

# **DIG IT COMMUNITY ALLOTMENT**

Charity Number 1157047

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH NOVEMBER 2020**



***Community  
Accounts Service***



# **DIG IT COMMUNITY ALLOTMENT**

## **CONTENTS**

**FOR THE PERIOD ENDED 30 NOVEMBER 2020**

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|                                   | Page  |
|-----------------------------------|-------|
| Receipts and Payments Account     | 1     |
| Statement of Assets & Liabilities | 2     |
| Notes to the financial statements | 3 - 4 |
| Independent Examiner's Report     | 5     |

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## DIG IT COMMUNITY ALLOTMENT

### RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 30 NOVEMBER 2020

|  | Note | 2020<br>Unrestricted<br>£ | 2020<br>Restricted<br>£ | 2020<br>Total<br>£ | 2019<br>Total<br>£ |
|--|------|---------------------------|-------------------------|--------------------|--------------------|
| <b>Receipts</b>                          |      |                           |                         |                    |                    |
| Other                                    |      | -                         | -                       | -                  | -                  |
| Donations                                |      | 1,492                     | -                       | 1,492              | 12                 |
| Grants                                   | 3    | -                         | 10,544                  | 10,544             | -                  |
| <b>Total receipts</b>                    |      | <b>1,492</b>              | <b>10,544</b>           | <b>12,036</b>      | <b>12</b>          |
| <b>Payments</b>                          |      |                           |                         |                    |                    |
| Marketing                                |      | -                         | -                       | -                  | 63                 |
| Administration Costs                     |      | 190                       | -                       | 190                | 1,194              |
| Sundries                                 |      | 39                        | 15                      | 54                 | 374                |
| Self employed                            |      | 513                       | 5,205                   | 5,718              | 1,699              |
| Rent of Allotments                       |      | 60                        | -                       | 60                 | 52                 |
| Allotment Expenses                       |      | 322                       | 712                     | 1,034              | -                  |
| Insurance                                |      | 142                       | -                       | 142                | 132                |
| Membership Fees                          |      | -                         | -                       | -                  | 135                |
| Project fees                             |      | -                         | 663                     | 663                | -                  |
| Professional Fees                        |      | 100                       | -                       | 100                | 100                |
| <b>Total payments</b>                    |      | <b>1,366</b>              | <b>6,595</b>            | <b>7,961</b>       | <b>3,749</b>       |
| <b>Net of Receipts<br/>/(Payments)</b>   |      | <b>126</b>                | <b>3,949</b>            | <b>4,075</b>       | <b>(3,737)</b>     |
| <b>Cash funds as at 30 November 2019</b> |      | <b>(1,842)</b>            | <b>2,394</b>            | <b>552</b>         | <b>4,289</b>       |
| <b>Cash funds as at 30 November 2020</b> |      | <b>(1,716)</b>            | <b>6,343</b>            | <b>4,627</b>       | <b>552</b>         |


Notes on pages 3 and 4 form part of these accounts

# DIG IT COMMUNITY ALLOTMENT

## STATEMENT OF ASSET AND LIABILITIES AS AT 30 NOVEMBER 2020

|   | Notes | 2020<br>£    | 2019<br>£    |
|---|-------|--------------|--------------|
| <b><u>Monetary Assets</u></b>                     |       |              |              |
| Cash at Bank & In Hand                            | 5     | 4,627        | 552          |
|   |       | <u>4,627</u> | <u>4,289</u> |
| <b><u>Represented by Funds</u></b>                |       |              |              |
| Restricted funds                                  |       | 6,343        | 2,394        |
| Unrestricted General Fund                         |       | (1,716)      | (1,842)      |
|   |       | <u>4,627</u> | <u>552</u>   |
| <b><u>Non Monetary Assets and Liabilities</u></b> |       |              |              |
| Fixed Assets                                      |       |              |              |
| Plant & Equipment                                 | 4     | 146          | 194          |
|   |       | <u>146</u>   | <u>194</u>   |
| Current Assets                                    |       |              |              |
| Prepayment (Insurance)                            |       | 24           | 33           |
|   |       | <u>24</u>    | <u>33</u>    |
| Creditors due within one year                     |       |              |              |
| Accountancy Fee                                   | 7     | 100          | 100          |
|   |       | <u>100</u>   | <u>100</u>   |
| <b>Total Assets Less Liabilities</b>              |       |              |              |
|   |       | <u>70</u>    | <u>127</u>   |

These accounts were approved by the Trustees and signed on their behalf by :

Signed: 

