



a special place for learning

THE HOLLY LODGE CENTRE

a charitable company limited by guarantee

Charity No: 1076741 - Company No: 3663780



Annual report and accounts for the year ended 31 March 2022



**The Queen's Award
for Voluntary Service**
The MBE for volunteer groups



Quality Badge awarded by
Council for
Learning Outside the Classroom

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Reference and administrative information

| | | |
|---------------------------|---|--|
| Registered charity number | 1076741 | |
| Registered company number | 3663780 | (England and Wales) |
| Registered office | Holly Lodge Richmond Park Richmond-Upon-Thames Surrey TW10 5HS | |
| Royal Patron | HRH Princess Alexandra | |
| Trustees/Directors | A Blessley (Secretary) | <i>(appointed Secretary 9 November 2021)</i> |
| | R Hall (Treasurer) | <i>(resigned 9 November 2021)</i> |
| | R Hillman | <i>(resigned 9 November 2021)</i> |
| | J Middlehurst (Chairman) | |
| | R Scalzo | |
| | R Hillyer | <i>(appointed 7 February 2022)</i> |
| Company Secretary | A Blessley | |
| Bankers | Barclays Bank plc 8 George Street Richmond-Upon-Thames Surrey TW10 1JU | |
| Independent Examiner | Mary Ryan FCCA DChA t/a Ark Accountancy Chartered Certified Accountant 31 Cheam Road Ewell Epsom Surrey KT17 1QX | |
| Solicitors | Russell-Cooke LLP 2 Putney Hill London SW15 6AB | |
| Website | www.thehollylodgecentre.org.uk | |

Trustees' annual report

The Trustees, who are also Directors for the purposes of the Companies Act 2006, present their report and financial statements for the year ended 31 March 2022. The previous report was for the year ended 31 March 2021. The reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Charity's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Structure, governance and management

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

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

Trustees

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

Employees

The Centre had three employee roles, equivalent to 2.2 full-time heads: the Centre Manager, Anna King, who manages the Centre's operations, and two Education Co-ordinators, Sarah Allgrove and Freya Ward. Freya Ward was replaced during her maternity leave by Nicola d'Offay.

The Centre's staff team bring the combined benefits of many years' experience of working with disabled children, vulnerable families and classroom teaching.

Volunteers

The Centre was also supported by over 80 volunteers who deliver most of the education activities (many are former teachers), organise fundraising events, develop relationships with donors, manage marketing and communications and do much of the administration and facilities maintenance. The volunteers, who have considerable expertise and knowledge, are included in all the management groups at the Centre, giving opportunities for input and feedback into the Centre's development and service. Many have been with the Centre for over five years.

During the year, volunteers donated around 1,179 hours (much reduced on the pre-Covid 5,000 hours though up on last year's 400). This equates to approximately 0.9 full-time roles: an equivalent donation in excess of £11,200 (calculated using the London Living Wage).

Training

A programme of training is in place for staff and volunteers to ensure that a consistently high standard of education delivery takes place. The programme includes safeguarding and health and safety and the Centre has detailed policies for both of these and other areas.

Aims and objectives

The Charity's object is to advance the education of the public and in particular those members of the public who have learning difficulties or other special needs, in subjects such as the environment and history especially in relation to Richmond Park. It welcomes children from both specialist SEND schools

and mainstream schools and has visits from schools and groups from surrounding London boroughs and parts of Surrey.

Annual Education Report 2021 – 2022

The Holly Lodge Centre is a unique education centre, on the site of an 18th century farm. We have been the learning partner for The Royal Parks in Richmond Park since 1994.

The Centre offers visitors close encounters with the diverse wildlife, flora and distinct heritage of the park. Our aim has always been to increase access for all to Richmond Park and we specialise in working with children and adults with disabilities. The Centre provides interactive opportunities for all primary school children to meet the requirements of the National Curriculum in science, geography and history. Additionally, every learning session we offer can be tailored to meet the needs of children from specialist schools for children with special educational needs and disabilities (SEND), both primary and secondary. All our facilities and teaching sessions are adapted for use by visitors with disabilities and groups of all ages and abilities are welcome. We continue to hold the Learning Outside the Classroom Quality Badge and have also been awarded the Queen's Award for Voluntary Service.

