

HARTCLIFFE COMMUNITY PARK FARM ACCOUNTS

YEAR ENDED 31st MARCH 2012

**Charity Number 298805
Company Registration Number 2102228**

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HARTCLIFFE COMMUNITY PARK FARM

FINANCIAL STATEMENTS

Year ended 31st March 2012

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HARTCLIFFE COMMUNITY PARK FARM

Legal and administrative information

Year ended 31st March 2012

Status

Hartcliffe Community Park Farm is a company limited by guarantee and a registered charity governed by its memorandum and articles of association Charity number 298805, Company No 2102228

TRUSTEES

The directors of the charitable company ("the charity") are its trustees for the purposes of the charity law and throughout this report are collectively referred to as the trustees

The Trustees who served during the year and since the year end were as follows

Lorraine Horgan	Chair
Steven Martin	Vice Chair
Roy Pedwell	Secretary
Ray Pedwell	Treasurer
Pamela Cutter	
Andy Betteridge	
Cllr Tim Kent	
Barrie Lewis	Appointed April 2011

Registered Office

Hartcliffe Community Park Farm
Lampton Avenue
Hartcliffe
Bristol
BS13 0QH

Independent Examiners

Bristol Community Accountancy Project
The Park,
Davenry Road, Knowle
Bristol BS4 1DQ

Bankers

The Co-operative Bank plc	HSBC Bank
16 St Stephens Street	24 College Green
Bristol	Bristol BS1 5TD

HARTCLIFFE COMMUNITY PARK FARM

TRUSTEES REPORT

Year ended 31st March 2012

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31st March 2012

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Structure, Governance and Management

The Directors

The Board of Directors, who are Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

There shall be at least three members of the executive board and no maximum. Any member shall hold office only until the next Annual General Meeting and at the first Annual General Meeting all members of the Executive Board shall resign from office, and at the Annual General Meeting in every subsequent year one third of the members of the Executive Board shall retire by rotation. The members to retire shall be those who have been longest in office since their last appointment.

Risk review

We hold in the bank £27,955 which are unrestricted funds. These funds are held in order to meet any unforeseen expenditure. We aim to keep the entire unrestricted funds in reserve.

Objectives and activities

Objects of the Charity

The objects of Hartcliffe Community Park Farm Ltd are

- To assist in the relief of poverty of young unemployed persons in Hartcliffe and the surrounding area (the area of benefit). To advance the education of the residents of the 'area of benefit' and the public at large, particularly young people, in agriculture, horticulture, home crafts, country life, protection and improvement of the natural environment through best environmental practices, especially by encouraging reduction, reuse and recycling and related subjects and in the principles of self discipline and good citizenship and through their leisure activities so that they develop their physical, mental and spiritual capacities and grow to full maturity as individuals and members of society and their conditions of life may be improved.
- To promote humanity and morality amongst the residents of the area of benefit by educating them in care and consideration of all animals in need of care and protection, and for these purposes to care for and exhibit animals in common.

HARTCLIFFE COMMUNITY PARK FARM

TRUSTEES REPORT

Year ended 31st March 2012

agricultural and domestic use that the public, and particularly young people will learn a greater awareness of appreciation for such animals

- To provide education and training for persons resident in the area of benefit who have need for such facilities by reason of their age, youth, infirmity or disablement, poverty or social and economic circumstances, so as to prepare them for any trade, occupation or service and thereby advance them in life to enable them to earn their own livelihood
- To relieve physically or mentally disabled residents of the area of benefit by the provision of remedial, recreational or therapeutic activity facilities, subject where appropriate to the consent of the medical advisers of such persons

Review of activities

Hartcliffe Community Park Farm has had some negative and positive results this year, which will impact on the Farm. The Farm applied for twenty thousand pounds of core funding to BCC to employ one full time worker, and towards the cost of utilities to run the Project. BCC only awarded the Farm fifteen thousand, and this has made setting a budget to run the Farm very difficult but the Board has achieved this and made adjustments where necessary.

The positive result this year at Hartcliffe Community Park Farm, is the underused land at the back of the Farm has been turned into sixty allotments, both for the community and educational use. The refurbishment of the Farm toilets is nearly complete. The kitchen in the Farm office is to be completely refurbished and updated, new paddocks are to be built for various animals, and information boards will explain the history of the animals, and how to care for them, these will be situated next to the paddocks.

