

# 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 2017



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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	Ms J Beedham Mr R Crompton Mr D Hearsom Mr R Hillman (Secretary) Mr D McLaughlin Mr S Perkes Mr R Scalzo Mr M Smith  Mr M Smythe OBE (Chairman) Mr D Thomas (Chairman) Ms L Waterman	<i>Resigned 16 September 2016</i> <i>Appointed 5 April 2016</i> <i>Resigned 24 October 2016</i> <i>Appointed 5 April 2016</i> <i>Resigned 8 December 2016</i> <i>Appointed 5 April 2016</i> <i>Resigned 5 April 2016</i> <i>Appointed 5 April 2016</i>
Ex-officio members	Mr R Scalzo Mrs C Smythe	<i>Appointed 24 October 2016</i> <i>Appointed 5 December 2016</i>
Company Secretary	Mr R Hillman	
Bankers	Barclays Bank plc 8 George Street Richmond-Upon-Thames Surrey TW10 1JU	
Independent Examiner	Mary Ryan FCCA DChA t/a Ark Accountancy Chartered Certified Accountant 31 Cheam Road Ewell Epsom Surrey KT17 1QX	
Solicitors	Russell-Cooke LLP 2 Putney Hill London SW15 6AB	
Website	<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 2017. The previous report was for the year ending 31 March 2016. 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). There have been no transitional adjustments arising from the change to FRS 102, other than separate disclosure of governance costs is no longer required.

### 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 new rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years).

New Trustees are recruited and appointed through open advertisement. As part of their induction they receive a copy of the Memorandum and Articles of Association, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and all other relevant management papers. They also receive training in their roles and responsibilities. Trustee meetings are held quarterly.

Under the new rotation policy, two Trustees resigned (Daniel Hearsum with effect from 16 September 2016 and Robert Scalzo with effect from 24 October 2016). Four new Trustees were appointed at the start of the financial year, one of whom resigned with effect from 8 December 2016 due to having insufficient time to fulfil this commitment.

Following his resignation as a Trustee, Robert Scalzo was retained as an ex-officio member of the board, until further notice. Mrs Carole Smythe was appointed as an ex-officio member of the board with specific responsibilities for maintaining and developing relationships with patrons and major donors.

#### *Employees*

The Centre had three part-time employees during the year (2.1 full-time equivalent heads):

- Anna King, the Centre Manager, who manages the Centre's operations;
- Dr Pat Ealey MBE, the Community Engagement Manager, who was concerned with outreach to the local area, and who retired in December 2016; and
- Freya Morrell, who was appointed as the Education Co-ordinator in June 2016.

The Trustees, volunteers and visitors, are most grateful to Dr Pat Ealey for her commitment and dedication to the Holly Lodge Centre over 22 years of service.

By the end of the financial year, the Centre reverted to two part-time employees, following a period of hand-over.



## Trustees' annual report (continued)

### Structure, governance and management (continued)

#### *Volunteers*

There are also over 90 volunteers (including five working Trustees). The Charity is fortunate to have so many dedicated and enthusiastic volunteers. They logged 6,768 recorded hours over the past year, which equates to just under four full-time posts: this was down by about 2,000 hours (equivalent to just over one full-time post) on the previous year in part because there was no Richmond Park Open Day during the year and as the result of changes in the team managing the events.

The volunteers support all areas of activity and are at the core of the Centre. They deliver most of the education activities (many are ex-teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. Many have been with the Centre for over five years.

#### *Training*

A programme of training is in place for the 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 special needs and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

### Educational activities and operations

The Holly Lodge Centre in Richmond Park opened in 1994 and became an independent, stand-alone, Charity in 1999. The Centre is co-located with the offices of The Royal Parks in Richmond Park, in an 18th century farm, and works, on a daily basis, in partnership with Richmond Park to achieve its own educational aims. In doing so, the Centre uses its tranquil and secure setting to provide educational experiences to children and adults, especially those with special needs, in the broad areas of nature, science, history and art. The Centre attracts visitors from a number of London Boroughs and parts of Surrey who enjoy the diverse wild life and distinct heritage of Richmond Park.

The Centre's facilities include a 2.5 acre nature trail, a large general classroom, a Victorian school room, a Victorian pharmacy (used for science and history activities), an outdoor classroom, a Victorian kitchen garden, a picnic lawn and an outside stage. Many of the educational activities use more than one of the Centre's facilities all of which provide a vivid backdrop and sharp focus for the activity in hand which is especially important for special needs groups. The premises are on a five-year license from the Royal Parks which was renewed in June 2015 and which expires on 1 June 2020.



