

# **Sydenham Garden**

Trustees' Annual Report

and

Financial Statements

For the year ended 31<sup>st</sup> March 2017

# **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 2017.

### TRUSTEE DETAILS & REFERENCE

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting for Charities (2005) 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 2016:

Name	Position held / relevant dates
James Jan Sikorski	Chair, re-elected as Trustee 8/11/14
Marion Nisbet	Re-elected as Trustee 8/11/14, Resigned as Vice Chair 8/11/14
Michael Bray	Re-elected as Trustee 7/11/15
Maria Devereaux	Elected as Trustee 23/11/13, appointed as Vice Chair & De Frene subcommittee chair 8/11/14
Marimootoo Saivaras Nadar	Re-elected as Trustee 7/11/15, appointed as interim Company Secretary 15/6/17. (To be ratified at AGM 2017)
Jonathan Woolf	Re-elected as Trustee and Company Secretary 5/11/16, Resigned as Trustee and Company Secretary 15/6/17
Alona Sheridan	Re-elected as Trustee 23/11/14, Resigned as De Frene subcommittee chair 8/11/14
Reginald Arthur Wickings	Appointed as interim Treasurer 10/9/15, re-elected as Trustee 7/11/15
Megan Jamison	Resigned as a Trustee 5/11/16
Jonathan Vincent Price	Appointed as Trustee 8/11/14
Arthur Ngoka	Appointed as Trustee 15/6/17 (to be ratified at AGM 2017)
David Tatham	Appointed as Trustee 15/6/17, resigned as a Trustee 7/09/17
Graeme Thomson	Appointed as Trustee 15/6/17 (to be ratified at AGM 2017)

#### Reference Details:

**Telephone:** 020 82911650

**Email:** info@sydenhamgarden.org.uk

**Website:** 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

#### 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.

During the financial year 2016-17 three additions to the board took place. These were: Arthur Ngoka, David Tatham and Graeme Thomson. All three applied to join in response to a recruitment drive to strengthen the experience and skill of the Board.

Jonathan Woolf resigned as Trustee and Company Secretary and Marimootoo (known as Nitia) Nadar, a Trustee, took on the role of Company Secretary. The Trustees would like to record their gratitude to Jonathan for his hard work and dedication during a period of expansion, and the leadership and direction he gave during some complex decision making processes.

#### 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 the course of their duties. No Trustees made a claim in the 2016/17 period or the 2015/16 period. 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 meets 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:*

*(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*

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

## **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 a 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, and comes to an end in 2018.

## **MANAGEMENT, STAFF AND VOLUNTEERS**

### **Staff:**

- Alex Bond was appointed as Transition Project Leader in August 2017.

Other staff still employed are: Sue Moye, Financial Officer; David Lloyd, Growing Lives Project Coordinator; Ella Perkins, Garden Project Lead (previously referred to as Garden Project Worker); 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 totalled 8,775.

The Trustees acknowledge the enormous contribution of the staff, past and present, to the work of the Charity.

The director, Tom Gallagher, manages the day to day operations of the charity.

Under the guidership of the trustees, a De Frene sub-committee (made up of some of the trustees and volunteers) manage some projects. The sub-committee reports to the Board of Trustees at each board meeting.

### **Volunteers:**

Our volunteers are crucial to Sydenham Garden's operations; the Trustees and staff record their gratitude for their time and effort. Volunteer hours totalled 21,705, with 86 people regularly volunteering for the Charity.

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

### ATTENDANCE STATISTICS (GROUPED):

	2016-17	2015-16	2014-15	2013-14	2012-13
Number of Referrals	421	403	269	166	83
Number of people attending at least one session	349	309	227	185	89

<b>Ethnicity of attendees</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>	<b>Lewisham 2011 Census</b>
White	60%	57%	57%	49.1%	52.8%	53.6%
Mixed	11%	3.5%	3%	1.6%	3.4%	7.4%
Asian	4%	10%	5.5%	5.8%	2.2%	9.3%
Black or Black British	19%	25%	23%	10.1%	16.9%	27.2%
Other	2%	2.5%	1.5%	4.7%	0%	2.6%
Preferred not to say	2%	1%	10%	28.7%	24.7%	
Not Indicated	2%	1%	(1)	(1)	(1)	

<b>Gender of attendees</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>	<b>LBL website 2013</b>
Female	54%	50.5%	52%	51.8%	(1)	51.8%
Male	43%	48.5%	43%	48.2%	(1)	48.2%
Transgender	0%	0%	0.5%	0%	(1)	
Other	0%	0%	0.5%	0%	(1)	
Preferred not to say	1%	0%	4%	0%	(1)	
Not indicated	2%	1%	(1)	(1)	(1)	

