

OAKLEAF ENTERPRISE

Limited by Guarantee

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018**

**Company no. 03388671
Charity no. 1064524**

OAKLEAF ENTERPRISE

**INDEX TO THE FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2018**

| CONTENTS | PAGE |
|-----------------------------------|-------------|
| Charity Information | 1 |
| Report of the Directors | 2 to 5 |
| Chairman's Report | 6 |
| Organisation Chart | 7 |
| Chief Executive's Report | 8 |
| Trustees Responsibilities | 9 |
| Independent Examiner's Report | 10 |
| Statement of Financial Activities | 11 |
| Balance Sheet | 12 |
| Notes to the Accounts | 13 to 23 |

OAKLEAF ENTERPRISE
CHARITY INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2018

PAGE 1

TRUSTEES: Nick Powell: Chair
Richard Williams: Treasurer
James Kindell: Secretary
Lorraine Andrews (appointed 27 November 2017)
Paul Charlesworth
Laurence Church
Aileen Feeney (appointed 24 July 2017)
Matthew Furniss
Alexandra Gerbasi (appointed 22 May 2017)
David Seall

COMPANY SECRETARY: James Kindell

CEO: Clive Stone

REGISTERED OFFICE: 101 Walnut Tree Close
Guildford
Surrey
GU1 4UQ

INDEPENDENT EXAMINER: Danielle Griffin FCA
Moore Stephens (South) LLP
Priory House
Pilgrims Court
Sydenham Road
Guildford
Surrey
GU1 3RX

BANKERS: Metro Bank Plc
1 Southampton Row
London
WC1B 5HA

Nationwide Building Society
P O Box 3
5-11 St Georges Street
Douglas
Isle of Man
IM99 1AS

SOLICITORS: Barlow Robbins LLP
The Oriel
Sydenham Road
Guildford
Surrey
GU1 3SR



**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018**

The Directors present their report with the financial statements for the year ended 31st March 2018 which is prepared in accordance with the small company regime (section 419(2) of the Companies Act 2006).

Governing Document

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The charitable company has adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document. The Memorandum and Articles have been amended by special resolutions and dated 27 August 1997, 1 November 2001, 8 November 2004, 10 January 2012, 25 November 2014 and 23 May 2016. In the event of the charitable company being wound up, members will be required to contribute a sum not exceeding £1 per member.

Objective and Activities of the Charity

The principal objects of the charity are to support people with mental health problems, physical disabilities and special needs. The main activities undertaken in relation to these objectives are:

- To offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment.
- To provide the opportunity to participate in a supportive work environment with a variety of vocational training applications.
- To devise with each client a personal development program.
- To provide advice and support for those accessing further educational opportunities and/or work placement training. Teaching CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Directors of the Organisation

The charitable company is supported by its Board of Directors. The Directors shall be members of the charitable company. The maximum number of members of the company is 20. Directors during the year under review were:

Nick Powell: Chair
Richard Williams: Treasurer
James Kindell: Secretary
Lorraine Andrews (appointed 27 November 2017)
Paul Charlesworth
Laurence Church
Matthew Furniss
Aileen Feeney (appointed 24 July 2017)
Alexandra Gerbasi (appointed 22 May 2017)
David Seall

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018**

Recruitment and Appointment of Directors

The Directors of the charitable company are also Trustees for the purpose of charity law. "At each meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any director became or were appointed directors on the same those to retire shall (unless otherwise agreed among themselves) be determined by lot."

The Board of Directors seeks to recruit its members to balance various skills required to manage the charity. All prospective Directors are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of disability and the effects it can have on those trying to gain an equal and valued place in society.

The Board have the power at any time to appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, but so that the total number of Directors shall not at any time exceed twenty, being the number fixed in accordance with the articles of the company.

Director Induction and Training

All new Directors are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Risk Management

The Directors are aware of their responsibilities under SORP 2015 (FRS102), undertaking risk management reviews and maintaining and reviewing an organisational Risk Register. Additionally, a Health & Safety audit is reviewed periodically by nominated Trustees alongside all other relevant Policies and Procedures.

Objectives and Outcomes

Oakleaf's primary objective is worded within the context of their mission statement i.e. "We work to foster confidence and reduce social isolation by actively training, engaging and supporting individuals with mental ill-health to empower them to participate as active members of society."

Public Benefit

Oakleaf as a Charity Commission registered charity through its Trustees, gives due regard to public benefit and considers that the range and volume of activities provided by the charity and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and available, especially for those who may be considered as living within poverty or suffering from a disability (specifically poor mental health).