## Trustees' annual report (continued)

### Educational activities and operations (continued)

All the activities offered to schools are based on the National Curriculum Programme of Study for science, history and geography, for pupils in Key stages 1 and 2. Sessions are almost exclusively hands-on and can be adapted to make tasks and experiences accessible to children of all abilities and the curriculum needs of different schools.

The Centre's activities include:

#### ***Science, nature and geography***

Science nature and geography activities take place on our biodiverse nature trail and also utilise the main classroom and Victorian pharmacy. Popular sessions include pond dipping, invertebrates, habitats and bird watching.



#### ***Heritage and history***

Activities take place in the Victorian pharmacy and school room. The children are provided with items of period dress to help bring the session to life. In addition, a Victorian Christmas activity is run each Winter for special needs groups of all ages.

#### ***Art***

The Centre has a popular programme of art for those adults with learning difficulties, exploring the natural synergy between nature and art.

#### ***Gardening***

The Centre has a very special, much used, and enjoyed Victorian kitchen garden for young adults with severe learning difficulties and autism. This provides an opportunity for them to interact with nature in a very specific way through the planting, care and harvesting of vegetables which few have experienced elsewhere.



## Trustees' annual report (continued)

### Developments and achievements during the year ended 31 March 2017

During the year the Centre welcomed a total of 7,548 visitors, of which 5,687 were children. This represented an increase of 6% (7,101 visitors) over the prior year. The number of primary school children attending the Centre rose from 2,896 to 3,432 (increase of 19%) and the number of children from specialist SEND schools from 356 to 548 (an increase of 54%), due to the generosity of our donors, which also accounted for an increase of 20% in the number of helpers attending. In contrast, there were fewer adult visitors in total and fewer adult visitors with special needs.

Our education team delivered 256 sessions with 111 workshops provided to children and adults with disabilities and to the elderly, mainly with dementia. Over the year, 17 different schools with specialist education needs or disabilities have visited the Centre from nine different Boroughs.

As most Boroughs only have two SEND schools this means that we are meeting the needs of specialist schools across the whole of South West London. However, since their average class size is low (six to eight visitors compared to 30 for mainstream schools) the extra care, time and effort required in this area is not reflected in the overall visitor numbers.

Other educational developments and activities included:

#### *Heritage learning*

During the year we delivered 67 heritage sessions providing immersive lessons about Victorian schools, life as a servant, Victorian pharmacies and medicine, and comparisons with modern day life.

In July, in partnership with the Royal Ballet School, we held a Victorian Tea Party at White Lodge attended by pupils of two local SEND schools and the Royal Ballet School.

Throughout December we delivered 30 Victorian Christmas sessions to children and adults with disabilities attended by children from 12 different SEND schools, many with very complex disabilities.



#### *Summer holiday activities*

During the Summer we delivered free tailored summer activities to 293 children.

122 children from Wandsworth, Richmond and Kingston and 37 children with disabilities (Log Cabin in Ealing and Merton Mencap) took part in our Isabella Plantation drop-in craft, sensory and story telling sessions.

In conjunction with the Metropolitan Police and The Friends of Richmond Park, 66 children, many from Roehampton Estate which is in an area of deprivation, attended our Roehampton Gate drop-in sessions which encouraged young people, many living in poverty for whom English is an additional language, to visit the Park.

## Trustees' annual report (continued)

### Developments and achievements during the year ended 31 March 2017 (continued)

#### *Adults with disabilities or dementia*

We held a weekly art group for adults with severe learning difficulties attended also by their care assistants. We also held outdoor and heritage sessions for groups of adults from organizations such as Entirely and Seeability. Finally, groups of elderly people, mainly with dementia, from community organisations and day centres took part in reminiscence workshops.

#### *Transport funds*

We continued to fund free transport to allow 410 children to come to the Centre without which they would have been unable to visit the park.

### Other developments and achievements

The Trustees held an Away Day in July to examine all aspects of the Centre's business and to confirm and refresh the three year Development Plan.

