

**Registered Charity No. 1114598**  
**Company No. 05617190**

**CULTIVATIONS**

**TRUSTEES ANNUAL REPORT AND ACCOUNTS**  
**YEAR ENDED 31 MARCH 2008**

WEDNESDAY



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## **CULTIVATIONS**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

REGISTERED CHARITY NUMBER:	1114598
REGISTERED COMPANY NUMBER:	05617190
PRINCIPAL ADDRESS:	Nant Yr Helyg Maentwrog Blaenau Ffestiniog Gwynedd LL41 4HF
DIRECTORS	Geraldine Woollatt Richard Woollatt
COMPANY SECRETARY	Geraldine Woollatt
TRUSTEES:	Stephanie Burdett Geraldine Woollatt Linda Eggins Richard Woollatt Patricia Barnett Kenneth Vaughan Roger Smith
ACCOUNTANTS:	Whittingham Riddell LLP Hafren House 5 St Giles Business Park Pool Road Newtown Powys SY16 3AJ

## **CULTIVATIONS**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

The Trustees and Directors present their report and accounts for the year ended 31 March 2008.

#### **PRINCIPAL ACTIVITIES AND STATUS**

The company is limited by guarantee and is a registered charity (no. 1114598 ) there being no authorised and issued share capital.

The charity is established the preservation and protection of the good health of persons who are less able, disadvantaged or elderly in particular but not exclusively, through the therapeutic use of horticulture. To advance the education of the public regarding therapeutic horticulture.

#### **REVIEW OF ACTIVITIES FOR THE YEAR**

We are pleased to report that the organisation has had a very successful year. Cultivations continues to be recognised by practitioners, presenters, delegates, participants and the public as a positive, informed and progressive organisation. Considerable effort has been made to identify, explore and then deliver appropriate services within the sector.

Continued networking and the development of new and current partnerships has ensured that many statutory, voluntary and community organisations have not only become aware of our existence but are also keen to work in alliance with us.

Many of our activities throughout the year, including the provision of a number of training events, focus meetings, the staging of an annual flower show, the development of active partnerships and management of growing and recognised projects, support this statement.

In last year's report we stated that as a young organisation we are just starting out on a very exciting journey and that although our financial resources were very limited we were moving forward constructively. We are still on that journey and it is becoming increasingly more exciting as we approach 2009. The strong roots we have developed are giving rise to a healthy young sapling.

We would like to say that our financial position had dramatically changed within the last financial year but unfortunately we cannot. We can say that it has improved and that during the last few months we have been successful in securing substantial future funding for projects that we are currently providing.

We would like to acknowledge and give my thanks to everyone who has provided guidance and unstinting support in whatever capacity during the past year, and, who continue to remain firmly entrenched for the forthcoming year.

## **CULTIVATIONS**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

The sector in which we work continues to be targeted by statutory organisations. This is necessary in order to commission or procure services that engage people in activities or tasks that meet identified needs of both National and/or Local Strategic Delivery Plans within the departments of Health and Social Care, Social Justice and Community Regeneration and the Environment. The actual percentage of engagement varies considerably but as an example it is 10% in the Social Justice Sector.

During the last year statutory bodies have continued their work towards finalising commissioning and procurement processes. Invitations to tender have become complex and vary dramatically from one area to another. Consequently, this has further increased the unease within the sector and clouded the whole issue of partnership working between the two sectors.

Competition to secure service level agreements is becoming increasingly competitive. Many organisations with our sector are now offering and delivering training sessions that assist others within the sector to tender for work. Such organisations usually funded by the government although serving a need also compound the whole process, particularly when commissioned services are still only 10% of the overall service delivery plan for most organisations. We are pleased to report that we have been successful in securing service level agreements both within the Criminal Justice and Education Sectors.

As one of only a small number of organisations working to promote, advise and inform people about the therapeutic and educational benefits of working with nature, we are uniquely positioned to develop opportunities and partnerships to assist in the provision of such services and have been working tirelessly to this end.

