

Company registration number 05987612 (England and Wales)

Registered Charity number 1152027

**ST MARY'S SECRET GARDEN LIMITED**

**Company Limited by Guarantee**

**Annual Report and Financial Statements**

**31 March 2018**

# ST MARY'S SECRET GARDEN LIMITED

*Company limited by guarantee*

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# ST MARY'S SECRET GARDEN LIMITED

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## **Annual Report for the year ended 31 March 2018**

The trustees, who are also directors for the purposes of company law, present their annual report and financial statements for the year ended 31 March 2018. The annual report includes the Trustees' Annual Report required by Charity law and Directors' Annual Report required by company law.

The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the financial statements and comply with the Charities Act 2011, the Companies Act 2006, the 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) - (Charities SORP (FRS 102)).

## **Purpose and activities of the Charity**

### **A summary of the objects of the Charity as set out in its governing document, the Memorandum and Articles of Association**

The objects of the Charity are:

- To advance the education of the public in the subjects of gardening, conservation and food production;
- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society;
- To promote for the benefit of the inhabitants of Hackney and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

### **The Charity's aims including the changes or differences it seeks to make through its activities**

The Charity aims to achieve the above objectives by:

- Providing learning opportunities covering gardening, agriculture, horticulture, floristry, the natural environment and related subjects;
- Providing a natural therapeutic environment in the inner city which enables people of all backgrounds to work together and integrate into society;
- Associating with the local authorities, voluntary organisations and inhabitants in a common effort to provide facilities in the interest of social welfare for recreation and other leisure time occupations.

In setting our objectives and planning our activities, trustees have given careful consideration to the Charity Commission's guidance on public benefit.

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## Summary of the main activities of the Charity in relation to its objects

The garden's diverse range of activities include project work, commissioned services, social enterprise and ongoing development work. In pursuit of its stated objectives, the Charity's activities can be classified according to the aims of individual projects and pieces of work as follows:

- Education by providing training and learning opportunities;
- Recreation and Leisure facilities for the community in the interest of social welfare, for therapy, recreation and other leisure time occupations;
- Social Inclusion by providing opportunities for all in the community to use the garden facilities;
- Social Enterprise by providing unique opportunities for local people, developing educational food programmes and supplying local goods and services in an accessible manner and at a reasonable cost.

## Achievements and performance of the Charity

### Celebrating Gardening Success

Once again we entered and gained our **Keep Britain Tidy Green Flag Community Award** (<http://www.greenflagaward.org/>), which recognizes and rewards the best and safest green spaces in the world.

Having entered **London in Bloom** competition for the first time in 2016 in 2017 we achieved as assessment result of 'Outstanding'. We are still waiting 2018's results.

### General overview of 2017-18

We have seen a couple of difficult but busy years and although we have continued bringing people together, to grow and to improve individual and community well-being; it has often difficult to gain new funding, build on existing funding initiatives and develop long term funding strategies.

However, we did continue to provide approximately **2,500 sessions for individuals** in and around Hackney this year. **70% of sessions were to people with disabilities or with health issues** and **30% of the sessions involved people who were over 60 years old** and over **65% of individuals involved in garden wellbeing initiatives were from black and other ethnic groups**. Our youngest visitors to the garden tend to continue to be the 2/3-year-old local crèche users of 'Happy Nest' and our oldest gardener in 2017 was 92 years' old who joined our Team London funded volunteering programme for over 55 year olds or over 40 year olds with a learning disability.

Evaluating our work, programmes and services with our beneficiaries and community in 2017-18 enabled us to gather information develop funding strategies around what they wanted and what they felt was needed – we are now starting to see positive developments from this work and we are looking forward to an exciting 2018/19.

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## **Our Wellbeing Services**

For individuals with disabilities, long and enduring health conditions or in need of rehabilitation and physiotherapy. Individuals need to be in receipt of a social care package or personal independent payments from their respective London boroughs and can purchase a half or full day wellbeing session with us.

Working with each individual to create plans towards wellbeing objectives and developing strategies together with them to achieve these. This is our core work but has continued to be hit hard over the last couple of years by local and national austerity measures.

