



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 2018



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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 K Higgins Mr R Hillman (Secretary) Mr D McLaughlin (Treasurer) Mr S Perkes Mr M Smythe OBE (Chairman) Ms L Waterman | (resigned 21 December 2017) (appointed 5 January 2018) |
| Ex-officio members | Mr R Scalzo Mrs C Smythe | |
| 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 | www.thehollylodgecentre.org.uk | |

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 2018. The previous report was for the year ended 31 March 2017. 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 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.

Due to personal circumstances, Ms J Beedham retired as a Trustee on 21 December 2017 and Mr K Higgins was appointed, as a replacement, on 5 January 2018.

Employees

The Centre had two employees during the year (1.8 full-time equivalent heads):

- Anna King, the Centre Manager, who manages the Centre's operations; and
- Freya Morrell, who is the Education Co-ordinator.

Volunteers

There are also 85 volunteers (including working Trustees). The Charity is fortunate to have so many dedicated and enthusiastic volunteers from the local community. They recorded 5,847 hours during the year, which equates to just under four full-time posts. The volunteers, who have considerable expertise and knowledge, support all areas of activity and are vital to the success of the Centre. They 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. They 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.

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. During the year, specialist training on autism and managing challenging behaviour was provided.

Trustees' annual report (continued)

Structure, governance and management (continued)

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.

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 and The Royal Parks Charity to achieve its own educational aims and to act as an agent for The Royal Parks for certain projects. In doing so, the Centre uses its tranquil and secure setting to provide educational experiences to children and adults, especially those with disabilities, 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 continues to hold the "Learning Outside The Classroom" quality badge and has also been awarded the Queen's Award For Voluntary Service.



The Centre's facilities include a 2.5 acre nature trail, a large, recently refurbished 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 groups with special educational needs and disabilities.

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

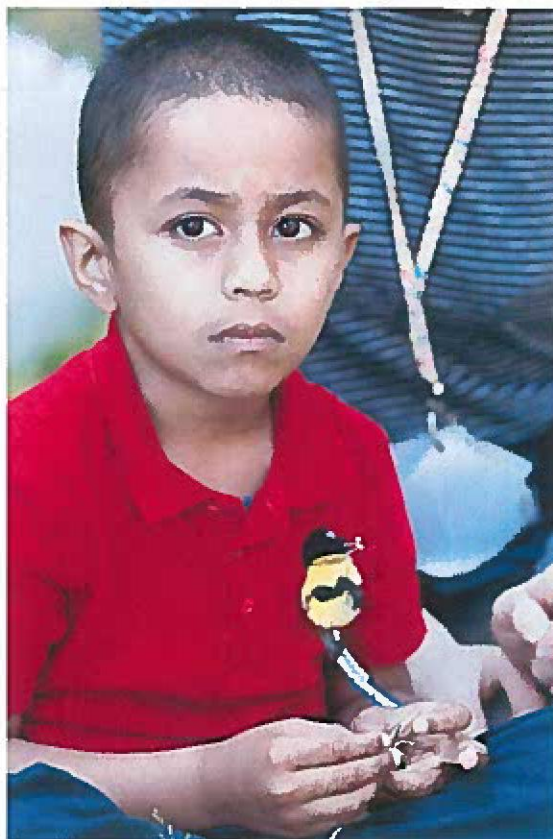
Activities take place in the Victorian pharmacy and school room. The children are provided with items of period dress to help bring the session to life. In addition, a Victorian Christmas activity is run each Winter for groups of people, of all ages, with disabilities.

Art

The Centre has a popular programme of art for 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 2018

During the year the Centre welcomed a record total of 8,342 visitors, of which 6,697 were children. This represented an increase of 11% (7,548 visitors) over the previous year. The number of primary school children attending the Centre rose from 4,816 to 5,520 (increase of 14%) and the number of children from specialist SEND schools increased slightly from 523 to 557 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 disabilities. This was due to our art group having a prolonged break whilst we undertook building work to the classroom.

