

Funding Advice Bureau

South Yorkshire Funding Advice Bureau
(A company limited by guarantee not having a share capital)

Annual Report

For the year ended 31 March 2011

Charity number 1061118

2010-11

Reports and financial statements

For the year ended 31 March 2011

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Message from our Chair

Welcome to SYFAB's Annual Report for the year ending 31 March 2011. We present in this report an overview of our year, as well as our detailed financial accounts for 2010-11.

This has been a year of change and challenge for SYFAB. With the world altering massively around us, we commissioned an Organisational Review in the wake of last year's celebratory AGM, to give us a steer for the future. 2011 has been about consulting and re-contracting with our funders and our staff, to take a sleeker SYFAB into 2012 and beyond. In the process of this, we have said goodbye to a number of familiar staff members - as well as welcoming four new volunteer Directors and our first SYFAB baby in many years! Our thanks to all those still standing, as well as those who have left us for pastures new.

Our vision of SYFAB has been re-thought and re-written with the collaboration of our staff and Directors and its essential truth remains the same - **SYFAB exists to contribute its expertise to the healthy continuation of a thriving voluntary and community sector**. Our service to you - the groups - comes first, as it always has. We have rebuilt SYFAB around meeting the needs of voluntary and community sector groups in the 21st Century and we hope that you will feel as excited as we are about the developments we will be outlining to you at our AGM.

The thanks of SYFAB's Directors go to all our staff members who have travelled with us into our future vision, a process which has not been easy. We owe particular thanks to Danny Antrobus, who stepped up as Acting Director in October 2010 and has, with the support of the Board, steered us through turbulent waters. Danny's report gives a more detailed account of our work since April 2010 and it is a credit to the whole staff team that we have continued to deliver our service and meet our targets during this time. Our funders also deserve thanks for their flexibility and critical friendship during our changes.

At the AGM in November, you will start to hear about **FIAG - Funding Information, Advice and Guidance**. We will be revealing to you how we have restructured around this concept, which is designed to provide an even more responsive and accurate service to the sector. Alongside Danny as Strategic Manager, Caroline Burns will be leading the new FIAG team and we are all looking forward to seeing FIAG in action next year.

So a final thank you - for your faith in us and your support of us which arises from the work we've done with you over the years. I can put my hand on my heart and say that every single person involved with SYFAB believes in what we do and we hope you will join us in our excitement about the future and this new phase for our effective, valuable organisation.

Louise Mycroft

Chair

Message from our Strategic Manager

Amongst all the difficulties and uncertainties of the external funding environment and our own internal reviews and restructuring, it's been really pleasing that **we've been able to continue to support so many members of voluntary and community organisations to develop their fundraising knowledge, skills and confidence** throughout 2010-11.

Over the year, we've continued to develop our online funding news and funding search services, and updated some of our funding information and advice sheets. We've also developed and delivered a Finding Funders workshop for people who want to learn how to use those services. We have also continued to run a development work service across the county with workers offering specific advice and support in each district of South Yorkshire, as well as running workshops and training courses in various aspects of fundraising.

We have recognised that **it is the development of fundraising skills, knowledge and confidence that underpins all of our work**, and have restructured the organisation in order to provide a single streamlined Funding Information Advice and Guidance service. We will be establishing that new model of support in 2011-12.

We are very grateful to the organisations that funded our work in 2010-11 and especially to those who have continued to support us in 2011-12 despite the difficult financial circumstances. **We would also like to thank the Big Lottery Fund, Sheffield City Council and Rotherham Metropolitan Borough Council** for their support and flexibility while we restructured SYFAB.

The funding climate of cuts and uncertainty bring the challenges for an organisation like SYFAB into sharp focus. As a specialist funding advice organisation, it makes sense for us to work across a wide area, at county level or wider: there are economies of scale in just having one funding research system and funding search database, for example. And as we respond to demand by producing more self-help and online resources, it makes sense for those to be available more widely. However, there is also a drive to work locally: direct advice and guidance support to groups tends to happen locally, two of our funders support us to deliver our work at local level, and many of our partners in infrastructure support have a local focus, such as CVSs. The challenge for us will be to manage that tension, while focusing on our mission: to make sure we deliver the work that will genuinely support members of voluntary and community organisations to improve their fundraising skills.

Finally, in her Chair's report, Louise writes about the external and internal changes that have impacted on us at SYFAB. Just as she pays tribute to the work of staff, I would like to thank Louise and the rest of SYFAB's Board of Directors, who have given countless hours to govern and manage the organisation through a very difficult year.

Danny Antrobus

Strategic Manager

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Report of the directors

The directors present their report and audited financial statements for the year ended 31 March 2011.

Structure, governance and management

SYFAB is a charitable company limited by guarantee, incorporated on 8 March 1995 and registered as a charity on 6 March 1997, registered charity number 1061118. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Membership of the company is open to organisations which support SYFAB's objects and operate within the voluntary sector of South Yorkshire. Member organisations are each entitled to one vote at general meetings.

SYFAB's constitution requires that trustees be appointed to the Board of Directors by election at the AGM each year. They must be from one of SYFAB's member organisations, and they serve for a term of two years, when they have to be re-elected by the AGM. Recruitment is done by general awareness campaigns, by advertising vacancies as and when they arise; and by inviting nominations in advance of the next AGM, when information is sent out to member organisations.

There are up to six co-opted members of the Board of Directors. They are appointed by the Board of Directors to bring specific skills or expertise to the organisation, in fields such as training, finance, research or personnel.

On appointment, trustees are given an induction pack which includes information on the Board of Directors and SYFAB, legal documents, finance, and forms. All are required to attend an induction training session, and ongoing training is made available.

The trustees are responsible for the overall management and strategic direction of SYFAB. They also have the final responsibility in personnel issues. The day-to-day business of SYFAB is undertaken by the staff team, and managed by the Strategic Manager and the FIAG Co-ordinator.

Directors

The directors, as defined in the Memorandum and Articles, act as the directors of the company and, as the organisation is a registered charity, act also as its charitable trustees.

The directors at 31 March 2011 are listed on page 50: Reference and administrative details.

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Objectives and activities

We aim to promote the more effective working of charities in South Yorkshire and to promote the achievement of charitable purposes on the part of voluntary and community groups by:

- Compiling comprehensive and reliable information calculated to achieve such ends by research into existing and new sources of financial and other resources;
- Making available the findings of such research to prospective donors and those seeking such resources by the provisions of financial and other resources;
- Providing other related services designed to increase the amount of effective resources to be devoted to achieving charitable purpose by voluntary and community groups in the area of benefit.

Our vision, mission and aims

Our vision

SYFAB's vision is for a funding environment where organisations, funders and policy makers work together to build a thriving voluntary and community sector.

Our mission

SYFAB helps voluntary and community organisations to develop the fundraising skills they need to achieve their aims.

Our aims

Working through a 3-stage fundraising cycle:

1. **Pre-application:** building the knowledge, skills and confidence to develop a fundable project and research appropriate funding sources
2. **Application:** building the knowledge, skills and confidence to develop and submit high quality funding applications
3. **Post-application:** building the knowledge, skills and confidence to manage funding successfully and prepare for future fundraising cycles

Public benefit

SYFAB aims to provide public benefit by advancing community development through its support of community and voluntary organisations in South Yorkshire. We do this by providing funding information, advice and training to those organisations, and by working strategically to promote and improve the provision of and access to funding opportunities.

Our trustees and staff work together to draw up our strategic plan, from which priorities are set and specific workplans devised. Throughout this process the trustees have regard to the Charity Commission's guidance on public benefit and ensure that our services meet these criteria.

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Summary of our work 2010-11 - the big numbers

Total number of groups we have helped during 2010-11:

1,678

(2009-10: 1,350)

This figure does not include Funding News mailing lists.

Total received during 2010-11 through funding applications made by groups we have helped:

£6,020,232

(2009-10: £7,701,376)

This figure is based on feedback from funders and groups we have helped and can only be approximate: groups do not always tell us of their fundraising successes.

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Our work

Funding information, advice and guidance (FIAG)

High quality funding information underpins all of SYFAB's work. We continually research and produce easily accessible information on funding: new funding streams, changes to funding priorities, upcoming deadlines, and changes that affect the funding environment.

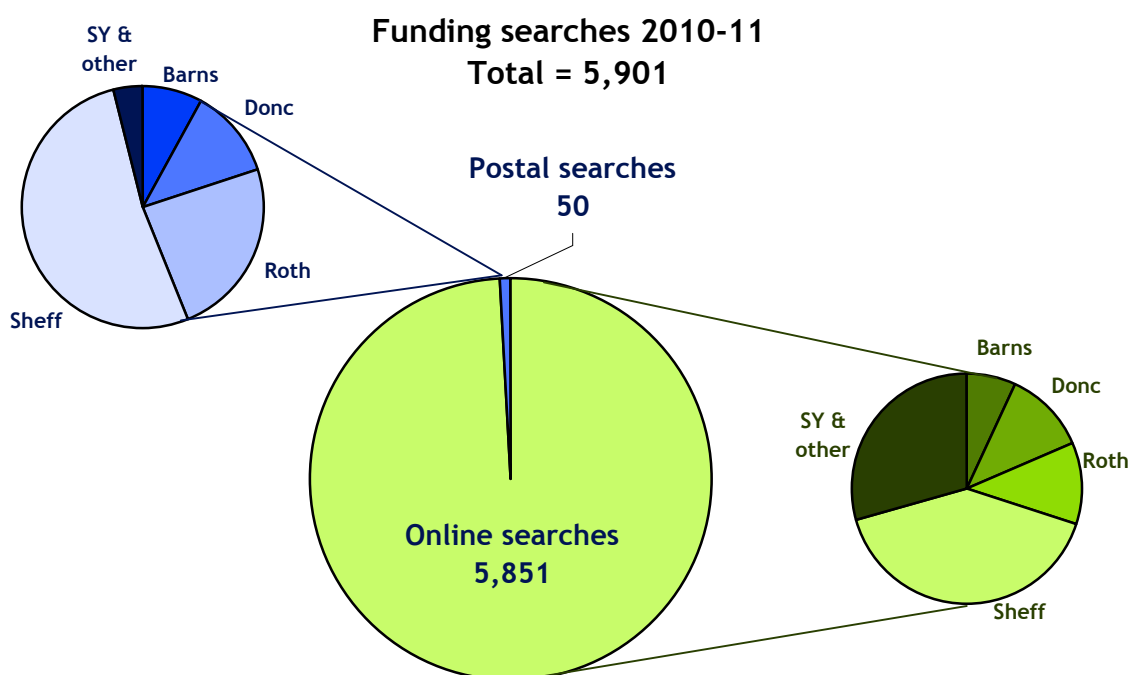
Funding advice is an essential partner to funding information. Many groups who come to us initially for information need further support in making their projects more attractive to funders, from learning to use written language with confidence to demonstrating the need and effectiveness of their proposed interventions.

We also provide training in fundraising and funding-related topics to help groups to understand the fundraising process and develop skills which equip the group better to meet their aims. Currently this ranges from basic introduction courses and preparing groups to grasp the fundamental principles of approaching funders through to intensive form filling workshops and bespoke training on request. This is an area of our work that we want to develop further, developing online training opportunities and offering coaching to increase the funding skills of our users and to pass on our funding expertise to other development workers, so that they can cascade it to their service users.