We will be reviewing this service in 2018/19 – to see if we can make it accessible to more people e.g. small group sessions for people living with social and supported housing providers which could be more affordable for people on more limited PIP budgets.

. This service suits individuals that like a settled placement where they have time to grow and develop. It provides individuals with an opportunity to develop friends and enhance their work and social skills. It provides opportunities to be an active and contributing part of the community – reducing isolation and loneliness, providing meaningful activity and sense of purpose and ownership.

## **Our Funded programmes**

### **Volunteering for 40yrs olds plus funded by Team London**

This funding provided us with the opportunity to tap into the skills and enthusiasm of people over 60yrs coming into retirement; but we were also able to persuade them to allow people with learning disabilities over 40yrs, due to their health inequalities, to access the opportunity. Our aim, for this programme, was to improve everyone's wellbeing and reduce isolation and loneliness. From the independent evaluation of this completed programme –we did just that, for everyone! The evaluation of this programme and others can be found on our website.

### **Timberland / King Badouin Foundation**

This small pocket of funding came via Belgium and enabled us to work with our gardeners and school groups developing a new wildlife pond and planting for wildlife in our grassy and woodland areas.

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### **Collaborative and Partner Working**

#### **Tavistock and Portman NHS Foundation Trust**

For many years we have been thinking of a way in which we could work together. The shed that was provided through the Tesco 'Bags of Help' scheme provided us with the perfect venue. Together with the Tavistock and Portman, we put in a bid with **Hospital Saturday Fund** to develop sessions that combine talking and horticultural therapies. This work has taken a little while to get going but we are now starting to see the plans develop; we are hoping that our relationship with the Tavistock and Portman will be a long and fruitful one.

**Mildmay UK** continue to commission a weekly horticultural therapy session for their Day Services clients; this carries on extremely well and the beneficiaries love their time in the garden. Numbers in this group range from 12 – 18 during the summer months.

We also delivered other group sessions this year to The Stroke Project, Riverside Housing supported tenants from Haringey.

### **Learning and skills initiatives for the community**

With the **Hackney Learning Trust** we were able to offer two "Community enrichment programmes" to people with learning disabilities and for people with mental ill health. Our training courses are always well received. Gaining feedback from the learners, we worked with Hackney Learning Trust to expand course options for 2017/18.

Our previous therapist and florist Antoinette Stammers came back for our seasonal **festive wreath making workshop** – some fabulous results and will hopefully be back in 2018.

Local schools continue come to use the garden for **learning outside the classroom** experiences. Having visits from Jubilee school, Stebon School, Randal Cremer and Happy Nest nursery. We have noticed that there is a reduction in the number of school visits, and, as all feedback from the schools attended have been extremely positive we presume the reduction in school budgets is having an effect on extra-curricular activities.

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## **Community Greening Initiatives**

### **St Mary's Estate Rose Gardens**

Working with St Mary's TRA and Hackney Council we were able to promise (and provide) them a rose garden and much more – including over 3500 spring bulbs. From design, ground preparation to planting all through the autumn, winter and spring all our gardeners got involved, we even got the **Bank of America** to help. This year the community is starting to see the results.

We would like to thank Hackney Council's Parks department, David Austin Roses and Geete bulbs for their generous donations, discounts and support.

We also continued to green Hackney by providing gardening services to:

- **Paul Daly's venues** namely **Road Trip Bar** on Old Street and **Zigi's Von Underbelly** in Hoxton square
- **Shoreditch Trust Offices** and **Waterhouse Restaurant**
- **Sovereign Mews**

This provides not only sustainable income for the gardens, but also opportunities for people to gain skills and self-esteem by being active, contributing members of their community.

Everyone is keen to explore these types of initiative further so we are currently working with Hackney Council planning more greening maintenance opportunities around the borough.

## **Partnerships with the business community**

We developed relationships with members of the business community. We provided one-off opportunities for corporate team building volunteering opportunities with Bank of America and Carillion and are developing long term partnerships with **Oktra** (<http://www.oktra.co.uk>) who volunteer regularly with us and develop fundraising initiatives and with **Superlyan & Lyan Cub** cocktail bar and restaurant (<http://www.lyancub.com>). We would like to thank them for their continued support.

