Hitchin Community Gardens

(Also known as Triangle Community Garden)

Company registration number **7676360**

Charity registration number: **1145243**

TRUSTEES' ACCOUNTING REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

CONTENTS

Page	
2	Legal and Administrative Details
3	Independent Examiner's report
4	Balance Sheet
5	Statement of Financial Activities
6-9	Notes to the Accounts
10	Reserves Statement

Hitchin Community Gardens aka Triangle Community Garden
Registered Charity No. 1145243
Company Registration: 7676360

ORGANISATIONAL PROFILE
FOR THE YEAR ENDED 31 AUGUST 2024

TRUSTEES

Chair	Victoria Mary Wyer
Vice Chair	Adrian Peter Stones
Treasurer	Andrew Danger Green
	Hilary Jean Oughton
	Gareth Hills
	John Anthony Wyer
	Isabelle Robinson (from 11 January 2024)
	Katherine Maria Hughes (from 14 March 2024)

REGISTERED OFFICE: 23 Priory Way
Hitchin
SG4 9BJ

BANKERS: The Co-operative Bank-Business
PO Box 250
Skelmersdale
WN8 6WT

INDEPENDENT EXAMINER: Charles Osei, BSc (Hons), MSc, ACIE, AFA, ATA, MCIPP
Flat 3, 11 Rochdale Way, Deptford London SE8 4LY

Hitchin Community Gardens aka Triangle Community Garden
Registered Charity No. 1145243
Company Registration: 7676360

INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENTS TO THE TRUSTEES OF HITCHIN COMMUNITY GARDENS

I report on the financial statements for the year ended 31 August 2024 set out on pages 3 - 9.

Respective responsibilities of Trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Charity Trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 reports limited to those matters set out in the statement as follows:

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

   a) to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations

   b) to prepare accounts which accord with the accounting records and comply with Regulations 9 of the 2006 Accounts Regulations

   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.

Charles Osei, BSc (Hons), MSc, ACIE, AFA, ATA , MCIPP, MIPA Date: 14/11/2024
Flat 3, 11 Rochdale Way Deptford London SE8 4LY

Hitchin Community Gardens aka Triangle Community Garden
Registered Charity No. 1145243
Company Registration: 7676360

Hitchin Community Gardens
Balance Sheet as at 31st August 2024

		Unrestricted Funds	Restricted Income Funds	Endowment Funds	Total This Year	Total Last Year
Fixed Assets						
Tangible Fixed Assets - Equipment		£0	£0	£0	£0	£0
Total Fixed Assets		**£0**	**£0**	**£0**	**£0**	**£0**
Current Assets						
Stock	(note 2)	£20	£0	£0	£20	£206
Debtors and Prepayments	(note 3)	£457	£2,381	£0	£2,838	£2,270
Cash at Bank and in Hand	(note 4)	£37,112	£7,135	£0	£44,247	£51,382
Total Current Assets		**£37,589**	**£9,516**	**£0**	**£47,105**	**£53,858**
Current Liabilities						
Creditors and Accruals	(note 5)	£576	£649	£0	£1,225	£1,438
Deferred Income		£0	£0	£0	£0	£0
Total Current Liabilities		**£576**	**£649**	**£0**	**£1,225**	**£1,438**
Net Current Assets		£37,013	£8,867	£0	£45,880	£52,420
Total Assets less Current Liabilities		**£37,013**	**£8,867**	**£0**	**£45,880**	**£52,420**
Amounts falling due after more than 1 Year						
Deferred Income		£0	£0	£0	£0	£0
Net Assets		**£37,013**	**£8,867**	**£0**	**£45,880**	**£52,420**
Funds of the Charity						
Triangle Community Garden Fund		£37,115	£0	£0	£37,115	£27,315
Specified General Funds		-£102	£0	£0	-£102	£8,749
Restricted Funds			£8,867	£0	£8,867	£16,356
Total Funds		**£37,013**	**£8,867**	**£0**	**£45,880**	**£52,420**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st August 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

i) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

ii) 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 Section 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.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies' regime.

