



# 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 2021**



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## 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	A Blessley R Hall (Treasurer) R Hillman (Secretary) D McLaughlin J Middlehurst S Perkes M Rowden L Waterman R Scalzo	<i>(appointed 10 April 2020)</i> <i>(retired 5 November 2020)</i> <i>(retired 2 November 2020)</i> <i>(retired 15 October 2020)</i> <i>(retired 10 April 2020)</i>
Company Secretary	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	<a href="http://www.thehollylodgecentre.org.uk">www.thehollylodgecentre.org.uk</a>	

## 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 2021. The previous report was for the year ended 31 March 2020. 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). During the year, three long-standing Trustees retired and the Board is particularly grateful for their contributions. 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 had three employee roles, equivalent to 2.2 full-time heads: 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 around 80 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 around 402 hours (much reduced on the prior year's 5,000 hours due to the impact of Covid). This equates to approximately 0.25 full-time roles: an equivalent donation in excess of £4,000 (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.

#### **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.

### Annual Education Report 2020 – 2021

The Holly Lodge Centre is a unique education centre, on the site of an 18th century farm. We have been the learning partner for The Royal Parks in Richmond Park since 1994.

The Centre offers visitors close encounters with the diverse wildlife, flora and distinct heritage of the park. Our aim has always been to increase access for all to Richmond Park and we specialise in working with children and adults with disabilities. The Centre provides interactive opportunities for all primary school children to meet the requirements of the National Curriculum in science, geography and history. Additionally, every learning session we offer can be tailored to meet the needs of children from specialist schools for children with special educational needs and disabilities (SEND), both primary and secondary. All our facilities and teaching sessions are adapted for use by visitors with disabilities and groups of all ages and abilities are welcome. We continue to hold the Learning Outside the Classroom Quality Badge and have also been awarded the Queen's Award for Voluntary Service.

The past year due to the Covid – 19 pandemic was very challenging for the Centre, as for most charities. On 20th March 2020, on the instructions of the Royal Park and according to government guidelines, we shut the Centre. Our entire staff team were furloughed after the first few weeks of lockdown. The Centre remained shut until late July 2020, with the staff team returning in a staged way. We also closed for the November 2020 lockdown and again in January 2021, reopening from March 8th 2021. Our staff team were furloughed throughout each lockdown and our volunteer teams were not allowed on site. We had to cancel many schools and community group bookings; we have included in this report the number of the sessions that were cancelled.



The weekly art group for adults with learning disabilities and our reminiscence project for older people both had to be paused entirely throughout the year. Our Victorian classroom and pharmacy were also closed for bookings.

Once the Centre had re-opened, with stringent Covid-19 measures which were overseen by The Royal Parks beforehand, we concentrated on providing workshops to those most in need. The challenges of the past year have led to creative problem solving at the Centre and a greater understanding of the vital need for access to nature and outdoor spaces for wellbeing, true for children and adults, especially those with a disability.

Returning to the Centre in July 2020 after the first lockdown, our initial challenge was reclaiming the outdoor areas which nature had swallowed up! All the paths in the garden and nature trail were covered by brambles and other plants, it was magical but inaccessible. Our volunteer teams rolled up their sleeves and re-claimed our paths, planters and walkways. However, we have kept some of the more overgrown areas, as we liked them!

We moved all of our school sessions to be entirely outdoor, changing our usual Victorian Christmas for children with disabilities to an outdoor Christmas sensory walk. It proved brilliantly successful and will now become part of our Christmas offer for specialist SEND (special educational needs and disabilities) schools in future.



July 2020



August 2020

## Education Delivery

### School groups

For much of 2020 schools have been closed or following government guidelines not to take pupils off site for school trips. The Holly Lodge Centre had 61 school bookings in March 2020, obviously most of these had to be cancelled. However, we did manage to deliver 16 school workshops on site – with 250 learners taking part. Of these sessions, 14 were workshops for children from specialist SEND schools, who brought their vulnerable pupils to the Centre as they knew and trusted us.

We converted our Victorian Christmas sessions to outdoor sensory trails, looking at how the natural world is part of Christmas celebrations. Despite having to close in November and cancel those bookings, we were able to deliver 8 in person Christmas sessions to children and young people with learning disabilities.

Our team were able to deliver 3 Forest School sessions for a local school for children with severe learning disabilities. These pupils aged 5 –7 years had not left school premises for trips before due to their high-level needs – the Holly Lodge Centre was able to provide them with safe and stimulating Forest School sessions, giving them the chance to learn through outdoor play.

