



THE HOLLY LODGE CENTRE

a charitable company limited by guarantee

Charity No: 1076741 - Company No: 3663780



Annual report and accounts for the year ended 31 March 2020



Contents

Contents	Page
Reference and administrative information	1
Trustees' annual report	2
Report of the Independent Examiner	11
Statement of financial activities for the year ended 31 March 2020	12
Balance sheet as at 31 March 2020	13
Notes to the accounts	14

Reference and administrative information

Registered charity number	1076741	
Registered company number	3663780	(England and Wales)
Registered office	Holly Lodge Richmond Park Richmond-Upon-Thames Surrey TW10 5HS	
Royal Patron	HRH Princess Alexandra	
Trustees/Directors	Mr A Blessley Mr R Crompton Mr R Hall Mr D McLaughlin (Treasurer) Mr J Middlehurst (Chair) Mr S Perkes Mrs M Rowden Mr R Scalzo Ms L Waterman	<i>(resigned 2 December 2019)</i> <i>(appointed 10 April 2020)</i> <i>(appointed 9 September 2019)</i> <i>(resigned 10 April 2020)</i>
Trustee/Company Secretary	Mr R Hillman	
Bankers	Barclays Bank plc 8 George Street Richmond-Upon-Thames Surrey TW10 1JU	
Independent Examiner	Mary Ryan FCCA DChA t/a Ark Accountancy Chartered Certified Accountant 31 Cheam Road Ewell Epsom Surrey KT17 1QX	
Solicitors	Russell-Cooke LLP 2 Putney Hill London SW15 6AB	
Website	www.thehollylodgecentre.org.uk	

Trustees' annual report

The Trustees, who are also Directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2020. The previous report was for the year ended 31 March 2019. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Structure, governance and management

The Holly Lodge Centre is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 6 November 1998 and registered as a charity on 26 July 1999. It is governed by a Memorandum and Articles of Association. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "Limited". Throughout this report it will be referred to as "the Charity".

The Charity does not have any share capital. In the event of the Charity being wound up, its members, who are its Trustees, are required to contribute an amount not exceeding £10 each. The Charity is regulated by the Charity Commission.

Trustees

Responsibility for the governance of the Charity resides with the Trustees. Under a rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years). New Trustees are recruited and appointed through open advertisement. As part of their induction they receive a copy of the Memorandum and Articles of Association, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and all other relevant management papers. They also receive training in their roles and responsibilities. Trustee meetings are held quarterly.

Employees

The Centre started with two employee roles and increased to three employee roles by the end of the year, equivalent to 2.2 full-time heads (previously 1.8 FTE): the Centre Manager, Anna King, who manages the Centre's operations, and two Education Co-ordinators, Sarah Allgrove and Freya Ward. The Centre's staff team bring the combined benefits of many years' experience of working with disabled children, vulnerable families and classroom teaching.

Volunteers

The Centre was also supported by 81 volunteers (including working Trustees) who deliver most of the education activities (many are former teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. The volunteers, who have considerable expertise and knowledge, are included in all the management groups at the Centre, giving opportunities for input and feedback into the Centre's development and service. Many have been with the Centre for over five years.

During the year, volunteers donated just under 5,000 hours, which equates to more than three full-time roles: an equivalent donation in excess of £50,000 (calculated using the London Living Wage).

Training

A programme of training is in place for staff and volunteers to ensure that a consistently high standard of education delivery takes place. The programme includes safeguarding and health and safety and the Centre has detailed policies for both of these and other areas. During the year, specialist training on autism and managing challenging behaviour was provided.

Aims and objectives

The Charity's object is to advance the education of the public and in particular those members of the public who have learning difficulties or other special needs, in subjects such as the environment and history especially in relation to Richmond Park. It welcomes children from both specialist SEND schools and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

Trustees' annual report (continued)

Key highlights in educational activities and operations

For the year ended 31 March 2020, the Holly Lodge Centre has welcomed a total of 7,810 visitors: of these, 5,888 were children, including 624 children with disabilities. The education team delivered 298 workshops across the year: 148 to children, or adults, with disabilities and 150 to mainstream children. This is a slight reduction on the prior year.