We have a small staff team, with just 2.2 FTE members of staff. The team consists of Anna King, Centre Manager (part-time), Sarah Allgrove, Education Centre Co-ordinator and Freya Ward, Education Centre Co-ordinator (part-time). Our staff team are supported by a team of over 80 volunteers from the local community, who this year provided 1,179 volunteering hours.

At the beginning of this financial year the country was just emerging from the third Covid-19 lockdown, with pupils having only returned to schools on March 8th. Hence no schools or groups visited the Centre until late April 2021, with outdoor sessions only for the whole year. Once schools had re-opened, bookings were very limited as schools dealt with high levels of Covid-19 infections and required isolations affecting staff and pupils. Many of the workshops that were booked at HLC were cancelled by schools due to Covid infections in pupils or staff. The Centre closed for two weeks in September and had to cancel all bookings when two members of the staff team contracted Covid-19.

As we were only delivering outdoor workshops, our Victorian rooms remained closed, we were unable to deliver our usual high quota of history sessions. This had a big impact on the number of learner hours provided by the Centre, as the Centre is ordinarily very busy with indoor heritage workshops during the Winter months.



Highlights

There have been many highlights this year and we have welcomed back many of our projects and regular community groups. Our top moments have been:

- Delivering a programme of forest school sessions to pupils from a local school for children with severe learning disabilities. These required our team to be extra creative, developing pupil led and sensory natural activities.

- Welcoming back our gardening project, providing growing workshops and horticultural skills for sixth formers with severe learning disabilities.
- Restarting our weekly art sessions for adults with learning disabilities. These participants lives had been adversely affected by the pandemic, with all activities shut down and many of our group needing to shelter. It was a joy to welcome them back to the Centre.
- Orchard celebration day, working in conjunction with the Royal Parks Mission Invertebrate team, we delivered a day of celebration in the new orchard. There was music, stories, art and apple eating!

The total number of learner visits to the Holly Lodge Centre this year was 4346 and the number of learner hours provided was 8,692. We delivered 124 workshops to children and adult with disabilities throughout the year, this is a major achievement in a year so affected by the ongoing pandemic, as many of these participants were considered vulnerable.

Education Delivery - schools programme

In total throughout the year, we had 162 school workshops booked and delivered 106 in total. There were a large number of cancellations (56) due to schools being affected by Covid-19.

In total we engaged 3,817 learners throughout the year, which equates to 7,634 learner hours delivered. Including the Junior Citizen programme where over 43 different schools visited the Holly Lodge Centre.



All school workshops were delivered outdoors this year, with the following sessions provided for mainstream schools:



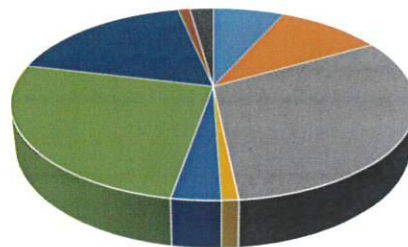
Specialist schools for children with special educational need and disability

Of all the school sessions our team delivered, 84 of these were to pupils attending specialist SEND school provision. These pupils ranged in age from 3years to 21years and had a wide variety of disabilities and needs. All of these workshops were bespoke, with our experienced team matching activities directly to the needs of the pupils. For many of the pupils with disabilities attending these workshops, this was the first time they had been out of school on a trip. The Holly Lodge Centre was trusted by the schools as a safe place to bring their pupils during a very difficult time.

Our team delivered 21 workshops to SEND schools and colleges on behalf of the Royal Parks Mission Invertebrate project, bringing the tiny world of invertebrates to life for these pupils.



workshop topics for specialist SEND schools



- forest school
- Nature trail
- Christmas sensory walk
- Birds
- Living Things in Winter
- Pharmacy
- Gardening
- Mission Invertebrate
- Orchard

Quotes from schools:

Mainstream schools

"Fantastic organisation, great with engagement for children with short activities but lots of learning opportunities."

