



**TRUSTEES' REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016**

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**CHARITY INFORMATION**

<b>Trustees</b>	Ruth Baumberg	Retired 19 March 2016
	Helen Boothman	Retired 19 March 2016
	Susan Catchpole	Retired 19 March 2016
	John Dyson	
	Trevor Holmes	
	Sharin Ingleby	
	Sue Jackman	
	John McGhee	Resigned 14 June 2016
	Ruth Plant	
	Cathy Rollinson	
	Keith Scott	
	Stuart Senior	Appointed 19 March 2016
	Roy Stickland	
	Jan Vaughan	Appointed 19 March 2016

**Chairman** Cathy Rollinson

**Vice Chairman** Ruth Plant

**Hon. Treasurer** John McGhee To 14 June 2016  
Stuart Senior From 14 June 2016

**Hon. Secretary** Elaine Lofthouse To 14 June 2016  
Derek Cooper From 14 June 2016

**Administrator** Sally Broome

**Charity Registration No.** 208080

**VAT Registration No.** 472-9285-14

**Registered Office** 15 Basepoint Business Centre,  
Crab Apple Way, EVESHAM, WR11 1GP

**Independent Examiner** Haines Watts Worcester Limited,  
9 Abbey Lane Court, Abbey Lane, EVESHAM,  
WR11 4BY

## **TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2016**

The Trustees present their Annual Report and the Financial Statements of the Society for the year ended 31 December 2016, in compliance with current statutory requirements and the charity's governing documents.

### **Status**

The Society is registered by the Charity Commission as a charity (number 208080) and operates under the provisions of a Constitution (as amended at an Annual General Meeting in March 2011).

The objects for which the Society was established are to:

- advance the culture, study and improvement of hardy herbaceous plants;
- preserve the older, rarer and lesser known hardy plants, cultivars and varieties from being forgotten and lost to cultivation;
- advance the knowledge of and foster public interest in hardy plants by the publication of information, by exhibitions or displays, by stimulating research and experiment and by awarding bursaries open to public competition;
- provide expositions of hardy plants at horticultural gardens and/or gardens open to the public, and to provide facilities for giving advice on the culture of hardy plants;
- organise visits to places of interest in connection with the study of hardy plants and to co-operate with other bodies having similar or sympathetic aims; and
- do such acts as shall further the active and corporate life of the Society and which may lawfully be done by a public body established only for purposes recognised by the laws of the United Kingdom as charitable.

### **Trustees**

The Society is managed by a committee of Trustees comprising up to twelve members each elected for a period of four years, plus any co-opted members and additionally four officers who are elected annually.

### **Activities**

#### **Groups**

Local and Specialist HPS Groups continue to be very important to the Society with the mix of members with a wide range of knowledge and experience making the Society special. The year saw many events taking place including lecture days, plant sales, and specialist group study days and these were all well attended.

In 2016 many Groups focused on developing their social media presence with a number of new Facebook and twitter accounts being established: these have proved to be very popular both inside and outside the Society.

Planning for 2017 was also a priority for those Groups with members participating in the HPS Jubilee Open Gardens Scheme.

## **Seed Distribution**

The Seed Distribution fulfils the HPS charitable objects of encouraging the widest possible distribution and cultivation of garden worthy perennials. In 2016 members from the UK and overseas donated 1891 different seeds, of which 430 were new to our 2017 list. Many were from plants which are difficult to source in the market place.

Our new on-line seed ordering facility now reaches members of the general public who can obtain seeds for the same administration charge as HPS members. Their orders are made up immediately after members' orders. Seed remaindered is then distributed to community and charity groups and to the public at horticultural shows.

Descriptions and cultivation requirements for the plants which can be grown from the current year's seed list are to be found on the HPS website with links to photographs in the HPS Image library. This descriptive list is currently being extended to include seed sowing guidance.

Work is ongoing to build up a seed library to assist identification. It is hoped that the photographic images will be ready to go on line in 2017.