The team worked hard to reach out to people with the least access to Richmond Park and its natural beauty. The number of workshops for children or adults with disabilities increased by 6% from last year, with a total of 148 tailored workshops delivered to children and adults with a large range of disabilities and needs. The range of workshops available for older people was increased due to popular demand from visitors and the Centre delivered 13 specialist reminiscence workshops to older people from the local community.

The Centre delivered 17 free sessions to primary school children living in areas of deprivation. Using a dedicated transport fund, 21 transport bursaries were given to schools, which enabled 607 pupils to visit the Centre at a reduced cost.

Seasonal outdoor workshops for young adults with learning disabilities were piloted this year, supporting young adults attending learning programmes at Richmond Adult Community College, Sutton Mencap and Green Corridor.

Over the year, 20 different specialist schools for children with special education needs or disabilities have travelled to the Centre. As most London boroughs only have two or three specialist schools, the provision of service to 20 schools means that the Holly Lodge Centre is meeting the needs of schools right across West London and Surrey. A huge range of specialist education providers bring their classes to the Centre, these include Pupil Referral Units (for children excluded from mainstream school), schools for children with emotional and behavioural difficulties, schools for children with profound and multiple disabilities, those that support children with moderate or severe disabilities and schools which specialise in teaching children with autism.

To celebrate the bicentenary of Queen Victoria's birth, the team organised an extra special free workshop for young pupils at a local school in a deprived area. The pupils made calling cards, learned to bow, made Victorian soap and played games.

In February the Centre hosted youngsters from a specialist school for children with moderate learning difficulties, to a special day to celebrate amphibians. Using creative discovery and explorations alongside stories, drama, songs and crafts, the students learned about the life cycles, food and habitat.

The Centre was delighted to be awarded 'Outstanding' in the London in Bloom competition in the It's Your Neighbourhood category. This is the highest award possible and was awarded to our garden and nature trail, a reflection of the hard work our volunteer teams put into maintaining them.

The education team captures feedback from teachers and group leaders at the end of every session, checking on the quality of the delivery, engagement of the participants and whether the session met objectives. The feedback is overwhelmingly positive, with 100% of sessions rated good or above and 93% of sessions rated excellent.

The general programme of activities at the Centre is extremely varied. There is a weekly art project for adults with learning disabilities, a gardening programme for sixth formers with severe learning difficulties, a reminiscence project for older people and our schools programme. No two days at the Holly Lodge Centre are alike.

Trustees' annual report (continued)

School workshops

The Centre's core work is the delivery of the schools programme, as official education providers for Richmond Park. The Centre is visited by local mainstream schools and by specialist schools for children with special educational needs and disabilities from across London.

During the year, there were 274 school sessions and over 6,400 learner visits to the Centre, with 210 schools benefitting. The ratio of state schools to fee-paying schools remains high, with 81% of workshops delivered to state schools and 19% to fee-paying schools.

Due to funding provided by the Tesco Bags of Help scheme and fundraising events organised by the charity, 146 school children living in deprived areas were provided with free workshops.



Mainstream school sessions

The core programme for mainstream schools is provided to Early Years Foundation Stage, Key Stage 1 and Key Stage 2 pupils. The Centre has both indoor and outdoor facilities, with a Victorian classroom, Victorian pharmacy and an accessible two-acre nature trail. This allows the Centre to offer a broad range of National Curriculum linked workshops covering history, science, literacy and numeracy.

The most popular heritage sessions for mainstream school groups were the Victorian school sessions, where pupils dress as Victorian school children and travel back in time to have a lesson from 1859, with a schoolteacher from the era. The most popular outdoor workshops for mainstream school groups are the invertebrate and pond dipping sessions. Thanks to the biodiversity on the nature trail, children are able to discover a range of interesting wildlife during these sessions, including several types of dragonfly and damselfly nymphs, tadpoles, newt efts, cinnabar moth caterpillars and the all-round favourite, slugs.