The Board has also appointed a part time worker, to work two days a week on the Farm. These positive results have been achieved by the Farm accessing funding from other grant providers. In the current economic climate this is difficult to achieve, and therefore this is a positive result for the Farm.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgments 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, and

HARTCLIFFE COMMUNITY PARK FARM

TRUSTEES REPORT

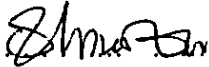
Year ended 31st March 2012

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

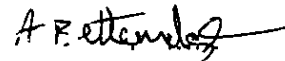
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets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

Approved by the trustees and signed on their behalf by

Steve Martin
Trustee



A Betteridge
Trustee



Registered Office

Hartcliffe Community Park Farm
Lampton Ave
Hartcliffe
Bristol
BS13 0HQ

HARTCLIFFE COMMUNITY PARK FARM

Independent Examiner's Report to the Trustees

Year ended 31st March 2012

I report on the accounts of the company for the year ended 31st March 2012 which are set out on pages 7 to 14

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 charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act), and that an independent examination is needed.

It is my responsibility to

- Examine the accounts under section 145 of the 2011 Act,
- 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 independent examiner's report

My examination was carried out in accordance with 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 by 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.

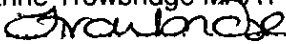
Independent examiner's statement

In the course of 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, 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 in order to enable a proper understanding of the accounts to be reached

Joanne Trowbridge MAAT

Bristol Community Accountancy Project
The Park, Daventry Road,
Knowle, Bristol, BS4 1DQ

6/12/2012

HARTCLIFFE COMMUNITY PARK FARM

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

YEAR ENDED 31st MARCH 2012

		Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	Note	£	£	£	£
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income	2	1,869	31,740	33,609	41,170
Activities for generating funds		8,171	-	8,171	5,365
Investment income		25	-	25	30
<i>Incoming resources from charitable activities</i>	3	-	-	-	1,830
<i>Other incoming resources</i>		-	-	-	-
Total incoming resources		<u>10,065</u>	<u>31,740</u>	<u>41,805</u>	<u>48,395</u>
Resources expended					
<i>Costs of generating funds</i>					
Charitable activities	4	4,925	33,740	38,665	48,883
Governance costs	5	4,970	-	4,970	4,852
Total resources expended		<u>9,895</u>	<u>33,740</u>	<u>43,635</u>	<u>53,735</u>
Net incoming/(outgoing) resources					
- net income/(expenditure) for the year		170	(2,000)	(1,830)	(5,340)
Net movement in funds		<u>170</u>	<u>(2,000)</u>	<u>(1,830)</u>	<u>(5,340)</u>
Total funds at 1 April 2011		38,313	2,000	40,313	41,493
Other recognised gains or losses		(1,345)	-	(1,345)	4,160
Total funds at 31 March 2012	12	<u>37,138</u>	<u>-</u>	<u>37,138</u>	<u>40,313</u>

All of the activities of the charity are classed as continuing

The notes on pages 9 to 14 form part of these financial statements

HARTCLIFFE COMMUNITY PARK FARM
BALANCE SHEET
YEAR ENDED 31st MARCH 2012

	Note	2012 £	2011 £
Fixed assets	9	1,380	1,648
Current assets			
Debtors	10	-	-
Stock		8,170	9,515
Cash at bank		27,955	29,985
Cash in hand		200	182
		<u>36,325</u>	<u>39,682</u>
Creditors . Amounts falling due within one year	11	(567)	(1,017)
		<u>(567)</u>	<u>(1,017)</u>
Net current assets		35,758	38,665
Net assets		<u><u>37,138</u></u>	<u><u>40,313</u></u>
Funds			
Restricted funds	12	-	2,000
Unrestricted funds	12	37,138	38,313
		<u><u>37,138</u></u>	<u><u>40,313</u></u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act

The directors acknowledge their responsibilities for

- (i) ensuring that the company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

These financial statements were approved by the trustees on 6.12.13 and are signed on their behalf by

A Betteridge
A Betteridge
Trustee

Steve Martin
Steve Martin
Trustee

The notes on pages 9 to 14 form part of these financial statements

HARTCLIFFE COMMUNITY PARK FARM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2012

1 Accounting policies

- a) The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006, applicable accounting standards and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in March 2005
- b) Income from donations/grants is included incoming resources when these are receivable, except as follows
 - i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods
 - ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-condition have been met
- c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered
- d) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity
- f) Rentals applicable to operating lease agreements where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the period of the lease
- g) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees
- h) Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes
- i) Depreciation of fixed assets (see note 9) is calculated to write off the cost or valuation over useful lives as follows
 - Motor Vehicles - 25% reducing balance
 - Plant & Machinery - 10% reducing balance
 - Fittings & Fixtures - 10% reducing balance