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018**

Financial Headlines including overview of Fundraising

I am delighted to report that we have had another successful year, not only with the extremely high level of care and support we are able to provide to our clients but also thankfully generating a healthy level of income which was not outstripped by rising costs. Costs were very well managed, and a great deal of work has been contributed to fundraising across the board, alongside increased income generation through our social enterprise activities. We are acutely aware that so many other local and national charities have presented a negative balance for the year end, and are projecting a possible breakeven for the 2018-19.

Incoming resources for the year rose to £711,389 (2017 – 688,803) as a result of an increase in income from all sources.

We continually assess our expenditure, purchasing after researching the best possible price and recycle wherever possible all of which has a positive effect. A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £679,674 (2017 - £602,526). This increase is a result of higher levels of activity which the additional income has allowed us to provide for clients. However, we have been successful in controlling costs thereby resulting in a surplus for the year of £31,715 (2017 – £86,277).

Reserves Policy

The charitable company operates a reserves policy which aims to meet three months of running costs. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. Total funds at the end of the year stood at £197,503 (2017 - £165,788).

The Future

We are still finding our way through the range of services which are already offered to support those either at risk of suicide or those bereaved by same. I do feel that we are much closer to formulating our own provision albeit nearly a year since we first started looking. We are about to commence discussions with a local professional rugby club with a view to embarking upon a joint project with them.

We will continue to grow our services across Surrey Heath and Waverley as there is considerable unmet need in these locations. We will also continue to invest greater resources in the expansion of physical activities.

We will begin exploring with selected other local charities to see how we might work much closer, thereby combining resources, reducing costs and increasing our reach.

We will be opening a Wellbeing Café in Guildford at the end of May 2018. This will be a partnership project with Guildford Action and Voluntary Action South West Surrey, which will be funded through a local charitable trust fund. The focus will be to deliver a range of wellbeing activities, promote social inclusion, provide a healthy meal and at the same time teach beneficiaries how to cook. The primary promotion will be aimed at those who are in employment, are struggling with mental health problems but can not access services during the day. The conduit to the potential beneficiaries will be via GP practices, Surrey Chamber of Commerce and the Institute of Directors South.

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018**

The report has been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102. The trustees have taken the exemptions permitted by section 1A. In preparing this report the Trustees have taken advantage of the small companies' exemptions provided by Section 415A of the Companies Act 2006.

The trustees declare that they have approved the trustees' report (including directors report) above.

Signed on behalf of the charity's trustees/directors

Signature(s):



Full names: Nick Powell

Date: 24/09/18

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

Chair's Statement

The charitable company employs a staff team currently comprising 28 individuals. These are led by the Chief Executive, Clive Stone, who reports to the Board of Trustees and whose role encompasses securing the charitable company's long-term viability and the day to day management of the staff team who have responsibility for co-ordinating each department. We are fortunate in having an extremely dedicated staff team who are supported by both short and long-term volunteers. I'm extremely proud that we were awarded the Queen's Award for Voluntary Service and this is testament to the great work the team do at Oakleaf.

The last 12 months has continued to see an increase in Client visits, (11,583 unique client visits) demonstrating the need for our services. Unfortunately, fundraising still proves to be extremely challenging with more charities competing for the same funds and whilst the profile of mental health has increased it still remains a challenge to raise funding for our valuable services.

The Board comprises of 10 Trustees and with a vacancy for a new Chairperson for the Charity. My role as Chairperson has been extended for 1 year due to my successor withdrawing from the recruitment process due to other commitments. The process to appoint my successor is underway.