*"This was fantastic! I have never seen my class so engaged.
Holly Lodge leaders are clearly passionate about what they do."
Holy Trinity School. Age 9-10.*

*"Very age appropriate, we love how hands on it is. Great place."
Broomwood House School, age 5-6 years.*

*"Really fun and lovely that the children had something to take home.
It had lots of links to history, science and maths."
East Sheen Primary, age 10-11 years.*

Trustees' annual report (continued)

SEND sessions

The Holly Lodge Centre is recognised by specialist schools as a centre of excellence in catering for children with disabilities. Both primary and secondary SEND schools visit the Centre, with some schools visiting several times across the school year. The Centre provides workshops to children with a huge range of disabilities and needs, from young people with behavioural difficulties to children with profound and multiple disabilities. The staff team and volunteers liaise closely with schools to provide creative, flexible, sensory sessions that meet the learning and accessibility needs of these pupils.

These sessions are bespoke and require extra planning time and resources, however staff and volunteers have considerable experience and training to adapt our provision to meet the needs of all. During the year, the Centre delivered tailored sessions to 624 children with disabilities. Unlike mainstream schools where class sizes average at 30 pupils per class, specialist SEND schools have much smaller class sizes from four to eight pupils on average. In total 16 different specialist SEND schools travelled to the Holly Lodge Centre - most London boroughs have only one or two specialist schools.

*"Responsive, focused students and being able to touch and taste and smell stimuli made activity more relevant. The outdoor activity was very interactive."
Bedelsford School, age 11-15.*



*"This was a fantastic 'hands on' lesson that met the needs of a very wide range of SEND children. Excellent, they thoroughly enjoyed it. Both were first rate – the pictures for the social story were very useful too – thanks.
Clarendon Primary School; age 9-11 years.*

*"A lovely session, accessible to our most complex children who could not go on other outings."
Linden Lodge, Primary aged children.*

Trustees' annual report (continued)

The Centre offered a range of activities for school children with disabilities at the Centre, these included:

The Royal Parks Mission Invertebrate (MI) sessions – this year 17 bespoke workshops were delivered to children with disabilities. The Holly Lodge Centre adapted the MI sessions and were able to deliver sensory sessions to a broad range of SEND schools. The giant yellow meadow ant provided by the Royal Parks MI project was a huge hit during these workshops.



Gardening project – each week within the growing season (April - November) a class of sixth formers from a local school for children with severe learning difficulties attended the Centre for a gardening session. A team of volunteers maintain the garden and prepare all the tasks in advance for the pupils. The volunteers work alongside the pupils enabling them to tackle all areas of raising vegetables, herbs and flowers with one to one assistance. This year the pupils have helped to grow dahlias, zinnias and other flowers that have been used in reminiscence sessions.

Victorian Christmas workshops – during the last week of November and the whole of December the Centre is open only to schools and groups for children and adults with disabilities. These popular sessions are now limited to only three classes per school to enable as many schools as possible to access the project. The team delivered 21 Victorian Christmas workshops to disabled school children. These sessions involved sensory activities which brought history to life. Creating orange pomanders was the absolute favourite task this year.

Families

At the Holly Lodge Centre, services are targeted to families in need, with workshops and activities designed for those caring for children with disabilities or living in areas designated as deprived. Parents caring for children with disabilities have reported that there is a lack of provision of activities that caters for the whole family. They can find activities for their child with a disability or their siblings, but these divide their family. The staff and volunteers have worked hard to provide creative, fun activities that plug this gap. This year, during the school holidays, the following have been delivered:

Making memory days for families from Shooting Star Chase hospices, providing outdoor forest school activities adapted for children with life-limiting and life-threatening disorders and their siblings to take part in together.

Creative sensory days for families caring for children with disabilities supported by the charity Skylarks.

