

**Sydenham Garden**  
Trustees' Annual Report  
and  
Financial Statements  
For the year ended 31<sup>st</sup> March 2018

# **SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS**

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## SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

The Trustees present their report for the financial year ending 31<sup>st</sup> March 2018.

### TRUSTEE DETAILS & REFERENCE

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting for Charities SORP FRS102 and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities. It includes the directors' report as required by company law.

#### Directors and Trustees:

The directors of the charitable company are its Trustees for the purposes of charity law. Throughout these statements the reference to either Directors or Trustees is a reference to both.

The following Directors have served either for the whole or part of the time since 1<sup>st</sup> April 2017:

Name	Position held / relevant dates
James Jan Sikorski	Chair, re-elected as Trustee 11/11/17
Marion Nisbet	Completed 3 terms and retired by rotation 11/11/17
Michael Bray	Re-elected as Trustee 7/11/15, resigned 5/7/18
Maria Devereaux	Re Elected as Trustee 23/11/16, appointed as Vice Chair & De Frene subcommittee chair 11/11/17
Marimootoo Saivaras Nadar	Re-elected as Trustee 7/11/15, appointed as interim Company Secretary 11/11/17
Jonathan Woolf	Resigned as Trustee and Company Secretary 25/08/17
Alona Sheridan	Completed 3 terms and retired by rotation 11/11/17
Reginald Arthur Wickings	Appointed as interim Treasurer 10/9/15, re-elected as Trustee 7/11/15
Jonathan Vincent Price	Appointed as Trustee 8/11/14, resigned 5/7/18
Arthur Ngoka	Appointed as Trustee and treasurer 29/08/2017
David Tatham	Appointed as Trustee 25/08/17, resigned 07/9/17
Graeme Thomson	Appointed as Trustee 25/08/17
Francis Bristow	Appointed as Trustee 12/04/18 (to be ratified at AGM 2018)
Renuka Abeysinghe	Appointed as Trustee 12/04/18 (to be ratified at AGM 2018)
Anne Sykes	Appointed as Trustee 05/07/18 (to be ratified at AGM 2018)
Grahame Hinds	Appointed as Trustee 05/07/18 (to be ratified at AGM 2018)

#### Reference Details:

**Telephone:** 020 82911650

**Email:** [info@sydenhamgarden.org.uk](mailto:info@sydenhamgarden.org.uk)

**Website:** [www.sydenhamgarden.org.uk](http://www.sydenhamgarden.org.uk)

#### Registered Office

Sydenham Garden Resource Centre  
28a Wynell Road, London, SE23 2LW

#### Independent Examiner

The Carley Partnership  
St James's House  
8 Overcliffe Gravesend, Kent DA11 0HJ

#### Solicitors

Ewings & Co  
148 High Street  
Penge, London, SE20 7EU

## **SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS**

### **Principal Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill, West Malling, Kent ME19 4JQ

### **Company Limited by Guarantee**

Registered in England No. 05291164

**Registered Charity No:** 1108100

# SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

## GOVERNANCE

### **Governing Document:**

Sydenham Garden is a charitable company limited by guarantee and is established under a Memorandum of Association and governed by its Articles of Association.

### **Trustee Recruitment and Appointment:**

The Board of Trustees when complete consists of at least six and not more than thirteen individuals. One third of the Trustees must retire at each AGM, with those longest in office retiring first and the choice between any of equal service being made by drawing lots.

Since 1<sup>st</sup> April 2017 seven additions to the board took place. These were: Arthur Ngoka, David Tatham (resigned 07/09/17), Graeme Thomson, Francis Bristow, Renuka Abeysinghe, Anne Sykes and Grahame Hindes. All applied to join in response to a recruitment drive to strengthen the experience and skill of the Board.

Marion Nisbet and Alona Sheridan both retired as trustees after serving the full three terms permitted. Their leadership, perseverance and dedication during the formative years of the charity were exceptional and the trustees would like to record their gratitude.

Jonathan Price resigned as trustee shortly after serving his full term. The trustees would like to record the gratitude to Jonathan for helping the charity raise its profile and standard of communication over the past 4 years.

Michael Bray resigned as trustee. The trustees would like to record their gratitude to Michael for his leadership and wisdom.

### **Trustee Benefit:**

Trustees of the Charity do not receive any benefits from their position. Trustees are entitled to reclaim travel and other reasonable expenses incurred in their duties. No Trustees made a claim in the 2017/18 period (16/17: nil). The charity pays for trustee indemnity insurance.