2020 was the year of online learning and our team piloted a Victorian pharmacy session online with 2 classes of primary school pupils. It was a fun juxtaposition of Victorian and modern-day technology!

Some of the feedback from schools:

*Sarah and Anna were very helpful and really good with the boys. The Session was really hands on and engaging, good pace too!*

*That was the most amazing trip we have been on! Thank you so much for all the effort and love you put into making the experience such an appropriate and fun one! The pupils have said so many great things about this morning*

## Families

During the first lockdown we were contacted by Achieving for Children (the organisation who run all the children's services for Richmond and Kingston boroughs), they were supporting many families caring for children with disabilities who were desperate for safe outside spaces to take them to. Many children were shielding or had behaviour which made it difficult or unsafe to take them to playgrounds with other families. Throughout the summer and Easter holidays, as well as in March, we have opened the Holly Lodge Centre to these families who have suffered enormously during lockdown. Our team were able to provide tailored bespoke activity trails for families to safely take part in. These sessions were absolute highlights for many families from our neighbouring boroughs. We worked with three community groups to provide these sessions to the families they support, these were:

- Skylarks - a charity supporting parents with children with any disability in Richmond
- Kingston Parent/Carer Forum – a new organisation bringing together families with children with disabilities in Kingston
- 21 and Co – a charity supporting families whose children have Downs syndrome.

Over the past year we have been able to deliver 39 sessions to individual families caring for children with disabilities (44 were booked, 5 had to cancel).



Some of the feedback from the individual family workshops:

*"Y absolutely loved the trail and sensory experience especially the paints. It's so lovely to see my son so happy." (Mother of disabled child from Richmond)*

*"We have absolutely loved the experience. All the activities have been very creative, stimulating and sustainable. Really sorry I cannot think of any improvements. Friendly staff, safe place, well organised. Thank you!"*

*"Absolutely amazing! Didn't know what to expect! Totally exceeded our expectations, we normally avoid things like this with J because it can be too overwhelming and stressful!" family from Kingston Parent Carer Forum*

## Community Groups

As well as the community groups we worked with to support individual families listed above, we also worked with Kingston Young Carers and were able to offer the children they support an activity day in the October half term. The team provided 13 young carers aged 5 – 11 with a nature-based activity day. There was mud painting, bat spotting and jelly pond fun for these young people who had been more affected than most children by the pandemic.



We also provided young adults with learning disabilities who attend with 2 Christmas sensory workshops. To continue contact with the care homes who usually visit us, the team organised an art competition in the Autumn, with prizes to the best submissions. The overall winning entry was a piece of art which had been collaborated on by all the residents in Sherwood Grange care home.



We had a further 19 workshops for community groups booked for 2020, which had to be cancelled due to the pandemic.

## Highlights and Opportunities for the Holly Lodge Centre in 2021 - 2022

- Providing safe creative sessions for families who had been shielding, being the first place they had been able to take their children to.
- Shifting everything outdoors led to some creative ideas for activities and practical issues such as hand washing.
- Our on-going relationships with our local SEND schools meant they had confidence to bring their pupils to the Centre as the first (and often only) trips off school sites.
- Trialling digital online talks in our Victorian rooms, this will be an additional offer to schools in the future.
- Changing our Christmas sessions to be outdoors, we will keep the outdoor element of Christmas for all future workshops!
- Newly lined and redeveloped pond area made possible by funding from the Royal Parks Mission Invertebrate Project.

## Plans for 2021 – 2022

- Rebuild our volunteer team, this will include recruiting some new volunteers.
- We hope to be able to re-establish our art group for adults with learning disabilities.
- Further focus on working with SEND schools, including more Forest School sessions for children with severe learning disabilities which enable them to expand their learning over several visits.
- Restart the reminiscence project for older people particularly those affected by dementia
- Launch a new literacy session for mainstream school groups
- Provide forest school sessions for pupils with disabilities.
- Provide Mission Invertebrate sessions for pupils attending specialist SEND schools.