### Plans for the future

The Trustees agreed a three-year strategy covering the years 2016/17 to 2018/19. Whereas the focus of the previous three years had been consolidation and improving education delivery and operations, the current three years sees ongoing growth in the Centre, involving initiatives:

- To offer free transport to a further 360 children from deprived areas to allow them to attend a session in Richmond Park.
- To provide workshops for children with disabilities and to update our outdoor learning sessions in partnership with the Royal Parks Mission Invertebrate Project.
- To deliver a free Forest School pilot project for young carers.
- To provide free creative activity sessions for children affected by life limiting or life threatening conditions.
- To expand the Young Carers Project to include children from 4 different London Boroughs.
- To provide a workshop for children with disabilities as part of the Royal Parks and Royal Parks Guild WW1 Project.
- To foster good relationships and work in close harmony with the new Royal Parks Charity.
- To produce and publish a new promotional leaflet which will be used for both information and fundraising purposes.
- To continue to approach individuals, trusts and foundations to assist in funding the Centre's activities and staff.
- To continue to organise and execute fundraising activities in support of the Centre.
- To maintain our "Learning Outside the Classroom" award, and our Queen's Award for Voluntary Service.



## Trustees' annual report (continued)

### Plans for the future (continued)

We do not envisage investing in any large new facilities and will keep our charges to visitors unchanged at no more than £4.50 per head. The charges are in line with other education providers in the area. These charges cover just 16% of the running costs of the centre, with the balance coming from the direct generosity of our donors as well as those who have attended one of our events.

### Financial review

Total income was lower than the previous year by £25,601, reflecting a reduction of £24,478 in restricted donations (funds were donated in the last quarter of the 2015/16 financial year to provide for services in subsequent years). At £92,817, unrestricted income for the year was lower by £1,123 (2015: £93,940). There were fewer events held during the year and income from this source was down by £17,929. This was, however, offset by increased donations, from individuals, local community groups and businesses, which were higher than the prior year by £16,566, and income from visitors was up by £235.

The Centre raises about 16% of its income from visitors and is heavily dependent on the income-generating events and on donations to maintain its activities. The Centre receives no central or local government direct funding. The Trustees are very grateful to all of the Centre's donors and supporters for their generosity during the year.

Restricted income of £2,750 (2016: £27,228) was attributable to an individual donor (in respect of continued support for the principal transport fund).

Total expenditure, at £114,566, was £9,316 higher than the previous year: unrestricted costs were only £812 higher and restricted costs were higher by £8,504 (as the restricted funds provided in the prior year were utilised). As set out in note 7 to the accounts, fundraising costs amounted to £32,309 or about 28% of total costs (2016: 30%). Within this total, payroll costs of £15,896 relate primarily to community engagement activities undertaken by Dr Pat Ealey and £11,578 to the costs related to fundraising events. There were no other paid members of staff engaged in fundraising, which is dependent on volunteers.

Reflecting the change in employee numbers, with the retirement of Dr Pat Ealey over-lapping for six months the appointment of Freya Morrell, employment costs were £16,333 higher than in the previous year – but this will reverse during the year ending 31 March 2018. Activity costs were higher by £7,480 reflecting for the most part expenditure incurred in respect of restricted activities. Most other costs were lower than in the previous year as some of the prior-year costs were non-recurring and following careful cost control.

There was a shortfall of £12,226 on unrestricted funds and of £6,773 on restricted funds. For the current financial year ending 31 March 2018, the Trustees are aiming to break even on unrestricted funds and for the remaining restricted funds to be fully utilised.

As a result of these movements, there was an overall deficit of £18,999 (2016: surplus of £15,918). The Trustees believe that the overall result is satisfactory, in line with its three-year strategy and represents good use of its funds, which remain at a healthy level.

### Funds and reserves policy

Total funds at the end of the year were £86,060, of which £19,436 related to restricted funds (held as to £6,931 in respect of IT and other infrastructure and £12,505 in respect of transport funds) and £66,624 in respect of unrestricted funds. Unrestricted funds comprise a designated reserve of £18,000, which was established in the year ended 31 March 2015 towards premises contingencies, leaving a balance of £48,624 (2016: £60,850) in free reserves.

The balance of free reserves represents 5.6 months (2016: 5.9 months) of the total relevant expenditure for the year. The Trustees believe that this level is in line with their policy of holding reserves of approximately six months operating expenditure.