### **Trustee Induction and on-going training:**

The induction procedure for new Trustees, once appointed, is arranged by the Chair of Trustees. All Trustees are provided with a detailed role description and given informal guidance and support regarding their role from the Chair of Trustees. All new Trustees receive a copy of the NCVO Good Trustee Guide. Trustees are encouraged to attend training to help them in their roles.

### **Trustees' Responsibilities:**

The Trustees are responsible for the strategic direction of the Charity, setting its aims and monitoring progress towards these. Day to day management is delegated to the Director.

### **Trustees' Meetings:**

The Board of Trustees meet approximately once every two months throughout the year.

## OBJECTIVES

### **Objects:**

The objects of the Charity as set out in our governing document are:

*To promote the physical and mental health of the residents of the Boroughs of Lewisham, Bromley and other South London Boroughs, in particular by providing:*

*(a) a community garden where horticulture is used for therapy and rehabilitation;*

*(b) the protection and preservation of the environment for the benefit of the public by the conservation or promotion of biological diversity through:*

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- (i) the provision, conservation, restoration or enhancement of the natural habitat in Sydenham Garden;*
- (ii) the maintenance or recovery of a species in its natural habitat in Sydenham Garden.*

- (c) opportunities for training for work and education; and*
- (d) opportunities for artistic and creative expression*

### **Mission Statement:**

Sydenham Garden aims to transform lives through therapeutic activities, enabling people to move forward in a supportive community environment. We aspire to be a diverse, sustainably funded, quality assured organisation. We will continue to develop a range of high quality and inspiring activities and opportunities for the local community; primarily those experiencing mental ill health or other significant illness.

### **Public Benefit:**

To achieve our objects, Sydenham Garden provides services to the people of Lewisham, Bromley and other South London boroughs that provide improvements to their mental health, physical health, quality of life and opportunities for social interaction.

Sydenham Garden's Trustees confirm that the activities of the Charity are carried out in line with its objects, for the benefit of the public, and the impact of our work on our beneficiaries is a key criterion when deciding what activities to undertake and how best to achieve our mission. Sydenham Garden's Trustees therefore confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity.

During the year the Board saw some progress made towards realising the 3-year plan which was put into place to help direct activities between 2016 and 2019.

As with previous years, evaluation of the impact of our work provides strong evidence of the benefit to those who take part. This evidence is used to negotiate an ongoing contract for the 2017/18 year with Lewisham Clinical Commissioning Group, who fund our Adult Mental Health Gardening and Sow and Grow (dementia) projects. It has also been used in applications for funding, primarily for our Growing Lives project, which is currently funded by Big Lottery. The charity was successful in its application for continuation funding, which was granted for 2018-2021.

## **MANAGEMENT, STAFF AND VOLUNTEERS**

### **Staff:**

- Ella Perkins resigned as Garden Project Leader in September 2017.
- Charlotte Dove was appointed as Garden Project Leader in October 2017.
- Alex Bond completed her fixed-term contract as Transition Project Lead in April 2018 and
- Joanna Valis was appointed as Art & Craft Project Leader in May 2018

Other staff still employed are: Sue Moye, Financial Officer; David Lloyd, Growing Lives Project Coordinator; Rose Pickering, Dementia Project Lead, Jermaine Bennett, Outreach and Development Worker, Jane McKay, Growing Lives Project Assistant, Kevin Hall, Therapeutic Session Leader, Steve Prowse, Caretaker and Thomas Gallagher, Director. Paid hours totals 11,310 annually.

The Trustees would like to thank Ella and Alex for their hard work and help with progressing the quality of our delivery. The Trustees acknowledge the enormous contribution of the staff, past and present, to the work of the Charity.

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### **Volunteers:**

- Sarah Sikorski retired as Art & Craft Project Lead, after volunteering in the role for some 16 years. The Trustees and Staff would like to thank Sarah for her momentous effort, her dedication to, and care for, co-workers and other team members and for abounding creativity.

Our volunteers are crucial to Sydenham Garden's operations; the Trustees and staff record their gratitude for their time and effort. Volunteer hours totalled 18,720, with 78 people regularly volunteering for the Charity.