Facts and figures - how our services have been used during the year

Funding search

- Available on our website at <http://fundingsearch.syfab.org.uk> - enables groups to carry out their own searches of the most relevant and popular funders, and print off the results
- For users who are unable to use the online tool, we can carry out the search for them and send the results by post



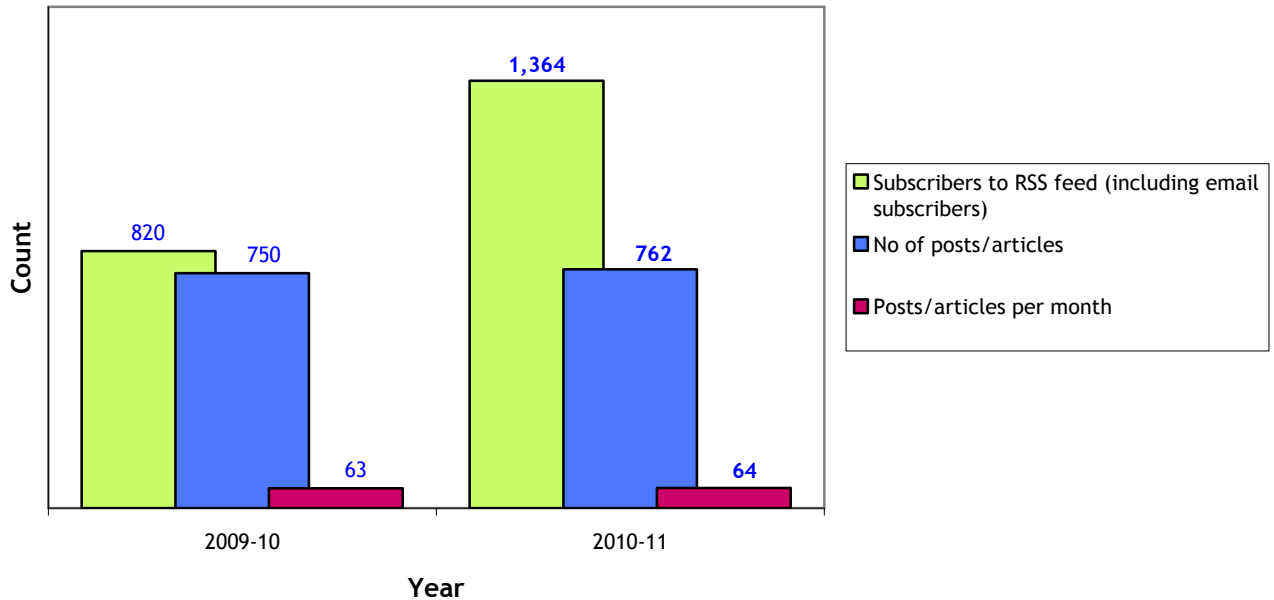
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Funding News from SYFAB

- **Blog and RSS feed** - our funding blog on the SYFAB website at <http://syfab.org.uk/fundingnews/> updated daily with news and information on funding opportunities:

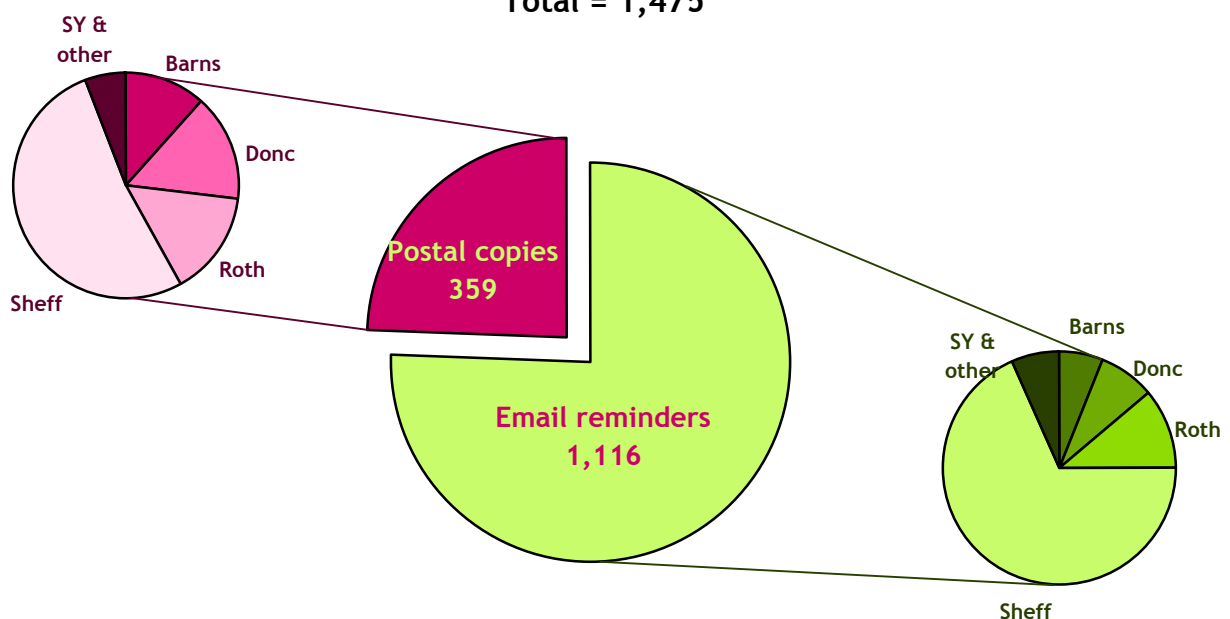
Funding News from SYFAB blog



- **Emails** - subscribers to this mailing list can opt to receive posts from our blog to their email address either daily or weekly (previously we sent subscribers a monthly email prompt to download Funding News from our website)
- **By post** - until April 2011 we produced our 10-times-yearly newsletter which we circulated by post and published it on our website

Funding News distribution as at 31 March 2011

Total = 1,475



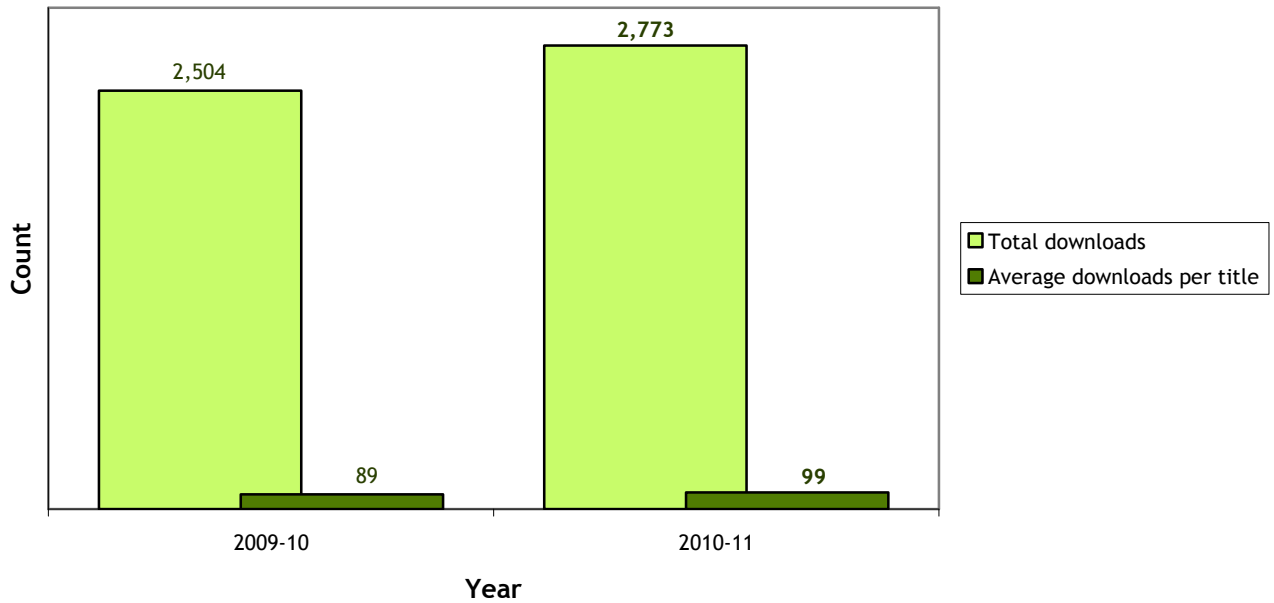
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SYFAB Information Sheets

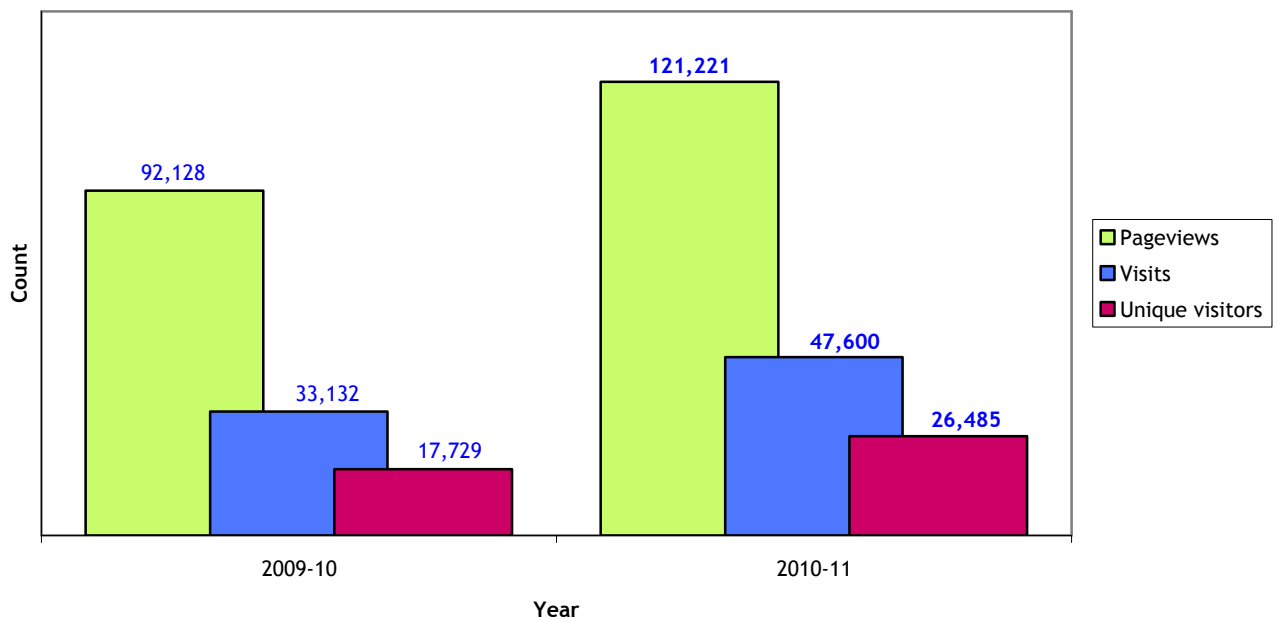
- A range of guides on funding and fundraising and related topics, available on paper or from our website:

Information Sheet downloads



The overall traffic to our website continues to increase as we make more of our services available online:

www.syfab.org.uk website traffic

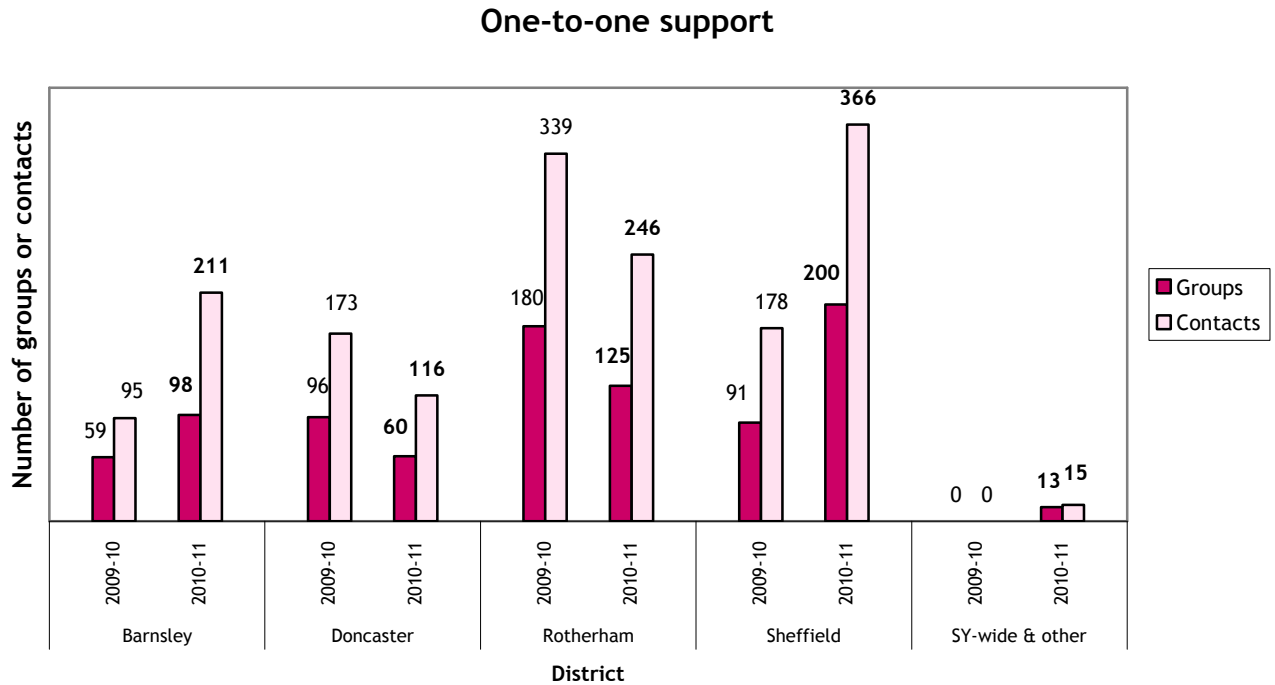


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One-to-one support

- We support groups through appointments and funding advice surgery slots:



- Total number of **surgery events** held during 2010-11 = **98**

Many of our surgery events are delivered in partnership with other organisations. During 2010-11 we have delivered **joint surgery sessions** with:

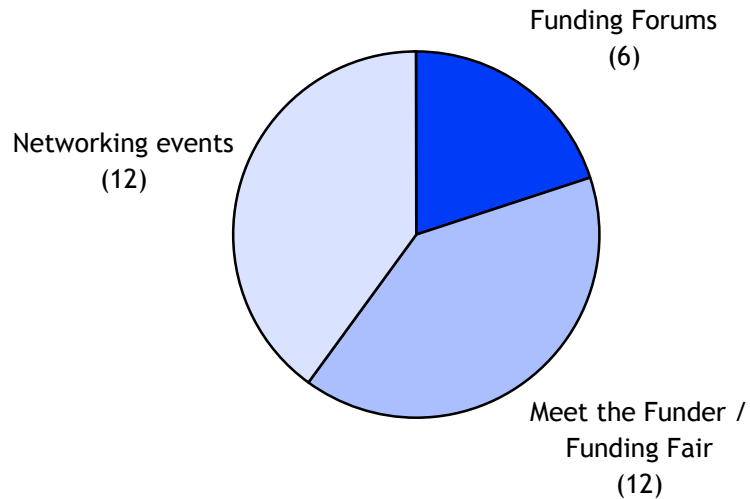
- Coalfields Regeneration Trust
- Darnall Forum
- Gleadless Valley Community Forum
- Heritage Lottery Fund
- South Yorkshire Community Foundation
- Together for Regeneration

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Meet the Funder, Funding Forums and other networking events

We have delivered a total of 30 of these events in 2010-11:



We often deliver events in partnership with other organisations. Our **event partners** in 2010-11 have included:

- Awards for All
- Barnsley Community and Voluntary Network
- Barnsley Infrastructure Consortium
- Coalfields Regeneration Trust
- Forge Community Partnership
- Maltby Town Council
- Rotherham MBC
- Rural Action Yorkshire
- Sheffield BME Network
- Sheffield City Council
- South Yorkshire Community Foundation
- Together for Regeneration
- Voluntary Action Sheffield

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Training and workshops

Training events and number of times delivered:

- Introduction to funding (12)
- Finding funders (2)
- Completing application forms (1)
- Fundraising workshops (16)
- Researching funders (1)
- Developing a funding strategy (1)
- Getting your project up and running (1)
- Developing a strategic plan (1)
- Financial planning in voluntary organisations (1)
- Working together to develop your organisation (1)
- Funding, marketing and investment workshop (1)

In 2010-11 we have delivered a total of **38 training events and workshops** attended by people from **243 organisations**.

Partners we have worked with to deliver training in 2010-11 include:

- Doncaster MBC
- Doncaster Infrastructure Network
- Elsecar Heritage Railway
- Rotherham Adult Learning Partnership
- RotherFed
- South Yorkshire Community Foundation
- Voluntary Action Sheffield
- Worsbrough Sports & Development Association

We also have an Open College Network accredited Funding and Fundraising course, but we have been redeveloping this course and have not delivered it during 2010-11.

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Strategic work

For SYFAB, getting involved in strategic work means trying to have an influence in the way funding is delivered, helping to shape funding policy and practice. We also work closely with other infrastructure organisations to help make sure that voluntary and community organisations can access the support they need.

This year, we have been involved in strategic work with the following organisations, networks and partnerships, amongst others:

- Barnsley Infrastructure Consortium
- Barnsley Community and Voluntary Network
- Barnsley NI 7 Working Group
- Doncaster Infrastructure Network
- Rotherham Infrastructure Network
- Rural Action Yorkshire (Rural Networking Events)
- Sheffield Compact Steering Group
- Sheffield Infrastructure Partnership
- Sheffield Interim Joint Compact Delivery Board
- Sheffield Third Sector Assembly
- South Yorkshire ChangeUp Consortium
- South Yorkshire CVS Chief Executives group
- Yorkshire & Humber Procurement Network

We have also represented and advocated on behalf of voluntary and community organisations to funding bodies in order to address particular issues that we felt were unclear or sometimes unfair. We see this as a key part of our role, representing the views of our members and taking up issues on their behalf.

The challenge for organisations in the voluntary and community sector is trying to get the balance right between the service delivery and activities that meet immediate needs, and the strategic, policy and campaigning work that could ultimately have a greater impact on the underlying issues and needs we try to meet. With the latter, the cause and effect are more difficult to measure, and the work is more difficult to fund. We must also be aware of the conflict between being funded by an organisation whose practice we may need to critique.

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Our impact

Funding News - turning bad news into good news

Cuts to our funding meant the end of printed Funding News - but online technology has given it a new lease of life

SYFAB's Funding News has been around for almost twenty years, and throughout its life has been funded to various extents by our local authorities in South Yorkshire. But as the recession began to bite it became clear that we, along with the rest of the third sector, would have to find more cost-effective ways to deliver our services - or risk losing them altogether.

We had already begun to make use of **online technology** alongside the printed version, by launching a blog site to which users could subscribe for RSS feeds and sign up to receive regular emails, automatically generated from the site. We also made a pdf version of the printed newsletter available to download from our website, and set up an email list of subscribers who wanted us to send them a prompt each month when the latest issue was uploaded.



In addition, SYFAB continued to send out 800 printed copies of Funding News to groups requiring a paper version.

These tandem, if slightly complicated systems, ran successfully for a while, but then the blow fell: SYFAB's funding from Sheffield City Council, along with that of many other organisations, was to be cut by 15%. Barnsley MBC's grant to us would not be renewed, and funding from Rotherham MBC was also likely to be reduced.

We knew that one area where we could make savings quickly was the printed Funding News. By switching to a virtual version as the default option, we could save the design and layout costs of each issue, the printing costs of around 800 copies each month, and postage and stationery costs. We talked about this with Sheffield City Council, who supported our plans to go virtual.

We then set to work on streamlining our parallel systems. **We set up an email campaign that would take any new posts from the blog and send them as an email message** once a day. Once we were confident the system was working correctly, we changed the signup forms on our website over to the new system, so that visitors to the website would be able to sign themselves up. The first signup appeared within minutes!

We also combined our various different types of online subscribers onto one system so we can easily send out funding emails to everyone.

Meanwhile we were carrying out the sad task of putting together the final printed issue of Funding News, and making sure everyone was aware of the changes. With each copy we sent a form inviting people to sign up to the email list. Although most people have email and internet access these days, not everyone does, and to avoid excluding the few who don't we asked those people to call us. Online technology has also been able to help our offline subscribers, as we are able to use an online service to create a very plain and simple pdf digest of our blog articles which we can then post out once a month. So far only a very small number of people have requested this service, so although we do still have some distribution costs they are very low.

We also **still produce an audio version** of this digest for those who need it, as we have done for many years for the printed Funding News.

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As we write this in June 2011 the total email mailing list stands at 2,236. This figure is quite dynamic as people make full use of the ability to subscribe, unsubscribe or change their preferences themselves. A recent innovation, in response to a request from one of our subscribers, has been to give people the option of receiving emails weekly rather than daily, and 275 of the list have chosen that so far. The satisfied subscriber subsequently wrote to us:

“SYFAB responded quickly to my request and set up a weekly system which I am already finding so much better given the amount of time I can dedicate to my voluntary work. However, it is not just this that I am writing to say thank you for, rather that **SYFAB responded so positively** to my difficulty. It showed SYFAB to be really flexible to the circumstances of groups who access its funding news services. From this I **feel that you listen to, care about and value those who are supported by your excellent ongoing work.**”

- *150th (Wadsley Church) Scout Group*

2010-11 may have seen the end of one of our service delivery methods, but has given us the opportunity to provide a much-improved service to the majority of our users, in a far more cost-effective way.

Sign up for Funding News from SYFAB emails at <http://syfab.org.uk/fundingnews/>

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Online funding search - the advent of a new system

Helping our users to help themselves to funding information

Recently SYFAB experienced the birth of its new Funding Search database. As with most births, it was not without a lot of effort, but in Summer 2009 we were pleased to announce the arrival of **our free, online searchable database of funders**. It holds information about local and national funders that are relevant to voluntary and community organisations in South Yorkshire and after a very simple registration, you can search the database and get instant results.

The database has been a major development for SYFAB and has marked a **fundamental shift in the way that we provide information** for our service users. Instead of us doing funding searches on behalf of groups, we now provide the means for groups to do their own searches online.

Previously, any group wanting a funding search had to contact us by phone or post and give us very detailed information about the project they wanted to fundraise for. Our Information Team would then take this information and research suitable funders for the group using a range of different funding resources. We would collate the information from the various databases we used and send it out to the group by post. This system had been used for many years by SYFAB, and it would take 2-3 weeks from requesting the funding search to actually receiving it in the post.

We noticed that over the years, fewer groups were requesting funding searches from us - despite the quality being very good - and more and more of those who did ask wanted the information faster and would have preferred it to be sent out by email.

We also had our own internal difficulties around how to manage huge amounts of information in ways that made it accessible and searchable and easy to keep up to date. We had been using an array of different databases, both our own and external ones that we paid to have access to. We used them in conjunction with each other to get the best possible information but this was clunky and often frustrating.

We needed a shiny, **new searchable database** that had all the funders relevant to our service users. Once we conceived the idea it was only a small step to realising that we could put it online and enable groups to do their own funding searches.

The screenshot shows a web browser window with the URL 'http://fundingsearch.syfab.org.uk/search.aspx'. The page title is 'SYFAB - South Yorkshire Funding Advice Bureau - Funding Search'. The main heading is 'Funding Search'. Below the heading, there is a navigation menu with links: Home, About SYFAB, Information Sheets, Funding News, Funding Search, Development Workers, and Training. The main content area contains instructions on how to use the search function and a series of checkboxes for filtering results. The filters include: 'What areas of work are you fundraising for?' (with options like Adult Education, Arts, Children, etc.), 'Where does your work take place?' (with options like Barnsley, Doncaster, etc.), 'Are you a registered charity?' (Yes/No), 'What size of grant are you looking for?' (with ranges from £0-£1000 to £50000+), and 'What type of costs are you fundraising for?' (with options like Buildings, Core Costs, etc.). A 'Search' button is visible, and below it, it says '81 matches found. Please scroll down to see the results'. At the bottom, there is a 'Print selected' button and a note about printing details.

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We now have **2,200 registered users** and in South Yorkshire, **over 9,800 searches** have been carried out. Compare these figures to the 272 funding searches that were done by SYFAB in 2008 and you'll see the huge difference we've made to groups having access to funding information.

Of course we know that not everyone is confident using the Internet to do a funding search so we have recently begun providing Finding Funders workshops across South Yorkshire, to help those who are new to using our database. These have proved popular and initial feedback has been good, with one user commenting:

"The sections explaining the database and Funding News were both very useful. The workshop exceeded my expectations."

