

**Elford Hall Garden Project**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 December 2019**

**BSN ASSOCIATES LIMITED**

Chartered accountants  
3B Swallowfield Courtyard  
Wolverhampton Road  
Oldbury  
West Midlands  
B69 2JG

**Elford Hall Garden Project**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 December 2019**

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# **Elford Hall Garden Project**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

#### **Year ended 31 December 2019**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 December 2019.

#### **Reference and administrative details**

<b>Registered charity name</b>	Elford Hall Garden Project
<b>Charity registration number</b>	1125043
<b>Company registration number</b>	06276519
<b>Principal office and registered office</b>	The Gardener's House Elford Hall Garden Church Road Elford Tamworth B79 9DA Staffordshire

#### **The trustees**

Mr G Delderfield  
Mr T B Derenzy Jones  
Mr R M Oakley  
Mr R Thompson  
Mr D G Watton  
Mr B S Crutchley  
Mr C R J Middlemore  
Mr G Cox (Appointed 15 July 2019)  
Mrs U C Middlemore

**Company secretary** Mr Gary Delderfield

**Independent examiner** Hannah Justice FCA FCCA on behalf of BSN Associates Limited  
3B Swallowfield Courtyard  
Wolverhampton Road  
Oldbury  
West Midlands  
B69 2JG

**Elford Hall Garden Project**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***  
**Year ended 31 December 2019**

**Structure, governance and management**

The charity is a company limited by guarantee.

The Elford Hall Garden Project trustees are, strictly speaking, directors of the company as the charity is set up as a company limited by guarantee. One third of the trustees retire each year at the AGM by rotation but are eligible for re-election.

Our Trustee Board normally meet once every two months. Our Trustees come from a wide range of backgrounds and bring a wealth of expertise and knowledge to the Project.

The company's governing provisions are set out in its Memorandum and Articles of Association.

**Our Patron**

The charities patron is Matthew Ellis, the Police & Crime Commissioner for Staffordshire.

Matthew has been an influential supporter of the Project since its inception.

**Members**

The company does not have shares but instead has members who act as guarantors. Members are known as the Friends of the Walled Garden. The members have each undertaken to contribute up to £10 to the assets of the company in the event of it being wound up during such a time that he or she continues to be a member.

**Objectives and activities**

The charity was established to take on the task of restoring Elford Hall Garden, a Georgian walled garden in the Staffordshire village of Elford.

Our objectives:

- a. To preserve, restore, repair and maintain for the public benefit Elford Hall Garden including the wall, buildings and the gardener's cottage belonging to the Garden.
- b. To provide or assist in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the inhabitants of the area of benefit without distinction of sex or of political, religious or other opinions.
- c. To advance education in the rural heritage and historical background of Elford Hall Garden.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

# **Elford Hall Garden Project**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2019**

#### **Achievements and performance**

Following the securing of a Heritage Lottery Fund grant in December 2009, and the charity became the official tenant of the garden in January 2010.

The garden, that once contained half a mile of fruit trees, was overgrown and the adjacent Victorian cottage was in a state of disrepair. Nevertheless, the site was not beyond restoration but work was needed, not only to preserve our heritage but also to create an asset for future generations.

This work is being undertaken by a combination of dedicated volunteers and professional contractors with the support of funders, sponsors and members.

During the period work has progressed with some work on the boathouse, the outbuildings and grounds being carried out as well as the general upkeep of the gardens.

The boathouse, originally completed in 1883, provides access to and from the River Tame, whilst at the same time providing a wildlife hide. Other building work was carried within the Garden House, the remaining out-buildings attached to the South Wall, brickwork to cap off the wall to the vine house and the potting shed at the rear of the house.

#### **Financial review**

The charities total incoming resources for the period were £28,330 which were generated primarily from donations received from the public and various organisations and fundraising activities organised by volunteers. The total resources expended of the charity were £33,464 and represent the costs incurred to enable the charity to carry out its operations. The charity made a deficit for the period of £5,134.

The terms of the funding govern when an asset is transferred from restricted to unrestricted fund. Each funder is free to determine his own restrictions. The main restriction outstanding at the period end relate to the following funders:

Heritage Lottery Fund - Funds to remain restricted until 9th December 2034 (25 years from offer letter) or until assets are fully depreciated.

Awards for All - Funds to remain restricted until 1st August 2035 (25 years from offer letter) or until assets are fully depreciated.

#### **Plans for future periods**

We intend to keep maintaining the garden and the outbuildings relating to it to the highest standard.

#### **Public Benefit**

The trustees consider they have complied with the duty of Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

The charity provides grants for the public benefit which support the work, growth and development of organisations that meet its policies.

# **Elford Hall Garden Project**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 December 2019**

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 30 September 2020 and signed on behalf of the board of trustees by:

A handwritten signature in black ink, appearing to read 'D. Watton', with a long horizontal flourish extending to the right.