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### ATTENDANCE STATISTICS (GROUPED):

	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	
Number of Referrals	313	421	403	269	166	83	
Number of people attending at least one session	354	349	309	227	185	89	
<b>Ethnicity of attendees</b>	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	Lewisham 2011 Census
White	58%	60%	57%	57%	49.1%	52.8%	53.6%
Mixed	5%	11%	3.5%	3%	1.6%	3.4%	7.4%
Asian	5%	4%	10%	5.5%	5.8%	2.2%	9.3%
Black or Black British	27%	19%	25%	23%	10.1%	16.9%	27.2%
Other	3%	2%	2.5%	1.5%	4.7%	0%	2.6%
Preferred not to say	2%	2%	1%	10%	28.7%	24.7%	
Not Indicated	0%	2%	1%	(1)	(1)	(1)	
<b>Gender of attendees</b>	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	LBL website 2013
Female	57%	54%	50.5%	52%	51.8%	(1)	51.8%
Male	42%	43%	48.5%	43%	48.2%	(1)	48.2%
Transgender	0%	0%	0%	0.5%	0%	(1)	
Other	0%	0%	0%	0.5%	0%	(1)	
Preferred not to say	1%	2%	0%	4%	0%	(1)	
Not indicated	0%	2%	1%	(1)	(1)	(1)	
<b>Age of attendees</b>	2017-18	2016-17	2015-16	2014-15	2013-14	2011-12	
18-24	4%	4%	4%	5%	4.1%	(1)	
25-34	12%	13%	14%	4%	13.4%	(1)	
35-44	6%	9%	15%	5.5%	11.3%	(1)	
45-54	16%	18%	19.5%	12%	13.4%	(1)	
55-64	16%	14%	18%	10%	16.5%	(1)	
65-74	6%	7%	6.5%	8.5%	7.2%	(1)	
75+	39%	34%	21.5%	21%	26.8%	(1)	
Preferred not to say	1%	1%	0.5%	7%	7.2%	(1)	
Not indicated	0%	2%	1%	27%	(1)	(1)	
<b>Sexual orientation of attendees</b>	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	
Heterosexual	79%	77%	80.5%	76%	(1)	(1)	
Gay/ Lesbian	1%	5%	5.5%	4.5%	(1)	(1)	
Bisexual	1%	3%	1%	0.5%	(1)	(1)	
Other	2%	0%	1.5%	0.5%	(1)	(1)	
Preferred not to say	11%	1%	9%	18%	(1)	(1)	
Not indicated	6%	0%	2.5%	0.5%	(1)	(1)	
<b>Disability of attendees</b>	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	
Yes	65%	47%	45%	32%	(1)	(1)	
No	25%	36%	41.5%	49%	(1)	(1)	
Preferred not to say	6%	12%	11%	18.5%	(1)	(1)	



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Not indicated	4%	5%	2.5%	0.5%	(1)	(1)	
<b>Religion of attendees</b>	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	Lewisham 2011 census
Christian	61%	62%	46.5%	55%	(1)	(1)	52.8%
Buddhist	3%	1%	1.5%	2.5%	(1)	(1)	1.3%
Hindu	0%	2%	7%	1.5%	(1)	(1)	2.4%
Muslim	4%	1%	4%	5%	(1)	(1)	6.4%
Jewish	0%	0%	0%	0%	(1)	(1)	0.2%
Sikh	0%	1%	2%	2%	(1)	(1)	0.2%
No Religion	18%	21%	22.5%	16%	(1)	(1)	27.2%
Other	3%	3%	5%	1%	(1)	(1)	0.5%
Preferred not to say	9%	8%	10%	16%	(1)	(1)	
Not indicated	2%	1%	1.5%	1%	(1)	(1)	8.9%
<b>Marital Status of attendees</b>	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	
Married	20%	23%	14%	9%	(1)	(1)	
Single	39%	42%	58.5%	54%	(1)	(1)	
Divorced/Separated	13%	10%	9%	12%	(1)	(1)	
Widowed	22%	16%	9.5%	4%	(1)	(1)	
Civil Partnership	0%	3%	2.5%	0.5%	(1)	(1)	
Other	3%	1%	3%	0.5%	(1)	(1)	
Preferred not to say	3%	3%	1%	17%	(1)	(1)	
Not indicated	0%	2%	2.5%	3%	(1)	(1)	

The trustees are committed to Sydenham Garden becoming an organisation that reflects the diversity and ethnicity of the community around them.

Notes:

(1) Not reported

### ACTIVITIES AND ACHIEVEMENTS

Sydenham Garden runs four core projects and a number of supplementary activities aiming to transform lives through therapeutic activities, enabling people to move forward in a supportive community environment. Three of these project focus on adults recovering from mental ill health, and one on people in the early stages of Dementia. The three projects focussed on adult mental health are: Garden, Art & Craft and Growing Lives. All three offer something different, but have social, therapeutic, creative and training based activities at their core. Sow & Grow is a project for people with the early stages of dementia and uses the same approach, but underpins the activities with Cognitive Stimulation Therapy (CST), which is an evidence based approach to treating dementia.