We also know that not everyone has access to a computer so we still provide funding searches for those who need them.

As with all offspring, we can never say that the work is complete. Our labours on the database are ongoing with all the work involved in keeping it up to date. If you haven't tried it for yourself, go to <http://fundingsearch.syfab.org.uk>

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Funding Resources Project - faith in the future

Collaborating with one of our partners brought an additional blessing to this in-depth work

SYFAB has produced **information sheets** for many years - our sheets cover a range of topics to help groups with their fundraising and with the day to day running of their organisation. We also run an **accredited training course**, 'Funding and Fundraising for Community and Voluntary Organisations' when we have the funding in place to do so. We had regularly updated these materials over the years, but they were now in need of a full review and refresh to make sure they were really doing what we and our users needed them to do.

We therefore put together plans for our **Funding Resources Project**. We were successful in our bid to the Abbey Charitable Trust (now Santander Foundation) for funding for the project. This was incredibly useful because it allowed us to dedicate some time to the information sheets, work with professional designers and pay for some freelance work on updating the training course.

We researched and re-wrote the information sheets, making them up-to-date, clearer and easier to understand. Since SYFAB had re-branded, we also needed a new format for the sheets, and we liaised with designers to finalise the new look and get all the new sheets put into it.

On the training course, we focused on the learning outcomes, activities and assessment criteria. We also developed a non-accredited version that can be delivered over a shorter time and we updated and developed a number of short courses.

Around the same time, **Together for Regeneration (TfR)** approached us to produce some information sheets jointly with them. TfR were set up to work with community projects in churches and although they now provide organisational and project development support to all voluntary and community groups, they still provide specialist support to faith groups.

We were delighted to have this opportunity - **working collaboratively with other organisations** is something that can provide many mutual benefits. You can build meaningful relationships; learn from each other by **sharing expertise**; reach a wider audience and split the workload.

We worked with TfR's Jennifer Mowat to produce six information sheets aimed at providing clear guidance specifically for faith groups. Initially, SYFAB worked on the ones related to funding and TfR worked on the ones related to organisational development, then we passed the sheets back and forth between us a few times, making amendments and adjustments as necessary. We used Basecamp for this, an online tool that makes collaborative projects like this one much easier.

All the new information sheets are available to download for free on our website. We don't have a specific project that focuses on delivering fundraising training at the moment, but through our restructure, we will be integrating funding learning into all of our services. That will be through traditional face-to-face group training sessions, online training and individual information, advice and guidance support.

Get the sheets at <http://www.syfab.org.uk/infosht.php>



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Consultancy - piloting a new approach

Testing out the mix between free and paid-for services

We were awarded a grant from the Modernisation Fund which we used in early 2010 to develop some **feasibility studies into potential new areas of development** for SYFAB products and services. One of those areas was fundraising consultancy - providing detailed or intensive fundraising support to organisations on a fee-paying basis.

We **piloted fundraising consultancy during 2010-11**, working with a small number of clients on various aspects of fundraising. The main tasks we were asked to take on for organisations were researching and writing funding applications to raise funding for a particular project or set of activities. We also worked on tenders, cases for support and funding strategies.

The groups who commissioned our consultancy support tended to be medium-sized voluntary and community organisations with a small number of paid workers, who had fundraising capacity and skills within the organisation, but not necessarily the time available to actually deliver the fundraising work. This was interesting, since a lot of the focus for our grant-funded funding advice work tends to be on small and new groups without paid workers, rather than these slightly bigger groups looking to develop their organisations.

Overall, it was **an interesting pilot that allowed us to learn a lot about the issues for SYFAB in taking on a consultancy role** and working with clients on that basis. It helped us to focus on some ongoing challenges for SYFAB:

- how should we best allocate our scarce resources - on the scale between offering intensive detailed support to a few groups, and a 'light-touch' service to lots of organisations?
- how do we prioritise the organisations that can access our free grant-funded support services?

In 2011-12, we will continue to explore these issues alongside the development of our new Funding Information Advice and Guidance (FIAG) model. We are aware that **fee-based services like fundraising consultancy may have a role within the package of services SYFAB can offer**. But we need to ensure that all our services fit well together and all work towards our goal of improving the fundraising knowledge, skills and confidence amongst members of voluntary and community organisations.

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SYFAB impact assessment 2010

Background and context

For some time, we have been talking about how we monitor and evaluate our work. We need to regularly produce evidence of the impact of all SYFAB's work on the fundraising capacity of voluntary and community organisations, and manage the practical reality of meeting the monitoring requirements of multiple grant-funded projects.

We identified that we needed to improve the evidence base for the outcomes we achieve. For infrastructure organisations, this is always a challenge - the outcomes that we strive to achieve are improvements in things that are difficult to measure, like organisational capacity, skill levels, and confidence.

The fact remains that we will continue to monitor and report on our various grant-funded projects according to the monitoring schedule and format required by each funder. But a SYFAB-wide impact assessment should allow us to produce much of the raw data and evidence required for all of those reports, as well as giving a much clearer picture of the overall impact of our organisation.

Approach

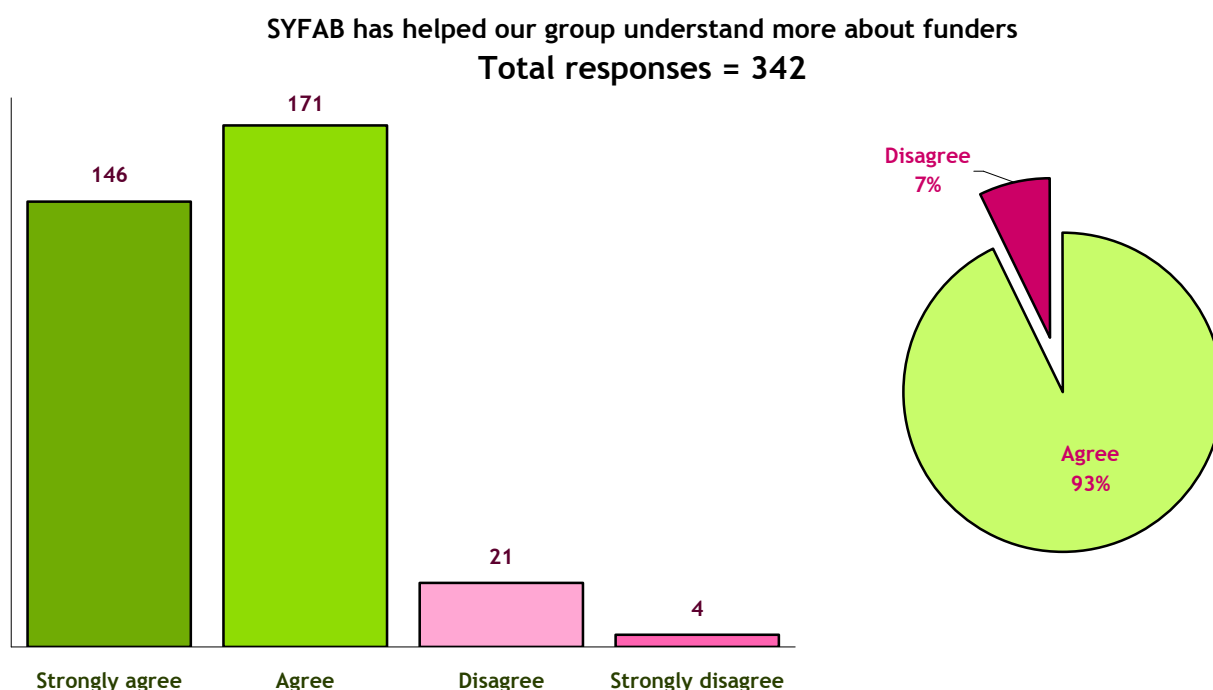
We devised a questionnaire that covered customer satisfaction, overall funding received, and self-assessment of knowledge, skills and confidence in common fundraising tasks. We contacted all organisations that had received some support from SYFAB over the last five years, receiving a total of 444 responses.

We asked some specific questions about the use and usefulness of each service and some about the outcomes of our work - the improvements in fundraising knowledge, skills and confidence that we aim for.

Results and analysis

We asked respondents to rate how strongly they agreed or disagreed with a series of statements about particular aspects of fundraising knowledge skills and confidence that we try to develop. The following percentages of respondents answered that they 'Agree' or 'Strongly agree' with the following statements:

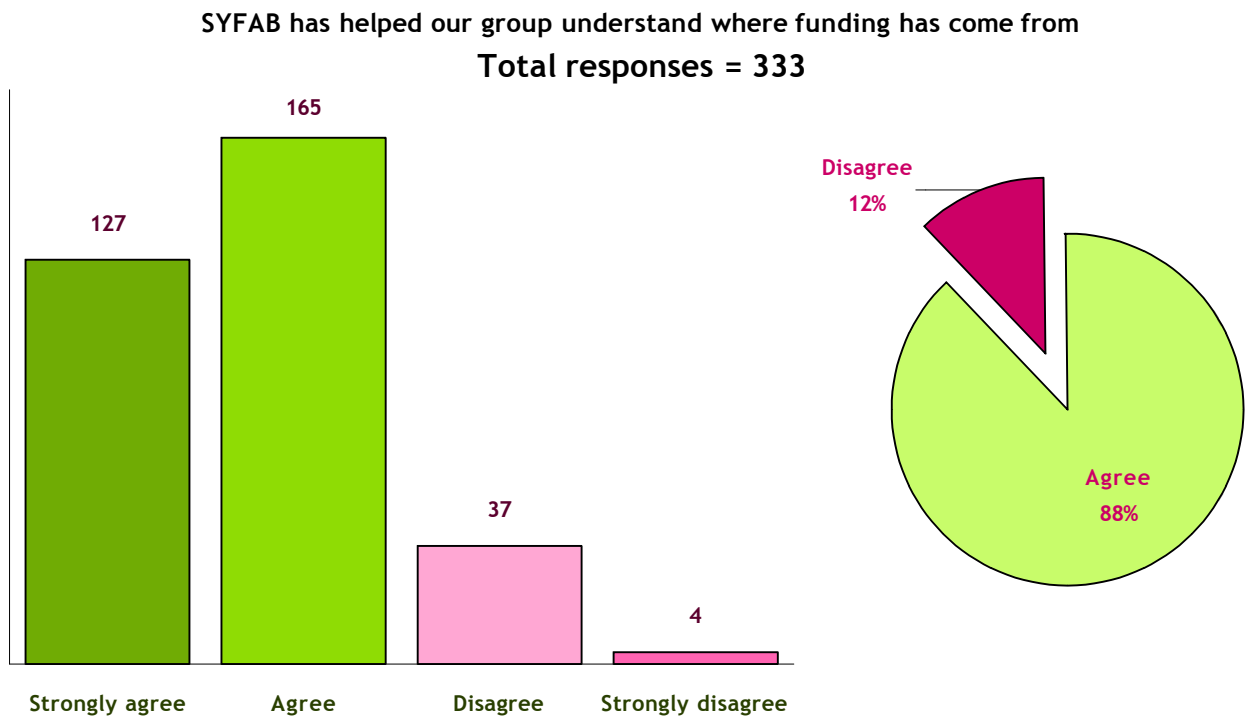
- 93% agreed that "SYFAB has helped our group understand more about funders".