Mr D G Watton  
Trustee



# **Elford Hall Garden Project**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Elford Hall Garden Project**

**Year ended 31 December 2019**

I report to the trustees on my examination of the financial statements of Elford Hall Garden Project ('the charity') for the year ended 31 December 2019.

#### **Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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.

*BSN Associates Limited*

Hannah Justice FCA FCCA on behalf of BSN Associates Limited  
Independent Examiner

3B Swallowfield Courtyard  
Wolverhampton Road  
Oldbury  
West Midlands  
B69 2JG

30 September 2020

**Elford Hall Garden Project**  
**Company Limited by Guarantee**  
**Statement of Financial Activities**  
**(including income and expenditure account)**  
**Year ended 31 December 2019**

		2019	2018
		Unrestricted funds	Restricted funds
	Note	£	£
		Total funds	Total funds
		£	£
<b>Income and endowments</b>			
Donations and legacies	5	16,344	—
Charitable activities	6	10,259	—
Fundraising activities	7	1,727	—
Investment income	8	—	—
<b>Total income</b>		<u>28,330</u>	<u>—</u>
<b>Expenditure</b>			
Expenditure on raising funds:			
Costs of raising donations and charitable activities	9	25,293	6,363
Costs of fundraising activities	10	1,808	—
<b>Total expenditure</b>		<u>27,101</u>	<u>6,363</u>
<b>Net expenditure and net movement in funds</b>			
		<u>1,229</u>	<u>(6,363)</u>
<b>Reconciliation of funds</b>			
Total funds brought forward		<u>156,513</u>	<u>168,194</u>
<b>Total funds carried forward</b>		<u>157,742</u>	<u>161,831</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 8 to 14 form part of these financial statements.



**Elford Hall Garden Project**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 December 2019**

	Note	2019 £	2018 £
<b>Fixed assets</b>			
Tangible fixed assets	15	240,766	251,913
<b>Current assets</b>			
Debtors	16	486	—
Cash at bank and in hand		80,620	72,794
		<u>81,106</u>	<u>72,794</u>
<b>Net current assets</b>		<b>81,106</b>	<b>72,794</b>
<b>Total assets less current liabilities</b>		<b>321,872</b>	<b>324,707</b>
<b>Creditors: amounts falling due after more than one year</b>	17	<b>2,299</b>	<b>—</b>
<b>Net assets</b>		<b><u>319,573</u></b>	<b><u>324,707</u></b>
<b>Funds of the charity</b>			
Restricted funds		161,831	168,194
Unrestricted funds		157,742	156,513
<b>Total charity funds</b>	18	<b><u>319,573</u></b>	<b><u>324,707</u></b>

For the year ending 31 December 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 30 September 2020, and are signed on behalf of the board by:



Mr D G Watton  
Trustee

The notes on pages 8 to 14 form part of these financial statements.

**Elford Hall Garden Project**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements**  
**Year ended 31 December 2019**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is The Gardener's House Elford Hall Garden, Church Road, Elford, Tamworth, B79 9DA, Staffordshire.

**2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

The entity constitutes a public benefit entity as defined in FRS102.

**Going concern**

There are no material uncertainties about the charity's ability to continue.

**Disclosure exemptions**

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. As such, advantage has been taken of the following disclosure exemptions available under FRS 102:

No cash flow statement has been presented for the charity.

Disclosures in respect of financial instruments have not been presented.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

No significant judgements or estimates have been made in the preparation of these accounts.

# **Elford Hall Garden Project**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

#### **Year ended 31 December 2019**

#### **3. Accounting policies** *(continued)*

##### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees, in furtherance of the general objectives of the charity, and which have not been designated for other purposes. Designated funds are unrestricted funds that have been set aside by the trustees for a specific, but not legally binding, purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donors within the objects of the charity. Expenditure that meets these criteria is charged to the fund.

##### **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# Elford Hall Garden Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2019

#### 3. Accounting policies *(continued)*

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Assets which are purchased for a project from restricted funds are available for general use at the conclusion of that project, and accordingly their purchase cost is transferred to general funds at that point. Depreciation of such assets is similarly charged to the appropriate restricted fund until the conclusion of the project and then transferred to general funds.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Leasehold Improvements	- Over the term of the lease
Fixtures, Fittings and Equipment	- 4 years, straight line basis

#### 4. Limited by guarantee

The company is limited by guarantee and the liability of the members is limited by £10.