## **Other Garden visitors and activities**

In the summer we enjoyed another visit from **Jennette Arnold OBE** and Councillor **Feryal Demirci** (now Hackney's Deputy Mayor) to discuss the benefits of green spaces in London and issues that often face small charities and how they could help.

**Open Garden Squares Weekend 2017** saw over 500 visitors to the garden over one weekend. Many cakes, pots of tea and plants were sold over those two days. We also had a new poet in residence for the occasion Mike Sims. Massive thanks to the staff, volunteers and friends that helped out.

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**Wellbeing initiatives** to look out for in 2018-2020:

The Garden Social as part of Connect Hackney a free club for all people with learning disabilities who are over 50 years old. This forms part of the Lottery's national initiative 'Ageing Better'.

### **Some 'Thank you's', 'Farewells' and 'Hello's'**

We would like to say a big 'Thank you' to regular donors Chris Dormer and Carol Sharp ([http:// www.carolsharp.co.uk](http://www.carolsharp.co.uk) ) for their continued support of the garden and its work.

We would like to say 'thank you' to our amazing volunteers who donate their time to support us in our work in the garden – you are all wonderful!

We would like particularly to say 'thank you' and 'farewell' to the following trustees: Kye Lockwood, Kathe Jacobs. Thank you for your help in ensuring the charity sticks to purpose and continues to flourish.

And our thanks to all the staff who have continued to work with dedication and professionalism, and to the local community, gardeners and garden – without whom there would be no garden!

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## Financial review

At 31 March 2018, the Charity's total funds were £ 12,402 (2017: £31,949). Of this total, £6,511 (2017: £25,952) comprised funds in the form of net current assets.

Income for the year was £84,673 (2017: £108,541) and expenditure £104,220 (2017: £107,431), with a net decrease in funds of £19,547 (2017 increase: £1,110).

Several grant-funded projects and garden maintenance work have boosted income this year. Client fee income also increased, as a result of the One Hackney pilot scheme. However, income from outreach work and plant sales decreased.

Trustees are committed to exploring new sources of income that will meet garden running costs and maintain adequate reserves in future.

## Reserves policy

The trustees have agreed that to avoid the risk of closure, where possible the Charity's reserves (unrestricted net current assets) will be maintained at a level which is equivalent to at least three months operational expenditure. At 31 March 2018, unrestricted net current assets totalled **£6,431 equivalent to less than one month of average operational expenditure.**

## Going concern

The trustees are confident that the Charity has adequate resources to continue in existence for the foreseeable future, being a period of at least twelve months after the date on which the report and financial statements are signed. For this reason it continues to adopt the going concern basis in the financial statements.

## Structure, governance and management

St. Mary's Secret Garden Ltd is a company limited by guarantee governed by its Memorandum and Articles of Association dated 21 July 2012. It is registered as a Charity with the Charity Commission.

St. Mary's Secret Garden Ltd does not have a share capital. Every member of the Company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member.

## Trustees

The trustees, who are also the directors of St Mary's Secret Garden Limited for the purposes of company law, are appointed according to the provisions of the Memorandum and Articles of Association.

None of the trustees receive any remuneration from the Charity. No related party transactions were reported.

## Key Management Personnel

The trustees consider that they, together with the Operations Manager and the Finance Officer are the key personnel in charge of directing and controlling, running and operating the Charity on a day-to-day basis.

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## Reference and administrative details

Registered charitable company name St Mary's Secret Garden Limited  
Charity registration number 1152027  
Company registration number 05987612  
Registered office 50 Pearson St, London E2 8EL

## The Trustees

Current trustees and those who served during the year:

Megan Bell (Chair) – appointed 01/09/2017

Janet Chapman

Jonathan Cole (Treasurer)

Liz Cox

Bridget Gourlay – appointed 12/01/2018

Riffat Harris – resigned 04/09/2017

Katherine Jacob - resigned 25/07/2018

Kye Lockwood (Acting Chair) - resigned 25/07/2018

Jean Roberts – appointed 12/01/2018

Lynn Snowden – resigned 04/09/17

Sarah Willis – appointed 28/01/2018

## Key Personnel

Operations Manager Paula Yassine  
Finance Officer Howard Lane  
Independent Examiner David Harris, FCMA  
36 Malvern Road, London, E8 3LP

## Bankers

Cooperative Bank  
1 Islington High Street, London, N1 9TR

# ST MARY'S SECRET GARDEN LIMITED

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## Statement of trustees' responsibilities

The trustees (who are also the directors of St Mary's Secret Garden Limited for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the Charity for that period. In preparing the financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper company records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### Independent Examiner

David Harris was reappointed as Independent Examiner on 16 November 2016.