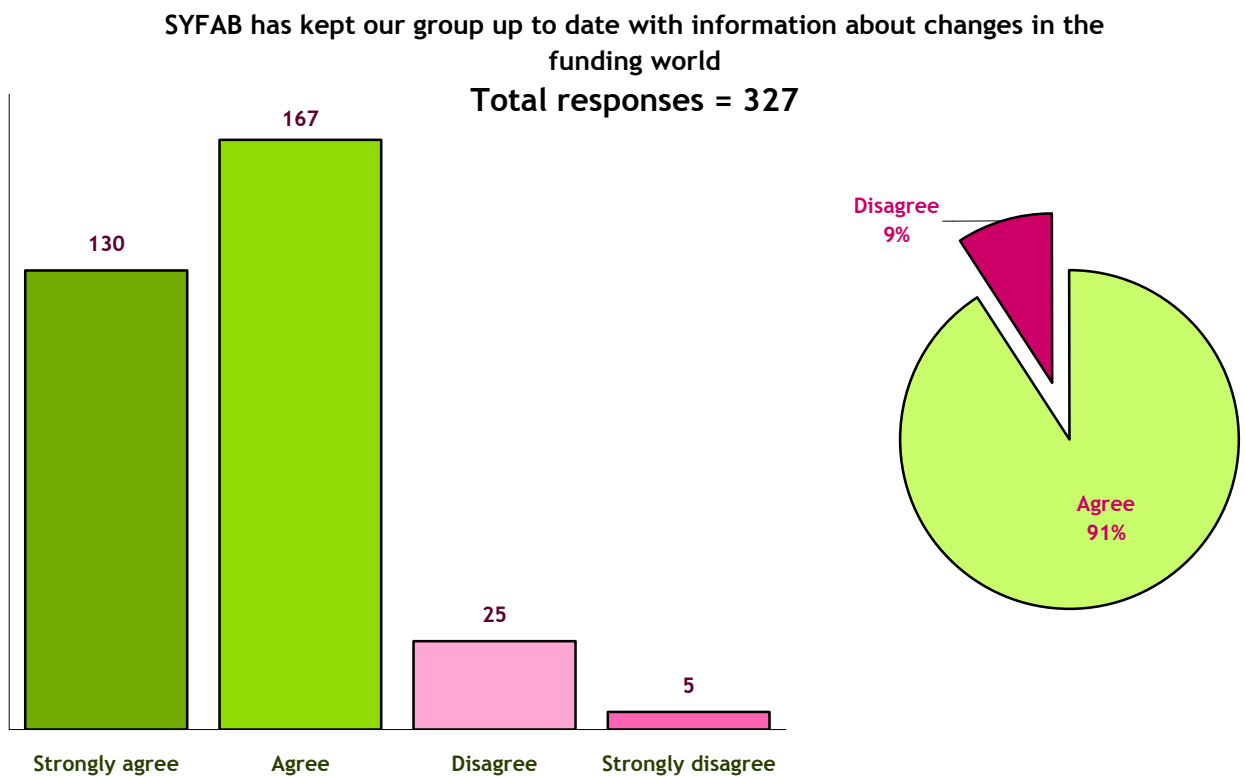
South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

- 88% agreed that “SYFAB has helped our group understand where funding has come from”.



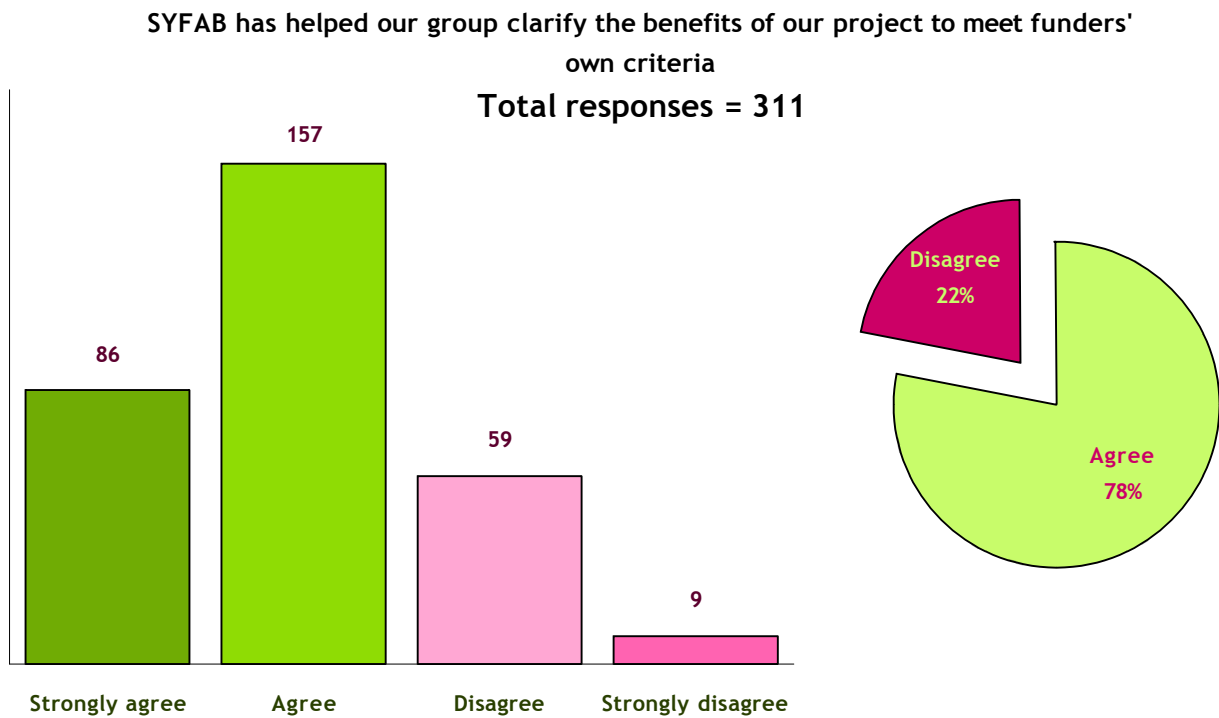
- 91% agreed that “SYFAB has kept our group up to date with information about changes in the funding world”.



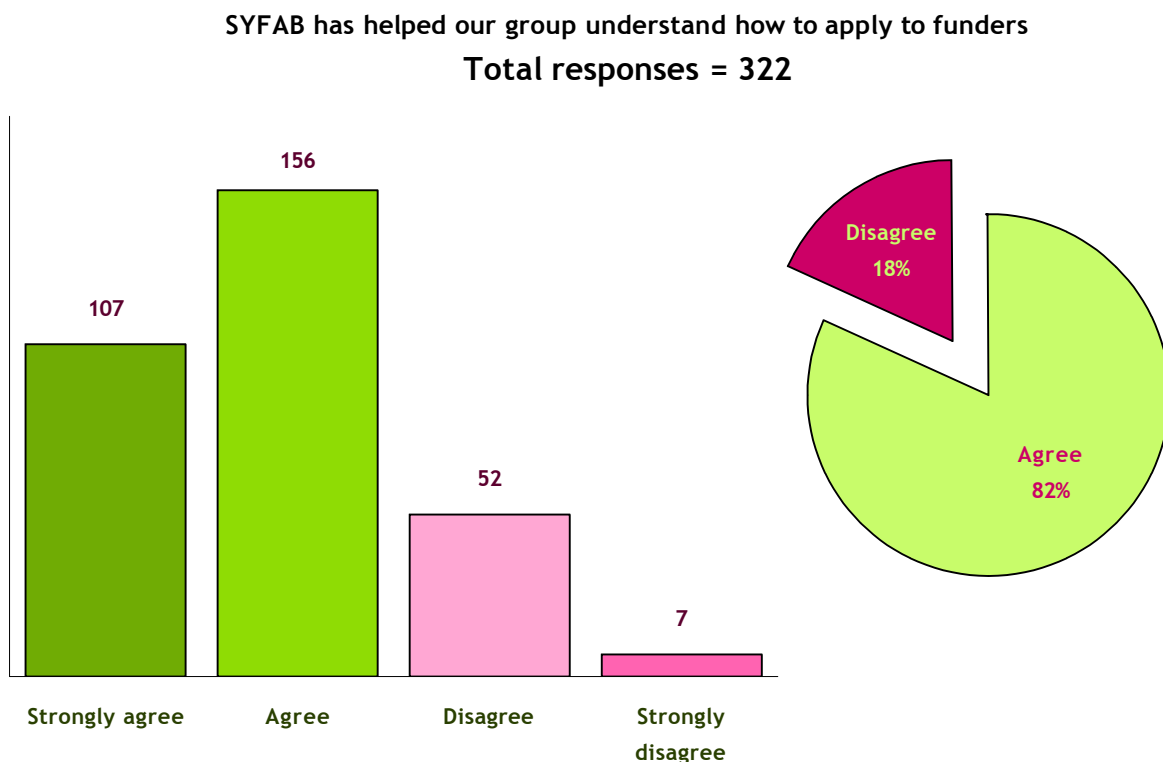
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- 78% agreed that “SYFAB has helped our group clarify the benefits of our project to meet funders’ own criteria”.



- 82% agreed that “SYFAB has helped our group understand how to apply to funders”.

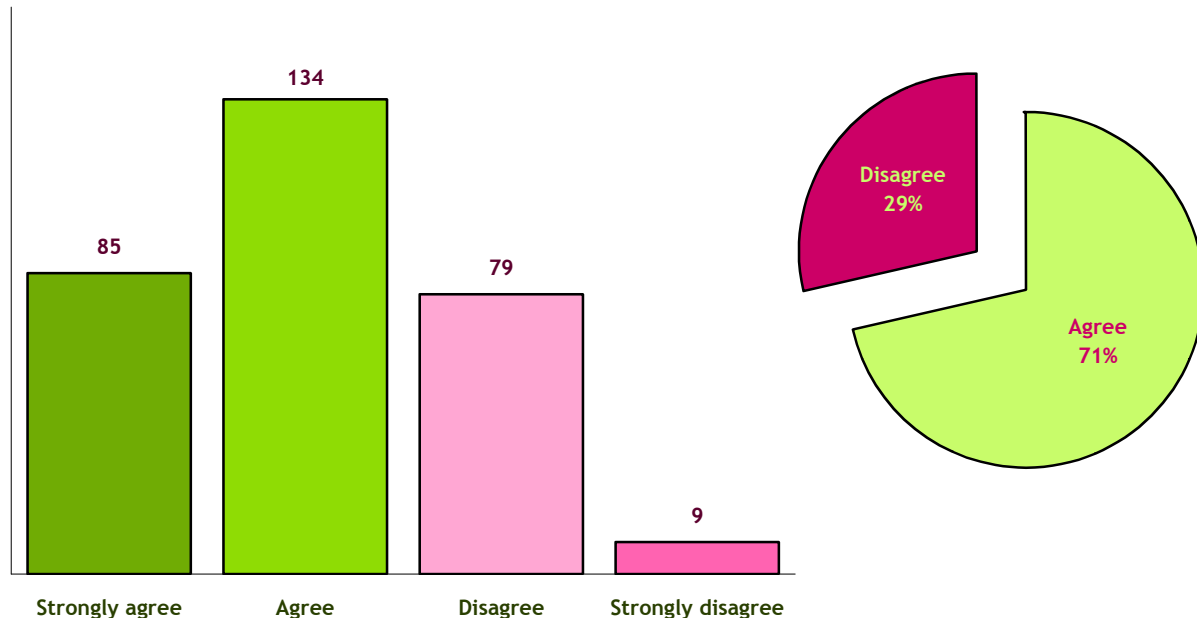


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- 71% agreed that “SYFAB has helped our group know what to write in an application form”.

SYFAB has helped our group know what to write in an application form
Total responses = 307



Those who didn't agree with those statements includes both those who have not received that help/service and those that have but weren't satisfied with it. This was one of the weaknesses of the impact assessment questionnaire design we used in 2010-11 which we plan to improve on in 2011-12.

We expect the percentages to fall as the intensiveness of the service increases - i.e. lots of organisations have benefited from Funding News but fewer have received the benefits of face-to-face development work support. We can tentatively draw the conclusion that an answer of 'strongly disagree' to each statement is likely to indicate dissatisfaction rather than not having used the service. The percentages of respondents expressing strong disagreement (and therefore a presumed dissatisfaction) with the statements are as follows:

- 1% did not think that “SYFAB has helped our group understand more about funders”.
- 1% did not think that “SYFAB has helped our group understand where funding has come from”
- 2% did not think that “SYFAB has kept our group up to date with information about changes in the funding world”.
- 3% did not think that “SYFAB has helped our group clarify the benefits of our project to meet funders own criteria”
- 2% did not think that “SYFAB has helped our group understand how to apply to funders”
- 3% did not think that “SYFAB has helped our group know what to write in an application form”

Although not statistically robust for the reasons stated above, and the inherent limitations of customer surveys such as this, we can draw the conclusion that our services are beneficial on the whole to those VCS organisations that have accessed them. We mainly received positive comments on our work from those surveyed. Those who gave negative comments and who could be identified from their questionnaire were contacted to follow up and see what could have been done better or differently. These comments were almost all due to misunderstandings or misinformation from third parties about what SYFAB could or should do, rather than anything that gave us cause for alarm. For example, the perpetual complaint from a small minority of groups that fundraising is too difficult and SYFAB (or someone else) should just do it for them.