# Elford Hall Garden Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
<b>Donations</b>				
Donations	16,344	16,344	8,761	8,761

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Allotments	616	616	1,151	1,151
Wedding fee	1,325	1,325	1,650	1,650
Revenue from visits	2,950	2,950	2,405	2,405
Subscriptions	2,940	2,940	2,060	2,060
Calendar sales	625	625	—	—
Cider sales	1,803	1,803	—	—
	10,259	10,259	7,266	7,266

#### 7. Fundraising activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Fundraising events	1,727	1,727	21,284	21,284

#### 8. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest receivable	—	—	29	29

#### 9. Costs of raising donations and charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Sundry costs	621	—	621
Utilities and company secretarial	3,046	—	3,046
Repairs & maintenance	5,818	—	5,818
Insurance	2,748	—	2,748
Gardening costs	1,573	—	1,573
Volunteer expenses	1,335	—	1,335
Clothing	—	—	—
Visit costs	797	—	797
Stationery, Postage & Printing	315	—	315
Depreciation	8,292	6,363	14,655
Legal and professional fees	685	—	685
Bank Charges	63	—	63
	25,293	6,363	31,656



# Elford Hall Garden Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 December 2019

#### 9. Costs of raising donations and charitable activities contd.

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Sundry costs	208	—	208
Utilities and company secretarial	2,442	—	2,442
Repairs & maintenance	6,907	—	6,907
Insurance	2,809	—	2,809
Gardening costs	1,951	—	1,951
Volunteer expenses	1,139	—	1,139
Clothing	190	—	190
Visit costs	582	—	582
Stationery, Postage & Printing	—	—	—
Depreciation	8,990	6,367	15,357
Bank Charges	60	—	60
	<u>25,278</u>	<u>6,367</u>	<u>31,645</u>

#### 10. Costs of fundraising activities

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Fundraising expenditure	<u>1,808</u>	<u>1,808</u>	<u>12,024</u>	<u>12,024</u>

#### 11. Staff costs

No salaries or wages have been paid to employees, including the members of the committee, during the period.

The charity does not employ any staff, and it is not possible to quantify the financial benefit obtained from voluntary activities undertaken by the trustees and other volunteers.

#### 12. Net expenditure

Net expenditure is stated after charging/(crediting):

	2019 £	2018 £
Depreciation of tangible fixed assets	<u>14,656</u>	<u>15,357</u>

**Elford Hall Garden Project**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 December 2019**

**13. Independent examination fees**

There was no independent examiners fee for the period

**14. Trustee remuneration and expenses**

No trustee received any remuneration or expenses in respect of their duties as trustees during the year other than reimbursement of expenses incurred on behalf of the charity.

**15. Tangible fixed assets**

	Land and buildings £	Equipment £	Total £
<b>Cost</b>			
At 1 January 2019	312,716	92,812	<b>405,528</b>
Additions	—	3,509	<b>3,509</b>
<b>At 31 December 2019</b>	<u>312,716</u>	<u>96,321</u>	<u><b>409,037</b></u>
<b>Depreciation</b>			
At 1 January 2019	70,125	83,490	<b>153,615</b>
Charge for the year	9,229	5,427	<b>14,656</b>
<b>At 31 December 2019</b>	<u>79,354</u>	<u>88,917</u>	<u><b>168,271</b></u>
<b>Carrying amount</b>			
<b>At 31 December 2019</b>	<u>233,362</u>	<u>7,404</u>	<u><b>240,766</b></u>
At 31 December 2018	<u>242,591</u>	<u>9,322</u>	<u>251,913</u>

**16. Debtors**

	2019 £	2018 £
Other debtors	<u>486</u>	<u>—</u>

**17. Creditors: amounts falling due after more than one year**

	2019 £	2018 £
Other creditors	<u>2,299</u>	<u>—</u>

**18. Analysis of charitable funds**

**Unrestricted funds**

	At 1 January 2019 £	Income £	Expenditure £	At 31 December 2019 £
Unrestricted Fund	<u>156,513</u>	<u>28,330</u>	<u>(27,101)</u>	<u><b>157,742</b></u>

# Elford Hall Garden Project

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 December 2019

#### 18. Analysis of charitable funds contd.

	At 1 January 2018	Income	Expenditure	At 31 December 2018
	£	£	£	£
Unrestricted Fund	<u>156,475</u>	<u>37,340</u>	<u>(37,302)</u>	<u>156,513</u>

#### Restricted funds

	At 1 January 2019	Income	Expenditure	At 31 December 2019
	£	£	£	£
Restricted Fund	<u>168,194</u>	<u>—</u>	<u>(6,363)</u>	<u>161,831</u>

	At 1 January 2018	Income	Expenditure	At 31 December 2018
	£	£	£	£
Restricted Fund	<u>174,561</u>	<u>—</u>	<u>(6,367)</u>	<u>168,194</u>

Restricted funds at 31 December 2018 and 31 December 2019 are the net book value of assets purchased with the Heritage Lottery grant.

All income during the period was unrestricted. The only restricted expenses incurred during the period relate to the depreciation of the restricted assets

#### 19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	78,935	161,831	<b>240,766</b>
Current assets	81,106	—	<b>81,106</b>
Creditors less than 1 year	(2,299)	—	<b>(2,299)</b>
<b>Net assets</b>	<u>157,742</u>	<u>161,831</u>	<u><b>319,573</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Tangible fixed assets	83,719	168,194	251,913
Current assets	72,794	—	72,794
Creditors less than 1 year	—	—	—
<b>Net assets</b>	<u>156,513</u>	<u>168,194</u>	<u><b>324,707</b></u>

#### 20. Related parties

No transactions with related parties were undertaken during the period.