## 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 2020. Consulting closely with The Royal Parks, and following government guidelines, the Centre closed and the trustees placed the three staff members onto the government furlough scheme for significant periods during the financial year ending 31 March 2021. The closure of the Holly Lodge Centre, as well as that of schools, has had and will continue to 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 of £111,666 was £11,678 lower than the previous year, primarily as the result of the impact of Covid-19 with reduced donations (£11,159), lower visitor income (£19,146) and lower events (£24,785) than the prior year. 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 £92,185 was £22,118 lower than the previous year. Most of the decrease was attributable to lower activity (reduced events expenditure of £16,168).

As set out in note 7 to the accounts, fundraising costs amounted to £12,598 or about 14% of total costs (2020: £28,766 or 25%). The costs of fundraising events were low in the year due to the lack of events due to Covid. Fundraising costs in the year represents 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 £116,140 (2020: £96,659), of which £14,217 related to restricted funds and £101,923 (2020: £84,183) in respect of unrestricted funds. Unrestricted funds comprise a designated reserve of £30,000 (2019: £30,000), to reflect contingencies, leaving a balance of £71,923 (2019: £54,182) in free reserves.

The balance of free reserves represents 7.4 months (2020: 6.4 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

The Charity maintains a risk register which identifies the key risks and how these are managed. The Trustees review and approve this document annually.

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 2021. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2021 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 15 November 2021 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 2021 set out on pages 10 to 16.

### 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*

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

15 November 2021

**Statement of financial activities for the year ended 31 March 2021**

		Unrestricted funds £	2021 Restricted income funds £	Total this year £	2020 Total last year £
	Note				
<b>Income and endowments from:</b>					
Donations and legacies	3	36,624	30,645	<b>67,269</b>	78,428
Fundraising events	4	-	-	-	24,785
Investment income	5	421	-	<b>421</b>	481
Educational activities	6	505	-	<b>505</b>	19,650
Government grants (furlough scheme)	7	43,471	-	<b>43,471</b>	-
<b>Total income</b>		<b>81,021</b>	<b>30,645</b>	<b>111,666</b>	123,344
<b>Expenditure on:</b>					
Educational activities		(50,682)	(28,905)	<b>(79,587)</b>	(85,537)
Fundraising and event costs		(12,598)	-	<b>(12,598)</b>	(28,766)
<b>Total expenditure</b>	8	<b>(63,280)</b>	<b>(28,905)</b>	<b>(92,185)</b>	(114,303)
<b>Net Income/(expenditure)</b>		<b>17,740</b>	<b>1,741</b>	<b>19,481</b>	9,041
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>17,740</b>	<b>1,741</b>	<b>19,481</b>	9,041
<b>Total funds brought forward</b>		<b>84,183</b>	<b>12,477</b>	<b>96,659</b>	87,618
<b>Total funds carried forward</b>		<b>101,923</b>	<b>14,217</b>	<b>116,140</b>	96,659

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

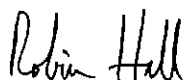
The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

**Balance sheet as at 31 March 2021**

	Note	2021	2020
		£	£
<b>Fixed assets</b>			
Tangible fixed assets	9	-	-
		-	-
<b>Current assets</b>			
Debtors	10	10,225	8,222
Deposit accounts		50,000	50,000
Cash at bank and in hand		75,311	56,369
		135,536	114,591
<b>Creditors falling due within one year</b>			
Deferred income		(18,350)	(16,350)
Creditors and accrued expenditure	11	(1,047)	(1,582)
		(19,397)	(17,932)
<b>Net current assets</b>		116,140	96,659
<b>Total net assets</b>		116,140	96,659
<b>Funds</b>			
<b>Unrestricted funds</b>			
General		71,923	54,182
Designated		30,000	30,000
		101,923	84,182
<b>Restricted funds</b>			
IT and related		14	946
Transport		5,681	5,655
Other		8,521	5,876
		14,217	12,477
<b>Total funds</b>	12	116,140	96,659

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

Approved by the Trustees on 15 November 2021 and signed on their behalf by:



Robin Hall – 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

	2021	2020
	£	£
Restricted grants	30,645	39,244
Unrestricted grants	9,000	16,110
Gifts and donations, including Gift Aid	27,624	23,074
	<hr/>	<hr/>
<b>Total donations and legacies</b>	<b>67,269</b>	<b>78,428</b>
	<hr/>	<hr/>

**Notes to the accounts (continued)****4. Fundraising**

	2021 £	2020 £
Income raised from ticket sales and other event income	-	24,785

**5. Investment income**

	2021 £	2020 £
Bank interest	421	481

**6. Educational activities**

	2021 £	2020 £
Income generated by visitors attending educational activities	505	19,650