## Trustees' annual report (continued)

### Risk management

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

### Public benefit

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

### Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

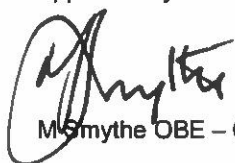
- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006: and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus 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 19 June 2017 and signed on their behalf by:



M Smythe OBE – Chairman

## Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2017 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 FCCA, Cert PFS  
t/a Ark Accountancy  
Chartered Certified Accountant  
31 Cheam Road, Ewell  
Epsom, Surrey  
KT17 1QX

19 June 2017



**Statement of financial activities for the year ended 31 March 2017**

			2017 Restricted income funds	Total this year	2016 Total last year
	Note	Unrestricted funds £	£	£	£
<b>Income and endowments from:</b>					
Donations and legacies	3	62,458	2,750	65,208	73,120
Fundraising events	4	15,021	-	15,021	32,950
Investment income	5	36	-	36	31
Educational activities	6	15,302	-	15,302	15,067
<b>Total income</b>		<b>92,817</b>	<b>2,750</b>	<b>95,567</b>	<b>121,168</b>
<b>Expenditure on:</b>					
Educational activities		(72,734)	(9,523)	(82,257)	(68,675)
Fundraising and event costs		(32,309)	-	(32,309)	(31,521)
<b>Total expenditure</b>	<b>7</b>	<b>(105,043)</b>	<b>(9,523)</b>	<b>(114,566)</b>	<b>(105,250)</b>
<b>Net expenditure/(income)</b>		<b>(12,226)</b>	<b>(6,773)</b>	<b>(18,999)</b>	<b>15,918</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>(12,226)</b>	<b>(6,773)</b>	<b>(18,999)</b>	<b>15,918</b>
<b>Total funds brought forward</b>		<b>78,850</b>	<b>26,209</b>	<b>105,059</b>	<b>89,141</b>
<b>Total funds carried forward</b>		<b>66,624</b>	<b>19,436</b>	<b>86,060</b>	<b>105,059</b>

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 2017**

	Note	2017 £	£	2016 £	£
<b>Fixed assets</b>					
Assets in the course of construction	8	-		5,923	
Tangible fixed assets	8	7,716		7,590	
			7,716		13,513
<b>Current assets</b>					
Debtors	9	3,352		4,121	
Cash at bank and in hand		92,185		93,058	
		95,537		97,179	
<b>Creditors falling due within one year</b>					
Deferred income		(15,215)		-	
Accrued expenditure	10	(1,978)		(5,633)	
		(17,193)		(5,633)	
<b>Net current assets</b>			78,344		91,546
<b>Total net assets</b>			86,060		105,059
<b>Funds</b>					
<b>Unrestricted funds</b>					
General		48,624		60,850	
Designated		18,000		18,000	
			66,624		78,850
<b>Restricted funds</b>					
IT and related		6,931		10,000	
Transport		12,505		16,209	
			19,436		26,209
<b>Total funds</b>	11		86,060		105,059

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

Approved by the Trustees on 19 June 2017 and signed on their behalf by:



M. Smythe OBE – Chairman

## 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

	2017	2016
	£	£
Restricted grants	2,750	27,228
Unrestricted grants	41,510	5,000
Gifts and donations	20,948	40,892
<b>Total donations and legacies</b>	<b>65,208</b>	<b>73,120</b>



## Notes to the accounts (continued)

### 3. Donations and legacies (continued)

A restricted grant of £2,750 in respect of transport costs was received from an individual, and generous, donor. The Centre was most fortunate to receive £30,000 from The Richmond May Ball and substantial grants from a number of local and national trusts, including Richmond Parish Lands, The Anton Jurgen Trust, The Barbara Ward Children's Foundation and The Barnes Workhouse Trust. In addition, further gifts and donations were received from a number of supporters.

### 4. Fundraising

	2017 £	2016 £
Income raised from ticket sales and other event income	15,021	32,950

### 5. Investment income

	2017 £	2016 £
Bank interest	36	31

### 6. Educational activities

	2017 £	2016 £
Income generated by visitors attending educational activities	15,302	15,067

### 7. Total expenditure

	Educational activities	Fund- raising	Total 2017 £	Total 2016 £
Activity costs	13,233	-	13,233	5,753
Costs of events	-	11,578	11,578	13,441
Marketing	-	2,530	2,530	2,859
Depreciation	5,490	307	5,797	8,037
Motor vehicle running costs	-	-	-	770
Payroll expenses	56,694	15,896	72,590	56,257
Volunteer expenses	1,820	-	1,820	1,594
Training	520	-	520	1,658
IT costs	122	54	176	2,939
Repairs and maintenance	223	99	321	1,557
Office costs	3,453	1,534	4,987	6,384
Professional fees	99	44	143	2,905
Finance charges	82	36	119	355
Trustee expenses	71	31	102	91
Independent examination fees	450	200	650	650
<b>Total expenditure</b>	<b>82,257</b>	<b>32,309</b>	<b>114,566</b>	<b>105,250</b>