The Seed Distribution is volunteer-led and nearly 100 members undertake specific tasks to ensure its delivery.

## **Conservation**

The Conservation Scheme continues to flourish with over 120 plants produced for the annual Plant Exchange by growers from 15 local groups. Four plants have been taken off the Active List having been listed by more than four nurseries in the RHS Plantfinder and have become more widely grown. Work is ongoing to update the information on the new website.

## **Shows & events**

Displays at national and local shows across the UK again gave the Society opportunities to engage with members of the public in 2016, with knowledgeable HPS volunteers on hand to answer queries and encourage enthusiasm for hardy plants. The exhibit at the RHS Tatton Park Flower Show in particular generated considerable media interest, with BBC Gardeners' World adopting its theme, "What is a hardy plant?" for one of its televised items, extending our message even further. In our Diamond Anniversary year, we will return to our origins in Norfolk for our AGM and Annual Lecture Day; and we have put additional resources into exhibits at the RHS Chelsea and Tatton Park Flower Shows. HPS Groups will participate in new events in 2017, too, to continue looking outward and spreading our expertise.

## **Website**

In September 2016 a new website became live. It was developed with two key objectives in mind. Firstly, there was a desire to simplify the content, in order to make the site more accessible as an information resource, both to members and the public. Secondly, an online purchasing system was incorporated into the site. This has made purchasing of HPS products simpler and more visible for HPS members and the general public; importantly, it is also intended to reduce the workload of the office. In addition to these key objectives, it was felt that the image presented by the Society could be improved through the adoption of professional expertise.

It was decided that Cotswold Web Services offered the best value for money and they were employed to work with a team of six HPS members to make the transition. A proposed second phase of development will include the creation of a relational database to increase the Society's ability to provide advice and information on the topic of hardy plants and their cultivation.

## **Publications**

The year has seen two high quality issues of the Hardy Plant Journal, as well as three Newsletters giving members details of forthcoming and past events, plus the ever popular Cornucopia, a collection of the best articles drawn from group Newsletters made available to a wider audience.

## **The Kenneth Black Fund**

In 2016 we granted awards for the following students and young gardeners:

- £500 to a student exploring the Botanic Gardens of Sydney, Melbourne, Cranbourne and the natural flora of the Blue Mountains and Mount Kosciuszko;
- £430 to a young gardener working at the Aberglasney gardens in Wales for the restoration of parts of the gardens. This project also had funding from the Heritage Lottery Fund;
- a student from the Royal Botanic Gardens, Kew received £530 to study topiary and tree sculpture in America;
- in April a student from Kew travelled to North Western Bhutan to study the effects of altitude on plant species - sum awarded, £600 to cover travel and subsistence;
- in July a group of 8 students from Kew travelled to Devon and Cornwall to visit gardens and nurseries and were involved in the study of communication and organisation skills when working as a group - £250 was granted to each student; and
- in November a student from Kew travelled to New Zealand to investigate the threat to certain plants due to human activities, habitat loss, climate change and invasive species of other plants - grant awarded £500.

## **Finance**

### **Financial outcome 2016**

The Society has produced a surplus of income over expenditure of £35,899 (2015 £24,123). Of this, £10,214 was attributable to a significant gain in the value of the Society's investment in equities in line with the general movement of financial markets over the year.

### **Investment policy**

The Society's approach to financial matters, and investments in particular, is one of extreme prudence given the current (and likely future) volatility of equity markets, the very low interest rates on deposit accounts and the modest and fluctuating returns on bonds. For this reason the Society chooses to keep approximately half of its funds as cash (in current and deposit accounts). The remainder is in fixed interest bonds and equities.

### **Reserves policy**

The cash flows of the Society are generally positive. Membership subscriptions are received at the beginning of the year and these, with the prior year Gift Aid payment already banked, cover the operating costs of the Society. Nonetheless, the Trustees have decided that it should set a level of reserves to cover unforeseeable expenditure such as might be incurred in the very unlikely event of the Society closing down or membership declining very rapidly or an uninsured claim being made against the Society. A level of £50,000 has been set.