"Very informative and group leaders were very kind and patient. Plenty of activities for the time, The children all really enjoyed it, especially the pond dipping and habitat building. The log turning was great".

SEND schools:

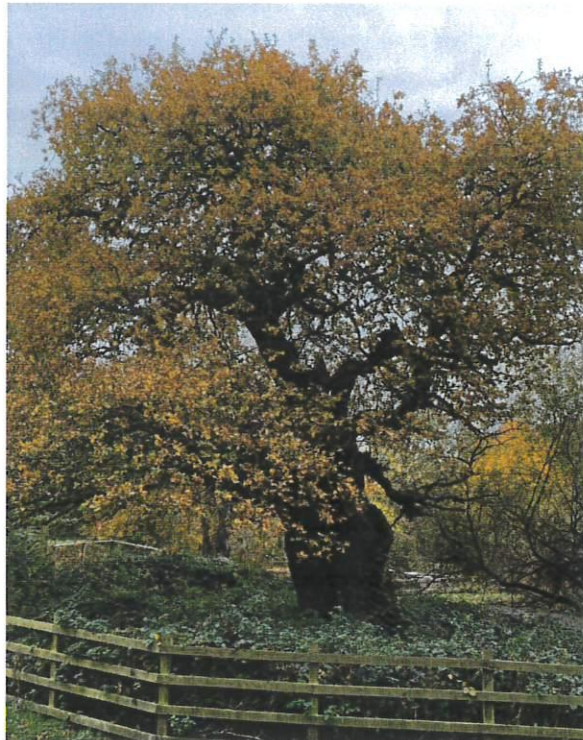
"Can I just thank you and your lovely staff for such an informative and packed session this morning. The delivery and resources were amazing. The class had a great time and really enjoyed themselves. It is so nice to feel welcomed, educated and cared for all at the same time."

"Just to let you know that we had another fantastic session at Holly Lodge today. Once again, the resources, pace and delivery was first rate. A big thank you to all involved. Your staff were amazing."
"The delivery and resources were amazing. The class had a great time and really enjoyed themselves. It is so nice to feel welcomed, educated and cared for all at the same time."

Public Programme

Our public activities were very limited this year, as we concentrated on small group work due to the ongoing high rates of Covid-19 infections in the community.

However, working with the Friends of Richmond Park we did deliver one public drop-in session in February, looking at trees in Winter. Despite freezing conditions, the event proved popular with 110 children and adults taking part.



Challenges and Opportunities:

Challenges:

- Providing all activities entirely outdoors was a challenge in the Winter months, as the temperatures fell. Sometimes the children attending the Centre were not adequately dressed, which meant we had to be very creative to keep them warm.
- Not using our Victorian rooms meant we had to turn away heritage bookings, which also led to a loss of visitor income for the charity.
- Even once schools were allowed to go on trips, bookings were down as primary schools struggled to have enough staff to enable trips to happen or were nervous to commit to booking coaches and being forced to cancel due to Covid infections in staff/pupils

Opportunities:

- We were able to establish excellent working relationships with our most local SEND schools, who trusted the Centre and brought their pupils regularly at a time that they were not able to visit anywhere else. We delivered a wider variety of outdoor SEND sessions than usual and were visited by children with very complex needs, as their teachers understood that we could provide appropriate workshops. We completely adapted some of our ways of working to accommodate these classes.
- Our outdoor Christmas sensory sessions for children with disabilities were extremely successful and we will be adapting future Christmas sessions to include outdoor activities.
- Having found a very creative way to provide hot hand washing facilities outdoors to augment our indoor basins, we have discovered these to be so useful and practical that we will continue to use them.