HARTCLIFFE COMMUNITY PARK FARM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2012

2 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations & Sponsorships	1,869	-	1,869	3,491
Grants	-	31,740	31,740	37,679
	<u>1,869</u>	<u>31,740</u>	<u>33,609</u>	<u>41,170</u>

3 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Rural Payments Agency	-	-	-	1,830
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,830</u>

HARTCLIFFE COMMUNITY PARK FARM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2012

4 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Staff costs	-	24,471	24,471	26,540
Farm animal costs	-	4,556	4,556	3,511
Admin & sundries	1,752	-	1,752	1,100
Site & buildings	-	1,745	1,745	6,733
<i>Support costs</i>				
Heat & light	-	2,059	2,059	2,917
Vehicle/transport costs	286	909	1,195	2,736
Telephone	1,533	-	1,533	1,660
Refuse, Health & Safety	613	-	613	2,904
Machine repairs	-	-	-	60
Volunteers expenses	217	-	217	234
Depreciation	268	-	268	324
Payroll fee	256	-	256	164
	<u>4,925</u>	<u>33,740</u>	<u>38,665</u>	<u>48,883</u>

5 Governance costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Independent examination fees	567	-	567	567
Insurance	4,403	-	4,403	4,285
	<u>4,970</u>	<u>-</u>	<u>4,970</u>	<u>4,852</u>

HARTCLIFFE COMMUNITY PARK FARM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2012

6 Net incoming resources for the year

This is stated after charging:

	2012	2011
	£	£
Independent examination fees	567	567
Depreciation	268	324
	<u>835</u>	<u>891</u>

7 Staff costs and numbers

The aggregate payroll costs were

	2012	2011
	£	£
Wages and salaries	24,471	26,450
	<u>24,471</u>	<u>26,450</u>

No employee received emoluments of more than £60,000

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

2012	2011
No.	No
<u>1</u>	<u>1</u>

8 Taxation

The charity is exempt from corporation tax on its charitable activities

HARTCLIFFE COMMUNITY PARK FARM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2012

9 Tangible fixed assets

	Motor Vehicle	Motor Vehicle	Plant & Machinery	Fittings & Fittings	Total
	£	£	£	£	£
Cost					
At 1 April 2011	1,645	2,100	9,813	1,135	14,693
Additions	-	-	-	-	-
At 31 March 2012	<u>1645</u>	<u>2100</u>	<u>9,813</u>	<u>1,135</u>	<u>14,693</u>
Depreciation					
At 1 April 2011	1,534	1,529	9,004	978	13,045
Charge for the year	28	143	81	16	268
At 31 March 2012	<u>1,562</u>	<u>1,672</u>	<u>9,085</u>	<u>994</u>	<u>13,313</u>
Net book value					
At 31 March 2012	<u>83</u>	<u>428</u>	<u>728</u>	<u>141</u>	<u>1,380</u>
At 31 March 2011	<u>111</u>	<u>571</u>	<u>809</u>	<u>157</u>	<u>1,648</u>

	2012 £	2011 £
Trade debtors	-	-
	<u>-</u>	<u>-</u>

10 Creditors: amounts falling due within one year

	2012 £	2011 £
Accruals	567	567
HM Revenue & Customs	-	450
	<u>567</u>	<u>1,017</u>

HARTCLIFFE COMMUNITY PARK FARM
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 2012

11 Movement in funds

	At 01-Apr 2011 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Mar 2012 £
Restricted funds					
Bristol City Council	-	30,740	(30,740)	-	-
Quartet Community Foundation	2,000	1,000	(3,000)	-	-
	<u>2,000</u>	<u>31,740</u>	<u>(33,740)</u>	<u>-</u>	<u>-</u>
Unrestricted funds					
General funds - Includes increase/ decrease in stock value	38,313	10,065	(9,895)	-	38,483
	-	-	(1,345)	-	(1,345)
	<u>38,313</u>	<u>10,065</u>	<u>(11,240)</u>	<u>-</u>	<u>37,138</u>
Total funds	<u>40,313</u>	<u>41,805</u>	<u>(44,980)</u>	<u>-</u>	<u>37,138</u>

Purpose of Restricted funds

Bristol City Council - General running costs and salaries
 Quartet Community Foundation - Wages

12 Company limited by guarantee

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.