,500)	-	-	-
Total Restricted funds	(32,178)	759,319	(172,593)	(577,253)	368	(22,337)

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

14. The funds of the Cathedral - continued

<i>Group and Chapter</i>	Restricted funds – prior year					Gains on investments	At 31 December 2020
	At 1 January 2020	Income	Expenditure	Transfers			
	£	£	£	£	£	£	£
Church Commissioners	-	241,380	-	(241,380)	-	-	-
Church Burgesses Trust	-	434,133	-	(434,133)	-	-	-
Church Burgesses Trust – Education	-	3,315	-	-	-	-	3,315
Church Burgesses Trust – Mission	-	30,000	(30,000)	-	-	-	-
Cathedral Development Project	(380,415)	-	-	27,500	-	-	(352,915)
Cathedral Gateway Project	27,383	-	(2,219)	-	-	-	25,164
York & Lancaster Regiment	7,353	85,000	(1,200)	-	-	-	91,153
Choir Fund	20,188	(48)	-	-	-	-	20,140
Sing!	3,031	-	-	-	-	-	3,031
Choral tuition	13,146	4,168	(1,578)	-	-	-	15,736
William Rowley Charity	10,267	72	-	-	165	-	10,504
Sam Hiller Memorial fund	57,907	-	-	-	-	-	57,907
HLF Culture Recovery Fund	-	32,940	(4,344)	-	-	-	28,596
Organ fund	8,785	671	-	-	-	-	9,456
Community Covenant	1,747	-	-	-	-	-	1,747
Bell Fund	405	-	-	(405)	-	-	-
Maundy	1,580	-	-	(1,580)	-	-	-
Friends of Sheffield Cathedral	19,783	-	-	-	-	-	19,783
Painting Restoration	1,500	-	-	-	-	-	1,500
Nave roof	9,716	-	(9,716)	-	-	-	-
Sustainability fund	(19,434)	88,712	(69,278)	-	-	-	-
CCTV Grant	6,620	-	(2,206)	-	-	-	4,414
HMS Sheffield Flag	791	-	-	-	-	-	791
Tony Elwis Legacy	15,000	-	-	-	-	-	15,000
Preservation of the fabric of the building	-	12,500	-	-	-	-	12,500
Total Restricted funds	(194,647)	932,843	(120,541)	(649,998)	165		(32,178)

(1) Church Commissioners

Income from the Church Commissioners is restricted to being used to pay stipends, salaries and other emoluments of persons employed in connection with the Cathedral Church.

(2) Church Burgesses Trust

Income from the Church Burgesses Trust is restricted to being used to pay certain salaries and items of expenditure.

(3) Cathedral Development Project

The Development Project raised funds for the now completed Community Resources Centre. The fund is currently in deficit as expenditure on the project has exceeded income received. This deficit is funded by a loan from the Diocese as referred to in note 13.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

- (4) **Cathedral Gateway Project**
The Cathedral Gateway Project is raising funds for the reordering of the Cathedral.
- (5) **York & Lancaster Regiment**
Funds provided towards the maintenance and upkeep of St George's Chapel (the regimental chapel of the York & Lancaster Regiment) and the provision of flowers.
- (6) **Choir fund**
This fund relates to monies raised by the choir and spent on choir activities.
- (7) **Sing!**
The Sing! projects aim is to make singing central to every primary school aged child's life at home, at school and in the wider community. This is funded by the participating schools and the music hub.
- (8) **Choral tuition**
Money to be spent on choral tuition.
- (9) **William Rowley Charity**
This fund is to be used for the repair and maintenance of the Rowley Window.
- (10) **Sam Hiller Memorial Fund**
The Ousley Trust granted money for a choral scholarship dedicated to Sam Hiller, an endowment was granted by the Friends of Cathedral Music to supplement this fund.
- (11) **HLF Culture Recovery Fund**
Funding towards recovery from the impact of Covid-19.
- (12) **Organ Fund**
This fund represents money which has been raised for the purchase of an organ.
- (13) **Community Covenant**
Income from the ministry of defence is used to engage children in their heritage and acknowledge the armed forces in the centenary year of WW1.
- (14) **Friends of Sheffield Cathedral**
Funds provided on closure of the Friends to continue their work supporting the preservation, maintenance and enhancement of the Cathedral and its ministry.
- (15) **Painting Restoration**
Money raised for the restoration of the David Hopher painting.
- (16) **Sustainability Fund**
Annual grant to fund the Development Manager role.
- (17) **CCTV Grant**
Grant for renewals of the CCTV at the Cathedral.
- (18) **HMS Sheffield Flag**
Funds given by the HMS Sheffield Association to pay for the installation of the Jack Staff and Union Jack from HMS Sheffield into St George's Chapel.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

14. The funds of the Cathedral - continued

(19) Tony Elwis legacy

A gift for the purchase of Cathedral vestments.