Plans for 2022- 2023

- We will be re-opening our Victorian rooms and restarting our heritage workshops.
- We will be designing and delivering a special earth day workshop for a local primary school in a deprived area. This will form the basis of a new sustainability workshop for KS1 and KS2 pupils we will start developing.
- Launching a six-month long project for people with early-stage dementia, providing monthly art in nature sessions.
- Providing 20 workshops to disabled children and young adults for the Royal Parks 'Let Nature Thrive' project.
- Explore scope to fit additional toilets to allow us to deliver more workshops.

Strategy review

The Trustees recently undertook a review of the Centre's strategy. The immediate priority is to rebuild the level of activity to what we were delivering prior to the pandemic and, subsequently, to increase it to meet demand.

To achieve this we need to ensure we have enough volunteers, without whom we cannot operate, to deliver sessions and administer the charity's affairs.

The Trustees' wish to expand the Centre's activities will require additional toilet facilities and staffing.

The Trustees also wish to increase the proportion of classes and workshops delivered to pupils of SEND schools and to support mainstream schools in deprived areas.

Financial review

Total income of £107,478 was £4,188 lower than the previous year, primarily as the result of the impact of the significant Covid-19 furlough grants booked in the prior year (reduction of £41,000). This was partly offset by higher donations (£15,755) and higher visitor income (£5,570) and events (£15,681) than the prior year. The Centre receives no central or local government direct funding. The Trustees are very grateful to the Centre's donors and supporters for their generosity during the year.

Total expenditure, at £112,443 was £20,258 higher than the previous year. Most of the increase was attributable to return to something approaching normal activity post-Covid lockdowns.

As set out in note 8 to the accounts, fundraising costs amounted to £21,435 or about 19% of total costs (2021: £12,598 or 14%). Fundraising costs in the year represents time spent by the Centre Manager and other staff on fundraising. The management of events and other fundraising is dependent on volunteers.

Funds and reserves policy

Total funds at the end of the year were £111,175 (2021: £116,140), of which £14,435 related to restricted funds and £96,740 (2021: £101,923) in respect of unrestricted funds. Unrestricted funds comprise designated reserves of £81,500 (2021: £30,000) to reflect premises and other contingencies and a balance of £35,240 (2021: £71,923) in free reserves. The increase in designated funds results from the establishment of a termination reserve of £31,500 to cover the severance and other costs of winding up the centre in the event it was to close.

The balance of free reserves represents 3.3 months (2020: 7.4 months) of the total relevant expenditure for the year. This level is not in line with their policy of holding reserves of no less than six months, and no more than twelve months, of operating expenditure. However, the trustees do not see this as being of immediate concern.

Trustees' annual report (continued)

Risk management

The Charity maintains a risk register which identifies the key risks and how these are managed. The Trustees review and approve this document annually.

Every educational activity has a current risk assessment, which is reviewed on a regular basis. In addition there are policies and procedures for more general matters such as health and safety and safeguarding.

Public benefit

The Trustees confirm that they have paid due regard to the guidance on public benefit published by the Charity Commission. They are of the opinion that the activities of the Charity provide public benefit within the spirit of that guidance.

Responsibility of Trustees

The Charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Independent Examiner

Mary Ryan (Chartered Certified Accountant and Registered Auditor) has been appointed as the Charity's Independent Examiner for the year and has expressed her willingness to act in that capacity.

Approval

Approved by the Trustees on 8 December 2022 and signed on their behalf by:

 08.12.22

James Middlehurst – Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2022 set out on pages 11 to 17.

Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the Charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the Independent Examiner's report

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

Independent Examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Ryan

Mary Ryan FCCA, Cert PFS
t/a Ark Accountancy
Chartered Certified Accountant
31 Cheam Road, Ewell
Epsom, Surrey
KT17 1QX

8 December 2022

Statement of financial activities for the year ended 31 March 2022

| | | 2022 | 2021 |
|-------------------------------------|--------------|-----------------|------------------|
| | Unrestricted | Restricted | Total last |
| | funds | income | year |
| Note | £ | funds | £ |
| | | £ | £ |
| Income and endowments from: | | | |
| Donations and legacies | 3 | 49,809 | 33,214 |
| Fundraising events | 4 | 15,681 | - |
| Investment income | 5 | 228 | - |
| | | | 83,024 |
| Educational activities | 6 | 6,075 | - |
| Government grants (furlough scheme) | 7 | 2,471 | - |
| | | | 6,075 |
| | | | 2,471 |
| | | | 43,471 |
| Total Income | | 74,264 | 33,214 |
| Expenditure on: | | | |
| Educational activities | | (58,160) | (32,997) |
| Fundraising and event costs | | (21,286) | - |
| | | | (91,157) |
| | | | (21,286) |
| | | | (79,587) |
| | | | (12,598) |
| Total expenditure | 8 | (79,446) | (32,997) |
| | | | (112,443) |
| | | | (92,185) |
| Net Income/(expenditure) | | (5,182) | 217 |
| Transfers between funds | | - | - |
| | | | (4,965) |
| | | | 19,481 |
| Net movement in funds | | (5,182) | 217 |
| Total funds brought forward | | 101,923 | 14,217 |
| | | | 116,140 |
| Total funds carried forward | | 96,740 | 14,435 |
| | | | 111,175 |
| | | | 116,140 |

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

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

Balance sheet as at 31 March 2022

| | Note | 2022 | 2021 |
|--|------|-----------------|-----------------|
| | | £ | £ |
| Fixed assets | | | |
| Tangible fixed assets | 9 | - | - |
| Current assets | | | |
| Debtors | 10 | 3,082 | 10,225 |
| Deposit accounts | | 50,000 | 50,000 |
| Cash at bank and in hand | | 78,958 | 75,311 |
| | | 132,039 | 135,536 |
| Creditors falling due within one year | | | |
| Deferred income | | (19,400) | (18,350) |
| Creditors and accrued expenditure | 11 | (1,465) | (1,047) |
| | | (20,865) | (19,397) |
| Net current assets | | 111,175 | 116,140 |
| Total net assets | | 111,175 | 116,140 |
| Funds | | | |
| Unrestricted funds | | | |
| General | | 35,240 | 71,923 |
| Designated reserves | | 61,500 | 30,000 |
| | | 96,740 | 101,923 |
| Restricted funds | | | |
| IT and related | | 14 | 14 |
| Transport | | 2,520 | 5,681 |
| Other | | 11,901 | 8,521 |
| | | 14,435 | 14,217 |
| Total funds | 12 | 111,175 | 116,140 |

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

Approved by the Trustees on 8 December 2022 and signed on their behalf by:



Robin Hall – Honorary Treasurer

Notes to the accounts

1. Accounting policies

- a. The financial statements of the Charity, which is a public benefit entity under FRS 102, have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
- b. The charity has taken advantage of the disclosure exemption to prepare a cash flow in preparing these financial statements, as permitted by FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland.
- c. All income is recognised in the statement of financial activities when the Charity is legally entitled to the income, there is certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred as necessary when the donor specifies that the income must only be used in future accounting periods or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.
- d. Resources expended are accounted for on the accruals basis and are allocated to the particular activity to which they directly relate. Expenditure which does not directly relate to a specific activity is allocated to activities on a basis consistent with the use of resources.
- e. Tangible fixed assets are capitalised where the purchase price is £2,500 or more. Such assets are depreciated on a straightline basis to write off the cost of each asset over its estimated useful economic life. The rates currently in use are:
- *Garden furniture* *five years*
 - *Office equipment* *three years*
 - *Other assets* *three years*
- f. Gift Aid is recognised in the accounting period in which the claim is made and funds have been received from HMRC.
- g. The Charity has restricted and unrestricted funds. Restricted funds can be used only for specific purposes within the objects of the Charity, as defined by donors or when funds are raised for a specific purpose. Unrestricted funds can be used in accordance with charitable objectives at the discretion of the Trustees. Part of the unrestricted funds has been designated by the Trustees for the purposes of specifically identified projects (see funds and reserves policy on page 8).