## Future Plans

The Society's priorities for the year ahead are to:

- maintain membership numbers by continuing to offer members a high quality and value-for-money range of products and services and to encourage and support local groups in their programme of shows and events for the benefit of local members;
- use the 60<sup>th</sup> anniversary celebrations to raise the profile of the Society and thereby attract new members and encourage the retention of existing members;
- seek ways of encouraging potential applicants for bursaries and similar grants.

## Trustees' Responsibilities

Under charity law the Trustees are required to prepare financial statements for each year which show a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities FRS102 SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity. The Trustees are also required to act in accordance with the Constitution of the Society and to take such steps as are reasonable to safeguard the assets of the Society and to prevent and to detect fraud and other irregularities.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

Signed on behalf of the Trustees:



**Cathy Rollinson, Chairman**

Date: 28 February 2017

## Statement of Financial Activities

	Note	Unrestricted Funds £	Designated Funds £	2016 Total Funds £	2015 Total Funds £
<b>INCOME</b>					
Income from generated funds:					
- Voluntary income	2	101,317		101,317	103,049
- Activities for generating funds	3	5,582		5,582	10,849
Income from charitable activities	4	9,754		9,754	10,047
Investment income		3,950	3,738	7,688	6,899
<b>TOTAL</b>		120,603	3,738	124,341	130,844
<b>EXPENDITURE</b>					
Costs of generating voluntary income					
	5	41,895		41,895	43,574
Charitable activities	6	46,801		46,801	55,573
Governance costs	7	4,257		4,257	4,888
Other resources expended	8	943		943	125
Bursaries etc.	9		4,760	4,760	1,962
<b>TOTAL</b>		93,896	4,760	98,656	106,122
<b>Net (Loss)/Gain on investment</b>		5,248	4,966	10,214	-599
<b>Net (Expenditure)/Income for the year</b>		31,955	3,944	35,899	24,123
<b>NET MOVEMENT IN FUNDS</b>		31,955	3,944	35,899	24,123
<b>RECONCILIATION OF FUNDS</b>					
Funds B/F at 1 January 2016		224,952	212,858	437,810	413,687
<b>TOTAL FUNDS C/F at 31 December 2016</b>		256,907	216,802	473,709	437,810

## Balance Sheet

			2016	2015
<b>Fixed assets</b>	Note		1,101	2,167
	10			
<b>Current assets</b>				
Bank balances		210,994	106,814	
Investments at cost	12	282,661	351,839	
Debtors & prepayments	13	16,480	8,569	
Stock (booklets)		<u>2,345</u>	<u>991</u>	
		512,480	468,213	
<b>Creditors: amounts falling due within one year</b>				
	14	<u>-39,872</u>	<u>-32,570</u>	
<b>Net current assets</b>			<u>472,608</u>	<u>435,643</u>
<b>Total assets less current liabilities</b>			<u>473,709</u>	<u>437,810</u>
<b>Financed by:</b>				
General fund	15		256,907	224,952
Bursary fund and bequest	15		<u>216,802</u>	<u>212,858</u>
			<u>473,709</u>	<u>437,810</u>

The accounts were approved by the Trustees on 28 February 2017.



Cathy Rollinson  
Chairman



Stuart Senior  
Treasurer

The notes on pages 9 to 13 form part of these financial statements.



## Notes to the Accounts

### 1 Accounting policies

#### 1.1 Basis of preparation:

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards and the Charities Statement of Recommended Practice (SORP) FRS102.

There have been no changes to the funds held as a result of this change in accounting standards.

The accounts have been prepared on an accruals basis as they have been in previous years.

#### 1.2 Incoming resources

Subscriptions are accounted for net of VAT and are accounted for in the year to which they relate.

Donations are accounted for gross when received.

Investment income is based on the interest receivable for the year.

Sundry sales are accounted for net of VAT and are recognised when they are invoiced.