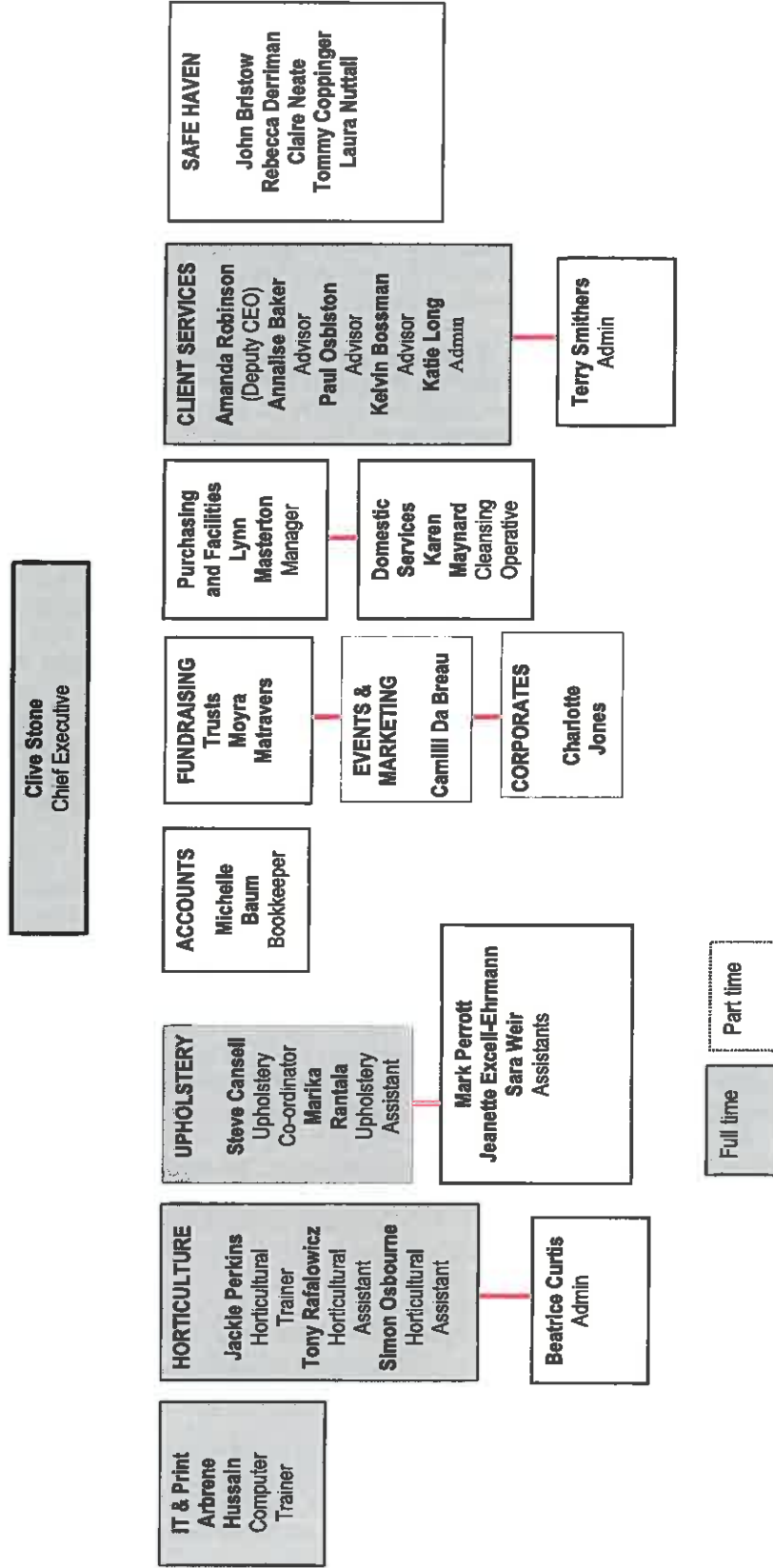
Looking ahead to the next financial year, we will continue to support an increasing Client base and also keep a sharp focus on our income and cost position. Our current Big Lottery project is coming to an end and we are looking at what options we have to extend and build upon this very successful project.



Nick Powell
Chairman

REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)

Organisation Chart 2017/18



**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

Chief Executive's Report

The end of the financial year is of course a time for reflecting on the past twelve month's activity, but this year I find myself also silently looking back over the past twenty years on my leadership of Oakleaf. I will not attempt to start writing about that now but will save it for my memoir! Needless to say, there has been substantial change, by and large, all for the better.

The last year has again been one of continued growth and we are now delivering more activities across three boroughs than we have ever achieved previously. This has resulted in a massive 11,583 unique client visits across the course of the year, which is a credit to a very hard-working staff team, supported by a large band of activity instructors and an equally huge number of volunteers. Client numbers continually fluctuate as new referrals are received and they begin their journey, whilst the health of others improves, or they move onto employment, or other elements of training. Through all this movement and change, our team are managing an average client base of 400 individuals.


The range of wellbeing activities and training we offer continues to be extremely diverse, which is very important to appeal to a wide range of clients. Our most significant area of development over the closing months of the year has been a strong focus on introducing more physical activities. As I am sure everyone is aware, improved physical health can have a major positive impact upon mental health. This is particularly important for those who lack motivation and confidence to change habitual behaviour, poor eating habits and additional weight gain as a side-effect of psychotherapeutic medication. All these will significantly impact upon any impetus to change. Therefore, we have been building more and more activities and training into our programmes which will have a direct impact on physical health, wellbeing and nutrition. This is a new area of growth for us and one in which we will be investing over the new financial year.