In so far as the trustees are aware at the time of approving our annual report:

- there is no relevant information, being information needed by the Independent Examiner in connection with preparing their report, of which the Independent Examiner is unaware, and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the Company's Independent Examiner is aware of that information.

### Small Company provisions

This report has been prepared in accordance with the provisions applicable to small companies within part 15 of the Companies Act 2006. By order of the trustees

Megan Bell (Chair)

Date:

# ST MARY'S SECRET GARDEN LIMITED

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## **Independent Examiner's report to the members of St Mary's Secret Garden Limited for the year ended 31 March 2018**

I report on the accounts of the above named charitable company for the year ended 31 March 2017 as set out on pages 12 to 18.

### **Respective responsibilities of trustees and examiner**

The trustees [who are also the directors of the company for the purposes of company law] are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 145 of the Charities Act 2011 [the 2011 Act] and that an independent examination is appropriate.

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

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
2. to which, in my opinion, attention should be drawn, beyond disclosures already made, in order to enable a proper understanding of the accounts to be reached.

Although, as stated above, no material irregularities have been identified that require reporting beyond those made, I have separately issued a letter to the trustees for their consideration concerning potential opportunities for improving financial control for future years.

David J Harris FCMA

17 July 2017

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## Statement of Financial Activities

For the year ended 31 March 2018

		<b>Unrestricted Funds 2017-18 £</b>	<b>Restricted Funds 2017-18 £</b>	<b>Total Funds 2017-18 £</b>
	<b>Notes</b>			
<b>Income from:</b>				
Donations	2	3,872	-	3,872
Charitable activities	3	63,747	17,054	80,801
Investments	4	-	-	-
<b>Total</b>		<b>67,619</b>	<b>17,054</b>	<b>84,673</b>
<b>Expenditure on:</b>				
Charitable activities	5-9	87,186	17,034	104,220
<b>Total</b>		<b>87,186</b>	<b>17,034</b>	<b>104,220</b>
<b>Net income/(expenditure)</b>		<b>-19,567</b>	<b>20</b>	<b>-19,547</b>
<b>Reconciliation of funds</b>				
Total funds brought forward		28,903	3,046	31,949
<b>Total funds carried forward</b>		<b>9,336</b>	<b>3,066</b>	<b>12,402</b>

The Statement of Financial Activities includes an income and expenditure account as required by company law.

The Charity is provisionally exempt from tax on income and gains to the extent that these are applied to its charitable objects. No charges for tax have arisen in the Charity.

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## Balance Sheet

At 31 March 2018

	Notes	£	31/03/18 £	31/03/17 £
<b>Fixed assets:</b>				
Tangible assets	10		5,891	5,997
<b>Current assets:</b>				
Stock	11	1,991		1,727
Debtors		9,712		10,616
Prepayments		894		3,280
Cash at bank and in hand		4,010		26,868
<b>Total current assets</b>		<b>16,607</b>		<b>42,491</b>
<b>Liabilities:</b>				
Creditors: Amounts falling due within 1 year	12	-10,096		-16,539
<b>Net current assets/(liabilities)</b>			<b>6,511</b>	<b>25,952</b>
<b>Total net assets/(liabilities)</b>			<b>12,402</b>	<b>31,949</b>
<b>Funds of the Charity:</b>				
	13-14			
Restricted income funds			3,066	3,046
Unrestricted funds			9,336	28,903
<b>Total Charity funds</b>			<b>12,402</b>	<b>31,949</b>

These financial statements constitute the annual accounts required by the Companies Act 2006 and have been prepared in accordance with the special provisions applicable to small companies within part 15 of that Act.