The arrangement and delivery of successful focus meetings and presentations made at a number of high profile events have been instrumental in helping to develop active networks within our own field of expertise between commissioners / procurement officers, service providers and recipients.

#### **Strategic Development Plan Update**

Further to the aims listed in the current Strategic Development Plan which runs until 5<sup>th</sup> April 2009 we can report that to date:

- Cultivations has contributed in a number of ways to the professional development of the sector, in particular through the provision of consultancy services to educational establishments and through the provision of a number of training events.
- Securing sufficient funding to cover the running costs of Making Tracks Horticulture and Environment Project has been a struggle but is now on an even keel and has enabled us to increase the level of service by a further 25%. We have also been able to increase the number of sessional workers engaged on the project. We have successfully covered the cost of The West Midlands Network Flower Show and all the events undertaken to date.

## **CULTIVATIONS**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

- We have continued to work hard to ensure that our services are delivered as economically, efficiently and effectively as possible. Personal contact has greatly increased awareness of our services. We have for example offered staff training in lieu of hire charges at selected events, sent less flyers through the post and utilised the email, fax and free publications as an alternative and accepted offers of accommodation from fellow supporters.
- We have continued to increase our level of volunteer support throughout the year. In addition to support provided by a variety of individuals and organisations, such as the judges at the flower show, stewards at fund raising events we have secured regular weekly project volunteer support workers that assist us in the practical delivery of services provided.
- Our Trustees and Supporters have worked tirelessly and enthusiastically at a number of events promoting the work of Cultivations. They have also attended trainings in their capacity as Trustees of the organisation.
- Direct contact with the public has proved to be of immense importance in promoting our work and has also resulted in a number of excellent contacts being made.
- The Management Team (MT) are pleased to announce that they were able to deliver many of the events agreed in the 2007 – 2008 Strategic Development Plan (SDP) within the limited resources available and that they are on target for the current years plan (2008-09).
- In all they have run to date six workshops and three focus meetings and have participated in and presented at eight conferences / seminars including 'Growing Schools Conference, Birmingham, West Midlands Chaplaincy Seminar, Long Lartin Prison, Worcestershire and Environet Seminar, Denbighshire
- The Management Team have effectively developed new partnerships and strengthened existing ones. Such partnerships include North Wales Probation Service, The Three Counties Agricultural Society, Conwy Education Department Bodolwyddan Castle Trust, Conway Council, Denbighshire Education Department, Communities First, Worcestershire Mental Health Trust and the Youth Justice Board.

#### **Key Achievements over the last year**

We would like to thank Lord Hertford for agreeing to become our patron. We consider this an important step in the development of our organisation.

We have successfully amended the wording of our charitable objects which have been accepted by the Charity Commission. This was necessary to accurately reflect the work of the charity.

## **CULTIVATIONS**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

The organisation has continued to sustain a positive and comprehensive delivery of events for practitioners and interested parties which have been well received with excellent feedback being provided. Our marketing strategy has paid off in many ways. In particular, it has increased attendance numbers, increased greater awareness of our services and enabled the development of potential future working partnerships or alliances. Two examples include the Open University and Tir Coed ( a National Community Woodland Organisation).

We are pleased to report that we were approached by Conwy Council and invited to apply for European Funding for a Regeneration Grant to expand the services already provided by Making Tracks. We are also pleased to report that the application was successful. In effect this will ensure the continuance of Making Tracks for the next 2 years and increase our level of delivery.

We have continued to develop the overall standard of our information leaflets which are now produced bilingually where and when appropriate. This has been well received by a number of organisations which has assisted in us developing better working relationships within Wales.

The website has been enhanced and now includes a 'Practitioners Forum' which is due to be launched early in the new year in line with the future events timetable.

We are also pleased to report that Cultivations has been awarded a bursary by Lemos and Crane, leaders in computer operated programming to operate a self assessment programme called 'Blue Salmon' for project participants to use. This is a very exciting development as it will assist our practitioners in forming stronger bonds with participants and help in identifying appropriate 'stepping on' processes for the individual concerned.

