



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 2023



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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) A Dennez (Treasurer) R Hall (Treasurer) R Holmes J Middlehurst (Chairman) A Roberts R Scalzo R Hillyer	<i>(appointed 16 October 2023)</i> <i>(resigned 16 October 2023)</i> <i>(appointed 14 November 2022)</i> <i>(appointed 14 November 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 2023. The previous report was for the year ended 31 March 2022. 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, Robert Holmes and Anne Roberts were appointed as Trustees. 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 has four employee roles, equivalent to 2.6 full-time heads (up on 2.2 in the prior year): the Centre Manager, Anna King, who manages the Centre's operations, and three Education Co-ordinators, Sarah Allgrove, Nicola d'Offay and Alexandra Sharp. Freya Ward left at the end of her maternity leave in October 2022 and we are very appreciative of her contribution to the Centre.

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 4,000 hours - much reduced on the pre-Covid 5,000 hours though up on last year's 1,179. This equates to approximately 3.0 full-time roles: an equivalent donation of approximately £60,000 (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 2022-2023

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.

During this financial year, our education provision and bookings made a full recovery from the issues faced during the pandemic. Having reached out to specialist SEND schools, mainstream schools and community groups we operated at pre-pandemic levels with bookings reaching capacity once again. We re-opened our Victorian classrooms after the Easter break, enabling us to use all our spaces and deliver our full programme of workshops once again.



Highlights

- We were finally able to re-launch our popular Victorian workshops after the pandemic. These sessions take place in our evocative pharmacy and classroom, allowing our visitors to 'travel back in time'. Primary schools flocked to come back for these sessions, and we delivered 61 heritage workshops throughout the year.
- With funding from the Royal Parks Help Nature Thrive project, we delivered a 6-month long art reminiscence project for older people living in the community and affected by early-stage dementia.
- We celebrated Earth Day with a local primary school in a deprived area. This workshop became the pilot for a new sustainability session available for mainstream primary schools which will launch next year.
- Teaching about mammals became the focus for another celebration day, with pupils from a local specialist SEND primary school for children with moderate learning disabilities. Featured during the day, alongside the learning, were drama workshops and the chance to meet some larger mammals including a dog and a horse!

This year we delivered a total of 322 workshops to 8,264 learners. This included 6,269 children and 1,995 adults (including adults with learning disabilities, older people, carers, parents and teachers). This equated to 16,528 total learner hours.

We take feedback from every workshop that we deliver and our satisfaction rating for this year was 100% (this was from learners who reported their experience as having met or exceeded their expectations).

Delivery

School programme

At The Holly Lodge Centre our school programme is delivered to both mainstream and schools for children with special educational needs and disabilities (SEND). In total we delivered 213 workshops to school groups in this financial year, to 6,696 learners and 59 different schools. Classes travelled to the Centre from 14 different boroughs in London and the surrounding counties. Our school programme delivery is split into two parts, mainstream schools and specialist schools for children with disabilities.

We offer a variety of workshops across the year including birds, gardening, general nature trails, invertebrates, living things, plants, pond dipping, Victoria servants academy, "then and now", Victorian school and WWI in Richmond Park.

Specialist SEND schools

Over this year, 15 different SEND schools visited the Centre from boroughs around London. In total 880 learners from specialist SEND schools and colleges had bespoke workshops delivered by our team. We delivered to a range of different schools, with huge variance in the needs of their pupils. Our visitors included schools for children with profound and multiple disabilities (PMLD), severe learning disabilities (SLD), moderate learning disabilities (MLD), schools for children with autism spectrum disorders, schools for pupils with social, emotional and mental health difficulties (SEMH) and pupil referral units. Many of these specialist classes attending the Centre, have very small class sizes with as few as 3 pupils in the group. Teachers at specialist SEND schools repeatedly tell us how difficult it is to find venues for learning trips for their pupils, where their needs are catered for, and where they are safe. The Holly Lodge Centre is unique in its delivery of this specialised and bespoke work.

We delivered 20 sessions to schoolchildren with SEND for The Royal Parks Help Nature Thrive project, funded by the People's Postcode Lottery. These sessions were based around the amphibians living in the park, bringing the lifecycles of frogs, toads and newts to life for these pupils.



