

Charity number: 1067139
Company number: 3307683

Earthworks St Albans
Trustees' report and financial statements
for the year ended 31 March 2009

Earthworks St Albans

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Earthworks St Albans

Legal and administrative information

Charity number	1067139	
Company registration number	3307683	
Business address	West Lodge Hill End Lane St. Albans Herts AL4 0RB	
Registered office	Hill End Lane St. Albans Herts AL4 0RB	
Trustees	Nadine Francoise Brown Joanna Dickinson Lynette Warren Raymond Gibbins Joy Frances Bird Alistair Holland	Resigned 30/06/2008
Secretary	Roy Anthony Warren	
Auditors	Morgan Rose 37 Marlowes Hemel Hempstead Herts HP1 1LD	

Earthworks St Albans

Report of the trustees for the year ended 31 March 2009

The trustees present their report and the financial statements for the year ended 31 March 2009. The trustees who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Results and Dividends

The results for the year are set out in the statement of financial activities on page 5.

The trustees consider the net movement of funds to be satisfactory.

Reserves Policy

The trustees have agreed a policy whereby funds not committed or invested in tangible fixed assets held by the company should be maintained at a level sufficient to pay staff costs for one calendar year. This policy allows for a possible reduction in income, as well as a lack of fund raising success during any particular year, and so would allow the charity to continue its activities at the current level for some months.

The trustees will review the policy annually.

Risk Review

The trustees have considered the risks to which the charity is exposed, and have established systems for mitigating those risks. External risks have been minimised by the adoption of an ongoing monthly review and appraisal policy, which includes a policy for securing funds from a wide range of sources. Internal risks are minimised by implementing procedures for authorising transactions, projects, and to ensure consistent delivery for all operational aspects of the charity.

The trustees will review these procedures periodically.

Related Party Transactions

There were no related party transactions during the year (none in 2008).

Equal Opportunities

As responsible employers, the trustees have approved a number of policies relating to equal opportunities, health and safety. These policies are reviewed at least annually.

Political and Charitable Contributions

The company made no political or charitable contributions during the year.

Statement as to disclosure of information to auditors

In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Earthworks St Albans

Report of the trustees for the year ended 31 March 2009

Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution proposing that Morgan Rose be reappointed as auditors of the charity will be put to the Annual General Meeting.

On behalf of the board

Roy Anthony Warren
Secretary

Earthworks St Albans

Independent auditor's report to the trustees of Earthworks St Albans

We have audited the financial statements of Earthworks St Albans for the year ended 31 March 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Section 44 of the Charities Act 1993. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

The trustees responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if the charity's financial statements are not in agreement with these accounting records or if we have not received all of the information and explanations we require for our audit.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. This other information comprises only the Trustees' Annual Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Earthworks St Albans

Opinion

In our opinion the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31 March 2009 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Charities Act 1993 .

Morgan Rose
Chartered Accountants and
Registered Auditors

37 Marlowes
Hemel Hempstead
Herts
HP1 1LD

Earthworks St Albans

Statement of financial activities

For the year ended 31 March 2009

	Notes	Unrestricted funds £	Restricted funds £	2009 Total £	2008 Total £
Incoming resources					
Incoming resources from generating funds:					
Voluntary income	2	38,061	96,578	134,639	154,812
Activities for generating funds	3	88,363	4,614	92,977	119,095
Investment income	4	3,775	-	3,775	5,651
Total incoming resources		<u>130,199</u>	<u>101,192</u>	<u>231,391</u>	<u>279,558</u>
Resources expended					
Purchases		2,617	3,567	6,184	19,861
Staff costs	5	39,881	107,747	147,628	154,213
Establishment costs		10,353	-	10,353	6,794
Motor and travelling expenses		5,098	7,161	12,259	11,879
Auditors' remuneration		2,483	-	2,483	2,155
Legal and professional fees		892	-	892	2,037
Communications and IT		6,834	-	6,834	8,005
Other office expenses		2,336	-	2,336	3,262
Interest payable and similar charges		167	-	167	205
Depreciation and impairment		19,427	-	19,427	13,538
Miscellaneous costs		3,468	-	3,468	2,445
Total resources expended		<u>93,556</u>	<u>118,475</u>	<u>212,031</u>	<u>224,394</u>
Total funds brought forward		<u>51,011</u>	<u>91,830</u>	<u>142,841</u>	<u>87,677</u>
Total funds carried forward		<u>87,654</u>	<u>74,547</u>	<u>162,201</u>	<u>142,841</u>

The notes on pages 8 to 11 form an integral part of these financial statements.