**7. Government grants**

	2021 £	2020 £
Furlough grants – Covid-19 subsidies	43,471	-

**8. Total expenditure**

	Educational activities	Fund- raising	Total 2021 £	Total 2020 £
Activity costs	1,259	-	1,259	10,289
Cost of events	-	(2,497)	(2,497)	13,533
Marketing	-	399	399	274
Depreciation	-	-	-	-
Payroll expenses	71,780	12,667	84,447	76,248
Volunteer expenses	258	-	258	1,846
Training	204	-	204	901
IT costs	1,766	589	2,355	486
Repairs and maintenance	10	3	13	1,718
Office costs	3,647	1,216	4,863	7,602
Professional fees	10	3	13	13
Finance charges	127	42	169	435
Trustee expenses	5	1	6	208
Independent examination fees	522	174	696	750
<b>Total expenditure</b>	<b>79,587</b>	<b>12,598</b>	<b>92,185</b>	<b>114,303</b>

Cost of events reflects refunds of subscriptions relating to cancelled events.

**Notes to the accounts (continued)****9. Tangible fixed assets**

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
<b>Cost</b>					
At 1 April 2020	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
<b>At 31 March 2021</b>	<b>5,923</b>	<b>3,156</b>	<b>8,061</b>	<b>12,101</b>	<b>29,241</b>
<b>Depreciation</b>					
At 1 April 2020	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
<b>At 31 March 2021</b>	<b>5,923</b>	<b>3,156</b>	<b>8,061</b>	<b>12,101</b>	<b>29,241</b>
<b>Net book value</b>					
<b>At 31 March 2021</b>	-	-	-	-	-
<b>At 31 March 2020</b>	-	-	-	-	-

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

**10. Debtors**

	2021 £	2020 £
Debtors	9,500	8,222
Other debtors	725	-
<b>Total debtors</b>	<b>10,225</b>	<b>8,222</b>

**11. Creditors**

	2021 £	2020 £
Accounts payable	89	271
Accruals	958	1,311
<b>Total creditors</b>	<b>1,047</b>	<b>1,582</b>

## Notes to the accounts (continued)

## 12. Movement in funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2021 £
<b>Unrestricted funds</b>					
General funds	54,182	81,021	(63,280)	-	71,923
Designated funds	30,000	-	-	-	30,000
<b>Total unrestricted funds</b>	<b>84,182</b>	<b>81,021</b>	<b>(63,280)</b>	<b>-</b>	<b>101,923</b>
<b>Restricted funds</b>					
IT and related	946	-	(932)	-	14
Transport	5,655	26	-	-	5,681
Other	5,876	30,619	(27,973)	-	8,521
<b>Total restricted funds</b>	<b>12,477</b>	<b>30,645</b>	<b>(28,905)</b>	<b>-</b>	<b>14,217</b>
<b>Total funds</b>	<b>96,659</b>	<b>116,666</b>	<b>(92,185)</b>	<b>-</b>	<b>116,140</b>

13. Analysis of net assets between funds  
As at 31 March 2021

	Unrestricted £	Restricted £	Total £
<b>Fixed assets</b>			
Tangible fixed assets	-	-	-
<b>Current assets</b>			
Debtors	10,225	-	10,225
Deposits	50,000	-	50,000
Cash	61,094	14,217	75,311
<b>Current liabilities</b>			
Creditors	(1,047)	-	(1,047)
Deferred income	(18,350)	-	(18,350)
<b>Net current and total assets</b>	<b>101,923</b>	<b>14,217</b>	<b>116,140</b>

## As at 31 March 2020

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

## Notes to the accounts (continued)

### 14. 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.

### 15. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2020: nil). Expenses amounting to £6 were reimbursed to Trustees (2020: £208).

### 16. Employees

No employee received emoluments in excess of £60,000 during the period (2020: nil). The average number of people employed during the period was:

	2021	2020
Part-time	3.0	3.0
Full-time equivalent	2.1	2.1

Employee costs were:

	2021	2020
	£	£
Salaries	77,559	70,117
Social security costs	3,067	3,705
Pension contributions	3,821	2,426

<b>Total employee costs</b>	<b>84,447</b>	<b>76,248</b>
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### 17. 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.

### 18. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £258 were incurred in respect of, or reimbursed to, volunteers (2020: £1,846). During the period under review volunteers worked a total of 402 hours (2020: 5,000 hours).