With so many clients now being supported by Oakleaf the tracking of participation and progress can be more of a challenge. Therefore, in conjunction with the longstanding use of the Recovery Star we also undertake a very large number of Impact Assessments with our clients. The purpose of these are to look at the effectiveness of specific interventions and assess the rate of growth and development of the individual. Alongside these we continually undertake six monthly client surveys, assessing a whole raft of issues around engagement with the organisation. These continue to produce excellent results and feedback, to inform us that we are on the right track; they also prove to be a valuable tool for new suggestions of activities, training or additional support we could offer. It is so incredibly valuable to receive this guidance and input from all of those we support, enabling us to be truly client led.

As with so many charities, we could not survive without the support of a dedicated band of volunteers, whose numbers consistently hover around the 60 mark. In June this dedicated group helped us achieve the Queen's Award for Voluntary Service. This is a massive honour for all at Oakleaf; I feel very proud of our team and all the work they do to help our clients. Beyond having the amazing opportunity to attend a garden party at Buckingham Palace we also hosted our own event in September, in celebration of our volunteers. Having said we have similarity with other charities, I believe there is also a significant difference, in that so many of our volunteers are ex-clients and many feel they either want to give back or see volunteering at Oakleaf as part of their transition to employment. Therefore, to achieve this award holds extra meaning and value to us all.

Whilst I said I would not spend any time writing about the past twenty years I am aware of just how much we have achieved, particularly over the past twelve months. I feel very honoured and humble to be a part of this but never feel complacent that there is nothing else left to do. I am also aware that we owe so much to all our funders and the local community enabling us to provide an exemplary service and would like to thank them all accordingly.

Clive Stone, Chief Executive Officer



**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

Trustees' Responsibilities

The Trustees, who are also directors of Oakleaf Enterprise for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the 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 2015 (FRS102);
- 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 charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31ST MARCH 2018**

Independent Examiner's Report to the Trustees of Oakleaf Enterprise

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2018 which are set out on pages 11 to 23.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

The company's gross income exceeded £250,000 and I confirm that I am qualified to undertake the examination by being a qualified member of the ICAEW.

I have completed my examination. 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 respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 accounts to be reached.

Signed:

Dated:

Danielle Griffin FCA

Moore Stephens (South) LLP
Priory House
Pilgrims Court
Sydenham Road
Guildford
GU1 3RX

OAKLEAF ENTERPRISE

PAGE 11

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING SUMMARY INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2018**

| | Notes | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|--------------------------------------|-------|------------------------------------|----------------------------------|--------------------|--------------------|
| INCOMING AND ENDOWMENTS | | | | | |
| Donations | 3 | 120,130 | 96,391 | 216,521 | 206,321 |
| Charitable activities | 4 | 247,263 | 240,434 | 487,697 | 464,419 |
| Other trading activities | 5 | 4,841 | - | 4,841 | 4,078 |
| Investment income | | 331 | - | 331 | 239 |
| Other – rental income | | 10,840 | - | 10,840 | 13,746 |
| TOTAL INCOMING RESOURCES | | 383,405 | 336,825 | 720,230 | 688,803 |
| RESOURCES EXPENDED | | | | | |
| Raising funds | 6 | 63,760 | 3,022 | 66,782 | 84,338 |
| Charitable activities | 7 | 275,749 | 335,193 | 610,942 | 515,238 |
| Other | 9 | 1,950 | - | 1,950 | 2,950 |
| TOTAL RESOURCES EXPENDED | | 341,459 | 338,215 | 679,674 | 602,526 |
| Net movement in funds | | 41,946 | (1,390) | 40,556 | 86,277 |
| Total funds brought forward | | 87,592 | 78,196 | 165,788 | 79,511 |
| FUND BALANCES CARRIED FORWARD | | 129,538 | 76,806 | 206,344 | 165,788 |

The charity has no recognised gains or losses other than the results for the year as set out above.

All the activities of the charity are classed as continuing.



The notes on pages 13 to 23 form part of these financial statements.

