

Company no. 02114442
Charity no. 297091

St. Werburghs City Farm
Report and Unaudited Financial
Statements
31 March 2018

St. Werburghs City Farm

Reference and administrative details

For the year ended 31 March 2018

| | | |
|--|---|--|
| Company number | 02114442 | |
| Charity number | 297091 | |
| Registered office and operational address | Watercress Road St. Werburghs Bristol BS2 9YJ | |
| Trustees | Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows: | |
| | Daniel Bailey | Treasurer |
| | Jonathan Brockwell | |
| | Judith English | |
| | Ane Gillett | resigned 29 January 2018 |
| | Ben Harris | |
| | Peter Kellett | Chair |
| | Anna Kendall | |
| | Lara Kramer | |
| | Hannah Leverton | appointed 9 October 2017 |
| | Partheeban Navaratnam | appointed 22 February 2018 |
| | Bethany Sutherland | |
| Key Staff | S Bull | Operational Manager (Services Development) |
| | J Clynewood | Operational Manager (Grow) |
| | K Halford (nee Lucas) | Director |
| | B Lambert | Estates and Livestock Manager |
| | F McDonald | Office Manager |
| | K Oliver | Director (Maternity Cover) from 1 July 2017 |
| | I Patrick | Childhood Learning Manager |
| | P Rainger | Connection Centre Project Manager to 31 August 2017; Events, Communications and Business Development Manager from 1 September 2017 |
| | A Morrow (nee Williams) | Operational Manager (Site Development Manager) |
| Bankers | HSBC Bank PLC 27 Gloucester Road North Filton Bristol BS7 0SQ | Ecology Building Society 7 Belton Road Silsden, Keighley West Yorkshire BD20 0EE |

St. Werburghs City Farm

Reference and administrative details

For the year ended 31 March 2018

| | |
|----------------------------------|---|
| Investment Managers | Epworth Investment Management Limited 9 Bonhill Street London EC2A 4PE |
| Insurers | Hiscox Insurance c/o Arthur J Gallagher (UK) Limited Spectrum Building 7th Floor 55 Blythswood Street Glasgow G2 7AT |
| Independent examiners | Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD |

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018



The past year has been a tricky one for many voluntary sector organisations in Bristol. The Farm like others has faced challenges and has met them with integrity and focused on what it does best: maintaining a free-to-access farm with diverse services despite the huge impact of austerity; business and policy development; collaboration and community; and investment in staff and infrastructure.

Over the past year, as anticipated in the context of the government's ongoing 'austerity', the Farm has seen considerable change both within the organisation and in the external environment. Its Supported Training service for people with learning disabilities and other, often, complex needs has transitioned from a year-on-year block contract with Bristol City Council to spot purchases of weekly placements by the clients with their social care budgets. I am pleased to report that client numbers were largely sustained and the service continued to provide popular training opportunities in horticulture and animal care.

Despite the reduction in grant funding, the Farm has succeeded in engaging with new and increasingly diverse communities – young asylum seekers enjoyed a week in the outdoors at Boiling Wells; Syrian families picnicked with us on the farm; people recovering from for instance mental ill health or drug addiction volunteered and learned with us.

The grant from Bristol City Council towards the Farm's core and management costs ended in June 2017, meaning that all projects now need to have 'full cost recovery' budgets, i.e. to include a proportionate share of the Farm's core and management costs. It also means that the unrestricted income generated by the Farm's seasonal events and the annual Summer Fair is increasingly vital to maintaining free, year-round access to the livestock farm. For this reason the trustees took the decision to create a new post - Events, Communications and Business Development manager – to ensure income sources are further diversified by sales and fees, and business opportunities are developed, such as weddings at Boiling Wells.

A 25-year lease was signed with Wessex Water for the land occupied by our Supported Training cabin and greenhouse, opening the way to apply for grant funding for a brand new greenhouse in 2018-19 we hope. Though progress has been made this year, our attempts and that of Miriam Bishop at Bevan Brittan LLP, who has continued to provide pro bono support, to secure a satisfactory lease of the allotments site from Bristol City Council's Parks Department have not yet concluded in a viable lease. Nevertheless, all the plots were allocated and all the rents paid and the Farm continues to enjoy productive relations with Ashley Vale Allotments Association.

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

Meanwhile, the Farm's annual Summer Fair in June was blessed with hot, sunny weather, attracted a record crowd and made a record surplus. Big thanks are due especially to Ovo Charitable Foundation and its volunteers for another year's support to the fair, and to Kate Stanley, Yosh, Carmel and the Duke of York pub for running the main bar for a ninth year. The Director of seven years' standing went on maternity leave in July and we recruited a maternity cover Director.

Funding for two new projects – 'The Network' community engagement project and 'Talking Tables' growing, cooking and sharing food for the over 50s - was secured respectively from Bristol City Council's Impact Fund and the Big Lottery, through Bristol Ageing Better. The former commenced in July and three new staff arrived in October; the latter in April 2018-19. Both are milestones in fruitful collaboration for the Farm: The Network is an East Bristol partnership between the Farm, Barton Hill Settlement, Somali Resource Centre and Wellspring Healthy Living Centre. City-wide Talking Tables is the first contractual collaboration between Bristol's three city farms with LinkAge as the lead agency.

This year was also the first full trading year for the Farm's new social enterprise, Propagation Place. The polytunnel and accessible garden were successfully developed and the horticulture was even more successful than projected. However, the costs were higher than budgeted and our partner in this enterprise, Veg Plants Direct, failed to honour his contract and owes the Farm a significant debt. Trading was suspended in December and the project put onto an interim, self-led volunteer footing until further grant funding was secured in May 2018.

Fundraising became harder during the year. Fundraising was less successful in part due to handover between Directors, the reduction in core and management funding and the debt owing to Propagation Place. A powerful crowd funding campaign to maintain free, year-round access to the livestock farm was run in the final quarter of the year, raising a phenomenal £25,000. It proved, if proof were needed, that the Farm is very popular with a wide range of people, both benefitting from a vigorous local community of committed supporters and a wide network of well-wishers and beneficiaries. A huge thank you is due to everybody who contributed to the crowd funder.

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

The Farm's high-quality services continued to support disadvantaged adults, children and young people to learn from and enjoy outdoor activities. Cultivate completed its first full year supporting disadvantaged, local children and their families to engage with and enjoy the natural environment, the production and preparation of food and the care of farm animals. Young people and the Farm's skilled youth development staff made a great success of the Tuesday pop-up café. Our Enclude supported volunteering project completed a successful second year, engaging more people from more backgrounds to do more activities.

Staff have continued to work above and beyond to care for our clients, the livestock and the sites. Four new staff in three new posts have been welcomed to work at the Farm. The Farm has provided training in autism awareness, emergency first aid and safeguarding. The Farm's first apprentice is working towards her City and Guilds Diploma Level 2 in Animal Care and Welfare.

To accommodate the new staff the old kitchen in the office building was divided into new office space and a staff tea room. Donations and grants have allowed us to invest in a new wood burner in the barn and a new compost toilet at Boiling Wells, to improve access at the Community Garden and to complete the access facilities at Propagation Place. Volunteers, young people and school pupils have learned, cooked and eaten together in the kitchens and meeting rooms in the new Connection Centre, fully completed in the first quarter of the year. It has been a joy to meet as a Board in our Connection Centre to discuss the great work of our staff and volunteers.