Date: 29th September 2021

T Horner

# DIG IT COMMUNITY ALLOTMENT

## NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 30TH NOVEMBER 2020

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in October 2005, with all revenue and expenses shown on a cash basis. Non-monetary Assets and Liabilities are shown as actual values at the end of the year.
2. Plant and Equipment is to be depreciated at the rate of 25% on a reducing balance basis.

| 3. Income                  | Unrestricted<br>£ | Restricted<br>£ | 2020<br>£     | 2019<br>£ |
|----------------------------|-------------------|-----------------|---------------|-----------|
| Uttlesford Wellbeing       | -                 | 4,968           | 4,968         | -         |
| Earth Oven Build           | -                 | 770             | 770           | -         |
| Essex Community Foundation | -                 | 4,806           | 4,806         | -         |
|                            | -                 | <b>10,544</b>   | <b>10,544</b> | -         |

### 4. Tangible Fixed Assets

|                                 | Plant &<br>Equipment |
|---------------------------------|----------------------|
| <b>Cost of Valuation</b>        |                      |
| As at 1st December 2019         | 1,226                |
| Additions                       | -                    |
| <b>As at 30th November 2020</b> | <b>1,226</b>         |
| <b>Depreciation</b>             |                      |
| As at 1st December 2019         | 1,032                |
| Charge for the year             | 49                   |
| <b>As at 30th November 2020</b> | <b>1,081</b>         |
| <b>Net book value</b>           |                      |
| <b>As at 30th November 2020</b> | <b>146</b>           |
| <b>As at 30th November 2019</b> | <b>194</b>           |

| 5. Cash funds         | 2020         | 2019       |
|-----------------------|--------------|------------|
| The Co Operative Bank | 4,627        | 552        |
|                       | <b>4,627</b> | <b>552</b> |

## DIG IT COMMUNITY ALLOTMENT

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2020

| 6. Debtors             | 2020<br>£ | 2019<br>£ |
|------------------------|-----------|-----------|
| Prepayment (Insurance) | 24        | 33        |
|                        | <u>24</u> | <u>33</u> |

| 7. Creditors    | 2020<br>£  | 2019<br>£  |
|-----------------|------------|------------|
| Accountancy Fee | 100        | 100        |
|                 | <u>100</u> | <u>100</u> |

### 8. Funds Analysis

|   | Balance at<br>01/12/2019<br>£ | Income<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfer<br>between funds | Balance at<br>30/11/2020<br>£ |
|---|-------------------------------|--------------------------|----------------------------|---------------------------|-------------------------------|
| <b>Unrestricted</b>                     | (1,842)                       | 1,492                    | (1,366)                    | -                         | (1,716)                       |
|   | <u>(1,842)</u>                | <u>1,492</u>             | <u>(1,366)</u>             | <u>-</u>                  | <u>(1,716)</u>                |
| <b>Restricted</b>                       | Balance at<br>30/11/2019<br>£ | Income<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfer<br>between funds | Balance at<br>30/11/2020<br>£ |
| Co-op Community Fund                    | -                             | 4,968                    | (4,593)                    | -                         | 375                           |
| Local Services fund                     | 2,137                         | #REF!                    | (324)                      | -                         | #REF!                         |
| Stansted passenger fund                 | 232                           | -                        | -                          | -                         | 232                           |
| Earth Oven Build                        | -                             | 770                      | (663)                      | -                         | 107                           |
| Essex County Council<br>Community Chest | 25                            | 4,806                    | (1,014)                    | -                         | 3,817                         |
|   | <u>2,394</u>                  | <u>#REF!</u>             | <u>(6,595)</u>             | <u>-</u>                  | <u>#REF!</u>                  |
| <b>Total Funds</b>                      | <u>552</u>                    | <u>#REF!</u>             | <u>(7,961)</u>             | <u>-</u>                  | <u>#REF!</u>                  |

# DIG IT COMMUNITY ALLOTMENT

## INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020

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I report on the accounts of Dig It Community Allotment for the year ended 30 November 2020 which are set out on pages one to four.

### **Respective responsibilities of trustees and examiner**

The Charity's Trustees 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 Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To 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 considerations 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

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

Shelley-Marie Rudling FMAAT MIP AATQB for and on behalf of:  
Community360, Winsley's House  
High Street, Colchester, Essex

Date 29th September  
2021







## **Annual Report**

**1<sup>st</sup> December 2019 – 30 November 2020**

In early 2020, we continued to fundraise for the Earth Oven Build and launched allotment sessions in February however with the changes of the pandemic in March 2020, all group projects were put on hold. The allotment was maintained by Bolette Pedersen who still regularly attended the allotment on Fridays and Ken, our volunteer who also helped to water and maintain the allotment following the winter. Lee Huggins, who was furloughed over the spring summer period initiated the re-design of the site to make it socially distanced, accessible and user friendly as well as being COVID safe. Once lockdown restrictions began to lift, the Friday session quickly resumed to include an enthusiastic and dedicated group of previous & new volunteers. As the need and referrals for our service grew, we continued to navigate the various lockdown restrictions and guidelines throughout the year and fundraiser to increase our delivery for the year to come.