The notes on pages 12 to 16 form part of these financial statements.

The financial statements were approved by the Board of Trustees on 28<sup>th</sup> November 2018 and signed on its behalf by Jonathan R Cole (Treasurer):



# ST MARY'S SECRET GARDEN LIMITED

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## Notes to the financial statements for the year ended 31 March 2018

### 1. Accounting policies

#### Basis of accounts preparation

The financial statements 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared on a going concern basis under the historical cost convention.

#### Cash flow statement

The trustees have taken advantage of the exemption in section 1A of FRS 102 and not included statement of cash flows in the financial statements on the grounds that the Company is small.

#### Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objects of the Charity.
- Designated funds are unrestricted funds set aside by the trustees for specific purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### Income recognition

All income is recognised and included in the Statement of Financial Activities (SoFA) when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Donations, gifts and legacies are included in full when receivable.
- Donated services and facilities are included at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Grants, where entitlement is not conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Grants, where related to performance and specific deliverables, are recognised as the Charity earns the right to consideration by its performance.
- Incoming resources from fees and charitable trading activities are included when earned.
- Investment income and interest is included when receivable.

#### Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Expenditure on raising funds comprises the costs associated with attracting donations and the costs of trading for fundraising purposes, where fundraising activities are not part of the charitable objects.
- Expenditure on charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in the notes to the accounts.

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## Notes to the financial statements for the year ended 31 March 2018

### Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation.

### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset on a 'straight line basis' as follows:

- Furniture and fixtures: 15% annually on cost
- Office equipment; plant and machinery; motor vehicles: 25% annually on cost

### Stocks

Plants for sale are valued as 'biological assets' at fair value (current market price) less costs to sell, according to FRS 102 section 34.4. Other stock (inventory) is valued at the lower of cost and net realisable value. Stocks are valued after making due allowance for non-saleable and slow moving items.

### Pension scheme

The Company operates an auto-enrolment pension scheme and employer contributions are charged to the income and expenditure account as they arise (see Note 8).

## 2. Donations

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017-18 £	Total Funds 2016-17 £
Donations of £1000 and above	1,059	-	1,059	-
Donations under £1000	2,813	-	2,813	1,388
	<b>3,872</b>	<b>-</b>	<b>3,872</b>	<b>1,388</b>

## 3. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017-18 £	Total Funds 2016-17 £
Grants				
D'Oyly Carte	-			3,000
Hackney Small Grants	-	3,244	3,244	4,924
Tesco	-	-	-	8,000
Hospital Saturday Fund	-	-	-	3,000
Team London (GLA)	-	9,310	9,310	490
Timberland	-	4,500	4,500	
Client fees	50,516	-	50,516	73,029
Product sales	5,496	-	5,496	5,945
Gardening services	1,360	-	1,360	5,030
Outreach	6,375	-	6,375	3,734
	<b>63,747</b>	<b>17,054</b>	<b>80,801</b>	<b>107,152</b>

Note: Outreach includes income from training, talks, tours, corporate volunteering and facilities hire.

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## Notes to the financial statements for the year ended 31 March 2018

### 4. Interest and investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017-18 £	Total Funds 2016-17 £
Bank interest receivable	-	-	-	1

### 5. Costs of charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017-18 £
Education	5,515	1,458	6,973
Social Inclusion	39,726	10,552	50,278
Recreation and Leisure	4,681	1,246	5,927
Product sales and gardening services	6,624	-	6,624
Support costs	30,640	3,778	34,418
	<b>87,186</b>	<b>17,034</b>	<b>104,220</b>

### 6. Costs of charitable activities by activity type

	Direct Costs £	Support Costs £	Total Funds 2017-18 £
Education	6,972	3,435	10,407
Social Inclusion	50,352	24,728	75,080
Recreation and Leisure	5,928	2,918	8,846
Product sales and gardening services	6,624	3,263	9,887
	<b>69,876</b>	<b>34,344</b>	<b>104,220</b>

Note 1: All support costs have been allocated on a percentage basis according to estimated use of staff time.

Note 2: Product sales and gardening services were either provided by, or benefited, users of the Charity, so costs are recognised as costs of charitable activities rather than fundraising costs.