Sydenham Garden is currently close to operating at physical capacity. During the year referral numbers dropped a little, although local and national evidence suggests that need is rising. Numbers of people using the service remained consistent with the previous year despite this drop in referral numbers.

Sydenham Garden ran weekly sessions for 354 (2017: 349) co-workers (the name we give to beneficiaries) in the period. Many outcomes were reported including majority health improvements on Likert scales, such as a 6 point average increase (10 point increase in 2017) in co-workers scores on the Warwick Edinburgh Mental Wellbeing Scale (WEMWBS). 3 points or more are considered clinically significant.

A thorough evaluation of the activities and achievements for the period can be found on the Sydenham Garden website.

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## FINANCIAL REVIEW

The Trustees present their financial review for the financial year ending 31<sup>st</sup> March 2018.

During the year Sydenham Garden depended on grants, donations and contracts from external organisations and individuals which were agreed on the basis of our achieving agreed targets and outcomes or conducting specified activities. These represented 76% of our total income and the individual sources of these restricted funds are detailed in note 8. These funds were supplemented with unrestricted monies raised mainly by membership subscriptions, donations, fundraising events, fees for selective sessions, rental income and the Kestrelman grant. The events included the Spring, Autumn and Christmas fairs and the 15<sup>th</sup> Year Anniversary raffle, sponsored walk and calendar sales. The course fees were from short courses open primarily to our session attendees.

Total income during 2017-18 amounted to £318,088 compared with £277,498 in 2016-17. This improvement is due to successful fundraising events, especially the 15<sup>th</sup> Anniversary activities, increases in donations and an increase in overall grant income. The increase in donations is mainly due to a fundraising appeal for the pond refurbishment.

During the year, various grants came to an end and new grants were secured. Overall this led to a cumulative £15k rise in grant income.

Big Lottery Fund - Reaching Communities and The Tudor Trust funding for the Growing Lives project came to an end in January 2018. New income for the project came from the Network for Social Change Charitable Trust Funding for Social Change Ltd, The 29<sup>th</sup> May 1961 Charitable Trust, and the Beatrice Laing Trust grants and monies set aside from the unrestricted Kestrelman fund. Continued funding came from Veolia Environmental Trust to complete the building of the De Frene Hub building.

Projects completed in 2018 included the refurbishment of the garden with final additional funds coming from Tesco Bags of Help.

There was continued but decreased funding from The Henry Smith Charity and Lewisham Council from their Main Grant Programme (used to fund part of the staff salaries and overheads).

New funding was received for the Transition project (Mrs Smith & Mount Trust) and the art & craft project (The Drapers' Charitable Fund and Merchant Taylors' Company).

Our financial position in 2017-18 has improved with an overall surplus of £34,789.

Our Balance Sheet reserves have increased from £565,887 to £600,676 of which 68% is attributable to our tangible assets. These are principally the Resource Centre, Greenhouse and Growing Lives Hub Building funded in the majority by grants (see Note 8).

Our own unrestricted cash funds have increased in the year from £82,953 to £114,385. The Trustees aim to maintain a reserve of at least three months operating costs (approximately £71,000). The remainder of the unrestricted reserves relates to tangible assets of £14,333.

An additional designated special fund of £6,644 (2017:£8,144) exists in order to invest in future expansion to help combat the rising need for our services.

### **Progress since the end of the year:**

Through securing new 3 years funding from the Big Lottery Fund and The Tudor Trust, 2 years funding from the The Mercers' Company and continued funding from existing grant providers, we have secured the necessary income for the remainder of the financial year. The trustees are confident that with diligence and hard work the future of Sydenham Garden is sustainable for the next 12 to 18 months. However, there is work to do in securing the long term future. Sydenham Garden faces a rising challenge to fund our operating costs. Our main grant from Lewisham and our contract with Lewisham CCG has not increased in line with inflation over the previous 3 years, and both are up for renewal

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during the financial year. With this in mind the trustees are aware that their 3-year plan will come to an end early in 2019, and have already started a review and consultation process to ready their next one. The current plan details 4 strategic aims that include specific areas of service expansion, participation, resource expansion and financial consolidation. The trustees are pleased to report that progress has been made in all 4 areas, with service expansion, participation and resource expansion realised in early 2018. Financial consolidation was achieved for the short to medium term future.

### **Banking Arrangements:**

CAF Bank remains our principal banker. Funds are placed in the Gold Savings account with an arrangement that a balance of only £1,000 remains in our current account at the end of each day.