Earthworks St Albans

Balance sheet as at 31 March 2009

	Notes	£	2009 £	£	2008 £
Fixed assets					
Tangible assets	6		35,471		27,167
Current assets					
Debtors	7	8,230		35,113	
Cash at bank and in hand		123,044		101,962	
		<u>131,274</u>		<u>137,075</u>	
Creditors: amounts falling due within one year	8	(4,543)		(21,401)	
Net current assets			<u>126,731</u>		<u>115,674</u>
Net assets			<u>162,202</u>		<u>142,841</u>
Funds	9				
Restricted income funds			74,547		91,830
Unrestricted income funds			87,655		51,011
Total funds			<u>162,202</u>		<u>142,841</u>

The financial statements were approved by the trustees on and signed on its behalf by

Alistair Holland
Treasurer

The notes on pages 8 to 11 form an integral part of these financial statements.

Earthworks St Albans

Notes to financial statements for the year ended 31 March 2009

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

1.2. Incoming resources

All incoming resources are 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. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully 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 including the farmers market activity.

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.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	20% straight line
Plant and machinery	-	33% straight line
Fixtures, fittings and equipment	-	33% straight line
Motor vehicles	-	25% straight line

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Notes to financial statements for the year ended 31 March 2009

2. Voluntary income

	Unrestricted funds £	Restricted funds £	2009 Total £	2008 Total £
Donations	38,061	-	38,061	5,361
Big Lottery	-	28,522	28,522	46,961
Champions Award	-	-	-	2,960
Awards For All	-	-	-	5,700
Bailey Thomas	-	-	-	40,000
The Henry Smith Charity	-	15,000	15,000	17,000
Herts Partnership Agreement	-	53,056	53,056	36,830
	<u>38,061</u>	<u>96,578</u>	<u>134,639</u>	<u>154,812</u>

3. Activities for generating funds

	Unrestricted funds £	Restricted funds £	2009 Total £	2008 Total £
Fundraising events	2,133	-	2,133	7,248
Trainee fees	60,696	-	60,696	48,852
Community Conservation Project	-	4,614	4,614	37,207
Garden maintenance and contracts	19,879	-	19,879	22,662
Farmers market	944	-	944	1,184
Miscellaneous income	4,711	-	4,711	1,942
	<u>88,363</u>	<u>4,614</u>	<u>92,977</u>	<u>119,095</u>

4. Investment income

	Unrestricted funds £	2009 Total £	2008 Total £
Bank interest receivable	3,775	3,775	5,651
	<u>3,775</u>	<u>3,775</u>	<u>5,651</u>

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Notes to financial statements for the year ended 31 March 2009

5. Employees

Employment costs	2009	2008
	£	£
Wages and salaries	143,424	150,567
Other costs	4,204	3,646
	<u>147,628</u>	<u>154,213</u>

No employee received emoluments of more than £60,000.

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

	2009	2008
	Number	Number
Employees	<u>9</u>	<u>9</u>

6. Tangible fixed assets	Land and buildings freehold	Plant and machinery	Fixtures, fittings and equipment	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2008	20,608	17,591	7,914	60,208	106,321
Additions	1,208	1,024	-	25,500	27,732
Disposals	-	-	-	(31,851)	(31,851)
At 31 March 2009	<u>21,816</u>	<u>18,615</u>	<u>7,914</u>	<u>53,857</u>	<u>102,202</u>
Depreciation					
At 1 April 2008	19,666	9,335	6,327	43,826	79,154
Charge for the year	845	4,547	572	13,464	19,428
On disposals	-	-	-	(31,851)	(31,851)
At 31 March 2009	<u>20,511</u>	<u>13,882</u>	<u>6,899</u>	<u>25,439</u>	<u>66,731</u>
Net book values					
At 31 March 2009	<u>1,305</u>	<u>4,733</u>	<u>1,015</u>	<u>28,418</u>	<u>35,471</u>
At 31 March 2008	<u>942</u>	<u>8,256</u>	<u>1,587</u>	<u>16,382</u>	<u>27,167</u>

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Notes to financial statements for the year ended 31 March 2009