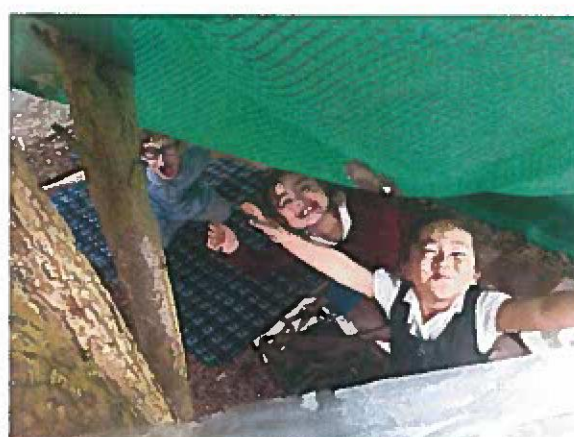


Our education team delivered 286 sessions with 172 sessions for mainstream children and 114 sessions and workshops provided to children and adults with disabilities (mainly with dementia). Over the year, 15 different schools with specialist education needs or disabilities have visited the Centre from seven different boroughs and from as far away as Croydon.

The Holly Lodge Centre has considerable expertise in working with children with disabilities and, as most boroughs only have two SEND schools, meets the needs of specialist schools across the whole of South West London. However, since the average class size is low (six to eight visitors compared to 30 for mainstream schools) the extra care, time and effort required is not reflected in the overall visitor numbers.

Highlights during the year included welcoming 480 children from deprived areas in London to free learning sessions, providing specialist sessions for disabled children for The Royal Parks Mission Invertebrate project, winning awards for the Victorian kitchen garden and nature trail and forest school and drama projects with Young Carers. Other educational developments and activities included:

- 128 outdoor workshops centred on the nature trail;
- a Young Carers' programme to help build social networks with others with similar challenges;
- participation in The Royal Parks World War I gardening project; and
- 76 Victorian sessions for mainstream children.



Trustees' annual report (continued)

Developments and achievements during the year ended 31 March 2018 (continued)

- Summer holiday activities

During the school holidays we ran drop in sessions in the Isabella Plantation for specific "hard to reach" groups. These included sessions for disabled children together with their abled-bodied siblings allowing the whole family to participate.

We built on last year's successful outreach to families living just outside the park to encourage children to become interested in nature and to use the park. We successfully attracted over 200 children.

- Adults with disabilities

We continue to run a weekly art sessions for adult with learning difficulties with the aim of reducing isolation and improving social communication skills. The group of 12 regular attendees use the nature trail as inspiration for their creations.

Our soap workshops, using the Victorian Pharmacy, delivered excellent reminiscence sessions for elderly people with dementia from Age UK and local residential homes.

- Transport funds

We continued to fund, through generous donations, free transport to allow some 400 children to come to the Centre without which they would have been unable to visit the park.

Plans for the future

Whereas the focus of the previous three years had been consolidation and improving education delivery, those targets have now been reached as have the increases in the Centre's activities to reach as many children, schools and adult groups as possible.

The Centre is now at maximum capacity in terms of activities and the number of staff and volunteers to service them. There are no plans to increase either staff or volunteer numbers or activities in the near future. However, in the coming year, the Centre will aim:

- To continue to offer free transport to 400 children from deprived areas to allow them to attend a session in Richmond Park.
- To continue to provide workshops for children with disabilities and to update our outdoor learning sessions in partnership with the Royal Parks Mission Invertebrate and other projects.
- To continue to deliver a free project for young carers.
- To continue to provide free creative activity sessions for children affected by life limiting or life threatening conditions.
- To foster good relationships and work in close harmony with the new Royal Parks Charity.
- To continue to approach individuals, trusts and foundations to assist in funding the Centre's activities and staff.

Trustees' annual report (continued)

Developments and achievements during the year ended 31 March 2018 (continued)

- 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.