We reported last year that we had actively been involved in establishing a dialogue between North East Wales Institute (Newi), the Welsh College of Horticulture, Writtle College and Essex University to develop the **first** Bsc Honours Degree Course in Social and Therapeutic Horticulture and Ecotherapy.

This year we can report that Cultivations were invited by Essex University to sit on the validation panel which considered the Bsc and a Foundation Degree in the above subject. Both were ratified and will be offered from September 2009. A great achievement for us.

The partnership we were invited to enter into with the Three Counties Agricultural Society in the Autumn of 2006 to help them promote the therapeutic aspect of engaging with nature has not moved on as anticipated and discussions are currently ongoing as to the future of this arrangement.

Although this is the current situation we would like to report that, over the last twelve months, the use of the garden (although restricted) has been an extremely beneficial resource for us to promote our work and the benefits of engaging with nature. It has played a significant part in helping individuals attending from Link Nurseries (Worcestershire Mental Health Trust) to

## **CULTIVATIONS**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

enhance their sense of personal awareness and well being. It has also enabled a number of other projects, individuals and practitioners to participate in activities that are viewed by thousands of people.

Our services were sought to lead a sixteen week Community Forest project that involved the construction of willow benders and compost toilets. This proved to be an excellent project with our staff members learning new skills and developing new associations with a number of other organisations including the Centre of Alternative Technology and the Forestry Commission.

As an organisation we have contributed to the Criminal Justice Advisory Group (CJAG) to Diocese of Worcester and I am pleased to inform you that one of our trustees has been elected to the committee of CJAG. This is of significant importance as it helps to indicate to potential commissioning services the ethical and moral base we work from.

We are pleased to report that in partnership with the Welsh College of Horticulture we have successfully run our first National Open College Network (NOCN) courses for participants.

We have also secured our first independent fee paying partnership with Bodelwyddan Castle Trust (Linked to the National Art Collection) to maintain the grounds. This has proved to be very beneficial for all concerned and has provided a site for project participants to engage in a variety of horticultural and environmental activities. Being open to the public helps break the cycle of isolation for many of the people we assist.

We have pleasure in reporting that we have had two vehicles donated to us. One from the RSPB which is now in action and one from the British Transport Police that will arrive in January 2009.

We have also been provided with a greenhouse by the North Wales Police that has been jointly renovated without any cost to Cultivations. This is an exciting and practical addition for staff working at Making Tracks.

We have successfully run the 7<sup>th</sup> Annual Flower Show, increasing the overall attendance and variety of exhibits produced from a diverse range of projects across the West Midlands. More interest is shown each year with host venues asking for us to return the following year.

## **RESULTS**

The net incoming resources for the year amounted to a net deficit on the general fund of £24,056.

## **CHARITY OBJECTIVES FOR COMING YEAR**

To ensure that the organisation moves forward effectively, efficiently and economically it is of paramount importance that we focus carefully on services already being delivered and work towards securing sufficient funding for their future growth.

## CULTIVATIONS

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

All potential new opportunities need to be approached with care and all funding applications must reflect full cost recovery figures.

In further replicating or developing our services we must endeavour to seek commissioned work through the establishment of strong working partnerships in the sector concerned.

As is the current practice all events, trainings and network meetings offered must be fully costed and only delivered if economically viable.

It is essential that the management team continues working closely together as this will help to ensure that decisions can be made swiftly and that all trustees be informed of the organisations progress at each board meeting.

We must ensure that we as an organisation continue to remain focussed on our charitable objects and the activities agreed in the current outline development plan and forthcoming business and strategic development plan that will come into operation on the 6<sup>th</sup> April 2009.

Preparing future plans for established partnerships such as Making Tracks, Branch Lines, The West Midlands Network Flower Show and other projects. Identifying how they will be delivered and who will deliver and within what time frames.

Vigorously exploring suitable funding sources and then submitting appropriate information for bids to be prepared by those able to do so.

Continuing to explore the 'market place', formulate appropriate action plans and then promoting our services by the most effective and economic means as discussed above.