The Farm has been in the news this year. Our projects were captured in a powerful new video about what we offer to different groups and the outcomes they achieve volunteering, learning and playing at the Farm. The Ashley Vale Allotments and the Farm have welcomed the Gardeners' World crew to film with a new allotment holder as he learns vegetable growing on a clay slope.

None of this year's challenges and joys would have been manageable without the dedication of my colleagues on the board of trustees; the skill and passion of our loyal, hard-working staff team and volunteers; the continued loyalty of our clients and partners; the delicious Farm café, the seasonal events and Summer Fair volunteer teams; the generous commitment of our members, our near neighbours and local community; and the trust given to us by a wide range of charitable trusts and foundations that fund our work to nurture people and nature, to grow food and feed people, and to learn as we go through play and work. I am very grateful to you all.

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

We have agreed that the year ahead, with the return of our Director from maternity leave, the end of the Big Lottery funding for Enclude in December, the preparation of a new strategic plan based on a new community consultation and staff survey, and continuing work to improve our impact measurement, will be one of consolidation and sustainability. This will ensure that the Farm is in a strong position with sufficient reserves to continue to ride the tide of 'austerity', develop its heritage, include even more people and improve its services and facilities ready to celebrate its 40th birthday in 2020. As I prepare to stand down from this fantastic charity I just want to say thank you to you all for letting me hold the reins for so long. I look forward to seeing the Farm develop and thrive in the years ahead.

Peter Kellett
Chair of Trustees
19 July 2018



St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

The trustees present their report and financial statements for the year ended 31 March 2017. Reference and administrative information set out on page 1 forms a part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Objectives and activities

St Werburghs City Farm is charity set in an inner-city, green oasis with a vibrant local community. **Our vision is to inspire and educate happy, healthy communities through green spaces, local food and each other.** Using a two-acre small holding for livestock, one-acre community garden, 2.5-acre conservation site and 13 acres of community allotments, our **mission** is to offer targeted community services that equip people with knowledge, skills and confidence, and provide green sites accessible to all.

Many of the neighbourhoods that surround the Farm fall within the 10% most disadvantaged areas in the UK. Child poverty is a particular problem with more than half of children living in income-deprived households in 3 areas within walking distance to the Farm. The disadvantages experienced by people in these areas include: unemployment and low household income; low attainment in education/training; poor living environments; increased exposure to alcohol dependence, drugs misuse and crime; in foster care or at risk of going into care; caring for a family member; and lack of access to safe, green space. At the same time, Bristol's population is growing 1.5 times the national average which means more people are squeezed into the same space, especially in the Inner City are where the Farm is located. Around 16% of the overall population are from BME backgrounds but amongst children it is 28% on average, and 50% in Inner City/East Bristol. Bristol residents born outside the UK now rests at 15%, almost doubling in the last decade. Alongside this, sedentary lifestyles, food poverty and poor diet have resulted in an increase in health inequalities including mental health. Many people local to the Farm face multiple and complex disadvantages.

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

The Farm **aims** to:

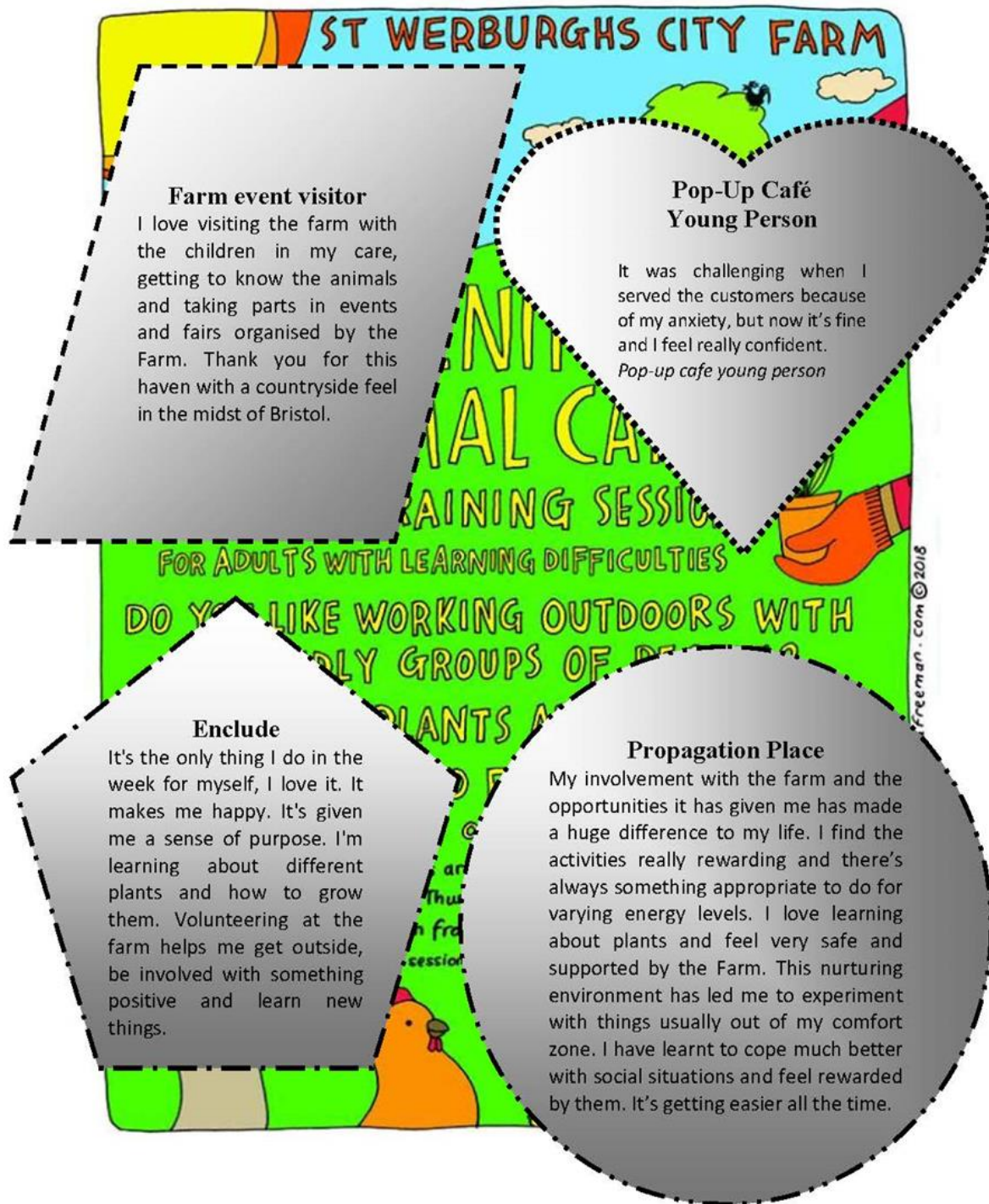
- increase knowledge of where food comes from through activities and educational interpretation;
- increase confidence and knowledge in growing, cooking and eating fresh food through activities and services that showcase local produce;
- increase access to locally produced food, especially Farm grown or reared food by supporting allotment holders, providing a cafe and other services;
- enhance access to and enjoyment of green spaces through activities that develop people's awareness of, interest in and confidence to explore their environment;
- enhance health and well-being through opportunities that enable people to develop, learn and play outdoors;
- enhance our sites by developing them to be welcoming, accessible, playful and informative whilst supporting wildlife and biodiversity;
- improve communication, helping to create a supportive, friendly and understanding community through events and activities that bring a diverse range of people together;
- improve skills and qualifications through education and training experiences, leading to greater opportunities; and
- improve engagement, by building people's capacity and confidence, and supporting them to achieve change.