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 higher than the previous year by £13,344, reflecting £9,614 lower unrestricted income, but higher restricted donations for specific projects. Total income from donations, grants and legacies were £4,574 higher, at £69,782, and income from fundraising events increased by £6,461 to £21,482. Visitor income was also higher, by £2,309, at £17,611.

The Centre consistently raises about 16% of its income from visitors and is, therefore, 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.

Total expenditure, at £115,316, was only £750 higher than the previous year. Unrestricted costs were lower by £16,011 and restricted costs were higher, by £16,761, reflecting in part the application of funds received in the prior year as well as the absorption of current-year costs subject to restriction.

As set out in note 7 to the accounts, fundraising costs amounted to £24,633 or about 21% of total costs (2017: £32,309 or 28%), of which £11,398 relates to the direct costs of fundraising events. This leaves a balance of £13,235 of other costs which equates to about 11% of total costs, reflecting the time spent by the Centre Manager on fundraising. There were no other paid members of staff engaged in fundraising, which is dependent on volunteers.

Employment costs were much lower, reflecting the change in employee numbers, with the retirement of Dr Pat Ealey in the latter part of the prior year.

There was a shortfall of £5,829 on unrestricted funds and of £576 on restricted funds. As a result of these movements, there was an overall deficit of £6,405 (2017: deficit of £18,999). 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 £79,655 (2017: £86,060), of which £18,860 related to restricted funds and £60,795 (2017: £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 £42,795 (2017: £48,624) in free reserves.

The balance of free reserves represents 5.3 months (2017: 5.6 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 2018. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2018 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.

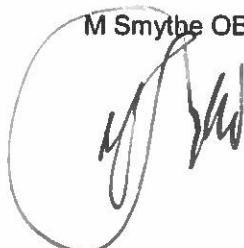
Independent Examiner

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 4 June 2018 and signed on their behalf by:

M Smythe OBE – Chairman

A handwritten signature in black ink, appearing to be 'M Smythe', is written over a large, faint circular stamp or watermark.

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2018 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

4 June 2018

Statement of financial activities for the year ended 31 March 2018

| | | | 2018 Restricted income funds | Total this year | 2017 Total last year |
|------------------------------------|------|----------------------------|---------------------------------------|--------------------|----------------------------|
| | Note | Unrestricted funds £ | £ | £ | £ |
| Income and endowments from: | | | | | |
| Donations and legacies | 3 | 44,074 | 25,708 | 69,782 | 65,208 |
| Fundraising events | 4 | 21,482 | - | 21,482 | 15,021 |
| Investment income | 5 | 36 | - | 36 | 36 |
| Educational activities | 6 | 17,611 | - | 17,611 | 15,302 |
| Total income | | 83,203 | 25,708 | 108,911 | 95,567 |
| Expenditure on: | | | | | |
| Educational activities | | (64,399) | (26,284) | (90,683) | (82,257) |
| Fundraising and event costs | | (24,633) | | (24,633) | (32,309) |
| Total expenditure | 7 | (89,032) | (26,284) | (115,316) | (114,566) |
| Net expenditure/(income) | | (5,829) | (576) | (6,405) | (18,999) |
| Transfers between funds | | - | - | - | - |
| Net movement in funds | | (5,829) | (576) | (6,405) | (18,999) |
| Total funds brought forward | | 66,624 | 19,436 | 86,060 | 105,059 |
| Total funds carried forward | | 60,795 | 18,860 | 79,655 | 86,060 |

