



a special place for learning

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 2019



Contents

Contents	Page
Reference and administrative information	1
Trustees' annual report	2
Report of the Independent Examiner	10
Statement of financial activities for the year ended 31 March 2019	11
Balance sheet as at 31 March 2019	12
Notes to the accounts	13

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	Mr A Blessley Mr R Crompton Mr K Higgins Mr R Hillman (Secretary) Mr D McLaughlin (Treasurer) Mr S Perkes Mrs M Rowden Mr R Scalzo Mr M Smythe OBE (Chairman) Ms L Waterman	(appointed 23 January 2019) (resigned 5 January 2019) (appointed 11 February 2019) (appointed 11 February 2019) (resigned 25 March 2019)
Ex-officio members	Mrs C Smythe	(retired 25 March 2019)
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 2019. The previous report was for the year ended 31 March 2018. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Structure, governance and management

The Holly Lodge Centre is a company limited by guarantee, as defined by the Companies Act 2006. It was incorporated on 6 November 1998 and registered as a charity on 26 July 1999. It is governed by a Memorandum and Articles of Association. As a charity, in the opinion of the Trustees, it complies with the provisions of Section 60 of the Companies Act 2006, which exempts it from the requirement to end its name with "Limited". Throughout this report it will be referred to as "the Charity".

The Charity does not have any share capital. In the event of the Charity being wound up, its members, who are its Trustees, are required to contribute an amount not exceeding £10 each. The Charity is regulated by the Charity Commission.

Trustees

Responsibility for the governance of the Charity resides with the Trustees. Under a rotation policy introduced in 2015/16, Trustees serve a three-year term, with a maximum of three terms (i.e. nine years). New Trustees are recruited and appointed through open advertisement. As part of their induction they receive a copy of the Memorandum and Articles of Association, the latest annual report and financial statements, the Charity Commission guidance "The Essential Trustee" and all other relevant management papers. They also receive training in their roles and responsibilities. Trustee meetings are held quarterly.

Employees

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

- the Centre Manager, Anna King, who manages the Centre's operations; and
- the Education Co-ordinator, Freya Morrell and then, during her maternity leave, Sarah Allgrove.

Volunteers

There are also 88 volunteers (including working Trustees). The Charity is fortunate to have so many dedicated and enthusiastic volunteers from the local community. They recorded just over 6,000 hours during the year, which equates to approximately 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.

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.

Trustees' annual report (continued)

Educational activities and operations

From April 2018 to the end of March 2019, the Holly Lodge Centre has welcomed a total of 8,094 visitors: of these, 6,404 were children, including 696 children with disabilities. The education team delivered 305 workshops across the year: 132 to children, or adults, with disabilities and 173 to mainstream children. This is a 7% increase on delivery from the previous year. The number of workshops delivered to children and adults with disabilities has increased by 14% compared to last year.

Over the year, 20 different specialist schools for children with special education needs or disabilities have travelled to the Centre. As most London boroughs only have two or three specialist schools, the provision of service to 20 schools means that the Holly Lodge Centre is meeting the needs of schools right across West London and Surrey. A huge range of specialist education providers bring their classes to the Centre, these include Pupil Referral Units (for children excluded from mainstream school), schools for children with emotional and behavioural difficulties, schools for children with profound and multiple disabilities, those that support children with moderate or severe disabilities and schools which specialise in teaching children with autism.

The education team captures feedback from teachers and group leaders at the end of every session, checking on the quality of the delivery, engagement of the participants and whether the session met objectives. The feedback is overwhelmingly positive, with 100% of sessions rated good or above and 93% of sessions rated excellent.

School workshops

The Holly Lodge Centre offers a wide range of activity sessions for schools: heritage sessions looking at the Victorian past, using two Victorian classroom spaces, as well as outdoor learning on the dedicated nature trail.

Heritage Sessions

The Centre offers a range of heritage sessions all of which are immersive and hands on, and all involve getting dressed up in handmade costumes! Both the Victorian pharmacy and the Victorian classroom are so atmospheric that pupils really feel that they are travelling back in time. The Victorian school sessions remain hugely popular with 45 sessions delivered this year. Schools also opted to bring pupils to learn about what life was like for servants and how to be an apprentice pharmacist.