Signed by two trustees on behalf of all trustees:

Signature	Print Name	Date
	Vicky Wyer	14.11.2024
	Andrew Green	14.11.2024

Hitchin Community Gardens aka Triangle Community Garden
Registered Charity No. 1145243
Company Registration: 7676360

Hitchin Community Gardens
Statement of Financial Activities for the year ended 31st August 2024

	TCG Funds	Restricted Funds	Specified unrestricted Funds	Total	Last Year 22/23
Income from:					
Charitable Activities	£4,652	£37,754	£0	£42,406	£36,953
Donations and Legacies	£5,400	£2,679	£0	£8,079	£12,992
Grants	£668	£3,484	£0	£4,152	£8,966
Fundraising	£8,977	£642	£0	£9,619	£7,311
Investment Income	£0	£0	£0	£0	£0
Other Income	£0	£0	£0	£0	£0
Total	£19,696	£44,560	£0	£64,256	£66,222
Expenditure on:					
Charitable Expenditure	£15,184	£51,792	£519	£67,494	£58,122
Raising Funds	£2,862	£439	£0	£3,302	£6,074
Total	£18,046	£52,231	£519	£70,796	£64,196
Net Income	**£1,650**	**-£7,671**	**-£519**	**-£6,540**	**£2,026**
Transfer between Funds	£5,488	£0	-£5,488	£0	£0
Net Movement in Funds	£7,138	-£7,671	-£6,007	-£6,540	£2,026
Total funds Brought Forward	£29,977	£16,538	£5,905	£52,420	£50,394
Total Funds Carried Forward	**£37,115**	**£8,867**	**-£102**	**£45,880**	**£52,420**

Note: In September 2023 the Charity changed to a new accounting software which has meant some changes in the way the accounts are presented. The transition led to some minor one off discrepancies in the value of funds brought forward at the time of the changeover.

Notes forming part of the Financial Statements for the year ended 31st August 2024

1. **Basis of Accounting**
   These accounts have been prepared on an accrual basis and include income and expenditure as they are earned or incurred, rather than as cash received or paid. Reference to the "Charities SORP" refers to the Charites SORP (FRS 102): 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. 2nd edition effective 1 January 2019, and in accordance with the Companies Act 2006.

2. **Accounting Policies**
   The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

   (a) Fund Accounting
   Unrestricted funds are available for use at the discretion of trustees in furtherance of the general objectives of the charity.
   Designated finds are unrestricted funds earmarked by the trustees for particular purposes.
   Restricted funds are subject to restrictions on their expenditure imposed by the donor.

   (b) Income
   All income is included in the statement of financial activities 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:
   Voluntary Income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
   Donated Services 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.
   Income from Trading and Charitable Activities are accounted for when earned. Hertfordshire County Council is responsible for the payment of fees for six of the gardeners. Fees of £15,056 were received from HCC in the year ended 31st August 2024.

   (c) Expenditure
   Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.
   Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.
   Charitable expenditure 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. It includes governance costs which are those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountant's fees and costs linked to the strategic management of the charity.

(d) Fixed Assets

Fixed Assets are included at cost less accumulated depreciation. The cost of minor additions, those costing below £1000 and those whose purchase costs are fully covered by a grant are not capitalised. Depreciation is provided at rates calculated to write off the cost of the asset over its expected useful life, which in all cases is estimated at 5 years. Currently the charity has no fixed assets which have not been written off.

3. Income

(a) Donations

St Mark's Church	£250
Crane Charitable Funds	£2,675
NEB UK	£2,000
Hadley Trust	£1,000
Tilehouse Rotary Club Hitchin	£1,000
Other donations	£1,154

(b) Grants

Herts Community Foundation	£968 Workforce development grants (2No)
Herts County Council	£200 Locality fund (Cllr Keith Hoskins)
Hitchin Youth Trust	£1,372
North Herts District Council	£1,612

4. Expenditure

For analysis see attached appendix A

5. Trustee Remuneration and Related Party Transactions

Reimbursements were made to trustees for purchases made directly for Hitchin Community Gardens.

Details of Trustees other transactions with the charity are given in note 14.

6. Salaries and Wages

At 31st August 2024, 5 part time staff were employed.

Total wages including pension contributions paid in the year to 31st August 2024 were £51,892.

9. Tangible Fixed Assets

	Equipment
At Cost	£
At 1st September 2023	2916
Acquisitions	0
At 31st August 2024	2916
Depreciation	
At 1st September 2023	2916
Charge for Year	0
At 31st August 2024	2916

	Equipment
Net Book Value	£
At 31st August 2022	0
At 31st August 2023	0
At 31st August 2024	0

11. Debtors

Prepaid expenses	£ 843
Debtors	£1995
Reclaimable Gift Aid Tax	£ 0
	£2838

12. Creditors and Accruals

Income received in advance	£1337
Creditors	£ 50
Payroll & pension liabilities*	£ (162)
Total	£1767

All deferred income has now been written back.