**Notes to the accounts (continued)****8. Tangible fixed assets**

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
<b>Cost</b>					
At 1 April 2016	-	3,156	8,061	12,101	23,318
Additions	5,923	-	-	-	5,923
At 31 March 2017	<u>5,923</u>	<u>3,156</u>	<u>8,061</u>	<u>12,101</u>	<u>29,241</u>
<b>Depreciation</b>					
At 1 April 2016	-	1,894	5,312	8,522	15,728
Charge for the year	1,975	631	999	2,192	5,797
At 31 March 2017	<u>1,975</u>	<u>2,525</u>	<u>6,311</u>	<u>10,714</u>	<u>21,525</u>
<b>Net book value</b>					
At 31 March 2017	<u>3,948</u>	<u>631</u>	<u>1,750</u>	<u>1,387</u>	<u>7,716</u>
At 31 March 2016	-	1,262	2,749	3,579	7,590

As at 31 March 2016, an amount of £5,923 had been paid in respect of new office equipment, funded by the restricted donation of £10,000 received from The Kaye Pemberton Charitable Trust. The related equipment was not delivered and installed until after the year end.

**9. Debtors**

	2017 £	2016 £
Debtors	1,009	508
Prepayments	2,343	3,613
<b>Total debtors</b>	<u>3,352</u>	<u>4,121</u>

**10. Creditors**

	2017 £	2016 £
Accounts payable	1,328	4,132
Accruals	650	1,000
Sundry creditors	-	501
<b>Total creditors</b>	<u>1,978</u>	<u>5,633</u>

## Notes to the accounts (continued)

## 11. Movement in funds

	At 1 April 2016 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2017 £
<b>Unrestricted funds</b>					
General funds	60,850	92,817	(105,044)	-	48,624
Designated funds	18,000	-	-	-	18,000
<b>Total unrestricted funds</b>	<b>78,850</b>	<b>92,817</b>	<b>(105,044)</b>	<b>-</b>	<b>66,624</b>
<b>Restricted funds</b>					
IT and related	10,000	-	(3,069)	-	6,931
Transport	16,209	2,750	(6,454)	-	12,505
<b>Total restricted funds</b>	<b>26,209</b>	<b>2,750</b>	<b>(9,523)</b>	<b>-</b>	<b>19,436</b>
<b>Total funds</b>	<b>105,059</b>	<b>95,567</b>	<b>(114,566)</b>	<b>-</b>	<b>86,060</b>

## 12. Analysis of net assets between funds

## As at 31 March 2017

	Unrestricted £	Restricted £	Total £
<b>Fixed assets</b>			
Tangible fixed assets	3,768	3,948	7,716
<b>Current assets</b>			
Debtors	3,352	-	3,352
Cash	76,697	15,488	92,185
<b>Current liabilities</b>			
Creditors	(1,978)	-	(1,978)
Deferred income	(15,215)	-	(15,215)
<b>Net current assets</b>	<b>62,856</b>	<b>15,488</b>	<b>78,344</b>
<b>Total assets</b>	<b>66,624</b>	<b>19,836</b>	<b>86,060</b>

## As at 31 March 2016

	Unrestricted £	Restricted £	Total £
<b>Fixed assets</b>			
Assets in the course of construction	-	5,923	5,923
Tangible fixed assets	7,590	-	7,590
	<b>7,590</b>	<b>5,923</b>	<b>13,513</b>
<b>Current assets</b>			
Debtors	4,121	-	4,121
Cash	72,556	20,502	93,058
<b>Current liabilities</b>			
Creditors	(5,417)	(216)	(5,633)
<b>Net current assets</b>	<b>71,260</b>	<b>20,286</b>	<b>91,546</b>
<b>Total assets</b>	<b>78,850</b>	<b>26,209</b>	<b>105,059</b>



## Notes to the accounts (continued)

### 13. Related parties

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

### 14. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2016: nil). Expenses amounting to £101 were reimbursed to Trustees (2016: £91).

### 15. Employees

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

	2017	2016
Part-time	3.0	2.0
Full-time equivalent	2.1	1.4

Employee costs were:

	2017	2016
	£	£
Salaries	67,562	51,602
Social security costs	3,111	2,907
Pension contributions	1,917	1,748

<b>Total employee costs</b>	<b>72,590</b>	<b>56,257</b>
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### 16. Pension schemes

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

### 17. Volunteers

The Trustees recognise the invaluable support of its more than 90 volunteers, without whose work the Charity could not operate. Expenses amounting to £1,820 were incurred in respect of, or reimbursed to, volunteers (2016: £1,594). During the period under review volunteers worked a total of 6,768 hours (2016: 8,840 hours).