### **Accountants**

The Carley Partnership was re-appointed as the charitable company's accountants at the last AGM. A resolution to re-appoint The Carley Partnership for the ensuing year as independent examiner will be proposed at the 2018 AGM.

The report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006

Approved by the Trustees on 11th October 2018 and signed on their behalf by:



Jim Sikorski (Chair)

## SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SYDENHAM GARDEN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018

I report to the charity trustees on my examination of the accounts for the year ended 31<sup>st</sup> March 2018 which are set out on pages 12-22.

#### Respective responsibilities of trustees and examiner

The Charity's Trustees and also its directors for the purposes of company law are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act"). They consider that an audit is not required for this year under Section 144 of the Charities Act 2011 ("the 2011 Act") and that they are eligible for an independent examination.

It is my responsibility to:

- examine the accounts (under S145 of the 2011 Act)
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under S145(5)(b) of the 2011 Act): and
- state whether particular matters have come to my attention

#### Basis of independent examiner's statement

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

In connection with my examination, I confirm that no material matters have come to my attention giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Brian Hensman FCA,  
**The Carley Partnership,**  
**Chartered Accountants**

*St James's House  
8 Overcliffe  
Gravesend, Kent,  
DA11 0HJ*

Date: 19th October 2018

**SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2018)**

**COMPANY REGISTRATION NUMBER 05291164**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2018</b>	<b>Total 2017</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>				
<i>Donations and legacies</i>				
Donations	11,772	11,901	23,673	10,798
Membership subscriptions	3,933		3,933	2,679
<i>Charitable Activities</i>				
Grants received	20,000	227,551	247,551	232,458
Session fees	9,411		9,411	9,049
Session Produce Sales	558		558	1,055
<i>Other trading activities</i>				
Fundraising and publicity	15,678		15,678	8,940
Rental	16,478		16,478	12,351
<i>Investment Income</i>				
Bank Interest received	101		101	168
<i>Other</i>				
Profit on sale of assets	705		705	0
<b>Total Income</b>	<b>78,636</b>	<b>239,452</b>	<b>318,088</b>	<b>277,498</b>
<b>Expenditure on:</b>				
Raising funds	10,706	953	11,659	5,255
Charitable Activities	37,876	233,764	271,640	240,217
<b>Total Resources Expended (see note 17)</b>	<b>48,582</b>	<b>234,717</b>	<b>283,299</b>	<b>245,472</b>
<b>Net movement in funds</b>	<b>30,054</b>	<b>4,735</b>	<b>34,789</b>	<b>32,026</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	105,308	460,579	565,887	533,861
Transfer between funds	0	0	0	0
<b>Total funds carried forward</b>	<b>135,362</b>	<b>465,314</b>	<b>600,676</b>	<b>565,887</b>

All of the above results are derived from continuing activities.

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## BALANCE SHEET AS AT 31ST MARCH 2018

	Notes	2018	2017
		£	£
<i>Fixed Assets:</i>			
Tangible assets	4	407,465	410,632
<i>Current Assets:</i>			
Debtors	5	16,634	24,437
Cash at bank and in hand		185,968	144,792
		<b>202,602</b>	<b>169,229</b>
<i>Liabilities:</i>			
Creditors: Amounts falling due within one year	6	(9,391)	(13,974)
<b>Net Current Assets</b>		<b>193,211</b>	<b>155,255</b>
<b>Total Assets Less Current Liabilities</b>		<b>600,676</b>	<b>565,887</b>
Creditors: Amounts falling due after more than one year		0	0
<b>Net Assets</b>		<b>600,676</b>	<b>565,887</b>
<i>Represented by:</i>			
General Unrestricted funds	11	128,718	97,164
Designated Special Unrestricted fund	9	6,644	8,144
<b>Total Unrestricted funds</b>		<b>135,362</b>	<b>105,308</b>
Restricted funds - tangible assets	8	393,132	396,421
Restricted funds	8	72,182	64,158
<b>Total funds</b>		<b>600,676</b>	<b>565,887</b>

For the year ending 31<sup>st</sup> March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and for the preparation of accounts.

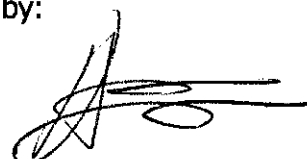
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements on pages 12-22 were approved and authorised for issue by the Trustees on 11th October 2018 and signed on their behalf by:

Jim Sikorski  
Chair



Arthur Ngoka  
Treasurer



# SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018

### 1. Accounting Policies

The financial statements have been prepared under the historical cost convention and in accordance with FRS 102, the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP FRS 102), applicable accounting standards and company law. The charity is a public benefit entity. The principal accounting policies adopted in the preparation of the financial statements are as follows:

#### Incoming Resources

Charitable trading activities: income is included in the period in which the Charity is entitled to its receipt.