The Farm's Sites and Services



Making a Difference: Our Impact



Work to Learn Farm Apprentice



Robyn had not been in education for some time when she started volunteering with us as she had had difficulties with mainstream education and was struggling to decide what she wanted to do with her life. Knowing that she struggled with traditional academic pathways, she felt lost and didn't know how to move forward. We decided that Robyn would be an excellent choice to trial run a farm apprenticeship, something the Farm hasn't done before, giving us the opportunity to 'grow' our own talent and offer progression to a young volunteer. Robyn jumped at the chance. She started her apprenticeship in September 2017, working 30 hours per week which includes on the job training and working towards a City & Guilds Diploma at level 2 in animal care and welfare.

'I love working at the farm, all the staff, volunteers and youth are wonderful and such a great team. I enjoy everything I do there and always look forward to coming in'.

Cultivate



A local Somalia mother *R wanted her children to get involved in the project. *B is her two-year-old daughter. *R said, "Dad left two weeks after she was born and met another lady from the same Somalian community, married her and has a one-year-old child with her. I have been totally isolated from my community." As a result *R suffers from depression. *B and *R started coming to our stay and play sessions in July 2017. *B was shy and

nervous. She wouldn't let go of *R's hand and didn't want to talk to other children. She wasn't able to walk on muddy pathways confidently and always insisted on holding hands on stairs. Three sessions in she picked up a worm for the first time. She now attends with *R every week even on wet cold winter days. *B runs up and gives us a cuddle. *R says, "She always asks if it is the farm this morning. When I say yes she runs and gets dressed. She really loves it here." *B will now explore the whole 2.5-acre site with other farm staff without being in view of her mother. She has made friends with other children who attend. She ran around the farm holding hands with *C smiling and giggling. *C insisted that she had to sit next to *B whilst they ate lunch. Over the 15 sessions that *B attended she has grown in confidence, made new friends and in particular become much happier when outdoors surrounded by nature.

Our Outputs

Over the year the Farm benefited 73,715 people, including welcoming 54,826 visitors and engaging 13,514 people through our seasonal events, site hire facilities and self-led visits. Of these figures, an estimated 65% of people live in areas which fall within the 20% most deprived wards in the UK. In addition, we supported 5,163 disadvantaged and disengaged service users in 73,715 hours of targeted activities including:

- Supported Training – supported 20 adults with learning disabilities to enjoy 6,244 hours of supported, therapeutic accredited, outdoor training opportunities in horticulture and animal care, promoting mental and physical wellbeing whilst building social skills, confidence and independence;
- Youth Development – provided 192 disadvantaged young people aged 11 to 18, a young apprentice and 5 young volunteers with outdoor recreational and educational, supporting them to develop practical and personal skills and build their confidence and self-esteem;
- Childhood Learning – 1,453 primary school children aged 4 to 11 took part in 4,081 hours of Forest Schools, curriculum-linked school visits and outreach activities, helping them to foster a lifelong interest in and connection to the natural world and to how food is grown and cooked;
- Cultivate – 303 vulnerable children were referred to the Farm to participate in outdoor play and learning activities, building their resilience and capability for education and personal development;
- Estates and Livestock – 54,826 visitors enjoyed the free, year-round, open access city farm, home to more than 50 farm animals, and 177 young people and adults took part in education visits in schools, team challenges and volunteering;
- Enclude Project – 138 supported volunteers worked alongside the Farm's staff for 3,705 hours to manage the woodland, maintain the sites and learn to grow and cook food together, increasing their own wellbeing and community engagement of local adults experiencing disadvantage through activities that engage, enable and empower;
- Propagation Place – engaged 369 local volunteers in growing and selling vegetable plant plugs worth £32,478, whilst investing grant funding in the development of accessible growing facilities and activities;
- Community Engagement – this year 7,341 people took part in six seasonal events and the annual Summer Fair; we raised a surplus of £31,248, unrestricted funds with which to maintain our sites and contribute towards core and management costs;
- The Network – with funding from July 2017 and engagement activity commencing in October, the network co-ordinators in Easton and Ashley have already conversed with 80 local people, organised 14 events and recruited 48 resident networkers; and
- Talking Tables – an experienced Farm staff member set up the service ready to start in April 2018.

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

Thank you

The trustees are very grateful to all those listed below who have supported the work of the charity this year. Without their trust in the Farm and their generous, financial support, we would not have the capacity to support our clients, participate proactively in our community and grow for the future.

Trusts and foundations

*For one year or ended in 2017-18

Funder

Bristol City Council Adults Commissioning
Bristol City Council Community Support
Services

Bristol City Council Impact Fund

Big Lottery Reaching Communities

Big Lottery Awards for All

BBC Children in Need

*Four Winds Trust

*Lark Trust

*Leonard Laity Stoa Charitable Trust

Masonic Charitable Foundation

*People's Health Trust

*Postcode Local Trust

*Quartet Community Foundation Express
Grant

*Quartet Youth Social Action Fund

*Souter Charitable Trust

*Spielman Trust

*St James's Place Foundation

*Stock Exchange Veterans

*Stoke Park Friends Fund

SWCF service/project

Supported Training (until June 2017)

Core and management costs
(until June 2017)

The Network community engagement
(until March 2021)

Enclude supported volunteering
(until Dec 2018)

Propagation Place

Cultivate (until January 2020)

Youth Development, Work2Learn

Enclude Boiling Wellness mental wellbeing

Propagation Place

Youth Development (until March 2019)

Propagation Place

Community Garden

Youth Development

Youth Development

Cultivate children and families' outdoor
education

Childhood Learning

Youth Development

Youth Development, Urban Farmers

Propagation Place

Donors and sponsors

Bevan Brittan LLP

Co-operative Community Fund

Farm Pub

M&S Eastgate Food Store

Pieminister

Treasure Trust

Wessex Water

Bristol Brunel Lions

Godfrey Wilson

Lord Barnby's Foundation

Ovo Community Chest

Salamander Stoves

TSB Broadmead

White Stuff Cribbs Causeway

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

#FarmForever Chuffed Crowdfunder

Individual donors: 632

Reward donors: 28

| | | | |
|--------------------|---------------------|-----------------|---------------------|
| Andrew McDonald | Better Food Company | Book Island | Brian Mckibbin |
| Caroline Reid | Cauldron Restaurant | Charles Dowding | Devon Yurt Holidays |
| Essential Trading | Extract Coffee | Farm Café | Harts Bakery |
| Helen Lucy Studio | Jakes Bikes | Larch Jewellery | Empty Plate |
| Hobbs House Bakery | Hunger Hill Yurts | Miners Arms | Poco |
| Shambala Festival | Squeezed | The Gallimaufry | The Grace |
| Ursula Freeman | Wardrobe Theatre | Wiper and True | Yogafurie |

Volunteers, members and staff

We would like to say an extra special thank you to:

- The Farm's ten trustees local residents who are frequent volunteers at our events, experts in their fields, Farm service users with their families and invaluable advisers;
- Chuffed Crowd Funder volunteers - Henry Taylor, Mike Lloyd-Jones, Jaz and Sophie Jerome;
- Farm Fair team, including Barney, Heather and Lucy, Kate Stanley, Yosh, Carmel and the Duke of York Pub;
- Ashley Vale Action Group;
- Ashley Vale Allotments Association;
- Narrowways Millennium Green Trust;
- Tyndale Farm Vet Practice;
- Miriam Bishop of Bevan Brittan;
- Leona Williamson and staff of the City Farm Café;
- Farm service users, members and supportive residents; and
- The dedicated, loyal, skilled, hard-working, kind Farm staff, every one of them.