Recruiting additional paid staff when possible to perform the following roles:

- Administration and Events Assistant (1)
- Education, Training and Website Officer (1)
- Field Development Officer (1)
- Projects Officer (2)

Finally, in our opinion (in addition to delivering existing services) our **first priority** is to secure adequate funding to underpin present activities, provide an opportunity to employ staff as indicated above and enable us to develop new initiatives, particularly those that arise through partnership working.



## **CULTIVATIONS**

### **TRUSTEES' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2008**

#### **TRUSTEES RESPONSIBILITIES**

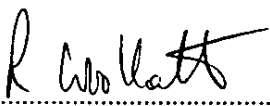
The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice applicable to smaller charities.

Company and Charity law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements the Trustees have:

- selected suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- prepared the financial statements on the going concern basis (unless it is inappropriate to presume that the company will continue in operation)

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

By Order of the Board

  
.....  
Trustee

21.09  
.....  
Date

## **CULTIVATIONS**

**(Limited by Guarantee)**

### **AUDIT EXEMPTION REPORT FOR THE YEAR ENDED 31 MARCH 2008**

#### **ACCOUNTANT'S REPORT TO THE MEMBERS CULTIVATIONS**

We report on the accounts for the year ended 31 March 2008 set out on pages 1 to 5.

#### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND REPORTING ACCOUNTANTS**

As described on page 2 the Trustees, who are also directors of the charity for the purposes of the Companies Act, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

#### **BASIS OF OPINION**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurances expressed in our opinion.

#### **OPINION**

In our opinion:

- a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985, as amended;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
  - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in the Statement of Recommended Practice, Accounting and Reporting by Charities, and in section 249C(6) of the Act; and
  - ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Signed:.....

*Whittingham Riddell LLP*

Dated: .....

9.1.09

Whittingham Riddell LLP  
Chartered Accountants  
Hafren House  
5 St Giles Business Park  
Pool Road  
Newtown  
Powys  
SY16 3AJ

## CULTIVATIONS

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2008

	Note	2008		2007
		Unrestricted funds	Restricted funds	Total
		£	£	£
<b>INCOMING RESOURCES</b>				
Grants received and used		16,290		16,290
Donations		2,278		2,278
Bank interest		15		15
<b>TOTAL INCOMING RESOURCES</b>		<b>18,583</b>		<b>18,583</b>
<b>RESOURCES EXPENDED</b>				
General overheads		40,728		40,728
Depreciation		1,911		1,911
<b>TOTAL RESOURCES EXPENDED</b>		<b>42,639</b>		<b>42,639</b>
<b>NET SURPLUS / (DEFICIT) FOR THE YEAR</b>		<b>(24,056)</b>		<b>(24,056)</b>
<b>TOTAL FUNDS AT 31<sup>ST</sup> MARCH 2008</b>		<b>(24,056)</b>		<b>(24,056)</b>

# CULTIVATIONS

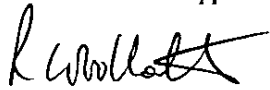
## **BALANCE SHEET AS AT 31 MARCH 2008**

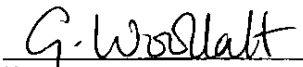
	NOTES	2008	2007
		£	£
<b>FIXED ASSETS</b>			
Tangible assets	2	7,108	4,350
<b>CURRENT ASSETS</b>	3		
Debtors		280	
Cash at bank and in hand		3,269	4,113
		<u>3,549</u>	<u>4,113</u>
<b>CREDITORS</b>	4		
		51,482	25,232
Amounts due within one year		<u>51,482</u>	<u>25,232</u>
		(47,933)	(21,119)
<b>NET CURRENT ASSETS</b>		<u>(40,825)</u>	<u>(16,769)</u>
<b>TOTAL NET ASSETS</b>			
		<u>(40,825)</u>	<u>(16,769)</u>
<b>CHARITY FUNDS</b>	5		
Unrestricted funds		(40,825)	(16,769)
		<u>(40,825)</u>	<u>(16,769)</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 249A(1) of the Companies Act 1985 and members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2) of the Act. The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 221 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2008 and of its profit for the year then ended in accordance with the requirements of section 226 of the Act and which otherwise comply with the requirements of the Companies Act 1985 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on ...*P.1:0?*... and signed on their behalf, by:

  
Trustee

  
Trustee  
(Co. Secretary)

The notes on pages 3 to 5 form part of these financial statements.