(20) Allchurches Trust / Benefact Trust

Funding towards music activities.

(21) Preservation of the Fabric of the Building

Funding towards fabric preservation.

(c) Unrestricted funds – current year

	General Fund (inc revaluation reserve)	Deanery fund	Music fund	Houses fund	Total
	£	£	£	£	£
At 1 January	2,258,883	27,705	7,227	-	2,293,815
Income	383,111	-	-	44,190	427,301
Expenditure	(983,748)	(703)	-	(40,922)	(1,025,373)
Gains on investments	31,413	-	-	-	31,413
Transfer from Deanery fund	-	-	-	-	-
Transfer from restricted	604,753	-	-	-	604,753
Transfer to restricted funds	(27,500)	-	-	-	(27,500)
Revaluation	111,377	-	-	-	111,377
At 31 December	2,378,289	27,002	7,227	3,268	2,415,786

Unrestricted funds – prior year

	General fund	Deanery fund	Music fund	Total
	£	£	£	£
At 1 January	2,179,134	28,057	7,227	2,214,418
Income	464,874	-	-	464,874
Expenditure	(1,041,050)	-	-	(1,041,050)
Gains on investments	5,575	-	-	5,575
Transfer from Deanery fund	352	(352)	-	-
Transfer from restricted funds	675,513	-	-	675,513
Transfer to restricted funds	(25,515)	-	-	(25,515)
At 31 December	2,258,883	27,705	7,227	2,293,815

Deanery fund

This fund represents the balance of the sale of the Dean's former house and is set aside for future works to the Deanery. Transfers are made from the deanery fund to the general fund for works carried out on the property.

Music fund

This fund represents money set aside for supporting music within the Cathedral.

Houses fund

This fund represents the surplus of the sale of the Dean & Precentors houses to be used to for the purchase of a new property.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

14. The funds of the Cathedral - continued

Summary of unrestricted funds

Current year

	At 1 January 2021 £	Income £	Expenditure £	Transfers £	Gains on revaluations £	At 31 December 2021 £
Designated funds						
Deanery Fund	27,705	-	(703)	-	-	27,002
Music Fund	7,227	-	-	-	-	7,227
Houses Fund	-	44,190	(40,922)	-	-	3,268
	<u>34,932</u>	<u>44,190</u>	<u>(41,625)</u>	<u>-</u>	<u>-</u>	<u>37,497</u>
General funds						
General funds	2,273,322	269,167	(872,576)	577,253	31,413	2,278,579
Revaluation reserve	-	-	-	-	111,377	111,377
Sheffield Cathedral Enterprises	(14,439)	113,944	(111,172)	-	-	(11,667)
	<u>2,258,883</u>	<u>383,111</u>	<u>(983,748)</u>	<u>577,253</u>	<u>142,790</u>	<u>2,378,289</u>
Total unrestricted funds	<u>2,293,815</u>	<u>427,301</u>	<u>(1,025,373)</u>	<u>577,253</u>	<u>142,790</u>	<u>2,415,786</u>
Prior year						
	At 1 January 2020 £	Income £	Expenditure £	Transfers £	Gains on revaluations £	At 31 December 2020 £
Designated funds						
Deanery Fund	28,057	-	-	(352)	-	27,705
Music Fund	7,227	-	-	-	-	7,227
	<u>35,284</u>	<u>-</u>	<u>-</u>	<u>(352)</u>	<u>-</u>	<u>34,932</u>
General funds						
General funds	2,168,467	377,338	(928,408)	650,350	5,575	2,273,322
Sheffield Cathedral Enterprises	10,667	87,536	(112,642)	-	-	(14,439)
	<u>2,179,134</u>	<u>464,874</u>	<u>(1,041,050)</u>	<u>650,350</u>	<u>5,575</u>	<u>2,258,883</u>
Total unrestricted funds	<u>2,214,418</u>	<u>464,874</u>	<u>(1,041,050)</u>	<u>649,998</u>	<u>5,575</u>	<u>2,293,815</u>

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

15. Church Burgesses Trust

The Church Burgesses Trust provides substantial support for the maintenance and insuring of the fabric of the Cathedral, the costs of divine worship and for administration.

In addition the Cathedral Chapter can apply to the Church Burgesses Trust for one off grants towards major repairs and improvements from time to time.