<b>Age of attendees</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>
18-24	4%	4%	5%	4.1%	(1)
25-34	13%	14%	4%	13.4%	(1)
35-44	9%	15%	5.5%	11.3%	(1)
45-54	18%	19.5%	12%	13.4%	(1)
55-64	14%	18%	10%	16.5%	(1)
65-74	7%	6.5%	8.5%	7.2%	(1)
75+	34%	21.5%	21%	26.8%	(1)
Preferred not to say	1%	0.5%	7%	7.2%	(1)
Not indicated	0%	1%	27%	(1)	(1)

<b>Sexual orientation of attendees</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>
Heterosexual	77%	80.5%	76%	(1)	(1)
Gay/ Lesbian	5%	5.5%	4.5%	(1)	(1)
Bisexual	3%	1%	0.5%	(1)	(1)
Other	0%	1.5%	0.5%	(1)	(1)
Preferred not to say	12%	9%	18%	(1)	(1)
Not indicated	3%	2.5%	0.5%	(1)	(1)

<b>Disability of attendees</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>
Yes	47%	45%	32%	(1)	(1)
No	36%	41.5%	49%	(1)	(1)
Preferred not to say	12%	11%	18.5%	(1)	(1)
Not indicated	5%	2.5%	0.5%	(1)	(1)

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

<b>Religion of attendees</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>	<b>Lewisham 2011 census</b>
Christian	62%	46.5%	55%	(1)	(1)	52.8%
Buddhist	1%	1.5%	2.5%	(1)	(1)	1.3%
Hindu	2%	7%	1.5%	(1)	(1)	2.4%
Muslim	1%	4%	5%	(1)	(1)	6.4%
Jewish	0%	0%	0%	(1)	(1)	0.2%
Sikh	1%	2%	2%	(1)	(1)	0.2%
No Religion	21%	22.5%	16%	(1)	(1)	27.2%
Other	3%	5%	1%	(1)	(1)	0.5%
Preferred not to say	8%	10%	16%	(1)	(1)	
Not indicated	1%	1.5%	1%	(1)	(1)	8.9%

<b>Marital Status of attendees</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>	<b>2013-14</b>	<b>2012-13</b>
Married	23%	14%	9%	(1)	(1)
Single	42%	58.5%	54%	(1)	(1)
Divorced/Separated	10%	9%	12%	(1)	(1)
Widowed	16%	9.5%	4%	(1)	(1)
Civil Partnership	3%	2.5%	0.5%	(1)	(1)
Other	1%	3%	0.5%	(1)	(1)
Preferred not to say	3%	1%	17%	(1)	(1)
Not indicated	2%	2.5%	3%	(1)	(1)

The trustees are committed to 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. Garden focusses on horticulture and conservation, with co-workers taking part in seasonal activities. In Art & Craft, co-workers are taught various techniques and produce a range of Art and Craft work. Growing Lives runs an array of activities for co-workers, that includes growing fruit and vegetables, communal cooking and eating, conservation activities and opportunities to achieve Open College Network accreditation. Sow & Grow is a project for people with the early stages of dementia and uses the same approach as our other projects, but underpins the activities with Cognitive Stimulation Therapy (CST), which is an evidence based approach to treating dementia.

During the prior years to this report, Sydenham Garden significantly expanded its service and reach. During this year, the expansion slowed down. There are still rising levels of need, but Sydenham Garden is operating at physical capacity.

Sydenham Garden ran weekly sessions for 349 (2016: 309) 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 10 point average increase (5 point increase in 2016) 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.

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

## **FINANCIAL REVIEW**

The Trustees present their financial review for the financial year ending 31<sup>st</sup> March 2017.

During the year Sydenham Garden depended on grants and contracts from external organisations which were agreed on the basis of our achieving agreed targets and outcomes, or conducting specified activities. These represented 84% of our total income and the individual sources of these restricted funds are detailed in note 9. These funds were supplemented with unrestricted monies raised mainly by membership subscriptions, donations, fundraising events, fees for selective sessions and rental income. The events included the Spring, Autumn and Christmas fairs together with fees from short courses open primarily to our session attendees.