## **CULTIVATIONS**

### **NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2008**

#### **1. ACCOUNTING POLICIES**

##### **1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985.

##### **1.2 COMPANY STATUS**

The company is a company limited by guarantee. The members of the company are the Trustees named on the company information page.

##### **1.3 FUND ACCOUNTING**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

##### **1.4 INCOMING RESOURCES**

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects.

##### **1.5 RESOURCES EXPENDED**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

##### **1.6 TANGIBLE FIXED ASSETS AND DEPRECIATION**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor Vehicles	25%	reducing balance
Plant, fixtures and fittings	20%	reducing balance

## CULTIVATIONS

### NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2008

#### 2. TANGIBLE FIXED ASSETS

	Motor Vehicles	Plant and Machinery	Total
Cost	£	£	£
At 1.04.07	2,718	2,638	5,356
Additions in year		4,669	3,669
As at 31.03.08	2,718	7,307	10,025
 Depreciation			
At 1.04.07	566	440	1,006
Charge in year	538	1,373	1,911
As at 31.03.08	1,104	1,813	2,917
 Net Book Values			
As at 31.03.08	1,614	5,494	7,108
As at 31.03.07	2,152	2,198	4,350

All fixed assets held are for charitable purposes.

#### 3. CURRENT ASSETS

	2008 £	2007 £
Debtors	280	
Barclays current account	304	3,701
Barclays premium account	1,330	
Bank events account	1,332	393
Cash in hand	303	19
	3,549	4,113

#### 4. CREDITORS (Amounts falling due within one year)

Accruals	1,176	588
Director's loan account	50,305	24,644
	51,481	25,232

#### 5. MOVEMENT OF FUNDS

	Brought forward	Credited to Statement of Financial Activities	Utilised	Carried forward
Unrestricted:	£	£	£	£
General	(16,769)	18,583	(42,639)	(40,825)
 Total	(16,769)	18,583	(42,639)	(40,825)

## **CULTIVATIONS**

### **NOTES TO THE ACCOUNTS YEAR ENDED 31 MARCH 2008**

#### **6. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted funds £</b>	<b>2008 Restricted funds £</b>	<b>Total £</b>	<b>2007</b>
Fund balances at 31 March 2008				
are represented by:				
Tangible fixed assets	7,108		7,108	4,350
Current assets	3,549		3,549	4,113
Current liabilities	(51,482)		(51,482)	(25,232)
	<u>(40,825)</u>		<u>(40,825)</u>	<u>(16,769)</u>

## CULTIVATIONS

### **INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDED 31 MARCH 2008**

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
WORKSHOP FEES AND REVENUE GRANTS	2,978	6,846
LLOYDS TSB FOUNDATION	13,312	
DONATIONS	1,678	596
SPONSORSHIP	600	
BANK INTEREST	15	
<b>TOTAL INCOME FOR THE YEAR</b>	<b>18,583</b>	<b>7,443</b>
GENERAL OVERHEAD		
BT Conferencing services	97	109
Insurance	0	661
Travel & subsistence	438	1,098
Consultancy fees	16,733	11,435
Events expenses	626	2,309
General expenses	303	583
Printing, postage, stationery and advertising	1,400	1,618
Volunteer expenses	0	616
Motor expenses	386	979
Membership & subscriptions	491	110
Telephone and internet	979	771
Wages	16,268	586
Clothing	176	149
CRB Checks	0	102
Training workshops	1,106	1,478
WMNFS	275	0
Repairs and renewals	0	15
Accountancy	1,063	588
Depreciation	1,911	1,006
Refunds	(176)	
Commission and Other	563	
	<b>42,639</b>	<b>24,211</b>
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>(24,056)</b>	<b>(16,769)</b>