On Friday mornings during the growing season, sixth form pupils from a local school for pupils with SLD, joined us for gardening sessions. The pupils sowed, tended and harvested produce that they took back to

school for use in their pupil run café. Over the term we observed the growth not just in the horticultural skills of these pupils, but also their confidence levels. Funding towards this project was provided by the Worshipful Company of Gardeners.

During November and December, we offered sensory Christmas workshops to schools for children with SEND, looking at the role the natural world plays in our festive celebrations. The pupils enjoyed time on the natural trail taking part in sensory activities and then warmed up in our Victorian classroom, decorating the Christmas tree and using natural spices to make gingerbread. In total we delivered 21 workshops, attended by 124 children with disabilities from schools across London.

"A very well paced session that got the most out of our pupils - a variety of 'quick five'/sensory activities that linked into the curriculum and the pupils' sensory needs. Fantastic crew/helpers, a great site and we are so VERY happy to be back at Holly Lodge." Specialist SEND school

"All the staff and volunteers were very helpful and calm. Everyone went out of their way to make us welcome and the visit was such a success. Thank you to Anna, Nicky and the volunteers who helped us all so well." Specialist SEND school



Mainstream schools

We offer a wide variety of workshops for mainstream primary schools, focusing on the science and history areas of the national curriculum. Over the year we delivered 133 mainstream school workshops, to a total of 5316 learners. That's a lot of pond dipping!

Ensuring access to outdoor learning for all – with funding from the Barbara Ward Children's Trust and the Co-op, we were able to offer 14 free workshops to schools with high numbers of pupils qualifying for the government's pupil premium. This meant reaching out to schools who otherwise could not afford to bring their pupils to Richmond Park.

We also hosted the LBRuT Junior Citizen programme, which works to reduce child deaths and educates Year 6 pupils on CPR, safe road crossing, using public transport and much more.

"Fantastic! We had the best time and learnt so much! The process was very smooth and the whole afternoon was amazing." Mainstream primary school

"Very engaging and educational. Practical and hands on." Mainstream primary school



Community Programme

Community engagement is at the core of the work that we do at the Holly Lodge Centre, reaching out to ensure access to Richmond Park for all. This year we delivered 76 workshops as part of our community programme, to a total of 962 learners (including 441 children)

Children and Families

In the school holidays we worked with local organisations to bring children, who wouldn't have the chance to visit Richmond Park, into the Centre for activity days. This year during the Easter and Summer holidays we were joined by:

- Young Carers from Hounslow, Richmond, Kingston and Merton
- Children who had recently arrived from Ukraine, supported by Refugee Action
- Children with disabilities and their siblings and parents, supported by local charity, Skylarks
- Young people with autism and social/communication difficulties working with Knots Arts
- Children with disabilities supported by Richmond and Kingston Children's services (Achieving for Children)

"Really fantastic activities and resources. All children were able to engage. Jelly, bubble blowers, parachutes, floor painting, mint planting - all amazing!" Achieving for Children

"Very well organised, friendly and helpful team. Great activities, everyone thoroughly enjoyed. Thank you" Kingston Young Carers



Adults

We run a weekly art group for adults with learning disabilities throughout the year. Using nature as a creative starting point, the group use a variety of media to create 2D and 3D artworks.

The reminiscence project expanded this year, as alongside our workshop programme, we delivered a six-month art reminiscence programme for older people with early-stage dementia who are living in our local community. The group visited once a month for 6 months and took part in seasonally focused nature-based art tasks. The final visit included a star turn from a musician with a ukulele and became a knees up!

Additionally, we ran workshops for community organisations supporting adults, including carers from Richmond Mind and adults supported by local charity, Shepherds Star.

“The workshops can have a transformative effect on our residents whether residential or dementia residents. The workshops touch on the sensory skills of sight, sound, and smell combined with improving fine motor skills combined with the additional benefit of memory conversations about childhoods past, or family trips taken.” Care UK



Public Programme

During the year we held 5 public drop in events aimed at families, at different venues within Richmond Park – in total 606 learners (275 children and 331 adults). We joined forces with The Royal Parks Help Nature Thrive team and the Friends of Richmond Park, for each event. We celebrated trees, the Royal Jubilee and the Queens Green Canopy. We also delivered a public event specifically aimed at families caring for disabled children during the summer holidays.