Total income during 2016-17 amounted to £277,498, compared with £240,730 in 2015-16. This improvement is due to successful fundraising events and increases in rents and grant income. The main increase in grant income can be attributed to a new grant from The Henry Smith Charity which funds an element of staff salaries and overheads. We received continued funding from: Big Lottery Reaching Communities re our Growing Lives project; Lewisham Council from their Main Grant programme; the Joint NHS Commissioning Team from their NHS Lewisham's Clinical Commissioning Group (CCG); The Tudor Trust; and City Bridge Trust (the City of London Corporation Charity). The latter two grants continue to support us by funding part of the salary and overhead costs.

Our financial position in 2016-17 has improved with an overall surplus of £32,026.

Our Balance Sheet reserves have increased from £533,861 to £565,887 of which 73% 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 9) and the leases for the De Frene and Wynn Road sites (see note 8).

Our own unrestricted cash funds have increased in the year from £61,656 to £82,953. The Trustees aim to maintain a reserve of at least three months operating costs (approximately £64,000). The remainder of the unrestricted reserves relates to tangible assets of £14,211.

An additional designated special fund of £8,144 (2016:£5,594) 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 a 1 year extension from Lewisham CCG, and a number of grants, 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 has been cut by 25% and our contract with Lewisham CCG has not increased in line with inflation. It is also apparent that the Big Lottery Fund – Reaching Communities grant will come to an end in 2018. With this in mind the trustees completed a 3-year plan which details Sydenham Garden's plans for the future and are currently mid-way to realising this plan. The plan details four 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 four areas, with service expansion, participation and resource expansion due to be realised in early 2018. Financial consolidation has made slower progress and 13 applications for grants have been made to see us through the period of time it will take to secure longer-term funding. If the funding cannot be obtained, in the worst case scenario the Growing Lives project will have to be scaled back.

### **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.



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

### 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 2017 AGM.

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

Approved by the Trustees on 12th October 2017 and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'J S' followed by a long, sweeping horizontal line that curves upwards at the end.

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 2017

I report on the accounts of the Trust for the year ended 31<sup>st</sup> March 2017 which are set out on pages 10 to 18.

#### Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year under Section 144 of the Charities Act 2011 and that an independent examination is needed.

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, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act;have not been met; or
- to which, in my opinion, attention should be drawn 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: 12<sup>th</sup> October 2017

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

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017)**

**COMPANY REGISTRATION NUMBER 05291164**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2017</b>	<b>Total 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>				
<i>Donations and legacies</i>				
Donations	10,798		10,798	12,331
Membership subscriptions	2,679		2,679	2,010
<i>Charitable Activities</i>				
Grants received	539	231,919	232,458	204,058
Session fees	9,049		9,049	8,514
Session Produce Sales	1,055		1,055	608
<i>Other trading activities</i>				
Fundraising and publicity	8,940		8,940	6,315
Rental	12,351		12,351	6,640
<i>Investment Income</i>				
Bank Interest received	168		168	254
<i>Other</i>				
Profit on sale of assets	0		0	0
<b>Total Income</b>	<b>45,579</b>	<b>231,919</b>	<b>277,498</b>	<b>240,730</b>
<b>Expenditure on:</b>				
Raising funds	5,255		5,255	1,491
Charitable Activities	17,229	222,988	240,217	228,700
<b>Total Resources Expended (see note 18)</b>	<b>22,484</b>	<b>222,988</b>	<b>245,472</b>	<b>230,191</b>
<b>Net movement in funds</b>	<b>23,095</b>	<b>8,931</b>	<b>32,026</b>	<b>10,539</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	82,213	451,648	533,861	523,322
Transfer between funds	0	0	0	0
<b>Total funds carried forward</b>	<b>105,308</b>	<b>460,579</b>	<b>565,887</b>	<b>533,861</b>

All of the above results are derived from continuing activities.

# SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

## BALANCE SHEET AS AT 31ST MARCH 2017

	Notes	2017	2016
		£	£
<i>Fixed Assets:</i>			
Tangible assets	4	410,632	422,536
<i>Current Assets:</i>			
Debtors	5	24,437	14,646
Cash at bank and in hand		144,792	117,466
		169,229	132,112
<i>Liabilities:</i>			
Creditors: Amounts falling due within one year	6	(13,974)	(15,787)
<b>Net Current Assets</b>		<b>155,255</b>	<b>116,325</b>
<b>Total Assets Less Current Liabilities</b>		<b>565,887</b>	<b>538,861</b>
Creditors: Amounts falling due after more than one year	7	0	(5,000)
<b>Net Assets</b>		<b>565,887</b>	<b>533,861</b>
<i>Represented by:</i>			
General Unrestricted funds	12	97,164	76,619
Designated Special Unrestricted fund	10	8,144	5,594
<b>Total Unrestricted funds</b>		<b>105,308</b>	<b>82,213</b>
Restricted funds - tangible assets	9	396,421	407,573
Restricted funds	9	64,158	44,075
<b>Total funds</b>		<b>565,887</b>	<b>533,861</b>