To you all, a big, warm thank you for your energy, enthusiasm and continued commitment to making the Farm an inspiring and caring place.



St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

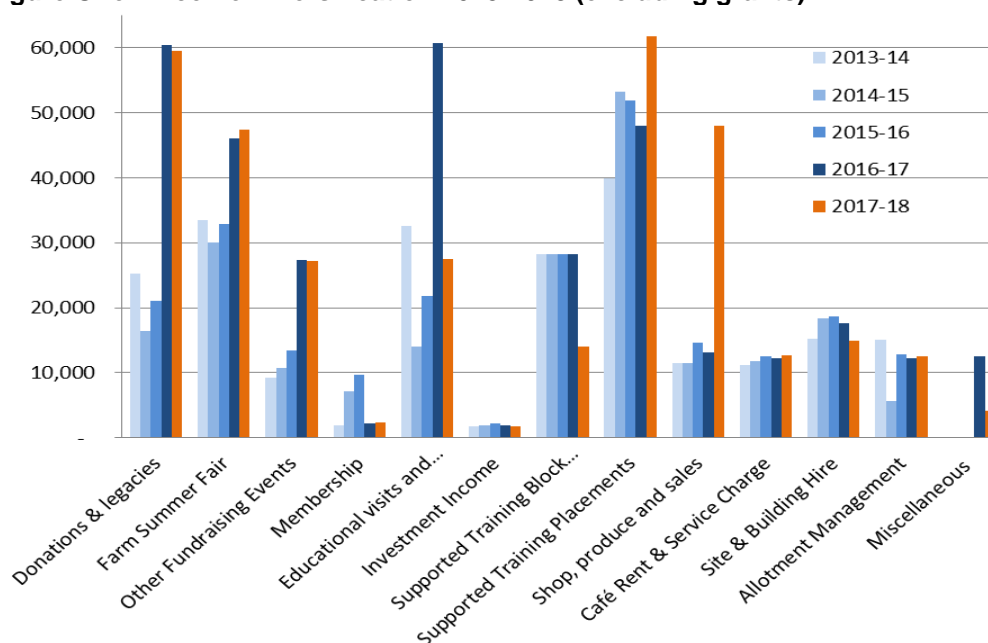
Financial review

The Farm's total incoming resources for 2017-18 were £567,968. Total expenditure was £594,864. Net losses on investments were £962. Including funds carried forward, the Farm's total funds are £652,398, of which £437,004 is a tangible fixed asset (capital buildings not cash in the bank). Excluding these capital funds, the Farm ends the year with £164,778 unrestricted funds which comprises of three months' operational costs as reserves £75,000, unrestricted general reserves for HR/building/emergency costs £30,000 and free reserves £59,748.

Income

Total income was £567,968 (a small reduction of £19,306 compared to the previous financial year, largely owing to grant income down by 9% (from £333,201 to £307,551); workshops and youth events down by 45% (from £30,719 to £27,499); and despite Horticultural Training placements up by 29% (from £48,013 to £61,750) and horticultural sales up by 280% (from £11,831 to £45,062) owing to trading at Propagation Place.

Figure One: Income Diversification 2013-2018 (excluding grants)



St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

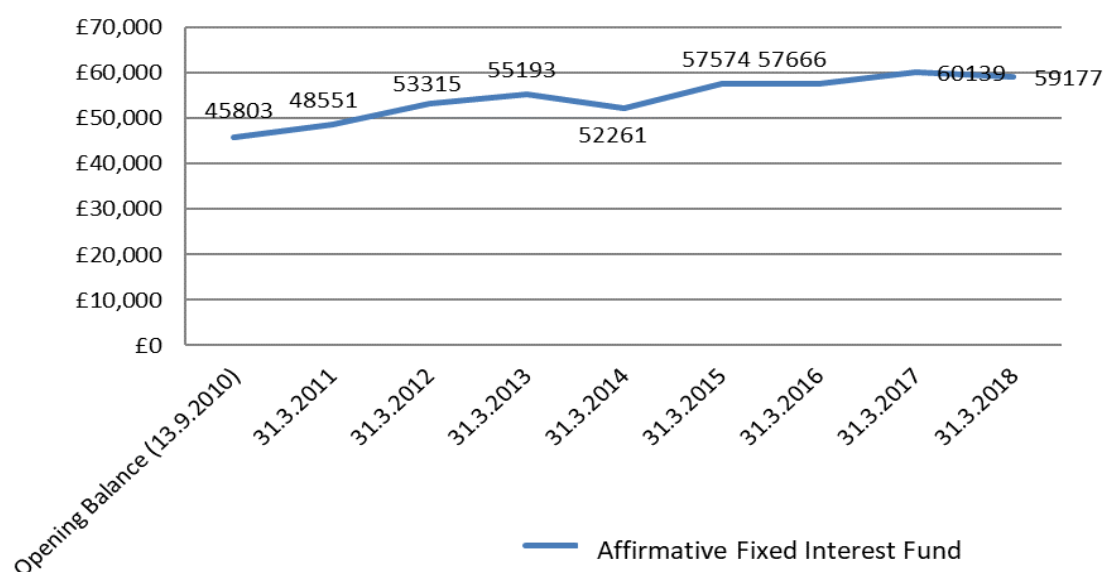
Expenditure

Total expenditure was £594,864, £99,399 more than the previous year. The increase was due to Cultivate, Events and The Network's new staff and additional staff/wages (higher by 27% than last year) in response to increased sales at Propagation Place, more Enclude clients and more placements at Supported Training, all with commensurate NI and pension increases; and the increased postage costs (£14,131) largely incurred by Propagation Place plant plug sales; the bad debt owed by Veg Plants Direct (£23,031) and depreciation up by 53% (from £18,214 to £27,826) owing to the new Connection Centre premises. These increases were somewhat offset by a lower spend on repairs and maintenance - down by 50% (from £64,351 to £31,868), though one-off expenditure included the repurposing of the office kitchen to create a new office and tea room to accommodate The Network's new staff; the renewal of the wood burner at Boiling Wells; a pond-dipping platform at Boiling Wells; and the landscaping of the area around the Propagation Place polytunnel to make it disabled accessible. Spend on consultancy fees was also lower by 45% (from £13,745 to £7,579).

Unrealised Gains and Losses

It is the policy of the trustees to invest funds on medium and short-term deposits and review these investments periodically. At the end of the year the Farm had £59,177 invested in the Affirmative Fixed Interest Fund for Charities, £77,401 in the Ecology Building Society, and the remaining funds are maintained in our current account to manage the day to day business. During the course of the year, the Farm's investments saw a net loss of (£962) compared to a gain of £2,473 in 2016-17.