#### Donations and Grants

Income from donations and grants is included in incoming resources when these are receivable except as follows:

When donors impose conditions which have to be fulfilled before the Charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

#### Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. All support costs are included under "charitable activities" rather than apportioned between each of the charity's activities (such as fundraising), as such an apportionment would result in small, immaterial amounts attributable to non-charitable activities. The costs and time involved of calculating such an apportionment would vastly outweigh the usefulness of doing so.

#### Pension Costs

The Charity participates in a defined contribution scheme.

#### Tangible Fixed Assets

Tangible Fixed Assets are depreciated by reference to their estimated useful lives. The rates are:

IT and garden furniture, garden equipment, bee hives, water tank and bicycle	33%	straight line basis
Canopy sail and water irrigation system	20%	straight line basis
Other equipment, fencing and office furniture	10%	straight line basis
De Frene greenhouse and hub, compost toilet, solar kit, fencing and shed	10%	straight line basis
Wynell Road Garden Buildings	Length of lease	straight line basis
De Frene Lease	Length of lease	straight line basis

#### Funds Accounting

Funds held by the Charity are either:

- Unrestricted - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Unrestricted – The trustees intend to investigate expansion of services and physical space.
- Restricted - these are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### 2. Legal Status of the Charity

The Charity is a private company limited by guarantee incorporated in England and Wales. The liability of each member in the event of a winding up is limited to £1. Its registered office and business address is Sydenham Garden Resource Centre, 28A Wynell Road, London, SE23 2LW.

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### 3. Staff and Pension Costs

	<b>2018</b>	<b>2017</b>
Gross wages and salaries	£155,215	£148,911
Employers NI	£8,813	£9,460
Pension costs	£9,057	£6,456
	<b>£173,085</b>	<b>£164,827</b>

No employee received emoluments of over £60,000 during the year (2017: nil). No trustee received any remuneration.

The average number of employees in the year was 10 (2017: 9). The equivalent full time number of employees was 5 (2017: 5)

The Charity operates a defined contribution pension scheme for the benefit of employees. Contributions payable by the Charity for the period were £9,057 (2017: £6,456). There was no creditor at the year end in respect of pension contributions (2017: nil).

### 4. Tangible Fixed Assets

	<b>Land and Buildings</b>	<b>Equipment &amp; Furniture</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 1st April 2017	489,596	35,260	524,856
Additions	15,634	5,387	21,021
Disposals	0	(1,117)	(1,117)
<b>At 31st March 2018</b>	<b>505,230</b>	<b>39,530</b>	<b>544,760</b>
<b>Depreciation</b>			
At 1st April 2017	93,187	21,037	114,224
Charge for the year	18,297	5,319	23,616
Disposals	0	(545)	(545)
<b>At 31st March 2018</b>	<b>111,484</b>	<b>25,811</b>	<b>137,295</b>
<b>Net Book Value</b>			
At 31 <sup>st</sup> March 2017	396,409	14,223	410,632
<b>At 31<sup>st</sup> March 2018</b>	<b>393,746</b>	<b>13,719</b>	<b>407,465</b>



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### 5. Debtors

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Grant receivable	8,516	15,797
Prepayments and accrued income	3,726	2,697
Other debtors	4,392	5,943
<b>Total</b>	<b>16,634</b>	<b>24,437</b>

### 6. Creditors: Amounts falling due within one year

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Trade creditors	1,021	4,538
Deferred Income	1,013	1,487
Other creditors	5,976	1,275
Loan repayable	0	5,834
Accruals	1,381	840
<b>Total</b>	<b>9,391</b>	<b>13,974</b>

Deferred income relates to session and course fees, membership subscriptions and rental income received in the year but relating to the year ended 31<sup>st</sup> March 2019.

### 7. Commitment:

The Charity has a commitment to the National Allotments Society that expires within 991 years in respect of the lease of allotment land at De Frene Road Allotments, De Frene Road, Lewisham, London SE26, from and including 1<sup>st</sup> January 2010, to and including 31<sup>st</sup> December 3008. The lease was acquired for a premium of £3,250 with rent of £150 a year payable in advance on 1<sup>st</sup> January every year. Rent will be doubled with effect 1<sup>st</sup> January 2060 and again every 150 years after that. The total amount payable to the end of the lease in 3008 is £3,781,950.