2. Taxation

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

3. Donations and legacies

| | 2022 | 2021 |
|---|---------------|---------------|
| | £ | £ |
| Restricted grants | 33,214 | 30,645 |
| Unrestricted grants | 21,000 | 9,000 |
| Gifts and donations, including Gift Aid | 28,810 | 27,624 |
| | <hr/> | <hr/> |
| Total donations and legacies | 83,024 | 67,269 |
| | <hr/> | <hr/> |

Notes to the accounts (continued)

4. Fundraising

| | 2022 £ | 2021 £ |
|--|-----------|-----------|
| Income raised from ticket sales and other event income | 15,681 | - |

5. Investment Income

| | 2022 £ | 2021 £ |
|---------------|-----------|-----------|
| Bank Interest | 228 | 421 |

6. Educational activities

| | 2022 £ | 2021 £ |
|---|-----------|-----------|
| Income generated by visitors attending educational activities | 6,075 | 505 |

7. Government grants

| | 2022 £ | 2021 £ |
|--------------------------------------|-----------|-----------|
| Furlough grants – Covid-19 subsidies | 2,471 | 43,471 |

8. Total expenditure

| | Educational activities | Fund- raising | Total 2022 £ | Total 2021 £ |
|------------------------------|---------------------------|------------------|--------------------|--------------------|
| Activity costs | 6,506 | - | 6,506 | 1,259 |
| Cost of events | - | 5,379 | 5,379 | (2,497) |
| Marketing | - | 397 | 397 | 399 |
| Payroll expenses | 77,078 | 13,602 | 90,680 | 84,447 |
| Volunteer expenses | 285 | - | 285 | 258 |
| Training | 967 | - | 967 | 204 |
| IT costs | 199 | 67 | 266 | 2,355 |
| Repairs and maintenance | 1,104 | 368 | 1,473 | 13 |
| Office costs | 3,093 | 1,031 | 4,124 | 4,863 |
| Professional fees | 1,163 | 388 | 1,551 | 13 |
| Finance charges | 82 | 27 | 110 | 169 |
| Trustee expenses | 5 | 1 | 6 | 6 |
| Independent examination fees | 525 | 175 | 700 | 696 |
| Total expenditure | 91,008 | 21,435 | 112,443 | 92,185 |

Notes to the accounts (continued)**9. Tangible fixed assets**

| | IT equipment £ | Garden equipment £ | Office equipment £ | Other assets £ | Total £ |
|-------------------------|----------------------|--------------------------|--------------------------|----------------------|---------------|
| Cost | | | | | |
| At 1 April 2021 | 5,923 | 3,156 | 8,061 | 12,101 | 29,241 |
| Additions/(disposals) | - | - | - | - | - |
| At 31 March 2022 | 5,923 | 3,156 | 8,061 | 12,101 | 29,241 |
| Depreciation | | | | | |
| At 1 April 2021 | 5,923 | 3,156 | 8,061 | 12,101 | 29,241 |
| Charge for the year | - | - | - | - | - |
| At 31 March 2022 | 5,923 | 3,156 | 8,061 | 12,101 | 29,241 |
| Net book value | | | | | |
| At 31 March 2022 | - | - | - | - | - |
| At 31 March 2021 | - | - | - | - | - |

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

10. Debtors

| | 2022 £ | 2021 £ |
|----------------------|--------------|---------------|
| Debtors | 2,155 | 10,225 |
| Other debtors | 927 | - |
| Total debtors | 3,082 | 10,225 |

11. Creditors

| | 2022 £ | 2021 £ |
|------------------------|--------------|--------------|
| Accounts payable | 513 | 89 |
| Accruals | 696 | 958 |
| Other creditors | 256 | - |
| Total creditors | 1,465 | 1,047 |

Notes to the accounts (continued)