7. Debtors

	2009 £	2008 £
Trade debtors	8,230	35,113

8. Creditors: amounts falling due within one year

	2009 £	2008 £
Trade creditors	2,241	915
Accruals and deferred income	2,302	20,486
	<u>4,543</u>	<u>21,401</u>

9. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2009 as represented by:			
Tangible fixed assets	21,794	13,677	35,471
Current assets	70,404	60,870	131,274
Current liabilities	(4,543)	-	(4,543)
	<u>87,655</u>	<u>74,547</u>	<u>162,202</u>

10. Unrestricted funds

	At 1 April 2008 £	Incoming resources £	Outgoing resources £	At 31 March 2009 £
Unrestricted Funds	<u>51,011</u>	<u>130,199</u>	<u>(93,555)</u>	<u>87,655</u>

11. Restricted funds

	At 1 April 2008 £	Incoming resources £	Outgoing resources £	At 31 March 2009 £
Restricted Funds	<u>91,830</u>	<u>101,192</u>	<u>(118,475)</u>	<u>74,547</u>

Earthworks St Albans

The following pages do not form part of the statutory accounts.

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Detailed statement of financial activities

For the year ended 31 March 2009

	2009		2008	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Donations		38,061		5,361
Big Lottery		28,522		46,961
Champions Award		-		2,960
Awards For All		-		5,700
Bailey Thomas		-		40,000
The Henry Smith Charity		15,000		17,000
Herts Partnership Agreement		53,056		36,830
		<u>134,639</u>		<u>154,812</u>
<i>Activities for generating funds</i>				
Fundraising events		2,133		7,248
Trainee fees		60,696		48,852
Community Conservation Project		4,614		37,207
Garden maintenance and contracts		19,879		22,662
Farmers market		944		1,184
Miscellaneous income		4,711		1,942
		<u>92,977</u>		<u>119,095</u>
<i>Investment income</i>				
Bank interest receivable		3,775		5,651
		<u>3,775</u>		<u>5,651</u>
Total incoming resources from generating funds		<u>231,391</u>		<u>279,558</u>
Total incoming resources		<u><u>231,391</u></u>		<u><u>279,558</u></u>
Resources expended				
Costs of generating funds:				
<i>Trainee invoices</i>				
Purchases	3,631		2,347	
Salaries & wages	114,916		118,580	
Staff workshops and courses	107		30	
Motor vehicle expenses	2,143		2,810	
		<u>120,797</u>		<u>123,767</u>
<i>Community conservation project</i>				
Purchases	-		305	
		<u>-</u>		<u>305</u>

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Detailed statement of financial activities

For the year ended 31 March 2009

<i>Garden maintenance and contracts</i>			
Purchases	238	6,444	
Salaries & wages	28,508	31,046	
Other staff costs	4,097	3,616	
Motor vehicle expenses	2,714	1,470	
	<u> </u>	<u> </u>	
		35,557	42,576
<i>Farmers market</i>			
Purchases	25	878	
Stall rent	4,314	89	
	<u> </u>	<u> </u>	
		4,339	967
Total cost of generating voluntary income		<u>160,693</u>	<u>167,615</u>
Fundraising trading:			
cost of goods sold and other costs			
Total costs of generating funds		<u>160,693</u>	<u>167,615</u>

Earthworks St Albans

Detailed statement of financial activities

For the year ended 31 March 2009

	2009 £	2008 £
Charitable activities		
Grants		
<i>Grant funding activities</i>		
Purchases	2,290	9,887
Salaries & wages	-	941
Motor vehicle expenses	7,161	7,478
	<u>9,451</u>	<u>18,306</u>
Grants total expenditure	<u>9,451</u>	<u>18,306</u>
Total charitable activity expenditure	<u>9,451</u>	<u>18,306</u>
Governance costs		
<i>Activities undertaken directly</i>		
Establishment - Rent	3,664	4,039
Establishment - Light & heat	249	506
Establishment - Insurance	2,126	2,160
Motor vehicle expenses	241	121
Professional - Auditor remuneration	2,483	2,155
Professional - Other	892	2,037
Office expenses - Communication & IT	6,834	8,005
Office expenses - Other	2,335	3,262
Bank charges	167	205
Depreciation & impairment	19,427	13,538
Miscellaneous costs	3,468	2,445
	<u>41,886</u>	<u>38,473</u>
Total governance costs	<u>41,886</u>	<u>38,473</u>
Net incoming/(outgoing) resources for the year	<u>19,361</u>	<u>55,164</u>