For the year ending 31<sup>st</sup> March 2017 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 10 to 18 were approved and authorised for issue by the Trustees on 12th October 2017 and signed on their behalf by:

Jim Sikorski  
Chair



Reg Wickings  
Treasurer



# SYDENHAM GARDEN: TRUSTEES' ANNUAL REPORT & FINANCIAL STATEMENTS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017

### 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.

#### Transition to FRS 102

The charity transitioned to FRS 102 on 1<sup>st</sup> April 2015. There have been no changes to the accounting policies or the income and expenditure as a result.

#### 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 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
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.

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

### 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 Gardens Resource Centre, 28A Wynell Road, London, SE23 2LW.

### 3. Staff and Pension Costs

	<b>2017</b>	<b>2016</b>
Gross wages and salaries	£148,911	£135,500
Employers NI	£9,460	£8,765
Pension costs	£6,456	£6,612
	<b>£164,827</b>	<b>£150,877</b>

No employee received emoluments of over £60,000 during the year (2016: nil). No trustee received any remuneration.

The average number of employees in the year was 9 (2016: 9). The equivalent full time number of employees was 5 (2016: 5)

The Charity operates a defined contribution pension scheme for the benefit of employees. Contributions payable by the Charity for the period were £6,456 (2016: £6,612). There was no creditor at the yearend in respect of pension contributions. (2016: £618)

### 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 2016	482,315	33,928	516,243
Additions	7,281	1,332	8,613
Disposals	0	0	0
<b>At 31st March 2017</b>	<b>489,596</b>	<b>35,260</b>	<b>524,856</b>
<b>Depreciation</b>			
At 1st April 2016	76,961	16,746	93,707
Charge for the year	16,226	4,291	20,517
Disposals	0	0	0
<b>At 31st March 2017</b>	<b>93,187</b>	<b>21,037</b>	<b>114,224</b>
<b>Net Book Value</b>			
At 31 <sup>st</sup> March 2016	405,354	17,182	422,536
<b>At 31<sup>st</sup> March 2017</b>	<b>396,409</b>	<b>14,223</b>	<b>410,632</b>

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### 5. Debtors

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Grant receivable	15,797	9,538
Prepayments and accrued income	2,697	3,097
Other debtors	5,943	2,011
<b>Total</b>	<b>24,437</b>	<b>14,646</b>

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

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	4,538	3,425
Deferred Income	1,487	930
Other creditors	1,275	618
Loan repayable	5,834	10,000
Accruals	840	814
<b>Total</b>	<b>13,974</b>	<b>15,787</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 2018.

### 7. Creditors: Amounts falling due after more than one year

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>Loan repayable</b>	<b>0</b>	<b>5,000</b>

### 8. Commitment:

The Charity has a commitment to the National Allotments Society that expires within 999 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 £3,782,100.

The Charity also holds a lease from Lewisham Council on the Queenswood Road Nature Reserve, accessed from Wynnell 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 a franking machine until December 2018. £143.84 is payable each year in quarterly amounts of £35.96. The total amount payable to the end of the agreement is £216.

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**9. Movement in restricted funds**

		<b>Balance 1.4.2016</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Fixed assets Acquired</b>	<b>Balance 31.3 2017</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Funds held as cash and debtors:</i>						
a)	Art Project costs	7,700		(1,443)		6,257
a)	Project costs inc staff, sessions and overheads	11,639	37,624	(40,869)	(107)	8,287
b)	Director, Outreach, and Finance Salaries inc overheads	0	31,000	(23,202)		7,798
c)	Garden and Dementia session costs inc overheads	1,761	34,564	(33,923)	(500)	1,902
d)	De Frene Growing Lives Fund	19,426	94,975	(87,004)	(7,281)	20,116
e)	Garden Fund	0	19,300	(1,600)		17,700
f)	Dementia Sow & Keep Growing sessions and overheads	2,197	13,030	(13,129)		2,098
g)	Children & Young People Fund	1,352	1,426	(2,778)		0
<b>Sub-total – cash and debtors</b>		<b>44,075</b>	<b>231,919</b>	<b>(203,948)</b>	<b>(7,888)</b>	<b>64,158</b>
<i>Funds held as tangible assets:</i>						
h)	Wynell Greenhouse	36,180		(1365)		34,815
i)	Office and IT equipment	1,721		(345)	607	1,983
j)	Garden Resource Centre building	343,826		(12,973)		330,853
k)	Garden Resource Centre fixtures & fittings	2,050		(346)		1,704
l)	Tools and Equipment	1,772		(181)		1,591
m)	De Frene Greenhouse inc stove	6,730		(748)		5,982
n)	De Frene compost toilet	2,554		(310)		2,244
o)	Bicycle	211		(141)		70
p)	Garden furniture	102		(53)		49
p)	Garden shed	853		(95)		758
q)	De Frene Equipment	11,574		(2,422)		9,152
r)	De Frene Hub building	0		(61)	7281	7,220
<b>Sub-total (tangible assets)</b>		<b>407,573</b>		<b>(19,040)</b>	<b>7,888</b>	<b>396,421</b>
<b>TOTAL RESTRICTED RESERVES</b>		<b>451,648</b>	<b>231,919</b>	<b>(222,988)</b>	<b>0</b>	<b>460,579</b>