Drop-in garden days in the Isabella plantation and Roehampton Gate Gardens, alongside the Mission Invertebrate team. These were targeted at both families caring for children with disabilities and families living on the Roehampton estate. These were successful and many target families came into the park to take part in them.

Outdoor, nature-based art activity day for children with Downs Syndrome and their siblings from the local charity '21 and Co' during the summer. This involved a lot of mud paint!

Trustees' annual report (continued)

Adults

The Centre offers life-long learning in Richmond Park and has several projects for adults. This year the Centre delivered:

A **weekly art group** for adults with learning disabilities which runs throughout the year. Participants attend every week accompanied by a personal assistant or carer and are fortunate to have two very talented artists giving their time to the group on a voluntary basis. The group tackle projects using a huge variety of mediums and work on individual and group collaborations. The aim of the group is to improve and encourage fine motor skills, social communication and artistic talent. A highlight of the group's work this year was a group project creating the River Thames as it runs past Richmond Park, complete with the wildlife and the big houses of the Thames Arcadia.

A **reminiscence project** providing creative workshops for older people, designed to reduce social isolation, stimulate memories and provide new learning. The Centre was asked by care homes to increase the workshop offers, to enable them to come and visit the Centre more often. In response two new workshops were devised for these learners; a seasonal art session and a Victorian artefact workshop. Volunteers also created and planted up a trough of herbs outside the Victorian pharmacy for those visitors who cannot walk to the garden, to pick and smell. These workshops have a positive impact on the well-being of the life-long learners.

Learning sessions for adults with learning disabilities. This year volunteers have worked with Richmond Adult Community College to deliver three seasonal outdoor workshops that correspond with the learning programme for the young adults they support. This has been a very successful collaboration and the Centre is looking forward to welcoming these college students back. Volunteers were also able to offer an outdoor workshop to young adults with learning disabilities studying at Green Corridor and Christmas workshops to groups from Entirety (adults with learning disabilities) and SeeAbility (adults with visual impairments and other disabilities).

The Centre was visited twice by a **wellbeing adults' group from the Grenfell Tower area**, who enjoyed a session on the nature trail and a workshop in the pharmacy.

*"The smell of essential oils and Pears soap triggered
fabulous memories of bath times in old tin baths!"
Richmond Good Neighbours.*

*"Our residents enjoyed walking in the sunshine along the nature trail.
They engaged with enthusiasm in the art workshop session and were delighted to plant violas."
Sherwood Grange Care Home*

Community

Due to the expertise in working with groups with additional needs, the Holly Lodge Centre has links with many community groups in the boroughs neighbouring Richmond Park. The flexible staff and volunteer team offer a range of adaptable sessions and these are taken up by a wide range of community groups. These groups all support individuals or families who would find accessing Richmond Park difficult. Many of the community groups or voluntary organisations support children or adults with disabilities and have been mentioned previously in this report.

In total across the year the Centre delivered 39 workshops to local community groups. This benefited 367 learners (both adults and children) supported by vital voluntary organisations. This work has increased accessibility to this Royal Park for some of the most vulnerable people in our local area.

Trustees' annual report (continued)

Community (continued)

During the year, workshops were delivered to:

- Uniform groups – Beavers, Rainbows and Cubs
- Young Carers groups from three different London boroughs
- Children and their families from Children's Hospices
- Children and their families supported by Skylarks (a charity for families caring for children with disabilities)
- Children with autism supported by Knots Arts
- Children with Downs Syndrome and their families from 21andCo
- Refugee Action in Kingston
- Community cycling group from Westminster (who live beneath Grenfell tower)
- Groups supporting older people living in the community
- Care homes for older people
- Voluntary organisations providing day-care services to adults with learning disabilities and visual impairments.

"Our families were welcomed on arrival. Knowledgeable and emotionally intelligent staff worked with whole families. The parents enjoyed being included and taking part with their children. I think you covered everything very well. The staff and volunteers seem to have thought of everything (even providing a snack just at the right time). A very memorable experience."
Families from Refugee Action Kingston.