Victorian Christmas

For the last week in November and the whole of December the Centre was closed to mainstream school groups and, instead, welcomed children and adults with disabilities from across London, for special sensory Victorian Christmas sessions. This workshop is so popular that it has been limited to three classes per school, to ensure that more schools are able to participate. This year, visitors made gingerbread biscuits, smelling and tasting the ingredients before rolling out the gingerbread dough. They also decorated the room as the Victorians would have done before making some gifts to take home.



Each activity was carefully crafted to be accessible to the varied, and specific, needs of each group of visitors, stimulating all the senses to ensure every child could engage. In total 268 children and adults with disabilities took part in these sessions, all of whom had very different needs and required the sessions to be individually tailored to them.

Trustees' annual report (continued)

Outdoor learning



During the year, the Centre delivered 107 outdoor learning sessions, with a variety of workshops taken up by schools. The mainstream school groups enjoyed the National Curriculum linked learning sessions looking at pond dipping, habitats, invertebrates, plants and living things in winter.

The Centre was fortunate to secure funding from the Axis Foundation, which enabled the Centre to reach out to schools in deprived areas and offer them free outdoor learning sessions.

In total, 272 children who otherwise would not have been able to come to the park, benefited from a free outdoor workshop.

Bat Day

In February a very special day was organised for a local school for children with moderate learning difficulties. The topic was bats, a challenging topic to teach about to children who need very concrete concepts. Hibernating, nocturnal bats who were not going to be seen, required the team's most creative skills to make this learning exciting for the pupils. On the day the school brought all their junior pupils to the Centre. The children got the opportunity to dress up as bats and learn about them through stories and drama in the classroom which had been converted into a bat cave. Out on the nature trail they had the chance to hunt for knitted bats which had been specially created by local community groups. The dipping boxes were filled with sensory activities designed to teach the children all about bats.

Forest School sessions for children with disabilities

This year a course of Forest School sessions was delivered to children with complex disabilities from Greenmead School.

The pupils visited the centre for four weekly sessions in the summer term. The aim of the programme was to ensure that the children had equal access to outdoor learning, boosted their self-esteem and supported their curriculum learning.

Most of the children used wheelchairs, so the activities were led by their abilities and adapted accordingly.

Making clay faces on the trees and eco printing flags were extremely popular. The sessions achieved the outcomes set.



Trustees' annual report (continued)

Gardening



From April through to November the accessible and adapted Victorian garden provides gardening opportunities for sixth form students with severe learning difficulties from a local school. These pupils are predominantly non-verbal, and several have physical difficulties too.

The dedicated volunteer team spend many hours preparing the garden in advance of the pupil sessions, ensuring there were plenty of tasks for them. The team ensures that there is a variety of gardening tasks, so that there is something for everyone to do regardless of abilities. It can take weeks before a pupil is happy to touch soil or kneel down to plant into the ground, but these sessions take this into account. The produce grown in the garden goes back to school where it is used in the pupil-run café.

Mission Invertebrate

The Centre was delighted to be a part of the Mission Invertebrate project once again and, this year, 20 minutes of Mission Invertebrate learning was incorporated into all of the habitat, invertebrate and pond dipping sessions. These were model-based food chain activities, which proved popular and effective. In total 548 mainstream school pupils took part in these sessions.



Additionally, the Centre provided adapted Mission Invertebrate sessions to children with special educational needs and disabilities, delivering 17 workshops to over 160 disabled children. The team reached out to SEND schools across London for these popular bespoke outdoor sessions and hosted children with a wide spectrum of needs and disabilities from those with autism, children with moderate learning disabilities and children with profound and multiple disabilities. These sessions were creative, sensory and used lots of props and resources to bring tiny invertebrates into the sights of the children, including hunting for worms, tasting honey, smelling flowers and being bees!

Trustees' annual report (continued)

Royal Parks World War I Project

Richmond Park was a hive of activity during World War I with secret testing sites, training grounds and hospitals amongst the regular visitors. Seeds were grown in the allotment provided by Royal Parks; these seeds were specially sourced varieties grown during the war period. There was a special World War I session with the gardening group, who all have severe learning disabilities. To bring history to life in the garden volunteers and visitors all dressed as soldiers or Edwardian women (there were a few suffragettes), singing 'It's a long way to Tipperary' as they marched to the garden, where they explored the heritage vegetables and then had a taste of Trench cake – the recipe for which was published to allow mothers to send cakes to their boys in the trenches. The cake uses vinegar and bicarbonate of soda to replace eggs; it was surprisingly delicious.