OAKLEAF ENTERPRISE

PAGE 12

REGISTRATION NUMBER – 03388671

BALANCE SHEET AT 31ST MARCH 2018

| | Notes | 2018 | | 2017 | |
|--|-------|----------------|----------------|----------------|----------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Tangible Assets | 12 | | 22,205 | | 32,361 |
| Investment in subsidiary | 13 | | 1 | | 1 |
| | | | <u>22,206</u> | | <u>32,362</u> |
| CURRENT ASSETS | | | | | |
| Debtors | 14 | 30,720 | | 50,407 | |
| Cash at Bank and in Hand | | 206,919 | | 144,005 | |
| | | <u>237,639</u> | | <u>194,412</u> | |
| CREDITORS (Amounts Falling Due Within One Year) | | | | | |
| | 15 | (53,501) | | (60,986) | |
| NET CURRENT ASSETS | | | | | |
| | | | <u>184,138</u> | | <u>133,426</u> |
| NET ASSETS | | | | | |
| | | | <u>206,344</u> | | <u>165,788</u> |
| Represented by: | | | | | |
| Unrestricted Funds | | | 129,538 | | 87,592 |
| Restricted Funds | 16 | | 76,806 | | 78,196 |
| | | | <u>206,344</u> | | <u>165,788</u> |

For the financial year ended 31st March 2018 the company charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime, and the Charities Statement of Recommended Practice and Financial Reporting Standard 102 section 1A.

These financial statements were approved by the Board on 24/9/18 and are signed on their behalf by:



The notes on pages 13 to 23 form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018****1. ACCOUNTING POLICIES****a. Company Status**

The company is limited by guarantee and has no share capital. The company is incorporated in England & Wales. The directors of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. The address of the registered office is given on page 1 of these financial statements. The nature of the charity's operations and principal activities are explained in the Trustees Report.

b. Basis of Preparation

The financial statements 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 (FRS102) issued on 16 July 2014, Charities SORP 2015 (FRS102) update bulletin 1, FRS102 section 1A, and the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency and have been rounded to the nearest pound.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

The charity has taken advantage of the exemption not to produce a cash flow under FRS 102 Section 1A and SORP 2015 (FRS 102) update bulletin 1 dated 2 February 2016.

c. Going Concern

The accounts have been prepared on a going concern basis, however the nature of the charity means that forecast future income cannot be determined with any certainty, as the charity is reliant upon applications for grant funding and the Trustees are aware that such grant applications are not always successful. The Trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful.

d. Incoming Resources

Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from government, other statutory bodies and charities. Material grants are disclosed separately. These are accounted for on an accruals basis.

Rental income is accounted for on an accruals basis, when receivable on a straight line period over term of respective agreement.

Event income is accounted for in the year the event is held.

Interest receivable is accounted for on an accruals basis.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

1. ACCOUNTING POLICIES (CONTINUED)**e. Resources Expended**

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the obligation can be measured reliably.

As described in the Report of the Trustees, the charity's principal activity is the support of people with mental and physical health difficulties including those with special needs through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs relating to donations and grants and their associated support costs.
- Expenditure on charitable activities includes the costs of delivering services and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

f. Allocation of Support Costs

Support costs are those functions that assist the work of the charity, but do not directly undertake charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs have been allocated between cost of raising funds and charitable activities. The bases on which support costs have been allocated are set out in note 8.

g. Unpaid Volunteers

The members of the Board of Trustees and Treasurer are all volunteers and receive no remuneration. The value of their services is not reflected in the statement of financial activities.

h. Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life after taking into account residual values:

| | |
|---------------------|---------------------------|
| Van | - 5 years straight line |
| Computer Equipment | - 3-4 years straight line |
| Plant and Machinery | - 3-5 years straight line |

i. Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

1. ACCOUNTING POLICIES (CONTINUED)

j. Cash at Bank and in Hand

Cash at bank and in hand includes cash and short term highly liquid investments with short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

k. Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

l. Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

m. Operating Leases

Operating leases are charged to the statement of financial activities on a straight line basis over the period of the lease.

n. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1998 and section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

o. Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

p. Unrestricted funds

Unrestricted funds are donations and incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds, to be used at the discretion of the Trustees.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

2. Judgements and Key Sources of Estimation Uncertainty

In the application of the charitable charities accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3. DONATIONS AND LEGACIES

| | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|-----------|--|--|-----------------------------|-----------------------------|
| Donations | 74,530 | - | 74,530 | 67,883 |
| Grants | 45,600 | 96,391 | 141,991 | 138,438 |
| | <u>120,130</u> | <u>96,391</u> | <u>216,521</u> | <u>206,321</u> |

In 2017 the charity received restricted grants of £104,013. All donations in 2017 were unrestricted.