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### **The providers of the above funds in note 9 are as follows:**

- a) London Borough of Lewisham – Communities that Care
- b) The Henry Smith Charity
- c) Lewisham Clinical Commissioning Group (CCG), London Borough of Lewisham – Positive Ageing Council fund
- d) London Groundwork, The Tudor Trust, Greggs Foundation, Veolia Environmental Trust and Big Lottery Fund Reaching Communities. 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 and general clean up of the site.
- e) Ajahma charitable Trust, Tesco bags of Help and London borough of Lewisham (Sydenham) Assembly fund. The fund relates to running therapeutic garden sessions and garden refurbishment.
- f) City Bridge Trust, the City of London Corporation's Charity.
- g) London Borough of Lewisham – Headstart Innovation Fund. Relates to running sessions with young people and their carers to enhance family relationships and improve emotional resilience

### 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
- 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,
- o) The Maudsley Charity
- p) Big Lottery Fund - Reaching Communities
- q) Big Lottery Fund - Reaching Communities, Evans Cornish foundation and London Groundwork
- r) Veolia Environmental Trust

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### 10. Movement in Unrestricted Designated fund

		Balance 1.4 2016	Incoming Resources	Outgoing Resources	Balance cfwd 31.3 2017
		£	£	£	£
<i>Funds held</i>					
a)	Designated Special Unrestricted fund	5,594	3,000	(450)	8,144
<b>Total</b>		<b>5,594</b>	<b>3,000</b>	<b>(450)</b>	<b>8,144</b>

The purpose of the above funds in note 10 are as follows:

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

### 11. Net movement in funds

	2017	2016
	£	£
<i>This is after charging:</i>		
Depreciation	20,517	20,351
Leases/premises rent	1,160	1,110

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

	Unrestricted General Fund	Unrestricted Designated Fund	Restricted Funds tangible assets	– Restricted Funds	Total
<b>Fixed Assets</b>	14,211		396,421		410,632
<b>Net Current Assets</b>	82,953	8,144		64,158	155,255
<b>Long term liabilities</b>					
<b>Total</b>	97,164	8,144	396,421	64,158	565,887

### 13. Related Party Transactions

The Charity received unrestricted donations from the Trustees in the year of £200. No payments were made in the year (2016: nil).

### 14. 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 (2016:nil).

### 15. Independent Examiner's Fee

£840 was accrued in the year being the cost of the independent examination for 2017 (2016: £1020 paid re 2015 fee; £780 accrued re 2016 fee).

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### 16. Volunteers

During the year we had 84 session volunteers and two 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.

### 17. Government Grants

Government grants, including local government and NHS Trusts, have provided funds of £89,983 in the year being 39% of total grant income (2016: £87,602 - 43%). These contributed towards session costs, staff salaries, sundry equipment, garden refurbishment and overheads.

### 18. 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	143,058	25,510	168,568		168,568
Project costs	27,338	1,701	29,039		29,039
Premises costs		12,041	12,041		12,041
Office expenses		1,681	1,681		1,681
Information Technology		3,566	3,566		3,566
Insurance		2,979	2,979		2,979
Depreciation		20,517	20,517		20,517
Governance Costs		1,396	1,396		1,396
Direct fundraising costs				5,255	5,255
Sundry expenses		430	430		430
<b>TOTAL</b>	<b>170,396</b>	<b>69,821</b>	<b>240,217</b>	<b>5,255</b>	<b>245,472</b>