### 7. Analysis of support costs

	Education £	Social Inclusion £	Recreation & Leisure £	Product Sales & Gardening Services £	Total 2017-18 £
Management & Admin Staff	1,506	10,844	1,280	1,431	15,061
Premises	1,037	7,466	881	985	10,369
Administration	166	1,194	141	158	1,659
Professional fees	-	-	-	-	-
Depreciation	119	855	100	113	1,187
Audit	-	-	-	-	-
Governance	-	-	-	-	-
Insurance	607	4,369	516	576	6,068
	<b>3,435</b>	<b>24,728</b>	<b>2,918</b>	<b>3,263</b>	<b>34,344</b>

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## Notes to the financial statements for the year ended 31 March 2018

### 8. Staff costs

Total staff costs were as follows:	<b>2017-18</b>	<b>2016-17</b>
	<b>£</b>	<b>£</b>
Wages and salaries	71,581	71,055
Employer's national insurance	1,306	1,265
Pensions	2,255	2,266
	<u><b>75,142</b></u>	<u><b>74,586</b></u>

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	<b>2017-18</b>	<b>2016-17</b>
Engaged in charitable activities	2	2
Engaged in administration and management	1	1
	<u><b>3</b></u>	<u><b>3</b></u>

No employee received remuneration of more than £60,000 during the year (2016-17: Nil).

### 9. Trustee remuneration & related party transactions

None of the trustees have been paid any remuneration or received any other benefits or expenses during the year or the previous year.

No trustee or other person related to the Charity had any personal interest in any contract or transaction entered into by the Charity during the year or the previous year.

### 10. Tangible fixed assets

	<b>Furniture &amp; Fixtures</b>	<b>Office Equipment</b>	<b>Plant &amp; Machinery</b>	<b>Motor Vehicle</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>					
At 1 April 2017	8,554	2,646	16,900	8,016	36,116
Additions	1,080	-	-	-	
At 31 March 2018	9,634	2,646	16,900	8,016	37,196
<b>Depreciation</b>					
At 1 April 2017	3,205	2,070	16,828	8,016	30,119
Depreciation charge for the year	538	576	72	-	1,186
At 31 March 2018	3,743	2,646	16,900	8,016	31,305
<b>Net book value</b>					
At 31 March 2018	<u><b>5,891</b></u>	<u>-</u>	<u>-</u>	<u>-</u>	<u><b>5,891</b></u>
At 31 March 2017	5,349	576	72	-	5997

### 11. Stock

	<b>31/03/18</b>	<b>31/03/17</b>
	<b>£</b>	<b>£</b>
Plants for sale	1,991	1,727

# ST MARY'S SECRET GARDEN LIMITED

Company limited by guarantee

## Notes to the financial statements for the year ended 31 March 2018

### 12. Creditors: Amounts falling due within 1 year

	31/03/18	31/03/17
	£	£
Trade creditors	2,883	377
Deferred income:	-	
Tavistock and Portman	2,500	
Team London (GLA)	-	9,310
Timberland / King Baudouin Foundation	-	4,500
Tax and national insurance	3,423	1,219
Accruals	-	-
Other liabilities	1,290	1,133
	<u>10,096</u>	<u>16,359</u>

### 13. Summary of fund movements

	31/03/17	Income	Expenditure	Transfers	31/03/18
	£	£	£	£	£
Restricted funds:					
Tesco - fixed assets	2,966	-	296	-	2,670
Tesco - other	80	-	-	-	80
Other restricted funds	-	17,054	16,738	-	316
Unrestricted funds	28,903	67,619	87,186	-	9,336
	<u>31,949</u>	<u>84,673</u>	<u>104,220</u>	-	<u>12,402</u>

### 14. Analysis of net assets between funds

At 31 March 2018:	Tangible	Net Current	
	Fixed Assets	Assets	Total
	£	£	£
Restricted funds	2,670	396	3,066
Unrestricted funds	3,221	6,115	9,336
	<u>5,891</u>	<u>6,511</u>	<u>12,402</u>

### 15. Corporation tax

The Charity is provisionally exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

### 16. Company limited by guarantee

St Mary's Secret Garden Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.