Advertising income is accounted for net of VAT and is recognised when invoiced.

#### 1.3 Resources expended

Costs are allocated between costs of generating funds and charitable expenditure according to the nature of the cost.

#### 1.4 Fixed Assets and depreciation

Fixed assets for charity use are capitalised at cost, they are stated in the accounts at cost less depreciation. Depreciation is calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on an individual basis.

Office equipment: 25% Reducing balance

Computer equipment: 3 years straight line

#### 1.5 Investments

Investments are included in the accounts at their market value.

#### 1.6 Stock

Stocks are valued at the lower of cost and net realisable value.

2	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
	Unrestricted Funds	Unrestricted Funds
Subscriptions	88,675	89,862
Donations	2,952	2,405
Gift Aid	9,690	10,782
	<u>101,317</u>	<u>103,049</u>
<b>3</b>		
<b>Activities for generating funds</b>		
Advertising	4,030	7,048
Booklets	1,552	3,801
	<u>5,582</u>	<u>10,849</u>
<b>4</b>		
<b>Incoming resources from charitable activities</b>		
Seed distribution	5,581	6,415
Cornucopia	1,893	1,560
AGM/ALD	2,280	3,632
	<u>9,754</u>	<u>11,607</u>
<b>5</b>		
<b>Costs of generating voluntary income</b>		
Administration services	18,354	19,666
Legal & professional	2,765	3,388
Office rent, heat & light	5,059	4,671
Printing, postage & telephone	3,134	3,712
Meetings	989	875
Insurance	434	838
Publicity	4,736	552
Equipment rental/leasing	459	354
Depreciation of equipment	1,132	4,455
Bank charges	1,277	810
Software & IT support	3,556	4,253
	<u>41,895</u>	<u>43,574</u>

The average number of employees during the year was 2.

There are no employees who received total employee benefits of more than £60,000.

<b>6 Charitable activities</b>		
Publications	27,111	29,062
Booklet costs	1,642	2,278
Seed distribution expenses	4,786	7,060
Advertising costs	0	1,400
AGM/ALD expenses	1,459	3,215
Image library	79	122
Conservation	1,401	1,445
Events	100	291
Group support	4,924	5,934
Shows	2,109	5,732
Website	3,190	594
	<u>46,801</u>	<u>55,573</u>
<b>7 Governance costs</b>		
Trustees meetings	3,557	4,188
Independent examination	700	700
	<u>4,257</u>	<u>4,888</u>
<b>8 Other resources expended - unrestricted</b>		
Recruitment	543	0
Exchange (gain)/loss	0	-5
Sundry expenses	400	130
	<u>943</u>	<u>125</u>
<b>9 Other resources expended - designated</b>		
Bursaries awarded	4,560	1,962
Photo competition prizes	200	0
	<u>4,760</u>	<u>1,962</u>

**10 Trustees**

None of the Trustees (or any persons connected with them) received any remuneration during the year but 12 of them were reimbursed a total of £2530 for travelling expenses (2015 £4,188).

**11 Tangible fixed assets**

	<b>Office Equipment</b>	<b>Computers</b>	<b>Total</b>
Cost b/f	7,056	11,964	19,020
Additions	66	0	66
Cost c/f	<u>7,122</u>	<u>11,964</u>	<u>19,086</u>
Depreciation b/f	5,654	11,199	16,853
Charge for the year	367	765	1,132
Depreciation c/f	<u>6,021</u>	<u>11,964</u>	<u>17,985</u>
Net book value 31.12.16	<u>1,101</u>	<u>0</u>	<u>1,101</u>
Net book value 31.12.15	<u>1,402</u>	<u>765</u>	<u>2,167</u>