13. Analysis of Net Assets Between Funds

Triangle Community Garden and Ransom's Pavilion	£ 31,627
Growing Ability Group and other Restricted Runds	£ 8,867
Specified General Funds	£ 5,386

14. Related Parties

One trustee is a director of Bowles & Wyer who do the photocopying for Hitchin Community Gardens. No charge is made for black and white copies, and colour copies are invoiced at cost. This is considerably cheaper than using another supplier.

*Amount is based on the outstanding refund of £542 from HMRC (change payroll provider halfway through the Tax Financial year (Sept 23) resulted in TCG being overcharged by HMRC. HMRC hope to sort it out within 24 months)

See page 9 for Appendix A (Note 4) and page 10 for Reserves Statement

Hitchin Community Gardens aka Triangle Community Garden
Registered Charity No. 1145243
Company Registration: 7676360

Appendix A

Note 4
Hitchin Community Gardens
Expenditure for the Year ended 31st August 2024

	Unrestricted Funds	Restricted Funds	Total
Charity Management and Adminstration, and running costs			
Advertisement, Recruitment and General Publicity	£619	£239	£858
Office Costs	£1,383	£1,216	£2,599
Staff training	£465	£1,518	£1,983
Subscriptions	£87	£113	£200
Allotment and Pavilion Rent	£0	£3,478	£3,478
Insurance	£359	£359	£719
Material costs, PPE, Tools and equipment	£832	£648	£1,480
Refreshments	£56	£186	£242
Travel and Visits	£23	£158	£181
Workshop Nominal Costs	£1,130	£1,930	£3,060
	£4,955	£9,845	**£14,800**
Payroll Expenses			
Salary and wages costs (Including payroll costs)	£2,925	£19,532	£22,456
Business devt manager wages (Including payroll costs)	£4,713	£6,708	£11,421
Project manager wages (Including payroll costs)	£2,804	£11,905	£14,708
Staff Cover wages	£5	£943	£948
Support 1:1 wages	£0	£2,358	£2,358
	£10,446	£41,446	**£51,892**
Governances Costs			
Accountant/Examiner charges	£250	£0	£250
DBS Check	£31	£487	£518
Legal costs	£20	£14	£34
	£302	£500	**£802**
Expenditure on Raising Funds			
Event costs	£1,138	£261	£1,399
Produce cost	£820	£135	£955
Pavilion cost	£905	£43	£948
Gazebo cost	£0	£0	£0
	£2,862	£439	**£3,302**
Total Expenditure			
			£70,796

*Note: All the Employer allowance recovered has been posted to TCG
Payroll cost allocated to funds and catogories appropriately

Hitchin Community Gardens aka Triangle Community Garden
Registered Charity No. 1145243
Company Registration: 7676360

Hitchin Community Gardens Reserves Statement 2024

Hitchin Community Gardens needs reserves to:

- Meet any contractual liabilities should the organisation have to close
- Meet unexpected costs like repairs to the pavilion
- To replace equipment as it wears out.
- Ensure the charity can provide a continuing service for its gardeners and to the community
- To provide working capital if funding is paid in arrears, and to enable it to bid for funding which is paid in arrears
- To provide working capital where there is a gap between funding streams. Where funding is not renewed bids for alternative sources can take time to process.
- Enable it to expand the range of services offered
- Provide a contingency fund in the event of a shortfall in one or more of its funding activities

Hitchin Community Garden Reserves at 31st August 2024:

Hitchin Community Garden's reserves policy states that reserves should be between 30% and 40% of turnover.
Reserves at 31st August 2024 are £45880. This is 71% of turnover.

These reserves are earmarked for the continuation of our Community Outreach role which allows us to reach more beneficiaries and provide more wide-ranging services to address the needs of our community.

Part of the purpose of this role, which has become subsumed into the Project Manager role with a proportionate increase in hours, is to seek new markets and new funding to address future known financial shortfalls: cuts to our contract income from the local authority came into play in 2021-22. Any new clients we attract through the Adult Care Services Commissioning Framework since then have and will come in on the new low rates. These rates are well below the per-client cost of running our service. This continues to impact us as we recruit new clients, although as we grow our service to reach more people, we hope to be able to make economies of scale to reduce this per person deficit.

For the moment we need relatively high reserves to address future known challenges and provide a safety net to offset reduced income.