Events

Special events during the year included:

Celebrating 25 years of the National Lottery which provided funding for improvements in the Isabella Plantation. There was a family activity walk aimed at pre-school children, using stories and nature-based crafts we led families around this beautiful part of Richmond Park. The event was so successful that a pilot project of regular sessions is now planned for next year.

Syon Park Countryside Day with the Countryside Learning Alliance. The team spent the day in the abundant wildflower meadow at Syon Park teaching 300 urban school children about wildflower identification.

The Centre celebrated 25 years of the Holly Lodge Centre. The charity's work has grown hugely over this quarter century with thousands of learners now coming through the gates. However, the charity remains small with community volunteers at its heart.



Trustees' annual report (continued)

Plans for the future

The delivery of learning workshops has increased over the past few years and now the Centre has a fully booked diary for most of the year. The aim is to continue operating at this capacity and further target workshops to ensure more disabled or vulnerable children and adults can access them.

- Increased provision of Mission Invertebrate workshops for children with disabilities.
- Increased provision of holiday activities for children with disabilities and their families to access together.
- Early Years pilot project providing family activity walks targeted at pre-school children in the Isabella plantation.
- Increased offer of free workshops for schools in deprived areas of London.

Coronavirus and the closure of the Holly Lodge Centre in March 2020

The Holly Lodge Centre was obliged to close due to the Covid-19 pandemic and subsequent lockdown in March. The trustees took the decision to place the three staff members onto the government furlough scheme from 1 April. Consulting closely with The Royal Parks, and following the government guidelines, the Centre remained closed until July 2020. Closure of the Holly Lodge Centre, as well as that of schools, will have a significant impact on the work of the charity in the next financial year, however access to nature for children remains as vital as ever. The Centre has been fortunate to continue to receive funding from some key donors, for which the trustees are most grateful.

In the opinion of the trustees, having taken all possible actions to reduce costs and maintain income, the Centre should be able to survive the impact on its financial position and be in a position, once more, to deliver services.

Financial review

Total income was £9,105 higher than the previous year, primarily as the result of continued good work on donations, higher by £5,699, and visitor income £2,743 higher than the prior year. The Centre consistently raises about 15% of its income from visitors and is, therefore, heavily dependent on the income-generating events and on donations to maintain its activities. The Centre receives no central or local government direct funding. The Trustees are very grateful to the Centre's donors and supporters for their generosity during the year.

Total expenditure, at £114,303, was £8,027 higher than the previous year. Most of the increase (£8,380) was attributable to increases in salary and headcount: the latter by a further 0.4 part-time role, to deal with the increasing workload and activities that cannot easily, or efficiently, be carried out by volunteers.

As set out in note 7 to the accounts, fundraising costs amounted to £28,766 or about 25% of total costs (2019: £26,531 or 24%), of which £13,533 (about 11%) relates to the direct costs of fundraising events. This leaves a balance of £15,233 (2019: £15,122) of other costs which equates to about 14% of total costs, reflecting the time spent by the Centre Manager and other staff on fundraising. The management of events and other fundraising is dependent on volunteers.

Funds and reserves policy

Total funds at the end of the year were £96,659 (2019: £87,618), of which £12,477 related to restricted funds and £84,183 (2019: £73,116) in respect of unrestricted funds. Unrestricted funds comprise a designated reserve of £30,000 (2019: £30,000), to reflect contingencies, leaving a balance of £54,183 (2019: £43,116) in free reserves.

The balance of free reserves represents 6.0 months (2019: 6.9 months) of the total relevant expenditure for the year. The Trustees believe that this level is in line with their policy of holding reserves of no less than six months, and no more than twelve months, of operating expenditure.

Trustees' annual report (continued)

Risk management

Every educational activity has a current risk assessment, which is reviewed on a regular basis. In addition there are policies and procedures for more general matters such as health and safety and safeguarding.