Figure Two: Investment 2010-2018



St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

Reserves

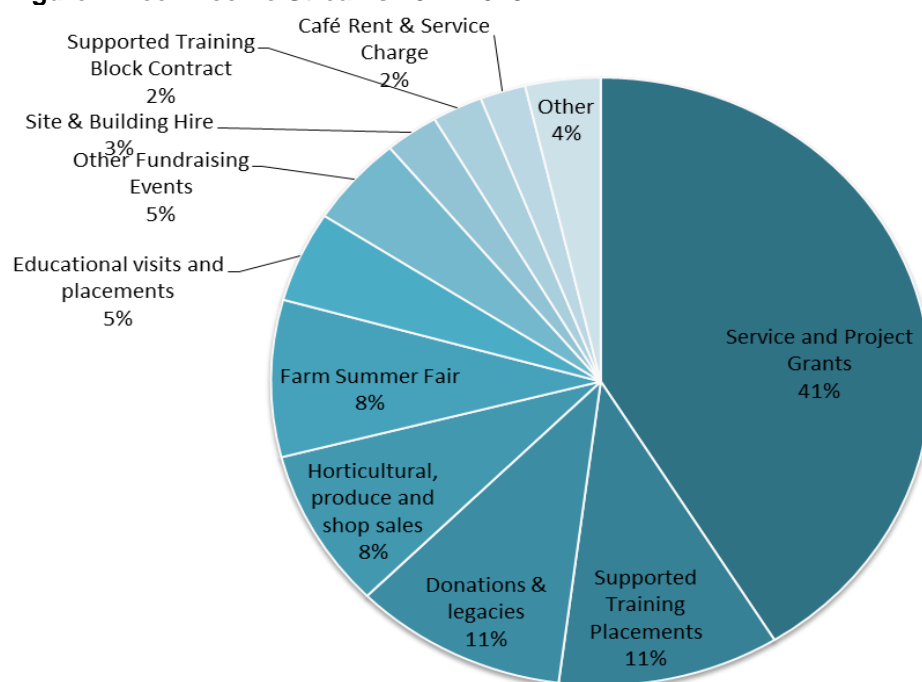
The Farm ended the year with **£652,398 total funds** which includes restricted funds of **£50,646** and unrestricted funds (where b and c are quasi restricted) including:

- a **£75,000** reserves based at 3 months of operational costs;
- b **£30,000** designated funds for priority areas including HR (to cover maternity and sickness); Estates and Infrastructure (for emergency repairs, health and safety actions, capital expenditure and reinvestment in project infrastructure); for the Farm Fair Fund (if poor weather significantly reduces projected income); Grant Bridging (to cover projects if funding/grants/service level agreements cease or are delayed including redundancy);
- c **£437,004** 'capital' funds which relate to restricted capital grants that have been transferred to unrestricted funds in accordance with the completion of the Connection Centre, Boiling Wells outdoor kitchen building works, the Community Garden accessibility work, etc. and therefore discharge of restriction; and
- d **£59,748** general funds (an increase of £19,699 compared to 2016-17).

Income Model

The income model for the organisation is reasonably balanced between trust and foundation grants, generated income such as commissioned services, fees, sales and fundraising events as illustrated:

Figure Three: Income Streams 2017-2018



St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

As Figure Four below demonstrates, this year the annual surplus turned into a deficit of £27,858 because:

- Propagation Place pilot social enterprise spent more than budgeted during the full growing season, largely on casual staff, packaging and posting. This deficit highlights the need both to improve packaging systems and thereby reduce staff time and also to seek a more economic shipping option; and
- Propagation Place contracted to supply and ship plant plugs ordered through the national online Veg Plants Direct business. Veg Plants Direct sole trader failed to pay £23,460 owed to the Farm which therefore remained as a bad debt at year end.

Figure Four: Financial Statements 2013-18

| Financial Summary | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
|----------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | £ | £ | £ | £ | £ | £ |
| Total Income | 261,586 | 325,889 | 334,144 | 717,955 | 587,274 | 567,968 |
| Total Expenditure | 251,655 | 306,468 | 313,705 | 352,637 | 495,465 | 594,864 |
| Surplus/Deficit | 9,931 | 19,421 | 20,439 | 365,410 | 91,809 | (27,858) |
| Fixed Assets | 105,241 | 96,323 | 96,329 | 462,958 | 521,576 | 496,181 |
| Current Assets | 96,381 | 112,493 | 154,125 | 152,885 | 212,714 | 200,046 |
| Current Liabilities | (19,650) | (10,355) | (29,890) | (29,869) | (54,034) | (43,829) |
| Unrestricted Funds * | 181,972 | 198,461 | 220,564 | 585,974 | 619,675 | 601,752 |
| Restricted Funds | 39,129 | 26,541 | 57,602 | 24,295 | 60,581 | 50,646 |
| Total Funds | 221,101 | 221,353 | 278,166 | 610,269 | 680,256 | 652,398 |

* Unrestricted reserves includes at least three months running costs or £75,000, whichever is the greater, and a further £30,000 is assigned as 'Designated Funds' which is ring-fenced as contingency funds* for priority areas including HR (to cover maternity & sickness); Estates and Infrastructure (for emergency repairs, health and safety actions, capital expenditure and reinvestment in project infrastructure); for the Farm Fair Fund (if poor weather significantly reduces projected income); Grant Bridging (to cover projects if funding / grants / service level agreements cease or are delayed including redundancy).



St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

Plans for the future

As we enter the third year of the Farm's 3-Year Strategy, our plans for 2018-19 are for consolidation and steady development of both projects and physical infrastructure. A new service, Talking Tables, will kick off the year. It will welcome to the Farm people aged 50 and over who feel socially isolated to plan, prepare and share weekly feasts. This new, two-year project is funded by the Big Lottery through Bristol Ageing Better and the Farm is delivering it in partnership with LinkAge, Lawrence Weston Community Farm and Windmill Hill City Farm.

Big Lottery Reaching Communities funding for the popular Enclude supported volunteering project's ends in December. We will be working hard to draw down continuation funding. We have spread some of the livestock farm's costs across the budgets of those projects for which it is a vital setting and will extend its activities such as courses and children's structured parties.

We aim to increase spot purchase income for Supported Training from clients' Social Services individual payments budgets; to generate a greater proportion of fee income from sales and services such as room hire, produce sales, educational visits and training courses; to encourage more donations arising from new initiatives such as Adopt an Animal packs; and to secure a more predictable, less weather-dependent income from the Farm's well-frequented seasonal events by selling more pre-bookings; and to increase the Farm's membership both through improved communications and by developing our offer to members.

This year Propagation Place will host activities for other Farm projects and hire out heated propagating table space to allotment holders. We look forward to more people from our local communities learning about food growing in the polytunnel and fully-accessible community garden, while we will continue to explore ways in which in future we can trade vegetable plant plugs profitably alongside the charitable activities.

Alongside securing an additional £105,000 of grant funding in-year, of which we have drawn down £36,023 in Q1, we will also need to allocate staff time and resources for drawing down longer-term funding to support delivery in 2019 and beyond.

We have gone some way to improve our monitoring and evaluation procedures, and our events and communications function. Each project is able to demonstrate its impact and we are working towards aggregating this data into an organisational impact framework so that we can show clearly the impact that the Farm has on its beneficiaries and local neighbourhood. With grant funding we aim to purchase, install and train staff on new financial accounting software.