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Everyone who had accessed any particular service was asked to comment on how useful they found it. And all respondents were asked how useful they were likely to find each service in the future. Here's what they said:

- **One to one advice** - 85% said this was either essential or very helpful, with 4% saying it was not very helpful or no help. For the future the percentages were 69% and 13% respectively.
- **Events** - 74% said this was either essential or very helpful, with 2% saying it was not very helpful or no help. For the future the percentages were 65% and 7% respectively.
- **Training** - 84% said this was either essential or very helpful, with 2% saying it was not very helpful or no help. For the future the percentages were 61% and 12% respectively.
- **Funding search (old style)** - 84% said this was either essential or very helpful, with 6% saying it was not very helpful or no help. For the future the percentages were 76% and 10% respectively.
- **Online funding search** - 78% said this was either essential or very helpful, with 4% saying it was not very helpful or no help. For the future the percentages were 76% and 6% respectively.
- **Funding News (postal/pdf)** - 75% said this was either essential or very helpful, with 1% saying it was not very helpful or no help. For the future the percentages were 74% and 4% respectively.
- **Funding News (email/web)** - 79% said this was either essential or very helpful, with 3% saying it was not very helpful or no help. For the future the percentages were 70% and 6% respectively.
- **Information sheets** - 75% said this was either essential or very helpful, with 2% saying it was not very helpful or no help. For the future the percentages were 67% and 9% respectively.

Again, in each case, there is an ambiguity in the data that is worth unpicking. Those who responded to the question on the current usefulness of the services were just those who had used them, whereas the future question was also answered by those who do not currently use the service. So within that second question, there are people who do currently use each service who are commenting on how useful or otherwise they would find it in the years to come, AND those who do not and are guessing whether they could or would.

Recommendations for 2011 and beyond

We need to iron out the survey design issues from our 2010 impact assessment. We tried to find out a lot of information from a small number of questions which meant that it was sometimes difficult to attribute effect to cause. We also need to design a more automated and systematic way of continuing to measure impact and track users over time, so that monitoring can be done as easily and cost-effectively as possible. Building up a picture of support received and outcomes over time is the key to assessing impact in infrastructure support.

Through our restructure and the establishment of a FIAG team, we are aiming to develop a new initial diagnostic stage that will allow us to benchmark the fundraising knowledge, skills and confidence within organisations we support and then measure progress over time through the annual impact assessment.

We also want to explore the idea of using proxy measurements as well as self-assessment this year - are there any indicators of improvements in fundraising capacity that are easier to measure, e.g. numbers of applications submitted?

We will be working on all those things during the summer of 2011.

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Achievements and performance

In our 2009-10 Annual Report, we set out our plans for 2010-11 and beyond. This is what we have achieved for each of them this year:

Organisation and service development

- **Review and update our strategic plan**

Target date: 2010

As part of our Rebuilding SYFAB programme, we have revisited the aims we drew up for our previous strategic plan and have built a clearer framework of aims and objectives with which to work. The “Plans for future periods” section now uses this framework, and we are continuing to build on it further.

Result:

Review and update achieved, but work on our strategic plan will always be ongoing

- **Refine our online funding search tool and integrate it into existing systems**

Target date: 2011

We developed our plans for how this would work. That process led us to ask ourselves some wider questions about our approach to self-help services and online service delivery. This quickly became a bigger project that informed the Rebuilding SYFAB programme and has helped to set out our future direction.

We still plan to integrate the online funding search database more fully with our website and other online services. This will happen as part of the development of our membership scheme (see “Diversify funding streams” section below).

Result:

Partly completed, target for online integration moved to 2012

- **Complete work on our funding resources project**

Target date: 2011

We successfully completed this project, updating a number of our information sheets and training courses. Our experience of delivering this project and of developing and delivering our other online services tells us that we could be doing much more to produce self-help funding advice resources that voluntary and community organisations can use to develop fundraising skills, knowledge and confidence without being dependent on professional advisers or intensive support. We will be building these developments in to our new structure and delivery.

Result:

Completed

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- **Review our website to seamlessly incorporate new functions and improve user friendliness**

Target date: 2011

This ties in with our work on developing a membership scheme (see the “Diversify funding streams” section below) as so much of that will rely on online provision. We have not been able to make much progress this year, as we know it is a major piece of work that requires our full attention and some financial investment. We don’t want to spend money on minor changes which would be better kept and put towards the full redevelopment. As with the membership scheme, we aim to work on this later in 2011 and complete in 2012.

Result:

Target moved to 2012

- **Redevelop SYFAB’s accredited training course and devise new programme of short courses**

Target date: 2011

We did redevelop our accredited course, Funding & Fundraising for Community and Voluntary Organisations, focusing on the learning outcomes, activities and assessment criteria. We also developed a non-accredited version of this course which can be delivered over four half day sessions (or two full days). We also updated and developed a number of short courses, several of which we delivered on a commissioned basis. We do not have a specific training project that focuses on delivering fundraising training; through our restructure, we are looking to integrate funding learning into all of our service delivery, whether through traditional face-to-face group training sessions, or online, or individual information advice and guidance support.

Result:

Completed

- **Carry out a comprehensive risk assessment and review**

Target date: 2011

Once we knew we were going to go through the Rebuilding SYFAB programme and look at all areas of our operation, it made sense to delay the risk assessment and review until we had a clearer idea of how SYFAB’s services would be delivered.

Result:

Target moved to 2012

- **Explore possibilities for improving the way we organise and deliver our development work**

Target date: 2012

A major part of our Rebuilding SYFAB programme is to integrate all our service delivery into a single Funding Information Advice and Guidance (FIAG) team. This rationalises our available resources so that the whole team can deliver across South Yorkshire, and removes the previous rigid district-based delivery system. It means that we can target our resources to where they are needed, and smoothes out the peaks and troughs that previously existed in individual workloads.

Result:

To be implemented from 1 August 2011

South Yorkshire Funding Advice Bureau

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User feedback and collaboration

- **Devise and implement a rolling programme of user surveys and evaluations to guide how we plan and prioritise our work**

Target date: 2010 and ongoing

We carried out a full impact survey of our users, contacting as many as possible of the groups we had worked with during the past five years. The results of this work can be seen in this report, and it will also feed into more detailed evaluations of particular areas of our work. We still have more to do to ensure we continue to survey our users on a regular basis, and also to explore ways of contacting those groups we don't currently reach to find out why they aren't accessing support from us.

Result:

Partly completed. Over Summer 2011, we are working on the 2011 impact assessment and developing the systems and procedures to make this an ongoing part of our work.

Diversify funding streams

- **Pilot a funding consultancy service to complement our free services**

Target date: 2011

We conducted a feasibility study into several areas of service development which suggested that funding consultancy could be a possible service for SYFAB to develop. We piloted a funding consultancy service from August 2010 to March 2011, taking on fundraising activities for voluntary and community organisations as a paid service. The learning from that pilot has helped us understand how these types of paid services could fit with our funded work and our organisational aims and ethos. We will be developing these services in 2011-12.

Result:

Completed

- **Develop a membership scheme with a view to income generation**

Target date: 2011

This has been coming together slowly, as the restructuring work of Rebuilding SYFAB has taken precedence this year. Getting the membership scheme up and running depends largely on making sure the software and online services are in place and working reliably, and this is a big piece of work that needs more attention than we have been able to give it so far. We aim to make significant progress later in 2011, and aim to have the membership scheme up and running by 2012.

Result:

Target moved to 2012

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Team and staff development

- **Continue to develop improved systems for sharing knowledge and skills across the staff team and Board of Directors**

Target date: ongoing

Sharing knowledge and skills across the staff team was one of the major motivations for restructuring SYFAB's service delivery posts into an Information Advice and Guidance model. Under this system the staff will work as a single team and use a casework approach. This makes our service delivery far more flexible and adaptable to variations in demand across the whole of South Yorkshire. Our previous district based approach (for development work) and separation of development work from information work created an artificial split that tends to be unhelpful and meaningless to our users.

Throughout the Rebuilding SYFAB process, the SYFAB Board of Directors has taken on a much more active role and been a driving force for change in the organisation. Although our internal communications are still not perfect, the will is there to continue to improve and keep the channels open, for the ongoing benefit of SYFAB and all our stakeholders. Part of this is the development of a "code of practice" not only for our external dealings but also for how we work and communicate within SYFAB.

Result:

Target set as 2011 to develop and implement code of practice

Measuring impact

- **Develop systems for measuring and demonstrating the impact of our work**

Target date: 2011

Through our impact assessment work this year, we devised a series of statements and areas of fundraising activity that related to the key areas of knowledge, skills and confidence that we try to develop through our support, and the systems for beginning to measure it. We tested out this impact assessment approach and got some good results. This is another piece of work that we need to continually build on and improve, and we will do so in 2011 through developing our ongoing impact assessment processes, and working towards the Customer First quality standard.

Result:

Completed

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Financial review

Reserves policy

The trustees have agreed that SYFAB should aim to develop and maintain unrestricted reserves at a minimum level which equates to three months' operating costs of SYFAB's Information Service, Funding News, and organisational overheads (approximately £51,000 as at 31 March 2011). This would enable SYFAB to continue its core services and obligations to users in the event of a sudden loss of funding. Free reserves accumulated in excess of the minimum can be used at the discretion of the trustees for the strategic development of SYFAB.

Investment policy

Restricted funds held by SYFAB are to be retained in a bank account so that the funds are held in a risk free and liquid form. SYFAB will seek to obtain the best interest rate it can in respect of these funds. SYFAB's unrestricted funds are currently held in an interest bearing bank account and SYFAB will seek to obtain the best interest rate it can on those funds.

Risk management

The trustees have conducted their own review of risks to which SYFAB is exposed and systems have been established to mitigate risks. Key risks for SYFAB are a lack of unrestricted core funding and a heavy dependence on time limited project-related grant income. This is managed by close monitoring of workplans and budgets, sound forward planning and by strategic use of free reserves to enable SYFAB to continue to operate in the event of fluctuating income levels.

Principal funding sources

- Barnsley Metropolitan Borough Council
- Rotherham Metropolitan Borough Council
- Sheffield City Council
- Big Lottery Fund BASIS Programme Rounds 1 & 2

At the end of 2010-11 we sadly lost the funding we had received for many years from Barnsley MBC. We continue to be supported by Rotherham MBC and Sheffield City Council, to support delivery of services in those districts, although both have cut the level of funding for 2011-12 due to the recession.

BASIS Round 1 funds our Barnsley and Doncaster Funding Development Work Projects, and this funding continues until 2013.

BASIS Round 2 funds part of our Information Service, until 2012. This is part of a partnership bid made in conjunction with Together for Regeneration and Voluntary Action Sheffield. SYFAB is the lead partner.

We are also a partner in another BASIS Round 2 project led by Rural Action Yorkshire, which focuses on reaching out to groups in rural areas.

We received one-off funding from Abbey Charitable Trust (funding resources development), Brelms Trust and Coalfields Regeneration Trust (training project) in the previous financial year. This work was all completed during 2010-11.

South Yorkshire Funding Advice Bureau

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Plans for future periods

Our plans for 2011-12 and beyond

Plan	Achieve by
Service delivery aims	
▪ Reorganise our service delivery into a single Funding Information Advice and Guidance team	2011
▪ Complete the integration and development of our online services and website, and use this to help us create our new membership scheme	2012
Strategic aims	
▪ Develop systems and procedures for annual impact assessment	2011
▪ Draw up and implement code of practice for internal and external communications	2011
▪ Carry out a comprehensive risk assessment and review	2012

South Yorkshire Funding Advice Bureau

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Responsibilities of the directors

The directors are required by UK company law and charity law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the income and expenditure of the charity for that year.