4. CHARITABLE ACTIVITIES

| | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|-----------------------------------|--|--|-----------------------------|-----------------------------|
| Development and training projects | 247,263 | - | 247,263 | 250,154 |
| Grants | - | 240,434 | 240,434 | 214,265 |
| | <u>247,263</u> | <u>240,434</u> | <u>487,697</u> | <u>464,419</u> |

In 2017 the charity received restricted grants of £179,265.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

5. OTHER TRADING ACTIVITIES

| | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|----------------------|--|--|-----------------------------|-----------------------------|
| Miscellaneous income | 4,841 | - | 4,841 | 4,078 |
| | <u>4,841</u> | <u>-</u> | <u>4,841</u> | <u>4,078</u> |

In 2017 all miscellaneous income was unrestricted.

6. EXPENDITURE INCURRED ON RAISING FUNDS

| | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|----------------------------|--|--|-----------------------------|-----------------------------|
| Salaries | 38,159 | - | 38,159 | 49,001 |
| Marketing costs | 8,514 | - | 8,514 | 10,152 |
| Direct costs | 518 | - | 518 | 388 |
| Support costs (see Note 8) | 16,569 | 3,022 | 19,591 | 24,797 |
| | <u>63,760</u> | <u>3,022</u> | <u>66,782</u> | <u>84,338</u> |

In 2017 there were restricted support costs of £5,059.

7. EXPENDITURE INCURRED ON CHARITABLE ACTIVITIES

| | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|----------------------------|--|--|-----------------------------|-----------------------------|
| Salaries | 77,867 | 231,584 | 309,451 | 268,798 |
| Client activity costs | 4,050 | 50,708 | 54,758 | 19,771 |
| Direct costs | 32,292 | 12,255 | 44,547 | 49,071 |
| Depreciation | 993 | 11,288 | 12,281 | 3,296 |
| Support costs (see Note 8) | 160,547 | 29,358 | 189,905 | 174,302 |
| | <u>275,749</u> | <u>335,193</u> | <u>610,942</u> | <u>515,238</u> |

In 2017 there were restricted expenses relating to salaries of £151,151, client activities of £16,564, direct costs of £16,154, depreciation of £3,296 and support costs of £36,114.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

8. SUPPORT COSTS

| | | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|--|---------|------------------------------------|----------------------------------|--------------------|--------------------|
| Property and general maintenance | Sq ft | 60,622 | 11,301 | 71,923 | 65,522 |
| Insurance | Payroll | 6,413 | - | 6,413 | 7,944 |
| General salaries, recruitment and pension costs | Payroll | 76,172 | 14,470 | 90,642 | 89,901 |
| Administrative costs | Payroll | 33,909 | 6,609 | 40,517 | 35,256 |
| Depreciation | Payroll | - | - | - | 476 |
| | | <u>177,116</u> | <u>32,380</u> | <u>200,496</u> | <u>199,099</u> |
| Allocated to: | | | | | |
| Expenditure incurred on Charitable Activities | | 160,547 | 29,358 | 189,905 | 174,302 |
| Expenditure incurred on Raising Funds | | 16,569 | 3,022 | 19,591 | 24,797 |
| | | <u>177,116</u> | <u>32,380</u> | <u>209,496</u> | <u>199,099</u> |

9. OTHER COSTS

| | 2018 Unrestricted Funds £ | 2018 Restricted Funds £ | 2018 Total £ | 2017 Total £ |
|----------------------------|------------------------------------|----------------------------------|--------------------|--------------------|
| Independent examiner's fee | 1,950 | - | 1,950 | 2,000 |
| Under accrual 2016 | - | - | - | 50 |
| Accountancy | - | - | - | 900 |
| | <u>1,950</u> | <u>-</u> | <u>-</u> | <u>2,950</u> |

In 2017 all other costs were unrestricted.

10. PAYROLL COSTS

| | 2018 £ | 2017 £ |
|--|----------------|----------------|
| Salaries | 407,730 | 377,347 |
| Employers national insurance | 26,716 | 24,449 |
| Pension | 2,532 | 1,749 |
| Recruitment | 1,274 | 3,190 |
| | <u>438,252</u> | <u>406,735</u> |
| The average number of employees (including part-time, but excluding directors) was: | <u>28</u> | <u>30</u> |

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

10. PAYROLL COSTS (continued)

| | 2018 £ | 2017 £ |
|-----------------------|----------------|----------------|
| Raising funds | 38,159 | 49,001 |
| Charitable activities | 309,451 | 268,798 |
| Support | 90,642 | 89,901 |
| | <u>438,252</u> | <u>406,735</u> |

No employee received over £60,000 per annum (2017 – none).