St. Werburghs City Farm

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For the year ended 31 March 2018

As well as maintaining services and developing new ones, we will continue to invest in our infrastructure. Having agreed a lease with Wessex Water for the land on which our Horticultural Training cabin and greenhouse is situated, we have applied for planning permission to rebuild the greenhouse. Network Rail has promised to provide the materials and staff to renew the ground surface in the playground and Green Play to donate materials and labour to refurbish the play structures. Aberdeen Investments Charitable Trust has granted us the funds to restore the roof at the Farm cafe and contribute towards a new roof for the Horticultural Cabin. We will seek funding to restore the amphitheatre at Boiling Wells and to increase the accessibility of the playground for early years and disabled children.

We hope to conclude lengthy negotiations for a lease for Ashley Hill Allotments so that we can deliver a rolling programme of site maintenance and draw down grants for training opportunities and activities for allotment holders.

During this third year of our current three-year Strategy, we will be undertaking the second of our bi-annual staff surveys and the next Community Consultation. Their findings will underpin the development of a new Strategic Plan to take us through the Farm's 40th birthday in 2020.

The challenges that face us this year include ever greater competition for trust and foundation funding as public funds diminish and European funds reduce; very little leeway in our projects as we move towards full-cost-recovery budgets; the need to draw down continuation funding for Enclude supported volunteering; and our current chair of trustees completing a long term of office in September 2018 and handing over to a new chair.



St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

Structure, Governance and Management

St Werburghs City Farm became operational and began delivering services on 2 May 1980. It registered as St Werburghs City Farm on 29 June 1987. The company was incorporated on 23 March 1987 under a Memorandum of Association which sets out the objects and powers of the charitable company and is governed under its Articles of Association.

The organisation is managed by a Board of Trustees, a team of staff and lead volunteers. The Board of Trustees is responsible for ensuring that the Farm fulfils the objects of the charity as set out in our Articles of Association, and that we work towards our vision. Collectively, the trustees are responsible for financial governance, risk mitigation, setting the vision and strategy, and approving the operational plans in consultation with the staff team. Trustees are elected by members at the Annual General Meeting. In the event of the company being wound up, the liability of members will not exceed £1 each.

The staff team is led by a Director who is directly responsible to the board. Operational management is overseen collectively by the Operational Managers: Children & Young People; Community Engagement; Sites and Supported Training. Together they support and guide a number of project managers and staff. The staff team fluctuates, depending on season and level of service delivery, between 27-30 people, most of whom work part time. Each year we review the Organisational Structure to ensure that it is fit and responsive to the aims of the year ahead, presenting it within the Operational Plan. Staff retention is very high at the Farm; this year only 3 staff member left, while three new staff (2xFTE) joined in October to run The Network project. The Director went on maternity leave in July and a maternity cover was recruited in June. A new post of Events, Communications and Business Development was recruited internally in September.

Volunteers play a vital role in supporting project delivery and fundraising activities. The Farm engages volunteers in its events, site maintenance and services. It is experienced at running supported volunteering programmes for vulnerable young people and adults. All projects ensure that volunteers and service users are engaged in the design, delivery and evaluation of activities, ensuring that their views are at the heart of the organisation. The Farm's outdoor settings in a green valley are conducive to positive health and wellbeing outcomes.

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

Risk statement

Major risks, specific to the organisation are documented and assessed within the organisation's Strategic Risk Register. This document is reviewed and updated at Managers' Meeting every week, and scrutinised bi-monthly at subcommittee and board meetings. Systems or procedures are developed to mitigate new risks as they arise. For example, last year the threat posed by Veg Plant Direct's bad debt was managed through rigorous business planning, tight budget controls and a debt repayment plan and a project costed risk assessment; the need arising from the end of the Bristol City Council grant for core and management costs to raise an increased amount of unrestricted funds was in part managed by the adoption of a new site and room hire policy and in part by deciding in year to run a Crowd Funder. Trustees review the finances at each board and subcommittee meeting. Full insurance cover is in place and DBS checks are carried out on all staff.

Statement of responsibilities of the trustees

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those 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 accounting standards and statements of recommended practice 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 which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

The trustees confirm that to the best of their knowledge there is no information relevant to the examination of which the independent examiners are unaware. The trustees also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant examination information and that this information has been communicated to the independent examiners.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

St. Werburghs City Farm

Report of the trustees

For the year ended 31 March 2018

Independent examiners

Godfrey Wilson Limited were appointed as independent examiners to the charitable company during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 16 July 2018 and signed on their behalf by

Ben Harris
Secretary



Independent examiner's report

To the trustees of

St. Werburghs City Farm

I report to the trustees on my examination of the accounts of St. Werburghs City Farm (the charitable company) for the year ended 31 March 2018, which are set out on pages 25 to 42.

Responsibilities and basis of report

As the trustees of the charitable 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 charitable 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 the charitable 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

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

I have completed my examination. I confirm that no material 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 charitable 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.

Date: 16 July 2018

Rob Wilson FCA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

St. Werburghs City Farm

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2018

| | Note | Restricted £ | Unrestricted £ | 2018 Total £ | 2017 Total £ |
|--------------------------------------|------|----------------------|-----------------------|------------------------------|-----------------------|
| Income (and endowments) from: | | | | | |
| Donations and legacies | 3 | - | 59,585 | 59,585 | 60,363 |
| Charitable activities | 4 | 244,966 | 137,311 | 382,277 | 393,401 |
| Other trading activities | 5 | - | 124,285 | 124,285 | 131,606 |
| Investments | | - | 1,821 | 1,821 | 1,904 |
| Total income (and endowments) | | <u>244,966</u> | <u>323,002</u> | <u>567,968</u> | <u>587,274</u> |
| Expenditure on: | | | | | |
| Raising funds | | - | 29,556 | 29,556 | 33,010 |
| Charitable activities | | <u>254,901</u> | <u>310,407</u> | <u>565,308</u> | <u>462,455</u> |
| Total expenditure | 7 | <u>254,901</u> | <u>339,963</u> | <u>594,864</u> | <u>495,465</u> |
| Net gains / (losses) on investments | | <u>-</u> | <u>(962)</u> | <u>(962)</u> | <u>2,473</u> |
| Net income / (expenditure) | | <u>(9,935)</u> | <u>(17,923)</u> | <u>(27,858)</u> | <u>94,282</u> |
| Transfers between funds | | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net movement in funds | 8 | <u>(9,935)</u> | <u>(17,923)</u> | <u>(27,858)</u> | <u>94,282</u> |
| Reconciliation of funds: | | | | | |
| Total funds brought forward | | <u>60,581</u> | <u>619,675</u> | <u>680,256</u> | <u>585,974</u> |
| Total funds carried forward | | <u><u>50,646</u></u> | <u><u>601,752</u></u> | <u><u>652,398</u></u> | <u><u>680,256</u></u> |

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 18 to the accounts.