In September the team brought together several elements of the park's involvement in the war and devised a hands-on workshop for KS2 pupils. This lesson was delivered to groups of pupils from a local school in a deprived area. The children got to grips with bandaging and washing sheets in the 'hospital' area, learnt semaphore signalling with flags and used government brochures to learn about gardening (planting peas in the process!).



Junior Citizen

During March for two weeks the Centre hosts the Local Authority Junior Citizen sessions, alongside colleagues from the police, ambulance brigade, fire brigade, Transport for London and the Port of London Authority. Over 1,540 Year 6 children who are preparing to transition to secondary school attend these multi-disciplinary sessions designed to prevent child death.

Syon Park Countryside Day

In May the team spent a sunny day delivering wildflower workshops to over 300 children in the superb Capability Brown designed grounds of Syon Park. Organised by the Countryside Learning Alliance, this day brings urban children to this magnificent house and gardens to teach them about the countryside. Holly Lodge Centre staff and volunteers took groups of children out into the wildflower meadow to identify and survey multitude of species growing there. This is always a wonderful opportunity to get children up close to plants and exploring a meadow, something that is often a unique experience for them.

Drop in Sessions in Richmond Park

In the hot days of July, the team worked alongside the Mission Invertebrate team to deliver drop in sessions aimed at families caring for children with disabilities. Activities were set up in a beautiful space in the Isabella Plantation, using as much shade as possible. There was storytelling, pollination activities, a jelly pond, frogspawn making and much more. Despite the extremely high temperatures, 233 children attended the workshops, with over 27 families caring for children with disabilities coming along to take part.

On another day of record-breaking temperatures, drop in activities were delivered in Roehampton Gardens, targeted at families living on the nearby Alton estate (an area of extreme deprivation). Working alongside the Mission Invertebrate team, there was a range of insect-based activities for families to join in with. Again, despite the heat, 100 families visited the activities, with 22 families caring for a disabled child making the effort to come along too.

Trustees' annual report (continued)

Working with children with life threatening and life limiting disorders

Throughout the year in the school holidays, the Centre has worked with Shooting Star Chase, a local hospice supporting families whose children have severe and complex needs. The team delivered days for the families to bring their disabled children along with their siblings, to have a fun outdoor day building memories in a safe and supported space. They also delivered creative days based around a therapeutic theme for the siblings of the children using the hospices, giving them a chance to bond with other children in the same situation.

Young Carers Project

The Centre continued to work with young carers providing them with drama and forest school activities with an outdoor theme. The team worked closely with young carers groups in Richmond, Kingston, Merton and Hounslow, who provide a service to these children throughout the year, and commissioned the high energy drama team from Dragon Drama, who lead drama sessions with the children in the morning and provided them with Forest School sessions in the afternoon. Due to the nature of their families, these children do not otherwise get a chance to play outside at all. In total 31 children took part, with this from Kingston Young Carers meeting the chickens from Hen Corner too!

Mission Invertebrate Drama Sessions



Funded by the Mission Invertebrate project, the Centre jointly worked with Knots Arts, a drama-based team, to provide a four day workshop for children with autism. The workshops were puppet based, with the children creating giant invertebrate models and culminating in a production performed to their parents. This work was designed to help improve communication and social skills for children with autism, who can become very isolated.

All the children improved their communication over the course of the project, with some refusing to speak at first and finishing the week by taking a major part in the performance. One child had been desperate to make a friend for many years, but due to his disorder had not managed to. During this project, he met another boy who has gone on to become his very first friend. A truly magical outcome for these two children.

Art Project

The Centre runs a weekly art group for adults with learning disabilities who attend with assistants. The group participants come every week, building on their skills and techniques week on week.

The team is fortunate to have three talented artists leading the group on a voluntary basis – each week they guide the group members through creating nature-based art works using a variety of media.

The group use clay, lino printing, painting, modelling and collaborative work to create a wide range of nature-based pieces.