11. TRUSTEES AND KEY MANAGEMENT PERSONNEL REMUNERATION AND EXPENSES

The Trustees were not paid or reimbursed for expenses during the year (2017 – £Nil). In addition, no Trustees are accruing retirement benefits (2017 – £Nil).

The total remuneration paid to key personnel was £54,223 (2017 - £53,217). There are retirement benefits accruing for one key personnel (2017 – one).

12. TANGIBLE FIXED ASSETS

| | Vehicles £ | Plant & Machinery And Fixtures & Fittings £ | Total £ |
|---------------------------|---------------|---|----------------|
| Cost | | | |
| At 1st April 2017 | 67,270 | 78,508 | 145,778 |
| Additions | - | 2,125 | 2,125 |
| | <u>67,270</u> | <u>80,634</u> | <u>147,904</u> |
| At 31st March 2018 | | | |
| Depreciation | | | |
| At 1st April 2017 | 42,964 | 70,453 | 113,417 |
| Charge for the year | 8,333 | 3,948 | 12,282 |
| | <u>51,298</u> | <u>74,401</u> | <u>125,699</u> |
| At 31st March 2018 | | | |
| Net Book Value | | | |
| At 31st March 2018 | <u>15,972</u> | <u>6,232</u> | <u>22,205</u> |
| At 31st March 2017 | <u>24,306</u> | <u>8,056</u> | <u>32,361</u> |

All the assets are used by the charity.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

13. INVESTMENT IN SUBSIDIARY

| | Share in Subsidiary |
|---------------------------------|---------------------|
| Cost at 1 April 2017 | 1 |
| Net book value at 31 March 2018 | <u>1</u> |
| Net book value at 31 March 2017 | <u>1</u> |

The charity holds 100% of the share capital of Oakleaf Enterprise Trading Limited, a company incorporated in England & Wales on 18 April 2016. The company has not traded since incorporation.

The aggregate share capital and reserves at the year end amounted to £1.

14. DEBTORS

| | 2018 £ | 2017 £ |
|--------------------------------|---------------|---------------|
| Trade debtors | 7,309 | 36,162 |
| Prepayments and accrued income | 23,411 | 9,724 |
| VAT | - | 4,521 |
| | <u>30,720</u> | <u>50,407</u> |

15. CREDITORS: Amounts Falling Due Within One Year

| | 2018 £ | 2017 £ |
|---|---------------|---------------|
| VAT | 1,232 | - |
| Trade creditors | 24,106 | 13,484 |
| Accruals and deferred income | 17,085 | 34,227 |
| Amounts owed to subsidiary | 1 | 1 |
| Other creditors | 500 | - |
| Social security | 7,266 | 8,271 |
| Gross up credit balances on trade debtors | 3,311 | 5,003 |
| | <u>53,501</u> | <u>60,986</u> |

Included in deferred income is £8,841 (2017 - £8,583) of grant income that has been received before the year end that relates to projects starting after the year end. All monies deferred at 31 March 2017 have been released in the year.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

16. RESTRICTED FUNDS

| | Balance at 1st April 2017 | Incoming Resources | Resources Expended | Balance at 31st March 2018 |
|--|------------------------------|-----------------------|-----------------------|-------------------------------|
| | £ | £ | £ | £ |
| Big Lottery Reaching Communities | - | 120,970 | 112,129 | 8,841 |
| Catalyst | - | 77,500 | 77,500 | - |
| Waverley Voluntary Grants Panel | - | 5,805 | 5,805 | - |
| Guildford Community Grants Scheme (Guildford Borough) Council) | - | 15,000 | 15,000 | - |
| Lockwood Charitable Foundation | 28,066 | - | 28,066 | - |
| Lockwood Charitable Foundation | 24,306 | - | 8,334 | 15,972 |
| The Comic Relief Large Grants Programme Administered by the Cor | 11,250 | - | 11,250 | - |
| Margaret Litchfield Trust | 7,448 | - | 2,632 | 4,816 |
| The Mulberry Trust | - | 5,000 | 5,000 | - |
| Robert McAlpine Foundation | - | 10,000 | 10,000 | - |
| Worshipful Company of Drapers | - | 7,000 | 7,000 | - |
| Guildford Poyle Charities | - | 6,000 | 6,000 | - |
| F.B. Baily Thomas Charitable Fund | - | 10,000 | - | 10,000 |
| The Swire Charitable Trust | - | 5,000 | 5,000 | - |
| The Sobell Foundation | - | 5,000 | 5,000 | - |
| Community Foundation for Surrey | - | 5,000 | - | 5,000 |
| Jamma International | - | 30,000 | - | 30,000 |
| Other – below £5,000 each | 7,126 | 34,550 | 39,499 | 2,177 |
| | <u>78,196</u> | <u>336,825</u> | <u>338,215</u> | <u>76,806</u> |