Plans 2023/2024

We are looking forward to another busy year in 2023 - 2024, with our larger staff team enabling us to reach more children and adults for whom the park is inaccessible. The Holly Lodge Centre team will be:

- Reaching out to schools in deprived areas to provide free or reduced-price workshops as part of The Royal Parks school bursary scheme.
- Delivering a further 6-month reminiscence project for older people affected by dementia.
- Expanding our offer to include secondary school pupils attending pupil referral units.
- Launching our new sustainability workshop and mammals' workshop.

Strategy review

The Trustees continue to keep the Centre's strategy under review and wish to continue to grow the level of activity 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 £138,714 was £31,236 higher than the previous year, primarily as the result of a post-Covid return to normal activity levels with higher visitor income (up £20,978) and events (up £10,142) 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 continued generosity during the year.

Total expenditure, at £130,188 was £17,745 higher than the previous year. Most of the increase was attributable to a return to normal activity post-Covid lockdowns.

As set out in note 8 to the accounts, fundraising costs amounted to £23,970 or about 18% of total costs (2022: £21,435 or 19%). 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 £119,701 (2022: £111,175), of which £14,891 related to restricted funds and £104,810 (2022: £96,740) in respect of unrestricted funds. Unrestricted funds comprise designated reserves of £61,500 (2022: £61,500) to reflect premises and other contingencies in the unlikely event of the centre's closure and general unrestricted reserves of £43,310 (2022: £35,240).

The balance of free reserves represents 3.3 months (2022: 3.3 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 2023. The Trustees have not required the Charity to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

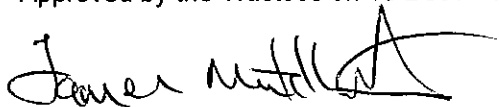
- (a) ensuring that the Charity keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006; and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus 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 15 December 2023 and signed on their behalf by:



James Middlehurst – Chairman

Report of the Independent Examiner

I report on the accounts for the year ended 31 March 2023 set out on pages 12 to 18.

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 K Ryan

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

15 December 2023

Statement of financial activities for the year ended 31 March 2023

		2023	2022		
	Unrestricted	Restricted			
	funds	income	Total this		
Note	£	funds	year		
		£	£		
			Total last		
			year		
			£		
Income and endowments from:					
Donations and legacies	3	49,973	35,500	85,473	83,024
Fundraising events	4	25,822	-	25,822	15,681
Investment income	5	366	-	366	228
Educational activities	6	27,053	-	27,053	6,075
Government grants (furlough scheme)	7	-	-	-	2,471
Total Income		103,214	35,500	138,714	107,478
Expenditure on:					
Educational activities		(71,174)	(35,044)	(106,218)	(91,157)
Fundraising and event costs		(23,970)	-	(23,970)	(21,286)
Total expenditure	8	(95,144)	(35,044)	(130,188)	(112,443)
Net movement in funds		8,070	456	8,526	(4,965)
Total funds brought forward		96,740	14,435	111,175	116,140
Total funds carried forward		104,810	14,891	119,701	111,175

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 2023

	Note	2023	2022
		£	£
Fixed assets			
Tangible fixed assets	9	-	-
Current assets			
Debtors	10	33,560	3,082
Deposit accounts		50,000	50,000
Cash at bank and in hand		56,712	78,958
		140,272	132,039
Creditors falling due within one year			
Deferred income		(18,563)	(19,400)
Creditors and accrued expenditure	11	(2,007)	(1,465)
		(20,570)	(20,865)
Net current assets		119,701	111,175
Total net assets		119,701	111,175
Funds			
Unrestricted funds			
General		43,310	35,240
Designated		61,500	61,500
		104,810	96,740
Restricted funds			
IT and related		14	14
Transport		3,640	2,520
Other		11,237	11,901
		14,891	14,435
Total funds	12	119,701	111,175

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

Approved by the Trustees on 15 December 2023 and signed on their behalf by:

Alain Dennez – 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 9).