Details of income received from the Church Burgesses Trust is as follows:

	2021	2020
	£	£
Grant for maintenance, divine worship and administration	435,245	434,133
One off grants	40,000	30,000
	<hr/>	<hr/>
Total support	475,245	464,133
	<hr/> <hr/>	<hr/> <hr/>

16. Transactions with the Diocese

	2021	2020
	£	£
Contributions paid to Diocesan Funds (included as charitable giving in the Statement of Financial Activities)	-	-
	<hr/>	<hr/>

At the year end there is an interest-bearing loan due to the Diocese of £325,417 (2020: £352,917) (notes 12 and 13).

17. Pension costs

The Chapter contributes to staff pensions in line with the auto enrolment rate. For staff who were employed before auto enrolment was implemented the Cathedral contributes 8%. Clergy pensions are paid by the Church Commissioners and so their pension arrangements are not relevant for disclosure in these accounts.

Pension contributions paid by the Cathedral Chapter amounted to £20,660 (2020: £20,775). No contributions were outstanding at the year end (2020: £Nil). This excludes clergy pension costs paid directly by the Church Commissioners.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

18. Transfers between funds

Costs funded by restricted income

	2021
	£
Clergy stipends and working expenses	63,431
Salaries	57,671
Clergy housing costs	27,910
Church maintenance and interior upkeep	73,783
Church utilities	47,375
Cathedral insurance	43,245
Travel and subsistence	7,990
Staff training	13,675
Public relations	2,260
Information technology	39,594
Office expenses	45,381
Professional fees	114,975
Services and music	67,463
	<hr/>
	604,753
	<hr/> <hr/>
Funded by:	
Church Burgesses (note 14b)	435,245
Church Commissioners (note 14b)	169,508
	<hr/>
	604,753
	<hr/> <hr/>

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

19. Employees	2021	2020
	No.	No.
The average number of employees during the year was:-		
Clergy	2	3
Lay and administration	14	14
Songmen	4	8
	<hr/> 20 <hr/>	<hr/> 24 <hr/>
The total full time equivalent number of employees during the year was:	<hr/> 20 <hr/>	<hr/> 24 <hr/>
Total staff costs, including clergy stipends, include the following:		
	2021	2020
	£	£
Clergy stipends (note 20)	34,586	66,568
Salaries	397,877	435,075
Employer's national insurance	25,937	31,650
Pension contributions	33,157	42,903
Apprenticeship levy	160	312
	<hr/> 491,717 <hr/>	<hr/> 576,508 <hr/>

No employee earned more than £60,000 per annum in either year.

Although clergy are classified above as employees for analysis purposes, they have self-employed status for tax purposes.

The total amount of employee benefits received by senior management personnel is £132,460 (2020: £155,603). The Cathedral Chapter considers its senior management team to be the Dean, Canons and Chief Operating Officer.

Total redundancy/termination payments made during the year amounted to £36,347 (2020: £nil) and related to staff redundancies including pay in lieu of notice.

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

20. Related party transactions

The remuneration and pension costs of the full time Residentiary clergy who are members of the Cathedral Chapter are given below. They are paid in accordance with scales laid down annually by the Church Commissioners, the Archbishops' Council and the Church of England Pensions Board.

	Stipend	Pension
	£	£
The Revd Canon A Thompson	5,756	1,918
The Revd Canon Farrow	28,830	10,031
The Revd Canon G Harbord	-	548
	<u>34,586</u>	<u>12,497</u>

The clergy stipends are fully funded by the Church Commissioners. These financial statements show the matching income and expenditure relating to this funding.

The above members lived in houses owned by the Cathedral Chapter during the year. Out of pocket expenses reimbursed to the above members during the year amounted to £1,979 which includes travel, subsistence and home office costs (2020: £24,114).

During the year 6 Chapter members donated £2,250 to the Cathedral (2020: 5 members: £3,180).

Cathedral Archer Project Ltd (CAP)

Canon John Biggin, the Cathedral Treasurer, has been an observer at CAP Board meetings during 2021. During the year the CAP occupied part of the CRC and the Cathedral received £37,500 (2020: £37,500) for the lease of the premises and a £9,308 (2020: £9,460) contribution towards the utilities cost. These charges are subsidised by the Cathedral and the amount representing a gift in kind from the Cathedral to the Project is estimated at £60,000.

Sheffield Cathedral Enterprises Limited

During the year the Cathedral made a grant to its subsidiary of £13,480 (2020: £nil). At the year end a balance was owed to the Cathedral from its subsidiary of £340 (2020: £nil).