The directors confirm that suitable accounting policies have been used and applied consistently and that reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 March 2011. The directors also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis.

The directors are responsible for keeping proper accounting records, for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution to re-appoint Hawsons as auditors will be proposed at the Annual General Meeting.

Statement of disclosure of information to auditors

The directors of the company who held office at the date of approval of this Annual Report as set out above each confirm that:

- so far as they are aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware, and
- they have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Small company exemption

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

By order of the board

Louise Mycroft
Chair

15 September 2011

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Independent Auditors' report to the members of South Yorkshire Funding Advice Bureau (Limited by Guarantee)

We have audited the financial statements of South Yorkshire Funding Advice Bureau for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

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

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to other information.

Basis of audit opinion

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

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

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Independent Auditors' report (continued)

Opinion

In our opinion

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements have been prepared in accordance with the Companies Act 2006; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

Richard Frost, Senior Statutory Auditor
for and on behalf of
Hawsons Chartered Accountants Statutory Auditors

Pegasus House
463a Glossop Road
Sheffield
S10 2QD

19 September 2011

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Statement of Financial Activities (including Income and expenditure account) for the year ended 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	2010/11 Total £	2009/10 Total £
Incoming Resources					
Incoming resources from generated funds					
Voluntary income:	2				
Core grants		-	19,902	19,902	29,826
Investment income - bank interest		<u>287</u>	<u>-</u>	<u>287</u>	<u>429</u>
Incoming resources from generated funds		287	19,902	20,189	30,255
Incoming resources from charitable activities					
Grants receivable:	3				
Information Service		-	99,050	99,050	97,386
Funding News		-	9,792	9,792	9,712
Training Project		-	-	-	17,491
Development Work:					
Barnsley Funding Development Project		-	48,872	48,872	46,846
Doncaster Funding Development Project		-	48,872	48,872	46,846
Rotherham Funding Development Project		-	37,242	37,242	36,512
Sheffield Funding Advisory Service		-	56,677	56,677	51,313
Consultancy		-	9,851	9,851	-
Grants payable to project partners		-	102,897	102,897	63,710
Training and other income		<u>12,465</u>	<u>-</u>	<u>12,465</u>	<u>10,737</u>
Incoming resources from charitable activities		12,465	413,253	425,718	380,553
Total incoming resources		<u>12,752</u>	<u>433,155</u>	<u>445,907</u>	<u>410,808</u>

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Statement of Financial Activities

(including Income and expenditure account)

for the year ended 31 March 2011 (continued)

	Notes	Unrestricted funds £	Restricted funds £	2010/11 Total £	2009/10 Total £
Resources Expended	4				
Charitable activities:					
Information Service		-	100,761	100,761	122,990
Funding News		-	21,847	21,847	19,189
Training Project		-	25,215	25,215	21,084
Development Work:					
Barnsley Funding Development Project		-	47,422	47,422	45,976
Doncaster Funding Development Project		-	47,451	47,451	44,576
Rotherham Funding Development Project		-	41,395	41,395	38,847
Sheffield Funding Advisory Service		-	43,125	43,125	38,974
Consultancy		16,385	863	17,248	-
Professional fees (service development & evaluation)		-	504	504	11,581
Depreciation on core fixed assets		1,380	1,068	2,448	1,356
Grants payable to project partners		-	102,897	102,897	63,710
		17,765	432,548	450,313	408,283
Governance costs	5	-	27,086	27,086	26,538
Total resources expended		17,765	459,634	477,399	434,821
Net outgoing resources before transfers		(5,013)	(26,479)	(31,492)	(24,013)
Transfers between funds		2,784	(2,784)	-	-
Net outgoing resources being net expenditure for the year		(2,229)	(29,263)	(31,492)	(24,013)
Reconciliation of funds					
Total funds brought forward		71,114	79,757	150,871	174,884
Total funds carried forward		68,885	50,494	119,379	150,871

All incoming resources and resources expended derive from continuing activities.

A separate income and expenditure account has not been presented on the grounds that the information is presented above.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Balance sheet at 31 March 2011

	Notes	2011 £	2010 £
Fixed assets			
Tangible assets	8	<u>4,366</u>	<u>3,958</u>
Current assets			
Debtors	9	9,791	13,019
Cash at bank and in hand		<u>135,926</u>	<u>172,729</u>
		145,717	185,748
Creditors			
Amounts falling due within one year	10	<u>(30,704)</u>	<u>(38,835)</u>
Net Current Assets		<u>115,013</u>	<u>146,913</u>
Net Assets		<u><u>119,379</u></u>	<u><u>150,871</u></u>
Funds			
Unrestricted	12	68,885	71,114
Restricted	12	<u>50,494</u>	<u>79,757</u>
		<u><u>119,379</u></u>	<u><u>150,871</u></u>

The financial statements have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies regime.

These financial statements were approved and authorised for issue by the Board on 15 September 2011 and signed on its behalf by:

Louise Mycroft
Director and Chair

Jon Lister
Director and Treasurer

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements For the year ended 31 March 2011

1. Accounting policies

The financial statements have been prepared on the historic cost basis and in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005). A summary of the more important accounting policies, which have been consistently applied, is set out below.

Cash flows

The company qualifies as a small company under the terms of Section 382 of the Companies Act 2006. As a consequence it is exempt from the requirements to publish a cash flow statement.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset by equal instalments over its expected useful life, as follows:

Office equipment - 25%

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants received

Grants received are credited to the statement of financial activities in the period to which they relate.

Resources expended

All expenditure is accounted for on an accruals basis.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis: see Note 4.

Pension costs

The company makes contributions to a multi-employer pension scheme. The pension cost charge in the Statement of Financial Activities represents the amounts payable into this scheme during the year.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

2. Voluntary income

	Unrestricted funds	Restricted funds	2010/11 Income	2009/10 Income
	£	£	£	£
Core grants				
Barnsley MBC	-	16,000	16,000	16,000
Rotherham MBC	-	3,902	3,902	3,826
Capacitybuilders Modernisation Fund	-	-	-	10,000
	-	19,902	19,902	29,826

3. Incoming resources from charitable activities

	Unrestricted funds	Restricted funds	2010/11 Income	2009/10 Income
	£	£	£	£
Grants receivable				
Information Service				
Rotherham MBC	-	5,794	5,794	5,680
Sheffield City Council revenue grants: Funding information	-	25,392	25,392	25,392
Big Lottery Fund BASIS Round 2 BAS/3/010306204	-	67,864	67,864	46,314
Abbey Charitable Trust	-	-	-	20,000
Total Information Service	-	99,050	99,050	97,386
Funding News				
Rotherham MBC	-	4,086	4,086	4,006
Sheffield City Council revenue grants: Funding information	-	5,706	5,706	5,706
Total Funding News	-	9,792	9,792	9,712
Training Project				
Brelms Trust	-	-	-	15,000
CRT Bridging the Gap	-	-	-	5,000
Big Lottery Fund	-	-	-	(2,509)
Total Training Project	-	-	-	17,491

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

3. Incoming resources from charitable activities (continued)

	Unrestricted funds	Restricted funds	2010/11 Income	2009/10 Income
Grants receivable (continued)				
Development Work:				
Barnsley Funding Development Project				
Big Lottery Fund BASIS Round 1 BAS/2/010267660	-	48,872	48,872	46,846
Doncaster Funding Development Project				
Big Lottery Fund BASIS Round 1 BAS/2/010267660	-	48,872	48,872	46,846
Rotherham Funding Development Project				
Rotherham MBC	-	37,242	37,242	36,512
Sheffield Funding Advisory Service				
Sheffield City Council revenue grants: Funding advice	-	56,677	56,677	51,313
Consultancy				
Big Lottery Fund BASIS Round 2 BAS/3/010305439 (Rural Action Yorks)		9,851	9,851	-
Grants payable to project partners				
Big Lottery Fund BASIS Round 2 BAS/3/010306204	-	102,897	102,897	63,710
Other income				
Training & other fee income	12,465	-	12,465	10,737
	<u>12,465</u>	<u>413,253</u>	<u>425,718</u>	<u>380,553</u>

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

4. Resources expended

	Staff costs	Other costs	Apportioned support costs	2010/11	2009/10
	£	£	£	£	£
Charitable activities:					
Information Service	60,758	12,619	27,384	100,761	122,990
Funding News	8,173	10,740	2,934	21,847	19,189
IT Project	-	-	-	-	-
Training Project	17,476	6,761	978	25,215	21,084
Development Work:					
Barnsley Funding Development Project	31,306	4,380	11,736	47,422	45,976
Doncaster Funding Development Project	31,579	4,136	11,736	47,451	44,576
Rotherham Funding Development Project	29,589	3,982	7,824	41,395	38,847
Sheffield Funding Advisory Service	29,279	6,022	7,824	43,125	38,974
Consultancy	4,685	2,783	9,780	17,248	-
Professional fees (service development & evaluation)	-	504	-	504	11,581
Depreciation on core fixed assets	-	2,448	-	2,448	1,356
Grants payable to project partners	-	102,897	-	102,897	63,710
	<u>212,845</u>	<u>157,272</u>	<u>80,196</u>	<u>450,313</u>	<u>408,283</u>

Office costs and general running costs for the Sheffield office that cannot be attributed directly are apportioned between direct project use and support use on the basis of floor space.

Other costs	2010/11	2009/10
	£	£
Direct project costs:		
Office costs	21,630	20,667
Equipment & IT	1,097	523
General running costs	7,257	6,951
Training for beneficiaries	4,031	3,021
Funding News design	4,689	4,574
Funding News print & distribution	4,109	3,450
Professional fees	7,137	4,392
Depreciation & losses	1,473	2,641
Core costs allocated to specific funders:		
Professional fees (service development & evaluation)	504	11,581
Depreciation on core fixed assets	2,448	1,356
Grants payable to project partners: Big Lottery Fund BASIS Round 2 BAS/3/010306204		
Together for Regeneration	72,279	41,210
Voluntary Action Sheffield	30,618	22,500
	<u>157,272</u>	<u>122,866</u>

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

4. Resources expended (continued)

Apportioned support costs include the following costs, allocated to activities on the basis of staff headcount:

Support costs	2010/11 £	2009/10 £
Staff costs	63,968	63,060
Office costs	6,451	6,299
Equipment & IT	3,309	1,917
General running costs	1,535	3,012
Professional fees	4,776	601
Bank charges	117	172
Depreciation & losses	40	85
	<u>80,196</u>	<u>75,146</u>

5. Governance costs

	2010/11 £	2009/10 £
Central services staff costs	14,196	13,916
Management committee, AGM and Annual Report costs	8,939	7,859
Audit	3,936	4,748
Annual return filing costs	15	15
	<u>27,086</u>	<u>26,538</u>

A proportion of central services staff costs is allocated to governance as follows:

	2010/11	2009/10
SYFAB Director	20%	20%
Service Development Manager	10%	10%
Finance & Communications Manager	10%	10%
Administrator (Training & Office Management)	5%	5%

6. Emoluments of the directors

None of the directors received any emoluments in the year ended 31 March 2011. (2010 nil)

Two directors were reimbursed travel expenses of £328. (2010 2 directors £87)

Two directors were reimbursed telephone and stationery expenses of £55. (2010 2 directors £50)

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

7. Staff costs

	2010/11 £	2009/10 £
Salaries	245,882	242,766
Employer's National Insurance	23,591	22,708
Pension	17,168	16,838
	<u>286,641</u>	<u>282,312</u>
Recruitment	2,714	285
Staff travel	1,218	1,940
Staff training	436	2,710
	<u>4,368</u>	<u>4,935</u>
Total staff costs	<u>291,009</u>	<u>287,247</u>
Charitable activities	212,845	210,271
Support costs	63,968	63,060
Governance costs	14,196	13,916
	<u>291,009</u>	<u>287,247</u>