2. Taxation

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

3. Donations and legacies

	2023	2022
	£	£
Restricted grants	35,500	33,214
Unrestricted grants	23,100	21,000
Gifts and donations, including Gift Aid	26,873	28,810
	<hr/>	<hr/>
Total donations and legacies	85,473	83,024
	<hr/>	<hr/>

Notes to the accounts (continued)

4. Fundraising

	2023 £	2022 £
Income raised from ticket sales and other event income	25,822	15,681

5. Investment income

	2023 £	2022 £
Bank interest	366	228

6. Educational activities

	2023 £	2022 £
Income generated by visitors attending educational activities	27,053	6,075

7. Government grants

	2023 £	2022 £
Furlough grants – Covid-19 subsidies	-	2,471

8. Total expenditure

	Educational activities	Fund- raising	Total 2023 £	Total 2022 £
Activity costs	11,823	-	11,823	6,506
Cost of events	-	6,468	6,468	5,379
Marketing	-	387	387	397
Payroll expenses	85,962	15,170	101,132	90,680
Volunteer expenses	1,893	-	1,893	285
Training	703	-	703	967
IT costs	86	28	114	266
Repairs and maintenance	255	85	341	1,473
Office costs	4,396	1,465	5,861	4,124
Professional fees	319	106	425	1,551
Finance charges	256	85	341	110
Trustee expenses	-	-	-	6
Independent examination fees	525	175	700	700
Total expenditure	106,218	23,970	130,188	112,443

Notes to the accounts (continued)

9. Tangible fixed assets

	IT equipment £	Garden equipment £	Office equipment £	Other assets £	Total £
Cost					
At 1 April 2022	5,923	3,156	8,061	12,101	29,241
Additions/(disposals)	-	-	-	-	-
At 31 March 2023	5,923	3,156	8,061	12,101	29,241
Depreciation					
At 1 April 2022	5,923	3,156	8,061	12,101	29,241
Charge for the year	-	-	-	-	-
At 31 March 2023	5,923	3,156	8,061	12,101	29,241
Net book value					
At 31 March 2023	-	-	-	-	-
At 31 March 2022	-	-	-	-	-

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

	2023 £	2022 £
Debtors	31,075	2,155
Other debtors	2,485	927
Total debtors	33,560	3,082

11. Creditors

	2023 £	2022 £
Accounts payable	1,433	513
Accruals	574	696
Other creditors	-	256
Total creditors	2,007	1,465

Notes to the accounts (continued)

12. Movement in funds

	At 1 April 2022 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2023 £
Unrestricted funds					
General funds	35,240	103,214	(95,144)	-	43,310
Designated funds	61,500	-	-	-	61,500
Total unrestricted funds	96,740	103,214	(95,144)	-	104,810
Restricted funds					
IT and related	14	-	-	-	14
Transport	2,520	35,500	(34,380)	-	3,640
Other	11,901	-	(664)	-	11,237
Total restricted funds	14,435	35,500	(35,044)	-	14,891
Total funds	111,175	138,714	(130,188)	-	119,701

13. Analysis of net assets between funds

As at 31 March 2023

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	33,560	-	33,560
Deposits	50,000	-	50,000
Cash	41,821	14,891	56,712
Current liabilities			
Creditors	(2,007)	-	(2,007)
Deferred income	(18,563)	-	(18,563)
Net current and total assets	104,810	14,891	119,701

As at 31 March 2022

	Unrestricted £	Restricted £	Total £
Fixed assets			
Tangible fixed assets	-	-	-
Current assets			
Debtors	3,082	-	3,082
Deposits and cash	50,000	-	50,000
Cash	64,523	14,435	78,958
Current liabilities			
Creditors	(1,465)	-	(1,465)
Deferred income	(19,400)	-	(19,400)
Total assets	96,740	14,435	111,175

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 (2022: nil). Expenses amounting to £nil were reimbursed to Trustees (2022: £6).

16. Employees

No employee received emoluments in excess of £60,000 during the period (2022: nil). The average number of people employed during the period was:

	2023	2022
Part-time	3.0	3.0
Full-time equivalent	2.6	2.2
Employee costs were:		
	2023	2022
	£	£
Salaries	90,123	82,317
Social security costs	3,879	3,343
Pension contributions	7,130	5,020
	<hr/>	<hr/>
Total employee costs	101,132	90,680
	<hr/>	<hr/>

17. Pension schemes

The Charity operates a money purchase occupational pension scheme with the Crystal Trust, administered by Evolve Pensions Ltd. This is open to all new employees. Contributions are also made to employees' personal pension schemes in respect of two existing employees. 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 £1,893 were incurred in respect of, or reimbursed to, volunteers (2022: £285). During the period under review volunteers worked a total of approximately 4,000 hours (2022: 1,179 hours).