21. Commitments

The Cathedral Chapter had no capital commitments at the year end (2020: £nil).

SHEFFIELD CATHEDRAL CHAPTER

NOTES TO THE ACCOUNTS - continued YEAR ENDED 31 DECEMBER 2021

22. Contingent liabilities

The Cathedral Chapter has received funding towards the capital and other costs of the Community Resource Centre. The terms of the agreement, with respect to certain funds received, state that there may be a claw back, if certain conditions are not met in the future. Such conditions include the ongoing use of the Centre for those facilities provided by Cathedral Archer Project, visitor numbers, the employment of staff and so on. The period when these conditions should continue to be met runs up to 1 March 2022. In the event that the conditions are not met in the future, then the Cathedral Chapter may be required to repay some of these funds.

The Gateway project has received funding from HLF. In accordance with the related agreements there are conditions in respect of the continuing use of the Cathedral Heritage Centre. Any change in that use could give rise to a possible claw back which will apply up to the year 2039.

The Cathedral Chapter has adopted strategies to ensure that the conditions will be met. In the opinion of the Chapter repayment of these funds will not be required and, accordingly, no liability for these amounts has been provided in these financial statements.

23. Principal subsidiaries

The wholly owned subsidiary, Sheffield Cathedral Enterprises Limited (company registration no: 09481073), which is incorporated in the United Kingdom, pays all its taxable profits to the charity by gift aid. A summary of its results and assets and liabilities are shown below:

	2021 £	2020 £
Income	113,944	87,536
Expenses	(111,172)	(112,642)
Profit	<u>2,772</u>	<u>(25,106)</u>
Fixed assets	30,963	35,678
Current assets	57,273	41,892
Current liabilities	(19,579)	(9,685)
Long term liabilities	(80,326)	(82,326)
Net assets	<u>(11,669)</u>	<u>(14,441)</u>
Represented by:		
Share capital	-	-
Reserves	<u>(11,669)</u>	<u>(14,441)</u>
	<u>(11,669)</u>	<u>(14,441)</u>

Sheffield Cathedral Chapter

The Cathedral Church of St Peter and St Paul – Church Street – Sheffield – S1 1HA

BHP LLP
2 Rutland Park
SHEFFIELD
S10 2PD

Dear Sirs

We confirm to the best of our knowledge and belief that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you in connection with your audit of the charity's financial statements for the year ended 31 December 2021.

General

- 1 We have fulfilled our responsibilities as directors/trustees as set out in the terms of your engagement dated 24 January 2020, and under the Accounting and Reporting Regulations for English Anglican Cathedrals (December 2018) for the financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Cathedral Chapter have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of management meetings, have been made available to you.
- 2 The financial statements are free of material misstatements, including omissions.
- 3 We believe that the effect of uncorrected misstatements (as set out in the audit findings report) is immaterial both individually and in total.

Internal control and fraud

- 4 We acknowledge our responsibility for the design, implementation and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have a significant role in internal control or others that could have a material effect on the financial statements. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysis, regulators or others.

Assets and liabilities

- 5 The Cathedral Chapter has satisfactory title to all assets and there are no liens or encumbrances on the Cathedral Chapter's assets, except for those that are disclosed in the notes to the financial statements.

- 6 We have recorded or disclosed, as appropriate, all liabilities, both actual and contingent, and have disclosed in the notes to the financial statements all guarantees that we have given to third parties.
- 7 We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Accounting estimates

- 8 Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Legal claims

- 9 We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounted for, and disclosed in, the financial statements.

Law and regulations

- 10 We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose affects should be considered when preparing the financial statements.

Related parties

- 11 Related party relationships and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Charities Act 2011.

Subsequent events

- 12 All events subsequent to the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

Going concern

- 13 We believe that the Cathedral Chapter's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Cathedral Chapter's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the Cathedral Chapter's ability to continue as a going concern need to be made in the financial statements.

Grants and donations

- 14 All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

Property valuation

15 Based on the conditions which existed as at 31 December 2021 we confirm the non-investment properties listed below are fairly stated in the accounts and there has been no impairment:

- 62 Kingfield Road valued as at 31 December 2021 using HPI revaluation at £694,806
- 57 Woltenholme Road valued at cost price in October 2021 at £721,000

Yours faithfully

C A J Biggin

C A J Biggin (May 4, 2022 14:53 GMT+1)

May 4, 2022

Signed on behalf of the board of Chapter

Date











Chapter Accounts 31 Dec 2021 - Final for signing

Final Audit Report

2022-05-04

Created:	2022-04-28
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