St. Werburghs City Farm

Balance sheet

As at 31 March 2018

| | Note | £ | 2018 £ | 2017 £ |
|--|------|-----------------|----------------|-----------|
| Fixed assets | | | | |
| Tangible assets | 11 | | 437,004 | 461,437 |
| Investments | 12 | | 59,177 | 60,139 |
| | | | 496,181 | 521,576 |
| Current assets | | | | |
| Stock | 13 | 1,762 | | 1,101 |
| Debtors | 14 | 15,678 | | 16,330 |
| Cash at bank and in hand | | 182,606 | | 195,283 |
| | | 200,046 | | 212,714 |
| Liabilities | | | | |
| Creditors: amounts falling due within 1 year | 15 | (43,829) | | (54,034) |
| Net current assets / (liabilities) | | | 156,217 | 158,680 |
| Net assets / (liabilities) | 17 | | 652,398 | 680,256 |
| Funds | 18 | | | |
| Restricted funds | | | 50,646 | 60,581 |
| Unrestricted funds | | | | |
| Designated funds | | | 105,000 | 118,189 |
| Capital fund | | | 437,004 | 461,437 |
| General funds | | | 59,748 | 40,049 |
| Total charity funds | | | 652,398 | 680,256 |

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with section 386 of the Act; and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 16 July 2018 and signed on their behalf by

Daniel Bailey
Treasurer

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

St. Werburghs City Farm 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 note(s).

St. Werburghs City Farm has chosen to adopt the Charities SORP (FRS 102) Update Bulletin 1 in preparing these financial statements, and has taken advantage of the exemption from preparing a cash flow statement.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executors to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of provision of a specified service is deferred until criteria for income recognition are met.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

d) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item, is probable and the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particularly areas of the charity's work or for specific projects being undertaken by the charity.

Restricted funds for the purpose of purchasing or constructing fixed assets are transferred to unrestricted funds if the restriction has been discharged by the purchase or construction of the asset.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. These costs have all been allocated to charitable activities.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

i) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

| | |
|---------------------|------------------------|
| Farm buildings | 10 years straight line |
| Plant and equipment | 10 years straight line |
| Motor vehicles | 4 years straight line |
| Land and buildings | 25 years straight line |

Items of equipment are capitalised where the purchase price exceeds £500.

No depreciation is provided on freehold land.

For capital items funded by restricted grants, if the restriction was discharged by the purchase or construction of the asset, the funds are transferred to unrestricted funds.

j) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

k) 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.

l) Cash at bank and in hand

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

m) 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.

n) Financial instruments

The trust 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 with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

o) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

2. Prior period comparatives

| | Restricted £ | Unrestricted £ | 2017 Total £ |
|-------------------------------------|-----------------|-------------------|--------------------|
| Income from: | | | |
| Donations and legacies | 6,389 | 53,974 | 60,363 |
| Charitable activities | 272,838 | 120,563 | 393,401 |
| Other trading activities | - | 131,606 | 131,606 |
| Investments | - | 1,904 | 1,904 |
| Total income | 279,227 | 308,047 | 587,274 |
| Expenditure on: | | | |
| Raising funds | 2,274 | 30,736 | 33,010 |
| Charitable activities | 205,128 | 257,327 | 462,455 |
| Total expenditure | 207,402 | 288,063 | 495,465 |
| Net gains / (losses) on investments | - | 2,473 | 2,473 |
| Net income / (expenditure) | 71,825 | 22,457 | 94,282 |
| Transfers between funds | (35,539) | 35,539 | - |
| Net movement in funds | 36,286 | 57,996 | 94,282 |

3. Income from donations and legacies

| | Restricted £ | Unrestricted £ | 2018 Total £ | 2017 Total £ |
|---|-----------------|-------------------|--------------------|--------------------|
| Grants | | | | |
| Bristol City Council - core funding | - | 8,971 | 8,971 | 35,884 |
| Grants < £5,000 | | | | |
| Voluntary donations | - | 50,614 | 50,614 | 24,479 |
| Total income from donations and legacies | - | 59,585 | 59,585 | 60,363 |

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

4. Income from charitable activities

| | Restricted £ | Unrestricted £ | 2018 Total £ | 2017 Total £ |
|--|-----------------|-------------------|--------------------|--------------------|
| Grants | | | | |
| Awards for All | 9,809 | - | 9,809 | - |
| BBC Children in Need | 27,002 | - | 27,002 | 8,542 |
| Belling Charitable Settlement | - | - | - | 12,250 |
| Big Lottery Fund Reaching Communities | 93,661 | - | 93,661 | 89,700 |
| Bristol City Council - Impact Fund | 49,439 | - | 49,439 | - |
| Bristol City Council - People Directorate, Adult | | | | |
| Commissioning | 14,100 | - | 14,100 | 28,200 |
| Bristol Community Energy | - | - | - | 3,500 |
| Cotton Trust | - | - | - | 400 |
| Douglas Arter Foundation | - | - | - | 1,000 |
| Finnis Scott Foundation | - | - | - | 4,000 |
| Four Winds Trust | 2,500 | - | 2,500 | 1,000 |
| Greenhall Foundation | - | - | - | 2,000 |
| Lark Trust | - | 3,000 | 3,000 | 5,000 |
| Leonard Laity Stoate | - | - | - | 1,000 |
| Masonic Charitable Foundation | 12,704 | - | 12,704 | 12,336 |
| Nisbet Trust | 11,000 | - | 11,000 | - |
| OVO Charitable Foundation | - | - | - | 20,000 |
| People's Health Trust | 16,288 | - | 16,288 | 33,597 |
| Postcode Local Trust | - | - | - | 19,983 |
| Sharp Family Environment Fund (Quartet | | | | |
| Community Foundation) | - | - | - | 4,830 |
| Skipton Building Society | - | - | - | 1,000 |
| Souter Charitable Trust | 4,000 | - | 4,000 | 1,000 |
| Spielman Trust | - | - | - | 10,000 |
| St James's Place Foundation | - | - | - | 2,500 |
| Stock Exchange Veterans | - | - | - | 500 |
| Stoke Park | 838 | - | 838 | - |
| Swire Charitable Trust | - | - | - | 2,500 |
| Tesco Bags of Help | - | - | - | 8,000 |
| Youth Social Action | 3,625 | - | 3,625 | - |
| Total grants | 244,966 | 3,000 | 247,966 | 272,838 |
| Supported training placements | - | 61,750 | 61,750 | 48,013 |
| Horticultural and farm sales | - | 45,062 | 45,062 | 11,831 |
| Workshops | - | 27,499 | 27,499 | 30,129 |
| Youth events | - | - | - | 30,590 |
| Total income from charitable activities | 244,966 | 137,311 | 382,277 | 393,401 |

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

5. Income from other trading activities

| | Restricted £ | Unrestricted £ | 2018 Total £ | 2017 Total £ |
|---|-----------------|-------------------|--------------------|--------------------|
| Memberships | - | 2,333 | 2,333 | 2,209 |
| Farm fair | - | 47,400 | 47,400 | 46,069 |
| Fundraising events | - | 27,126 | 27,126 | 27,420 |
| Shop sales | - | 2,940 | 2,940 | 1,329 |
| Café rent and service charge | - | 12,718 | 12,718 | 12,251 |
| Site hire | - | 14,955 | 14,955 | 17,570 |
| Allotments | - | 12,606 | 12,606 | 12,235 |
| Miscellaneous | - | 4,207 | 4,207 | 12,523 |
| Total income from other trading activities | - | 124,285 | 124,285 | 131,606 |

6. Government grants

The charitable company receives government grants, defined as funding from Big Lottery and Bristol City Council to fund charitable activities. The total value of such grants was £166,171 (2017: £153,784). There are no unfulfilled conditions or contingencies attaching to these grants.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