Reminiscence Project

The Centre has been working with community groups and care homes, who have brought older people to the Centre for reminiscence workshops. The soap workshops we deliver in our pharmacy have been extremely successful, with many groups making repeat bookings to come along. Some community groups have travelled from as far away as Hammersmith to take part in this project. At the request of a care home who visit regularly, a new reminiscence session has been designed looking at domestic artefacts in the Victorian classroom. This new workshop was piloted and then delivered to three groups of elderly people.

Trustees' annual report (continued)

Plans for the future

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.

In 2019 – 2020 the Centre is planning to:

- Provide more free sessions to children attending schools in deprived areas.
- Celebrate Queen Victoria's bicentenary with a special celebration devised for KS1 pupils.
- Devise a new art-based reminiscence session for older people.
- Work with young adults with learning disabilities on a "plants as food" workshop.
- Create a new outdoor classroom on our nature trail.

Financial review

Total income was higher than the previous year by £5,328, with higher income from donations as well as events. Visitor income was down slightly, but this reflects in part the number of free sessions provided during the year and funded by donations. 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 £106,275, was £9,040 lower than the previous year. Depreciation costs were lower, by £2,263 as fixed assets are now fully depreciated, and marketing costs were lower by £1,157. Employment costs were higher by £4,016, mainly as the result of the prior year reflecting an exceptional rebate of about £2,500, with the balance reflecting upward inflationary pressures and some additional costs arising as the result of providing maternity cover. As set out in note 7 to the accounts, fundraising costs amounted to £26,531 or about 24% of total costs (2018: £24,633 or 21%), of which £11,409 relates to the direct costs of fundraising events. This leaves a balance of £15,122 of other costs which equates to about 14% 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.

Funds and reserves policy

Total funds at the end of the year were £87,618 (2018: £79,655), of which £14,502 related to restricted funds and £73,116 (2018: £60,795) in respect of unrestricted funds. Unrestricted funds comprise a designated reserve of £30,000 (2018: £18,000), which was revised at the March Trustee Meeting to better reflect contingencies, leaving a balance of £43,116 (2018: £42,795) in free reserves.

The balance of free reserves represents 6.9 months (2018: 5.3 months) of the total relevant expenditure for the year. The Trustees believe that this level is in line with their policy of holding reserves of no less than six months, and no more than twelve months, of operating expenditure.

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.

Trustees' annual report (continued)

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 2019. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2019 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 17 June 2019 and signed on their behalf by:



Ron Crompton – Acting Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2019 set out on pages 11 to 17.

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

17 June 2019

Statement of financial activities for the year ended 31 March 2019

			2019 Restricted income funds £	Total this year £	2018 Total last year £
	Note	Unrestricted funds £			
Income and endowments from:					
Donations and legacies	3	27,680	45,049	72,729	69,782
Fundraising events	4	24,274	-	24,274	21,482
Investment income	5	328	-	328	36
Educational activities	6	16,908	-	16,908	17,611
Total income		69,190	45,049	114,239	108,911
Expenditure on:					
Educational activities		(30,338)	(49,407)	(79,745)	(90,683)
Fundraising and event costs		(26,531)	-	(26,531)	(24,633)
Total expenditure	7	(56,869)	(49,407)	(106,276)	(115,316)
Net expenditure/(income)		12,321	(4,358)	7,963	(6,405)
Transfers between funds		-	-	-	-
Net movement in funds		12,321	(4,358)	7,963	(6,405)
Total funds brought forward		60,795	18,860	79,655	86,060
Total funds carried forward		73,116	14,502	87,618	79,655

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

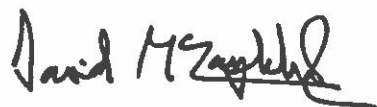
The above results derive from continuing activities. There were no other recognised gains or losses other than those stated above.

Balance sheet as at 31 March 2019

	Note	2019	2018 £	£
Fixed assets				
Tangible fixed assets	8	-	2,726	
				2,726
Current assets				
Debtors	9	7,728	1,332	
Deposit accounts		50,000	30,000	
Cash at bank and in hand		36,118	51,042	
		93,846	82,374	
Creditors falling due within one year				
Deferred income		(3,710)	(3,000)	
Creditors and accrued expenditure	10	(2,518)	(2,445)	
		(6,228)	(5,445)	
Net current assets		87,618		76,929
Total net assets		87,618		79,655
Funds				
Unrestricted funds				
General		43,116	42,795	
Designated		30,000	18,000	
		73,116		60,795
Restricted funds				
IT and related		1,308	4,892	
Transport		4,633	3,537	
Other		8,561	10,431	
		14,502		18,860
Total funds	11	87,618		79,655

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

Approved by the Trustees on 17 June 2019 and signed on their behalf by:



David McLaughlin – Honorary Treasurer

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straightline basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
 - Garden furniture five years
 - Office equipment three years
 - Other assets three years
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 7).