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

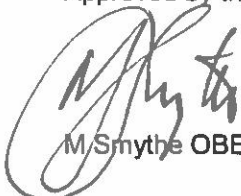
The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2018

| | Note | 2018 £ | £ | 2017 £ | £ |
|--|------|-----------|--------|-----------|--------|
| Fixed assets | | | | | |
| Tangible fixed assets | 8 | 2,726 | | 7,716 | |
| | | | 2,726 | | 7,716 |
| Current assets | | | | | |
| Debtors | 9 | 1,332 | | 3,352 | |
| Deposit accounts | | 30,000 | | - | |
| Cash at bank and in hand | | 51,042 | | 92,185 | |
| | | 82,374 | | 95,537 | |
| Creditors falling due within one year | | | | | |
| Deferred income | | (3,000) | | (15,215) | |
| Creditors and accrued expenditure | 10 | (2,445) | | (1,978) | |
| | | (5,445) | | (17,193) | |
| Net current assets | | | 76,929 | | 78,344 |
| Total net assets | | | 79,655 | | 86,060 |
| Funds | | | | | |
| Unrestricted funds | | | | | |
| General | | 42,795 | | 48,624 | |
| Designated | | 18,000 | | 18,000 | |
| | | | 60,795 | | 66,624 |
| Restricted funds | | | | | |
| IT and related | | 4,892 | | 6,931 | |
| Transport | | 3,537 | | 12,505 | |
| Other | | 10,431 | | - | |
| | | | 18,860 | | 19,436 |
| Total funds | 11 | | 79,655 | | 86,060 |

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

Approved by the Trustees on 4 June 2018 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

| | 2018 | 2017 |
|-------------------------------------|---------------|---------------|
| | £ | £ |
| Restricted grants | 25,708 | 2,750 |
| Unrestricted grants | 34,215 | 41,510 |
| Gifts and donations | 9,859 | 20,948 |
| | <hr/> | <hr/> |
| Total donations and legacies | 69,782 | 65,208 |
| | <hr/> | <hr/> |

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

| | 2018 £ | 2017 £ |
|--|-----------|-----------|
| Income raised from ticket sales and other event income | 21,482 | 15,021 |

5. Investment income

| | 2018 £ | 2017 £ |
|---------------|-----------|-----------|
| Bank interest | 36 | 36 |

6. Educational activities

| | 2018 £ | 2017 £ |
|---|-----------|-----------|
| Income generated by visitors attending educational activities | 17,611 | 15,302 |

7. Total expenditure

| | Educational activities | Fund- raising | Total 2018 £ | Total 2017 £ |
|------------------------------|---------------------------|------------------|--------------------|--------------------|
| Activity costs | 20,829 | - | 20,829 | 13,233 |
| Costs of events | - | 11,398 | 11,398 | 11,578 |
| Marketing | - | 1,579 | 1,579 | 2,530 |
| Depreciation | 4,776 | 214 | 4,990 | 5,797 |
| Payroll expenses | 54,740 | 9,112 | 63,852 | 72,590 |
| Volunteer expenses | 1,170 | - | 1,170 | 1,820 |
| Training | 588 | - | 588 | 520 |
| IT costs | 550 | 149 | 699 | 176 |
| Repairs and maintenance | 509 | 139 | 648 | 321 |
| Office costs | 6,867 | 1,865 | 8,732 | 4,987 |
| Professional fees | - | - | - | 143 |
| Finance charges | 97 | 26 | 123 | 119 |
| Trustee expenses | 46 | 12 | 58 | 102 |
| Independent examination fees | 511 | 139 | 650 | 650 |
| Total expenditure | 90,683 | 24,633 | 115,316 | 114,566 |

Notes to the accounts (continued)

8. Tangible fixed assets

| | IT equipment £ | Garden equipment £ | Office equipment £ | Other assets £ | Total £ |
|-------------------------|----------------------|--------------------------|--------------------------|----------------------|---------------|
| Cost | | | | | |
| At 1 April 2017 | 5,923 | 3,156 | 8,061 | 12,101 | 29,241 |
| Additions/(disposals) | - | - | - | - | - |
| At 31 March 2018 | 5,923 | 3,156 | 8,061 | 12,101 | 29,241 |
| Depreciation | | | | | |
| At 1 April 2017 | 1,975 | 2,525 | 6,311 | 10,714 | 21,525 |
| Charge for the year | 1,974 | 631 | 998 | 1,387 | 4,990 |
| At 31 March 2018 | 3,949 | 3,156 | 7,309 | 12,101 | 26,515 |
| Net book value | | | | | |
| At 31 March 2018 | 1,974 | - | 752 | - | 2,726 |
| At 31 March 2017 | 3,948 | 631 | 1,750 | 1,387 | 7,716 |

