

***Friends of Party Time Garden***

**Financial statements  
for the year ended *September 2023***

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**Friends of Party Time Garden**  
**Trustees' annual report**  
**for the year ended September 2023**

**Full name** *Friends of Party Time Garden*

**Main address**

c/o 26 Largy Road, Portglenone, Ballymena BT 36 7PN

**Committee members**

Chairperson	Jim Morton
Secretary:	Mary Collins
Treasurer:	Stephen Keenan
Other Office Holders:	Deputy Chair Jessica Harman 1 <sup>st</sup> Committee Norman Wilson 2 <sup>nd</sup> Committee Ryan Deane 3 <sup>rd</sup> Committee Bradley Morton


**Governance and management**

The group operates under a constitution which is the governing document, and covers all aspects of the governance, administration, and finances, being adopted on 13 May 2015. An annual election to the committee is held at an annual AGM, in is notified as September for which annual accounts are prepared.

**Aims and objectives**

“To sustain and develop Partytime Garden as a cross community venue for the benefit of the community. To create a neutral venue, to hold events that will raise funds for local projects”

Signed on behalf of the committee:

Signed  Date 17/11/2023  
Name, Chair

**Friends of Party Time Garden  
Receipts & payments account  
for the year ended September 2023**

£

**Receipts**

<i>Donations</i>	2,300.00
<i>Grants</i>	19,597.78
<i>Loans.</i>	8,100.00
<i>Other receipts</i>	<u>0.0</u>
<b>Total receipts</b>	<b><u>29,999.78</u></b>

**Payments**

4	<i>Project Costs</i>	17,815.78
	<i>Running Costs.</i>	2,738.84
	<i>Bank Fees</i>	177.62
	<i>Loan Repayments.</i>	7,800.00
	<i>Other payments</i>	<u>0</u>
	<b>Total Payments</b>	<b><u>28,354.62</u></b>

Bank and cash at the start of the period 1,062.49

Bank and cash at the end of the period **1,645.16**

**Group**  
**Statement of assets and liabilities**  
**at September 2023**

	£
<b>Cash assets</b>	
<i>Petty cash</i>	50.00
<b>Total cash assets</b>	<u>50.00</u>
<b>Other assets</b>	
N/A	
<b>Liabilities</b>	
N/A	

These financial statements are accepted on behalf of the charity by:

Signed *Sharon*  
Name, Treasurer

Dated 17/11/2023

## ***Friends of Party Time Garden***

### **Notes to the accounts for the year ended *September 2023***

#### **1. Receipts & payments accounts**

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context "cash" includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

#### **2. Grants & Donations**

	£
<b>Grants.</b>	19,597.78
<i>Other donations</i>	<u>2,300.00</u>
<b>Total grants and donations</b>	<u><b>21,897.78</b></u>

#### **3. Committee members' remuneration**

Our committee are volunteers and did not receive any money this year even in expenses.

#### **4. Related party transactions**

N/A

# **TRUSTEES ANNUAL REPORT**

## for the year ended 30 September 2023

The management committee present their report with the audited financial statements for the year ended 30 September 2023.

### **Reference and Administrative Information**

**Charity Name:** Friends of Partytime Garden

**Charity Registration number:** NIC 107170

**Business Address:** 26 Largy Road,  
Portglenone  
Co. Antrim  
BT44 8BX

#### **Management Committee**

Jim Morton - Chair

Mary Collins - Secretary

Jessica Harman - Vice Chair

Stephen Keenan - Treasurer

Norman Wilson

Ryan Deane

Bradley Morton

#### **Bankers**

Dansk Bank, Broadway, Ballymena, Co. Antrim

### **Structure, Governance and Management**

#### **Governing Document**

The organisation is governed by rules and is constituted as an unincorporated body.

#### **Recruitment and Appointment of Management Committee**

The management committee of the group are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the management committee hold office until the next Annual General Meeting and are eligible for re-election.

Individuals are invited to serve as management committee on the basis of their abilities and background so as to achieve a balance between those from the business, voluntary and charity sectors.