### **Staff & Trustees**

Laura Thompson-Harper took over from Gill Brown as Project Coordinator at the end of 2019. The initial aim was for LTH to run admin remotely with Bolette Pedersen, both employed on a freelance basis to run the sessions. It became quickly apparent that the project coordinator role needed was more hands on than initially expected so LTH began getting more involved with the allotment site within her role as well. Lee Huggins joined our trustee board also at the end of 2019, alongside Rebecca Odegard, Tessa Horner and Helen Payne all remaining as trustees. Helen Payne and Tessa Horner have continued to offer support to LTH in the day to day running, administration and volunteer management of the charity where needed. Lee Huggins has had full involvement in developing the site and taking part in the sessions. He also supported us to rebrand as a charity to improve our reach and appeal as an organisation. Rebecca Glithero has supported with her knowledge of Dig It, fundraising ideas and administration relating to the handover from Gill Brown.

Ken, our long term volunteer joined by Lee and Aaron have been running the Tuesday sessions at Faircroft House to build the base of the Earth oven.

Dig It has worked closely with VCU, CVSU, Uttlesford Frontline and the Job Centre to increase volunteers.

## **Projects**

Our community projects this year have been limited due to the pandemic and this has had an impact through the fluctuation in our volunteer team and access to funds as a result of limited community fundraising. Our 'Victorian Edible Flowers' within the walled gardens at Bridge End has been put on hold due to the wellbeing of the allotment site and much needed development of this to make it COVID safe.

The Tuesday sessions at Faircroft House have involved caring for the trees and grounds outside this community venue have continued thanks to Ken, joined by Aaron and Lee is building the base of the Earth Oven. The plans to deliver the course have been put on hold until 2021, with a deposit being made to Jess Perry to secure our place for next year.

## **Funding**

Fundraising has been challenging this year, for two reasons, the pandemic and previous accounts history. The pandemic has made community fundraising challenging therefore we have focussed all our energies, like many other charities on funds from Trusts and Foundations.

This was also challenging due to funders highlighting our previous accounts as not demonstrating enough income to cover costs and late submissions of accounts to the charity commission in previous years. LTH made it a priority this year to improve our income for the benefit of the beneficiaries, project and site. This was enabled through the support awarded at the end of 2019 from Uttlesford Health and Wellbeing to fund LTH's role as project manager and support marketing and management of Dig It.

In early 2020, we held our last face-to-face fundraising event for the Earth Oven, a live music night at Faircroft House which was a huge success and great for community awareness. This was further supported by local councillors Cllr Asker & Cllr Freeman, donating to the Earth Oven project too through their individual funding as council members.

Waitrose allocated us funds directly as their token scheme was cancelled. We were also fortunate to receive COVID-19 Response Funding from Essex Community Foundation for our development of the site and sessions. In August 2020, we were also fortunate to be selected out of five other local community allotments to be featured on the Nuffield Health Television Advert, where Rogue Films gave us a donation of £800 for using the site. This was a great highlight for the Byrds Farm Allotment and enjoyed by many allotment holders and members of the community who also took part as extras on the day. There is a clear funding plan for local bids in 2021 and the accounts will support these further applications.

## **Site Development & Yields**

The allotment site has been completely transformed over this year. We learned early on that a lot of the sessions were being used for weeding and set to develop the plot to make it not only COVID safe but also accessible to all with lots for beneficiaries to take part in.

Lee Huggins built planters in defined rows down each section, weeding out all the plots, preparing the soil and tarping them over ready for spring. The toilet shed was given a facelift and made user friendly as had been avoided by many for some time. The greenhouse panels were also replaced to make use of it yet again.

LTH, LH, BP, volunteers and our valued neighbour Duncan then spent a lot of time identifying what we wanted to grow and preparing to propagate over the winter ready to plant next year. Plans for 2022 include a new summer house, decking area for outdoor gathering of volunteers, large polytunnel and revival of the peace garden area.

## **Future Plans**

We intend to run our Earth Oven Course early 2021.

Increase our sessions to three per week minimum.

Continue to develop our policies and procedures to support our volunteers.

Partner with other local charities who may make use of the site.

Run a community kitchen initiative pilot.