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

16. RESTRICTED FUNDS (continued)**Restricted funds for the year ended 31 March 2017**

| | Balance at 1st April 2016 | Incoming Resources | Resources Expended | Balance at 31st March 2017 |
|--|------------------------------|-----------------------|-----------------------|-------------------------------|
| | £ | £ | £ | £ |
| Big Lottery Reaching Communities – Revenue | 5,226 | 79,409 | (84,635) | - |
| Catalyst | - | 55,000 | (55,000) | - |
| The Wisley Foundation | 2,735 | - | (1,902) | 833 |
| IBM | 6,500 | - | (6,500) | - |
| GBC Community Grants Scheme (GLADE) | 3,045 | - | (3,045) | - |
| Community Foundation for Surrey (flood defences) | 1,104 | - | (1,104) | - |
| Surrey County Council | 833 | - | (833) | - |
| Guildford Poyle Charities | - | 7,000 | (7,000) | - |
| Lockwood Charitable Foundation | - | 30,618 | (2,552) | 28,066 |
| Lockwood Charitable Foundation Capital Fund | - | 25,000 | (694) | 24,306 |
| The Comic Relief Grant Programme Administered by the Community Foundation for Surrey | - | 15,000 | (3,750) | 11,250 |
| First Utility Foundation | - | 5,000 | (5,000) | - |
| Robert McAlpine Foundation | - | 10,000 | (10,000) | - |
| David & Claudia Harding Foundation | - | 5,000 | (5,000) | - |
| Margaret Litchfield Trust | - | 9,540 | (2,092) | 7,448 |
| Waverley Voluntary Grants Panel | - | 8,121 | (8,121) | - |
| Other – below 5,000 each | 3,813 | 33,590 | (31,110) | 6,293 |
| | <u>23,256</u> | <u>283,278</u> | <u>(228,338)</u> | <u>78,196</u> |

17. ANALYSIS OF NET ASSETS

| | Fixed Assets £ | Other Net Assets £ | 2018 Total £ |
|--------------------|----------------------|--------------------------|--------------------|
| Restricted Funds | 3,149 | 73,657 | 76,806 |
| Unrestricted Funds | 19,056 | 110,482 | 129,538 |
| | <u>22,205</u> | <u>184,139</u> | <u>206,344</u> |

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018 (CONTINUED)**

17. ANALYSIS OF NET ASSETS (continued)**Analysis of net assets for the year ended 31 March 2017**

| | Fixed Assets £ | Other Net Assets £ | 2017 Total £ |
|--------------------|-------------------------------|-----------------------------------|-----------------------------|
| Restricted Funds | 24,853 | 53,343 | 78,196 |
| Unrestricted Funds | 7,509 | 80,083 | 87,592 |
| | <u>32,362</u> | <u>133,426</u> | <u>165,788</u> |

18. COMMITMENTS UNDER OPERATING LEASES

At 31st March 2017, the charity had aggregate annual commitments under non-cancellable operating leases as set out below.

| | 2018 £ | 2017 £ |
|-----------------------|-------------------|-------------------|
| Land and buildings | | |
| Within one year: | 56,000 | 56,000 |
| Due two to five years | 224,000 | 224,000 |
| Over five years | 210,000 | 266,000 |
| | <u>490,000</u> | <u>546,000</u> |

A 10 year lease for the premises covers the period from 1 January 2016 to 31 December 2026. The annual rent for this agreement amounts to £56,000. The rent review takes place 1 January 2021.

19. TRANSACTIONS WITH TRUSTEES

There were no transactions with the Trustees apart from the supply of Horticultural services to James Kindell, 2018 – £525 (2017 – £597). The charity purchased Directors and Officers insurance for the benefit of the Trustees. The charity provides an indemnity under the Articles of Association. This expense has been included in the overall costs for insurance, 2018 - £685 (2017 - £685).

20. CONTROLLING PARTY

There is no ultimate controlling party.