The average number of employees (part-time and full-time) during the year was:

SYFAB Director	1	1
Finance & Communications Manager	1	1
Administrators	1	1
Service Development Manager	1	1
Information Workers	4	3
Development Workers	4	4
	<u>12</u>	<u>11</u>

No employee was paid more than £60,000 per annum.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

8. Tangible fixed assets

	2010/11 £
Office equipment	
Cost at 1 April 2010	28,239
Additions	4,369
Disposals	(2,556)
Cost at 31 March 2011	<u>30,052</u>
Depreciation at 1 April 2010	24,281
Charge for Year	3,961
Disposals	(2,556)
Depreciation at 31 March 2011	<u>25,686</u>
Net Book Value at 31 March 2011	<u><u>4,366</u></u>
Net Book Value at 1 April 2010	<u><u>3,958</u></u>

9. Debtors

	2010/11 £	2009/10 £
Debtors	9,377	12,381
Prepayments	414	638
	<u>9,791</u>	<u>13,019</u>

10. Creditors: amounts falling due within one year

	2010/11 £	2009/10 £
Accruals	12,052	16,891
Grants received in advance	18,652	21,944
	<u>30,704</u>	<u>38,835</u>

11. Share capital

The company is a company limited by guarantee not having a share capital. Accordingly, the company has no shareholders and no reconciliation of movements in shareholders' funds has been presented.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

12. Funds

	2011 £	2010 £
Unrestricted funds		
Balance at 1 April 2010	71,114	103,114
Surplus income for year	(2,229)	(32,000)
Balance at 31 March 2011	<u>68,885</u>	<u>71,114</u>
Restricted funds		
Balance at 1 April 2010	79,757	71,770
Surplus (Deficit) income for year	(29,263)	7,987
Balance at 31 March 2011	<u>50,494</u>	<u>79,757</u>

Restricted funds comprise:

	Opening balance £	Income £	Expenditure £	Transfer £	Closing balance £
Barnsley MBC	4,398	16,000	(20,398)	-	-
Rotherham MBC	2,238	51,024	(53,134)	-	128
Sheffield City Council revenue grants: Funding advice	-	56,677	(56,677)	-	-
Sheffield City Council revenue grants: Funding information	-	31,098	(31,098)	-	-
Sheffield City Council revenue grants: Core costs	526	-	(397)	-	129
Big Lottery Fund BASIS Round 1 BAS/2/010267660	31,063	97,744	(98,457)	(784)	29,566
Big Lottery Fund BASIS Round 2 BAS/3/010306204	11,673	170,761	(161,638)	(2,000)	18,796
Big Lottery Fund BASIS Round 2 BAS/3/010305439 (Rural Action Yorks)	-	9,851	(9,851)	-	-
Abbey Charitable Trust	6,214	-	(6,214)	-	-
Brelms Trust	15,000	-	(15,000)	-	-
CRT Bridging the Gap	5,000	-	(5,000)	-	-
Capacitybuilders Modernisation Fund	503	-	(503)	-	-
SYIP Doncaster	1,000	-	(1,000)	-	-
Doncaster MBC	267	-	(267)	-	-
Course registration fees	1,875	-	-	-	1,875
	<u>79,757</u>	<u>433,155</u>	<u>(459,634)</u>	<u>(2,784)</u>	<u>50,494</u>

The cost of fixed assets purchased from restricted funds has been transferred to and will be depreciated from unrestricted funds.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

12. Funds (continued)

Analysis of accumulated fund balance between net assets at 31 March 2011

	Unrestricted funds £	Restricted funds £	2010/11 Total £
Tangible fixed assets	3,893	473	4,366
Current assets	66,492	79,225	145,717
Current liabilities	(1,500)	(29,204)	(30,704)
	<u>68,885</u>	<u>50,494</u>	<u>119,379</u>

13. Ultimate controlling party

The company has no ultimate controlling party.

14. Pensions

1. South Yorkshire Funding Advice Bureau (SYFAB) participates in The Pensions Trust's Growth Plan (the Plan). The Plan is funded and is not contracted-out of the State scheme. The Plan is a multi-employer pension plan.
2. Contributions paid into the Plan up to and including September 2001 were converted to defined amounts of pension payable from Normal Retirement Date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Plan or by the purchase of an annuity.
3. The rules of the Plan allow for the declaration of bonuses and/or investment credits if this is within the financial capacity of the Plan assessed on a prudent basis. Bonuses/investment credits are not guaranteed and are declared at the discretion of the Plan's Trustee.
4. The Trustee commissions an actuarial valuation of the Plan every three years. The purpose of the actuarial valuation is to determine the funding position of the Plan by comparing the assets with the past service liabilities as at the valuation date. Asset values are calculated by reference to market levels. Accrued past service liabilities are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.
5. The rules of the Plan give the Trustee the power to require employers to pay additional contributions in order to ensure that the statutory funding objective under the Pensions Act 2004 is met. The statutory funding objective is that a pension scheme should have sufficient assets to meet its past service liabilities, known as Technical Provisions.
6. If the actuarial valuation reveals a deficit, the Trustee will agree a recovery plan to eliminate the deficit over a specified period of time either by way of additional contributions from employers, investment returns or a combination of these.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

14. Pensions (continued)

7. The rules of the Plan state that the proportion of obligatory contributions to be borne by the member and the member's employer shall be determined by agreement between them. Such agreement shall require the employer to pay part of such contributions and may provide that the employer shall pay the whole of them.
8. SYFAB paid contributions at the rate of 9% during the accounting period. Members paid contributions at the rate of between 0% and 6% during the accounting period.
9. As at the balance sheet date there were 9 active members of the Plan employed by SYFAB. SYFAB continues to offer membership of the Plan to its employees.
10. It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Plan is a multi-employer scheme where the Plan assets are co-mingled for investment purposes, and benefits are paid from the total Plan assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS17 represents the employer contribution payable.
11. The valuation results at 30 September 2008 have now been completed and have been formalised. The valuation of the Plan was performed by a professionally qualified Actuary using the Projected Unit Method. The market value of the Plan's assets at the valuation date was £742 million and the Plan's Technical Provisions (i.e. past service liabilities) were £771 million. The valuation therefore revealed a shortfall of assets compared with the value of liabilities of £29 million, equivalent to a funding level of 96%.
12. The financial assumptions underlying the valuation as at 30 September 2008 were as follows:

	% per annum
Investment return pre retirement	7.6
Investment return post retirement	
Actives/Deferreds	5.1
Pensioners	5.6
Bonuses on accrued benefits	-
Rate of price inflation	3.2

13. In determining the investment return assumptions the Trustee considered advice from the Scheme Actuary relating to the probability of achieving particular levels of investment return. The Trustee has incorporated an element of prudence into the pre and post retirement investment return assumptions; such that there is a 60% expectation that the return will be in excess of that assumed and a 40% chance that the return will be lower than that assumed over the next 10 years.
14. The Scheme Actuary has prepared a funding position update as at 30 September 2010. The market value of the Plan's assets at that date was £780 million and the Plan's Technical Provisions (i.e. past service liabilities) were £825 million. The valuation therefore revealed a shortfall of assets compared with the value of liabilities of £45 million, equivalent to a funding level of 95%.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements (continued)

14. Pensions (continued)

15. If an actuarial valuation reveals a shortfall of assets compared to liabilities, the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.
16. In view of the small funding deficit and the level of prudence implicit in the assumptions used to calculate the Plan liabilities the Trustee has prepared a recovery plan on the basis that no additional contributions from participating employers are required at this point in time. In reaching this decision the Trustee has taken actuarial advice and has been advised that the shortfall of £29 million (as at 30 September 2008) will be cleared within 10 years if the investment returns from assets are in-line with the 'best estimate' assumptions. 'Best estimate' means that there is a 50% expectation that the return will be in excess of that assumed and a 50% expectation that the return will be lower than that assumed over the next 10 years. These "best estimate" assumptions are 8.4% per annum pre-retirement, 5.1% per annum post retirement (actives and deferreds) and 5.6% per annum post-retirement (pensioners).
17. The Pensions Regulator has the power under Part 3 of the Pensions Act 2004 to issue scheme funding directions where it believes that the actuarial valuation assumptions and/or recovery plan are inappropriate. For example, the Regulator could require that the Trustee strengthens the actuarial assumptions (which would increase the Plan liabilities and hence impact on the recovery plan) or impose a schedule of contributions on the Plan (which would effectively amend the terms of the recovery plan). A copy of the recovery plan in respect of the September 2008 valuation was forwarded to The Pensions Regulator on 18 December 2009, as is required by legislation.
18. The next full actuarial valuation will be carried out as at 30 September 2011.
19. Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Plan. The Trustee's current policy is that it only applies to employers with pre-October 2001 liabilities in the Plan. The debt is due in the event of the employer ceasing to participate in the Plan or the Plan winding up.
20. The debt for the Plan as a whole is calculated by comparing the liabilities for the Plan (calculated on a buy-out basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Plan. If the liabilities exceed assets there is a buy-out debt.
21. The leaving employer's share of the buy-out debt is the proportion of the Plan's pre-October 2001 liability attributable to employment with the leaving employer compared to the total amount of the Plan's pre-October 2001 liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Plan liabilities, Plan investment performance the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.
22. SYFAB has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2010. As of this date the estimated employer debt for SYFAB was £95,699.92.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Who's who at SYFAB

Staff - for the year 1 April 2010 - 31 March 2011

Danny Antrobus

Service Development Manager (part time) to 17 November 2010
Acting Director (part time) from 18 November 2010

James Bailey

Information Worker (maternity cover) from 1 June 2010 to 20 August 2010

Liz Bee

Information Worker (maternity cover) from 11 October 2010 to 29 April 2011

Amanda Bennett

Information Worker (part time)

Sheila Bhandal

Administrator - Training & Office Management (part time)

Caroline Burns

Sheffield Funding Advisor

Richard Hindley

SYFAB Director (Chief Executive)

Bianca King-Smith

Information Worker (part time)

Jim McLaughlin

Rotherham Funding Development Worker

Ian Paisley

Barnsley Funding Development Worker

Katharine Wilkie

Finance Manager (part time)

Lesley Wilkinson

Doncaster Funding Development Worker

Nila Wills

Information Worker (part time)

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Reference and administrative details

Board of directors

Mark Appleyard (from 20 January 2011)
Co-optee

Michelle Dickinson (from 10 March 2011)
Co-optee

Gina Hawkins (from 17 June 2010)
Co-optee

Caroline Langston
High Street Centre
Rotherham

Keith Levy
Voluntary Action Sheffield
Sheffield

Jon Lister (from 20 January 2011)
Treasurer
Co-optee

Louise Mycroft
Northern College
Chair (from 21 October 2010)
South Yorkshire

Directors who resigned during the year

Richard Arden (to 6 April 2010)
Treasurer
Co-optee

Joanne Boardman (from 22 October 2009 to
6 April 2010)
Co-optee

Rob Macmillan
Chair (from 24 June 2010)
Co-optee

Liz Matthews (to 6 May 2010)
Dearne Valley Venture
Vice Chair
Dearne

Nigel Middlehurst (to 20 May 2010)
Voluntary Action Barnsley
Chair
Barnsley

Company secretary

Sheila Bhandal (from 18 April 2011 to 15 August
2011)
Administrator

Richard Hindley (to 18 April 2011)
Chief Executive Officer

Registered office

The Workstation
15 Paternoster Row
Sheffield S1 2BX

Outreach offices

Barnsley
The Core
County Way
Barnsley S70 2JW

Doncaster
Bentley Resource Centre
High Street
Bentley
Doncaster DN5 0AA

Rotherham
RAIN Building
Eastwood Lane
Rotherham S65 1EQ

Auditors

Hawsons, Chartered Accountants
Pegasus House
463a Glossop Road
Sheffield S10 2QD

Bankers

CAF Bank Limited
Kings Mill
West Malling
Kent ME19 4TA

Co-operative Bank plc
West Street
Sheffield S1 3SX