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

| | 2018 £ | 2017 £ |
|----------------------|--------------|--------------|
| Debtors | 1,332 | 1,009 |
| Prepayments | - | 2,343 |
| Total debtors | 1,332 | 3,352 |

10. Creditors

| | 2018 £ | 2017 £ |
|------------------------|--------------|--------------|
| Accounts payable | 345 | 1,328 |
| Accruals | 2,100 | 650 |
| Total creditors | 2,445 | 1,978 |

Notes to the accounts (continued)

11. Movement in funds

| | At 1 April 2017 £ | Incoming resources £ | Outgoing resources £ | Transfers £ | At 31 March 2018 £ |
|---------------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------------------------|
| Unrestricted funds | | | | | |
| General funds | 48,624 | 83,203 | (89,032) | - | 42,795 |
| Designated funds | 18,000 | - | - | - | 18,000 |
| Total unrestricted funds | 66,624 | 83,203 | (89,032) | - | 60,795 |
| Restricted funds | | | | | |
| IT and related | 6,931 | - | (2,039) | - | 4,892 |
| Transport | 12,505 | 5,650 | (14,618) | - | 3,537 |
| Other | - | 20,058 | (9,627) | - | 10,431 |
| Total restricted funds | 19,436 | 25,708 | (26,284) | - | 18,860 |
| Total funds | 86,060 | 108,911 | (115,316) | - | 79,655 |

12. Analysis of net assets between funds

As at 31 March 2018

| | Unrestricted £ | Restricted £ | Total £ |
|----------------------------|-------------------|-----------------|---------------|
| Fixed assets | | | |
| Tangible fixed assets | 752 | 1,974 | 2,726 |
| Current assets | | | |
| Debtors | 1,332 | - | 1,332 |
| Deposits | 30,000 | - | 30,000 |
| Cash | 34,156 | 16,886 | 51,042 |
| Current liabilities | | | |
| Creditors | (2,445) | - | (2,445) |
| Deferred income | (3,000) | - | (3,000) |
| Net current assets | 60,043 | 16,886 | 76,929 |
| Total assets | 60,795 | 18,860 | 79,655 |

As at 31 March 2017

| | Unrestricted £ | Restricted £ | Total £ |
|----------------------------|-------------------|-----------------|---------------|
| Fixed assets | | | |
| Tangible fixed assets | 3,768 | 3,948 | 7,716 |
| Current assets | | | |
| Debtors | 3,352 | - | 3,352 |
| Cash | 76,697 | 15,488 | 92,185 |
| Current liabilities | | | |
| Creditors | (1,978) | - | (1,978) |
| Deferred income | (15,215) | - | (15,215) |
| Net current assets | 62,856 | 15,488 | 78,344 |
| Total assets | 66,624 | 19,436 | 86,060 |

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 (2017: nil). Expenses amounting to £58 were reimbursed to Trustees (2017: £101).

15. Employees

No employee received emoluments in excess of £60,000 during the period (2017: nil). The average number of people employed during the period was:

| | 2018 | 2017 |
|-----------------------------|---------------|---------------|
| Part-time | 2.0 | 3.0 |
| Full-time equivalent | 1.8 | 2.1 |
| Employee costs were: | | |
| | 2018 | 2017 |
| | £ | £ |
| Salaries | 61,590 | 67,562 |
| Social security costs | 3,047 | 3,111 |
| Exceptional refund | (2,488) | - |
| Pension contributions | 1,703 | 1,917 |
| Total employee costs | 63,852 | 72,590 |

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 85 volunteers, without whose work the Charity could not operate. Expenses amounting to £1,170 were incurred in respect of, or reimbursed to, volunteers (2017: £1,820). During the period under review volunteers worked a total of 5,847 hours (2017: 6,768 hours).