Public benefit

The Trustees confirm that they have paid due regard to the guidance on public benefit published by the Charity Commission. They are of the opinion that the activities of the Charity provide public benefit within the spirit of that guidance.

Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006: and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Independent Examiner

Mary Ryan (Chartered Certified Accountant and Registered Auditor) has been appointed as the Charity's Independent Examiner for the year and has expressed her willingness to act in that capacity.

Approval

Approved by the Trustees on 2 November 2020 and signed on their behalf by:

James Middlehurst –Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2020 set out on pages 12 to 18.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Ryan FCCA, Cert PFS
t/a Ark Accountancy
Chartered Certified Accountant
31 Cheam Road, Ewell
Epsom, Surrey
KT17 1QX

2 November 2020

Statement of financial activities for the year ended 31 March 2020

			2020 Restricted income funds £	Total this year £	2019 Total last year £
	Note	Unrestricted funds £			
Income and endowments from:					
Donations and legacies	3	39,184	39,244	78,428	72,729
Fundraising events	4	24,785	-	24,785	24,274
Investment income	5	481	-	481	328
Educational activities	6	19,650	-	19,650	16,908
Total income		84,100	39,244	123,344	114,239
Expenditure on:					
Educational activities		(44,268)	(41,269)	(85,537)	(79,745)
Fundraising and event costs		(28,766)	-	(28,766)	(26,531)
Total expenditure	7	(73,034)	(41,269)	(114,303)	(106,276)
Net income/(expenditure)		11,066	(2,025)	9,041	7,963
Transfers between funds		-	-	-	-
Net movement in funds		11,066	(2,025)	9,041	7,963
Total funds brought forward		73,116	14,502	87,618	79,655
Total funds carried forward		84,182	12,477	96,659	87,618

The notes on the following pages form part of these accounts.

The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2020

	Note	2020	2019 £	£
Fixed assets				
Tangible fixed assets	8	-	-	
			-	-
Current assets				
Debtors	9	8,222	7,728	
Deposit accounts		50,000	50,000	
Cash at bank and in hand		56,369	36,118	
		114,591	93,846	
Creditors falling due within one year				
Deferred income		(16,350)	(3,710)	
Creditors and accrued expenditure	10	(1,582)	(2,518)	
		(17,932)	(6,228)	
Net current assets		96,659		87,618
Total net assets		96,659		87,618
Funds				
Unrestricted funds				
General		54,182	43,116	
Designated		30,000	30,000	
		84,182		73,116
Restricted funds				
IT and related		946	1,308	
Transport		5,655	4,633	
Other		5,876	8,561	
		12,477		14,502
Total funds	11	96,659		87,618

The notes on the following pages form part of these accounts.

Approved by the Trustees on 2 November 2020 and signed on their behalf by:

David McLaughlin – Honorary Treasurer

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straightline basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
 - *Garden furniture* *five years*
 - *Office equipment* *three years*
 - *Other assets* *three years*
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 7).

2. Taxation

The Trustees are of the opinion that the Charity is exempt from Corporation Tax on its charitable activities.

3. Donations and legacies

	2020	2019
	£	£
Restricted grants	39,244	45,048
Unrestricted grants	16,110	19,150
Gifts and donations, including Gift Aid	22,074	8,531
	<hr/>	<hr/>
Total donations and legacies	78,428	72,729
	<hr/>	<hr/>

Notes to the accounts (continued)

4. Fundraising

	2020 £	2019 £
Income raised from ticket sales and other event income	24,785	24,274

5. Investment income

	2020 £	2019 £
Bank interest	481	328

6. Educational activities

	2020 £	2019 £
Income generated by visitors attending educational activities	19,650	16,908