12. Movement in funds

| | At 1 April 2021 £ | Incoming resources £ | Outgoing resources £ | Transfers £ | At 31 March 2022 £ |
|---------------------------------|----------------------------|----------------------------|----------------------------|----------------|-----------------------------|
| Unrestricted funds | | | | | |
| General funds | 71,923 | 74,264 | (79,446) | - | 66,740 |
| Designated funds | 30,000 | - | - | - | 30,000 |
| Total unrestricted funds | 101,923 | 74,264 | (79,446) | - | 96,740 |
| Restricted funds | | | | | |
| IT and related | 14 | - | - | - | 14 |
| Transport | 5,681 | 29,833 | (32,997) | - | 2,520 |
| Other | 8,521 | 3,381 | - | - | 11,901 |
| Total restricted funds | 14,217 | 33,214 | (32,997) | - | 14,435 |
| Total funds | 116,140 | 107,478 | (112,443) | - | 111,175 |

13. Analysis of net assets between funds

As at 31 March 2022

| | Unrestricted £ | Restricted £ | Total £ |
|-------------------------------------|-------------------|-----------------|----------------|
| Fixed assets | | | |
| Tangible fixed assets | - | - | - |
| Current assets | | | |
| Debtors | 3,082 | - | 3,082 |
| Deposits | 50,000 | - | 50,000 |
| Cash | 64,523 | 14,435 | 78,958 |
| Current liabilities | | | |
| Creditors | (1,465) | - | (1,465) |
| Deferred income | (19,400) | - | (19,400) |
| Net current and total assets | 96,740 | 14,435 | 111,175 |
| As at 31 March 2021 | | | |
| Fixed assets | | | |
| Tangible fixed assets | - | - | - |
| Current assets | | | |
| Debtors | 10,225 | - | 10,225 |
| Deposits and cash | 50,000 | - | 50,000 |
| Cash | 61,094 | 14,217 | 75,311 |
| Current liabilities | | | |
| Creditors | (1,047) | - | (1,047) |
| Deferred income | (18,350) | - | (18,350) |
| Total assets | 101,923 | 14,217 | 116,140 |

Notes to the accounts (continued)

14. Related parties

The Holly Lodge Centre was founded in 1994 as part of The Royal Parks education programme. Its aim was to provide an inspirational space to experience Richmond Park. It became a separate charity in 1999 but maintains a close relationship with The Royal Parks and operates in and from land and buildings owned by The Royal Parks. That property is occupied under a licence which was renewed on 4 June 2015 and under which a notional rent is paid (which also covers services provided). The licence expired on 1 June 2020 and was renewed for a further five years. The Trustees recognise that the value to the Charity of the occupation exceeds the notional rent. Due to the unique nature of the property, however, it has not been possible to attribute a value in the accounts. The Trustees would like to express their thanks to The Royal Parks for this continuing and essential support.

15. Trustees

The Trustees who served throughout the year are listed on page 1. No Trustee received remuneration during the year (2021: nil). Expenses amounting to £6 were reimbursed to Trustees (2021: £6).

16. Employees

No employee received emoluments in excess of £60,000 during the period (2021: nil). The average number of people employed during the period was:

| | 2022 | 2021 |
|-----------------------------|---------------|---------------|
| Part-time | 3.0 | 3.0 |
| Full-time equivalent | 2.2 | 2.1 |
| Employee costs were: | | |
| | 2022 | 2021 |
| | £ | £ |
| Salaries | 82,317 | 77,559 |
| Social security costs | 3,343 | 3,067 |
| Pension contributions | 5,020 | 3,821 |
| | <hr/> | <hr/> |
| Total employee costs | 90,680 | 84,447 |
| | <hr/> | <hr/> |

17. Pension schemes

The Charity does not operate a corporate pension scheme. However, it does make contributions to employees' personal pension schemes. Those contributions are accounted for as they become payable.

18. Volunteers

The Trustees recognise the invaluable support of its volunteers, without whose work the Charity could not operate. Expenses amounting to £285 were incurred in respect of, or reimbursed to, volunteers (2021: £258). During the period under review volunteers worked a total of 1,179 hours (2021: 402 hours).