**12 Investments**

		<b>2016</b>	<b>2015</b>
Julian Hodge	Matured 3.75% bond	0	80,092
Bank of Cyprus	3 yr 2.5% bond	75,000	75,465
Skipton Building Society	4 yr 2.6% bond	64,546	63,381
St James Place	Equities	68,115	57,901
Secure Trust	4 yr 2.71% bond	50,000	50,000
Secure Trust	3 yr 2.51% bond	10,000	10,000
Secure Trust	5 yr 3.02% bond	15,000	15,000
		<u>282,661</u>	<u>351,839</u>

Investment income during the year was made up of:

Interest (unrestricted, general)	3,950
Interest (unrestricted, designated)	3,738
	<u>7,688</u>

**13 Debtors**

	<b>2016</b>	<b>2015</b>
Prepayments and accrued income	15,977	8,163
Other debtors	503	406
	<u>16,480</u>	<u>8,569</u>

**14 Creditors**

VAT	1,026	1,034
Trade creditors	6,040	288
Other creditors	1,373	610
Subscriptions & seed in advance	31,433	30,638
	<u>39,872</u>	<u>32,570</u>

15 Reserves	01.01.16 B/F	Incoming Resources	Outgoing Resources	Gains & Losses	31.12.16 C/F
Fund Movements					
Unrestricted general	224,952	120,603	93,896	5,248	256,907
Unrestricted designated	212,858	3,738	4,760	4,966	216,802
	<u>437,810</u>	<u>124,341</u>	<u>98,656</u>	<u>10,214</u>	<u>473,709</u>

The unrestricted designated fund relates to the Society's Bursary and Project Support Fund. This fund arose as a generous legacy from the estate of Mr Kenneth Black who was a member of the Society and a gardener with Enfield Council in North London.

The trustees decided that this fund should not be used for the administration of the Society but that it should be invested and the interest used to support special projects. There are two types of Bursary: one for college or university students and one for people in horticultural employment.

Funding may be awarded to projects of any sort which fit within the charitable objects of the Society and may be made to individuals or groups.

More information is available on the Society's web site <http://www.hardy-plant.org.uk/> and applications are made via the Bursary co-ordinator for consideration by the Society's Trustees.

Reserves are represented by:	Unrestricted General	Unrestricted Designated	Total
Fixed assets	1,101	-	1,101
Current assets	295,678	216,802	512,480
Current liabilities	<u>-39,872</u>	<u>-</u>	<u>-39,872</u>
	<u>256,907</u>	<u>216,802</u>	<u>473,709</u>

## Independent Examiner's Report to the Trustees of Hardy Plant Society

I report on the accounts of the charity for the year ended 31 December 2016 which are set out on pages 8 to 13.

### 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 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

### Basis of 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 statement 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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.



Tim Pearce FCCA  
Haines Watts Worcester Limited  
Vale Business Centre  
9 Abbey Lane Court  
Abbey Lane  
Evesham  
WR11 4BY

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<b>REVENUE ACCOUNT</b>		
<b>2015</b>	<b>For the year ended 31 December</b>	<b>2016</b>
<b>SURPLUS</b>		
89,862	Subscriptions	88,675
-599	Gain on Investment	10,214
10,782	Gift Aid	9,690
6,899	Investment Income & Interest	7,688
5,648	Advertising	4,030
2,405	Donations	2,952
417	AGM/ALD	821
760	Cornucopia	805
-645	Seed Distribution	795
<u>115,529</u>		<u>125,670</u>
<b>DEFICIT</b>		
27,919	Publications	26,023
23,054	Professional & Admin Services	21,119
10,906	Office Expenses	10,893
5,934	Group Support	4,924
1,962	Bursaries	4,760
552	Publicity	4,736
4,888	Governance Costs	4,257
4,253	Software & IT Support	3,556
594	Website	3,190
6,023	Shows & Events	2,209
1,445	Conservation	1,401
4,455	Depreciation	1,132
125	Other Expenditure	943
354	Equipment rental/leasing	459
-1,523	Booklets	90
122	Image Library	79
<u>91,063</u>		<u>89,771</u>
<b>24,466</b>	<b>NET SURPLUS/DEFICIT</b>	<b>35,899</b>