7. Total expenditure

	Educational activities	Fund- raising	Total 2020 £	Total 2019 £
Activity costs	10,289	-	10,289	11,456
Costs of events	-	13,533	13,533	11,409
Marketing	-	274	274	421
Depreciation	-	-	-	2,726
Payroll expenses	64,109	12,139	76,248	67,868
Volunteer expenses	1,846	-	1,846	925
Training	901	-	901	642
IT costs	364	122	486	1,876
Repairs and maintenance	1,286	432	1,718	839
Office costs	5,689	1,913	7,602	7,171
Professional fees	10	3	13	333
Finance charges	326	109	435	(47)
Trustee expenses	156	52	208	7
Independent examination fees	561	189	750	650
Total expenditure	85,537	28,766	114,303	106,276

Notes to the accounts (continued)

8. Tangible fixed assets

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2019	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2020	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2019	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
At 31 March 2020	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2020	-	-	-	-	-
At 31 March 2019	-	-	-	-	-

Tangible fixed assets have been fully depreciated but are still in use by the Holly Lodge Centre on a daily basis, with appropriate maintenance.

9. Debtors

	2020 £	2019 £
Debtors	8,222	7,704
Prepayments	-	24
Total debtors	8,222	7,728

10. Creditors

	2020 £	2019 £
Accounts payable	271	19
Accruals	1,311	2,499
Total creditors	1,582	2,518

Notes to the accounts (continued)

11. Movement in funds

	At 1 April 2019 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2020 £
Unrestricted funds					
General funds	43,116	84,100	(73,034)	-	54,182
Designated funds	30,000	-	-	-	30,000
Total unrestricted funds	73,116	84,100	(73,034)	-	84,182
Restricted funds					
IT and related	1,308	-	(362)	-	946
Transport	4,633	5,048	(4,026)	-	5,655
Other	8,561	34,196	(36,881)	-	5,876
Total restricted funds	14,502	39,244	(41,269)	-	12,477
Total funds	87,618	123,344	(114,303)	-	96,659

12. Analysis of net assets between funds

As at 31 March 2020

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	1,222	7,000	8,222
Deposits	50,000	-	50,000
Cash	50,892	5,477	56,369
Current liabilities			
Creditors	(1,582)	-	(1,582)
Deferred income	(16,350)	-	(16,350)
Net current and total assets	84,182	12,477	96,659

As at 31 March 2019

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	728	7,000	7,728
Deposits and cash	50,000	-	50,000
Cash	28,616	7,502	36,118
Current liabilities			
Creditors	(2,518)	-	(2,518)
Deferred income	(3,710)	-	(3,710)
Total assets	73,116	14,502	87,618

Notes to the accounts (continued)

13. Related parties

The Holly Lodge Centre was founded in 1994 as part of the Royal Parks education programme. Its aim was to provide an inspirational space to experience Richmond Park. It became a separate charity in 1999 but maintains a close relationship with The Royal Parks and operates in and from land and buildings owned by The Royal Parks. That property is occupied under a licence which was renewed on 4 June 2015 and under which a notional rent is paid (which also covers services provided). The licence expired on 1 June 2020 and was renewed for a further five years. The Trustees recognise that the value to the Charity of the occupation exceeds the notional rent. Due to the unique nature of the property, however, it has not been possible to attribute a value in the accounts. The Trustees would like to express their thanks to The Royal Parks for this continuing and essential support.

14. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2019: nil). Expenses amounting to £208 were reimbursed to Trustees (2019: £7).

15. Employees

No employee received emoluments in excess of £60,000 during the period (2019: nil). The average number of people employed during the period was:

	2020	2019
Part-time	3.0	2.0
Full-time equivalent	2.1	1.8

Employee costs were:

	2020	2019
	£	£
Salaries	70,117	62,304
Social security costs	3,705	3,439
Pension contributions	2,426	2,125
Total employee costs	76,248	67,868

16. Pension schemes

The Charity does not operate a corporate pension scheme. However, it does make contributions to employees' personal pension schemes. Those contributions are accounted for as they become payable.

17. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £1,846 were incurred in respect of, or reimbursed to, volunteers (2019: £925). During the period under review volunteers worked a total of 5,000 hours (2019: 6,000 hours).