### **Management committee Induction and training**

The management committee have conducted a review of the major risks to which the charity is exposed.

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the premises and garden site. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

### **Organisational Structure**

At present FOPTG has a management committee of 7 members who meet regularly and are responsible for the strategic direction and policy of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests primarily with the Chairman.

### **Charitable Purposes**

The Charitable purposes of Friends of Partytime Garden are;

*The advancement of education of the public about the living world and the environment by:*

1. Inspiring, stimulating, encouraging and sustaining interest and enthusiasm in the general public in the knowledge and study of animals and other wildlife by establishing and running one or more zoological gardens or similar scientific exhibitions;
2. Inspiring and engaging with the general public in matters relating to the living world and the environment and general environmental protection.
3. To promote for the benefit of the inhabitants of Portglenone and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.
4. To create neutral venue for hire to groups from all communities to hold events to raise funds for their projects

### **Achievements and Performance**

The group believes it achieved its goals of promoting good community relations throughout the area by managing and maintaining the garden site. It is still emerging from the impact of COVID where its role became that of a front line service provider with aid for local communities. The community zoo was most impacted with many animals being rehomed as it could not open as an attraction with the resultant loss in revenue. With a collection depleted but the overheads continuing it was with sadness decided to focus on conservation activities and specific aspects like beekeeping.

The garden has benefitted from investment with Pollinator funding to diversify planting and top develop walks and trails. The ongoing programme of events for the public has

seen a return to pre-pandemic visitor numbers. Volunteer support has been steady and successful with a number of programmes to train support and develop volunteering.

Our work with the probation Board Northern Ireland is ongoing and has become a core programme despite year on year reductions in their budget. It does provide workers completing community service orders, however its real benefit is in allowing us to help those who have become involved with the criminal justice system and to offer them a second chance.

From COVID we have seen a focus on our health and well being work with Public Health Agency Funded programmes which has allowed us to make a real difference in people lives supporting those most affected by the pandemic. Mid and East Antrim Council recognised us as a front line service provider of services during the pandemic and has funded our community festivals.

### **Financial Review**

The organisation had a successful year. The results are set out in full in the audited accounts.

### **Principal Funding Sources**

The principle sources of funding included Probation Board NI; Public Health Agency, Mid and East Antrim Council and DEARA under their rural micro grants scheme.

### **Reserves Policy**

The committee retain funds in the charity in order to provide sufficient working capital to facilitate the ongoing activities. The target for unrestricted fund reserves is six months to support costs.

### **Volunteers**

The charity is appreciative of the efforts of its volunteers who are involved in service provision. We invest in this work to support train and equip them.

## **Conclusion**

Like many CVS organisations we are still dealing with the impact of COVID both at a community and organisational level. In some ways we have emerged stronger and leaner as an organisation, however having to close our doors to the public did lead to certain aspects of the work such as the community zoo just becoming untenable. We have found alternative ways of engaging, educating and entertaining the public and look forward to a new year providing a safe space for the community to work, rest and play.

For and on behalf of Committee



Jim Morton (Chairperson)

Date 17/11/23

# INDEPENDENT EXAMINER'S REPORT TO THE CHARITY TRUSTEES OF FRIENDS OF PARTYTIME GARDEN

FOR THE YEAR ENDED 30 SEPTEMBER 2023

I report to the trustees on my examination of the financial statements of Friends of Partytime Garden (the charitable company) for the year ended 30 September 2023.

## Respective responsibilities of charity trustees and examiner

As the charity trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

Examine the financial statements under section 65 of the Charities Act;  
Follow the procedures laid down in the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Act; and  
State whether particular matters have come to my attention.

## Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Act

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from the charity trustees concerning any such matter.

I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in accordance with section 63 of the Charities Act; or
2. The accounts do not accord with the accounting records; or
3. The accounts do not comply with the accounting requirements of the Charities Act.
4. That there is further information needed for a proper understanding of the accounts to be reached

## Independent examiner's statement

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Ian Stevenson

Date

*Ian Stevenson*  
28<sup>TH</sup> OCTOBER, 2023