The Charity also holds a lease from Lewisham Council on the Queenswood Road Nature Reserve, accessed from Wynell Road, the site of Sydenham Garden and its Resource Centre which expires on 26<sup>th</sup> September 2042. A peppercorn rent is payable per annum if demanded for the first ten years to 26<sup>th</sup> September 2017. For the next five years and subsequent five-year periods, either rent is payable based on the immediately preceding period or at open market value. No amount has been specified by Lewisham council to date.

The charity has a hire agreement with Pitney Bowes Finance Limited for the hire of the franking machine until December 2022. £203.60 is payable each year in quarterly amounts of £50.90. The total amount payable to the end of the agreement is £916.

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**8. Movement in restricted funds**

		<b>Balance 1.4 2017</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Fixed assets Acquired</b>	<b>Balance 31.3 2018</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Funds held as cash and debtors:</i>						
a)	Art Project costs	6,257	19,000	(1,891)		23,366
a)	Project costs including staff, sessions and overheads	8,287	33,147	(31,695)		9,739
b)	Director, Outreach, and Finance Salaries including overheads	7,798	17,500	(20,919)		4,379
c)	Garden and Dementia session costs including overheads	1,902	34,064	(34,101)		1,865
d)	De Frene Growing Lives Fund	20,116	91,540	(78,656)	(15,634)	17,366
e)	Garden Fund	17,700	25,401	(28,102)	(2,449)	12,550
f)	Dementia Sow & Keep Growing sessions and overheads	2,098	13,800	(12,981)		2,917
g)	Transition Project Fund	0	5,000	(4,423)	(577)	0
<b>Sub-total – cash and debtors</b>		<b>64,158</b>	<b>239,452</b>	<b>(212,768)</b>	<b>(18,660)</b>	<b>72,182</b>
<i>Funds held as tangible assets:</i>						
h)	Wynell Greenhouse	34,815		(1,365)		33,450
i)	Office and IT equipment	1,983		(927)	577	1,633
j)	Garden Resource Centre building	330,853		(12,975)		317,878
k)	Garden Resource Centre fixtures & fittings	1,704		(348)		1,356
l)	Tools and Equipment	1,591		(180)		1,411
m)	De Frene Greenhouse including stove	5,982		(748)		5,234
n)	De Frene compost toilet	2,244		(663)	3,624	5,205
o)	Bicycle	70		(70)		0
p)	Garden furniture	49		(390)	2,449	2,108
p)	Garden shed	758		(96)		662
q)	De Frene Equipment	9,152		(2,409)		6,743
r)	De Frene Hub building	7,220		(1,778)	12,010	17,452
<b>Sub-total (tangible assets)</b>		<b>396,421</b>		<b>(21,949)</b>	<b>18,660</b>	<b>393,132</b>
<b>TOTAL RESTRICTED RESERVES</b>		<b>460,579</b>	<b>239,452</b>	<b>(234,717)</b>	<b>0</b>	<b>465,314</b>

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### **The providers of the above funds in note 8 are as follows:**

- a) London Borough of Lewisham – Communities that Care, Merchant Taylors' Company, The Drapers' Charitable Fund.
- b) The Henry Smith Charity.
- c) Lewisham Clinical Commissioning Group (CCG).
- d) London Groundwork, The Tudor Trust, Greggs Foundation, Veolia Environmental Trust, Big Lottery Fund Reaching Communities, The Beatrice Laing Trust, The Network for Social Change Charitable Trust Funding for Social Change Ltd, The 29<sup>th</sup> May 1961 Charitable Trust and The Rotary Club. The fund is to provide weekly therapeutic and vocational sessions based at our market garden De Frene site. It also includes the construction of a Hub building, purchase of equipment and construction of a habitation area.
- e) Ajahma Charitable Trust, Tesco bags of Help London Borough of Lewisham (Sydenham) Assembly fund, London Borough of Lewisham and Friends of Sydenham Garden and individual Donors Pond appeal. The fund relates to running therapeutic garden sessions and garden and pond refurbishment.
- f) City Bridge Trust, the City of London Corporation's Charity, Hu-Shen Charitable Trust.
- g) Mrs Smith & Mount Trust. Relates to finding activities and other opportunities for current and ex Co-workers in the community.