2. Taxation

The Trustees are of the opinion that the Charity is exempt from Corporation Tax on its charitable activities.

3. Donations and legacies

	2019	2018
	£	£
Restricted grants	45,048	25,708
Unrestricted grants	19,150	34,215
Gifts and donations	8,531	9,859
	<hr/>	<hr/>
Total donations and legacies	72,729	69,782
	<hr/>	<hr/>

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

	2019 £	2018 £
Income raised from ticket sales and other event income	24,274	21,482

5. Investment income

	2019 £	2018 £
Bank interest	328	36

6. Educational activities

	2019 £	2018 £
Income generated by visitors attending educational activities	16,908	17,611

7. Total expenditure

	Educational activities	Fund- raising	Total 2019 £	Total 2018 £
Activity costs	11,456	-	11,456	20,829
Costs of events	-	11,409	11,409	11,398
Marketing	-	421	421	1,579
Depreciation	2,726	-	2,726	4,990
Payroll expenses	55,868	12,000	67,868	63,852
Volunteer expenses	925	-	925	1,170
Training	642	-	642	588
IT costs	1,408	468	1,876	699
Repairs and maintenance	630	209	839	648
Office costs	5,382	1,789	7,171	8,732
Professional fees	250	83	333	-
Finance charges	(35)	(12)	(47)	123
Trustee expenses	5	2	7	58
Independent examination fees	488	162	650	650
Total expenditure	79,745	26,531	106,276	115,316

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

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2018	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2019	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2018	3,949	3,156	7,309	12,101	26,515
Charge for the year	1,974	-	752	-	2,726
At 31 March 2019	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2019	-	-	-	-	-
At 31 March 2018	1,974	-	752	-	2,726

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

9. Debtors

	2019 £	2018 £
Debtors	7,704	1,332
Prepayments	24	-
Total debtors	7,728	1,332

10. Creditors

	2019 £	2018 £
Accounts payable	19	345
Accruals	2,499	2,100
Total creditors	2,518	2,445

Notes to the accounts (continued)

11. Movement in funds

	At 1 April 2018 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2019 £
Unrestricted funds					
General funds	42,795	69,190	(56,869)	(12,000)	43,116
Designated funds	18,000	-	-	12,000	30,000
Total unrestricted funds	60,795	69,190	(56,869)	-	73,116
Restricted funds					
IT and related	4,892	-	(3,584)	-	1,308
Transport	3,537	7,500	(6,404)	-	4,633
Other	10,431	37,549	(39,419)	-	8,561
Total restricted funds	18,860	45,049	(49,407)	-	14,502
Total funds	79,655	114,239	(106,276)	-	87,618

12. Analysis of net assets between funds

As at 31 March 2019	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	728	7,000	7,728
Deposits	50,000	-	50,000
Cash	28,616	7,502	36,118
Current liabilities			
Creditors	(2,518)	-	(2,518)
Deferred income	(3,710)	-	(3,710)
Net current assets	73,116	14,502	87,618
Total assets	73,116	14,502	87,618
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
Cash and deposits	64,156	16,886	81,042
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

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 (2018: nil). Expenses amounting to £58 were reimbursed to Trustees (2018: £101).

15. Employees

No employee received emoluments in excess of £60,000 during the period (2018: nil). The average number of people employed during the period was:

	2019	2018
Part-time	2.0	2.0
Full-time equivalent	1.8	1.8

Employee costs were:

	2019	2018
	£	£
Salaries	62,304	61,590
Social security costs	3,439	3,047
Exceptional refund	-	(2,488)
Pension contributions	2,125	1,703
Total employee costs	67,868	63,852

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 88 volunteers, without whose work the Charity could not operate. Expenses amounting to £925 were incurred in respect of, or reimbursed to, volunteers (2018: £1,820). During the period under review volunteers worked a total of 6,000 hours (2018: 5,847 hours).