### The funders of the above tangible assets are as follows:

(If any assets are sold during the period of the grant, the grant is repayable to the funders)

- h) Friends of Sydenham Garden and individual Donors Greenhouse appeal, Horniman Museum, the Heritage Lottery Fund
- i) Big Lottery Fund - Reaching Communities, London Borough of Lewisham – Communities that Care, London Borough of Lewisham – Positive Ageing Council Fund, Mrs Smith & Mount Trust
- j) The Harold Hyam Wingate Foundation, Guys & St Thomas' Charity – PCT Development Fund, London Borough of Lewisham, Garfield Weston Foundation, The Clothworkers' Foundation, The Coutts Charitable Trust, The MacRobert Trust, The worshipful Company of Goldsmiths, Friends of Sydenham Garden and Individual Donors Building Appeal, The Percy Bilton Charity, Beatrice Laing Trust, The Tudor Trust, The Trusthouse Charitable Foundation, The Wolfson Foundation, The Henry Smith Charity, City Bridge Trust, combined contribution from South London and Maudsley NHS Foundation Trust and NHS Lewisham and London, South London and Maudsley NHS Trust Charitable Funds
- k) South London and Maudsley NHS Trust Charitable Funds
- l) The Access to Volunteering Fund
- m) London Borough of Lewisham – Social Enterprise, Big Lottery Fund - Awards for All, Big Lottery Fund - Reaching Communities
- n) Big Lottery Fund - Awards for All, Co- Operative Membership Community Fund, Veolia Environmental Trust
- o) The Maudsley Charity

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**The providers of the above funds in note 8 continued are as follows:**

- (p) Big Lottery Fund - Reaching Communities, Friends of Sydenham Garden and individual Donors Pond appeal
- q) Big Lottery Fund - Reaching Communities, Evans Cornish foundation and London Groundwork
- r) Veolia Environmental Trust

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### 9. Movement in Designated Special Unrestricted fund

	Balance 1.4.2017	Incoming Resources	Outgoing Resources	Balance 31.3.2018
	£	£	£	£
<i>Funds held</i>				
a) Designated Special Unrestricted fund	8,144	3,000	(4,500)	6,644
<b>Total</b>	<b>8,144</b>	<b>3,000</b>	<b>(4,500)</b>	<b>6,644</b>

The purpose of the above funds are as follows:

- (a) The trustees intend to investigate expansion of services and physical space.

### 10. Net movement in funds

	2018	2017
	£	£
<i>This is after charging:</i>		
Depreciation	23,616	20,517
Leases/premises rent	1,170	1,160

### 11. Summary of Assets and Liabilities by Fund

	Unrestricted General Fund	Unrestricted Designated Fund	Restricted Funds tangible assets	Restricted Funds	Total
<b>Fixed Assets</b>	14,333		393,132		407,465
<b>Net Current Assets</b>	114,385	6,644		72,182	193,211
<b>Long term liabilities</b>					
<b>Total</b>	128,718	6,644	393,132	72,182	600,676

### 12. Related Party Transactions

The charity received donations from the Trustees in the year of £ 870 (2017: £200). No payments were made to related parties in the year (2017: nil).

### 13. Trustees Expenses

Trustees are entitled to claim travel and subsistence and other expenses related to carrying out the course of their duties at Sydenham Garden. There were no expenses in the year (2017: nil).

### 14. Independent Examiner's Fee

£1,020 was accrued in the year being the cost of the independent examination for 2018 (2017: £1,020).

**15. Volunteers**

During the year we had 78 session volunteers and three office-based volunteers that supported us on a weekly basis, as well as a number of community and corporate volunteers who support us on a more informal basis. The charity has benefitted from these unpaid volunteers and this is not recognised in the financial statements.

**16. Government Grants**

Government grants, including local government and NHS Trusts, have provided funds of £67,211 in the year being 27% of total grant income (2017: £89,983 - 39%). These contributed towards staff salaries, recruitment costs and overheads.

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**17. Analysis of Expenses**

	<b>Charitable Activities</b>	<b>Support Costs</b>	<b>Total Charitable Activities</b>	<b>Fundraising Expenses</b>	<b>Total Expenses</b>
Human resources	147,719	29,546	177,265		177,265
Project costs	36,567	1,015	37,582		37,582
Premises costs		19,168	19,168		19,168
Office expenses		2,619	2,619		2,619
Information Technology		4,115	4,115		4,115
Insurance		3,658	3,658		3,658
Depreciation		23,616	23,616		23,616
Governance Costs		3,003	3,003		3,003
Direct fundraising costs				11,659	11,659
Sundry expenses		614	614		614
<b>TOTAL</b>	<b>184,286</b>	<b>87,354</b>	<b>271,640</b>	<b>11,659</b>	<b>283,299</b>