7. Total expenditure

| | Raising funds | Charitable activities | 2018 Total | 2017 Total |
|-------------------------------------|---------------|-----------------------|----------------|------------|
| | £ | £ | £ | £ |
| Staff costs (note 9) | - | 386,540 | 386,540 | 284,309 |
| Recruitment and training | - | 7,808 | 7,808 | 7,202 |
| Summer fair | 17,039 | - | 17,039 | 14,434 |
| Events and fundraising costs | 9,437 | - | 9,437 | 15,002 |
| Advertising | 3,080 | - | 3,080 | 3,574 |
| Printing, postage and stationery | - | 14,131 | 14,131 | 2,091 |
| Equipment hire | - | 1,884 | 1,884 | 1,084 |
| Computer expenses | - | 1,740 | 1,740 | 1,167 |
| Telephone | - | 2,648 | 2,648 | 2,544 |
| Consultancy, legal and professional | - | 7,579 | 7,579 | 13,745 |
| Audit and accountancy | - | 2,945 | 2,945 | 4,114 |
| Sundry expenses | - | 1,820 | 1,820 | 1,900 |
| Rent and rates | - | 8,303 | 8,303 | 11,560 |
| Heat and light | - | 9,616 | 9,616 | 7,424 |
| Insurance | - | 5,390 | 5,390 | 5,068 |
| Repairs and maintenance | - | 31,868 | 31,868 | 64,351 |
| Travel | - | 879 | 879 | 794 |
| Health and safety | - | 1,251 | 1,251 | 1,112 |
| Bad debts | - | 23,031 | 23,031 | - |
| Volunteer and trustee expenses | - | 713 | 713 | 535 |
| Depreciation | - | 27,826 | 27,826 | 18,214 |
| Activity and project costs | - | 29,336 | 29,336 | 35,241 |
| Total expenditure | 29,556 | 565,308 | 594,864 | 495,465 |

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

8. Net movement in funds

This is stated after charging:

| | 2018 £ | 2017 £ |
|---|-----------|-----------|
| Depreciation | 27,826 | 18,214 |
| Operating lease payments | | |
| Trustees' remuneration | Nil | Nil |
| Trustees' reimbursed expenses | 713 | 534 |
| Auditors' remuneration: | | |
| ▪ Independent examination (including VAT) | | - |
| ▪ Statutory audit (including VAT) | 1,620 | 2,520 |
| ▪ Other services | 1,325 | 1,594 |

9. Staff costs and numbers

Staff costs were as follows:

| | 2018 £ | 2017 £ |
|-----------------------|----------------|----------------|
| Salaries and wages | 361,688 | 256,065 |
| Social security costs | 10,233 | 13,368 |
| Pension costs | 9,178 | 9,461 |
| Freelance staff | 5,441 | 5,415 |
| | <u>386,540</u> | <u>284,309</u> |

No employee earned more than £60,000 during the year.

The key management personnel of the charitable company comprise the Trustees, the Director and the Director Maternity Cover. The total employee benefits of the key management personnel were £54,943 (2017: £38,865).

| | 2018 No. | 2017 No. |
|--------------------|--------------|--------------|
| Average head count | <u>15.00</u> | <u>11.50</u> |

10. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

11. Tangible fixed assets

| | Farm buildings | Plant and equipment | Motor vehicles | Land and buildings | Total £ |
|-------------------------|-------------------|------------------------|-------------------|-----------------------|----------------|
| Cost | | | | | |
| At 1 April 2017 | 125,320 | 39,894 | 10,141 | 401,629 | 576,984 |
| Additions in year | - | - | - | 3,393 | 3,393 |
| Disposals | - | - | - | - | - |
| At 31 March 2018 | 125,320 | 39,894 | 10,141 | 405,022 | 580,377 |
| Depreciation | | | | | |
| At 1 April 2017 | 58,210 | 39,423 | 10,141 | 7,773 | 115,547 |
| Charge for the year | 11,517 | 108 | - | 16,201 | 27,826 |
| On disposals | - | - | - | - | - |
| At 31 March 2018 | 69,727 | 39,531 | 10,141 | 23,974 | 143,373 |
| Net book value | | | | | |
| At 31 March 2018 | 55,593 | 363 | - | 381,048 | 437,004 |
| At 31 March 2017 | 67,110 | 471 | - | 393,856 | 461,437 |

12. Investments

| | 2018 £ | 2017 £ |
|--------------------------------------|---------------|---------------|
| Market value at 1 April 2017 | 60,139 | 57,666 |
| Unrealised gains / (losses) | (962) | 2,473 |
| Market value at 31 March 2018 | 59,177 | 60,139 |
| Historical cost: | | |
| At 31 March 2018 | 49,925 | 49,925 |

13. Stock

| | 2018 £ | 2017 £ |
|-------------------------------|-----------|-----------|
| Livestock, deadstock and feed | 1,762 | 1,101 |

St. Werburghs City Farm**Notes to the financial statements****For the year ended 31 March 2018****14. Debtors**

| | 2018 £ | 2017 £ |
|----------------|---------------|---------------|
| Trade debtors | 5,535 | 8,874 |
| Prepayments | 1,454 | 1,524 |
| Accrued income | 7,829 | 5,932 |
| Other debtors | 860 | - |
| | <u>15,678</u> | <u>16,330</u> |

15. Creditors : amounts due within 1 year

| | 2018 £ | 2017 £ |
|------------------------------------|---------------|---------------|
| Trade creditors | 5,022 | 15,492 |
| Accruals | 24,044 | 26,446 |
| Deferred income (see note 16) | 6,345 | 6,261 |
| Other taxation and social security | 4,495 | 3,814 |
| Other creditors | 3,923 | 2,021 |
| | <u>43,829</u> | <u>54,034</u> |

16. Deferred income

| | 2018 £ | 2017 £ |
|--------------------------|----------------|----------------|
| At 1 April 2017 | 6,261 | 8,498 |
| Deferred during the year | 6,345 | 6,261 |
| Released during the year | <u>(6,261)</u> | <u>(8,498)</u> |
| At 31 March 2018 | <u>6,345</u> | <u>6,261</u> |

Deferred income relates to income taken in advance for allotments.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

17. Analysis of net assets between funds

| | Restricted funds £ | Unrestricted funds £ | Total funds £ |
|------------------------------------|--------------------------|----------------------------|---------------------|
| Tangible fixed assets | - | 437,004 | 437,004 |
| Investments | - | 59,177 | 59,177 |
| Current assets | 50,646 | 149,400 | 200,046 |
| Current liabilities | - | (43,829) | (43,829) |
| Net assets at 31 March 2018 | 50,646 | 601,752 | 652,398 |
| | | | |
| | Restricted funds £ | Unrestricted funds £ | Total funds £ |
| Prior year comparative | | | |
| Tangible fixed assets | - | 461,437 | 461,437 |
| Investments | - | 60,139 | 60,139 |
| Current assets | 60,581 | 152,133 | 212,714 |
| Current liabilities | - | (54,034) | (54,034) |
| Net assets at 31 March 2017 | 60,581 | 619,675 | 680,256 |

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

18. Movements in funds

| | At 1 April 2017 £ | Income £ | Expenditure £ | Transfers between funds £ | At 31 March 2018 £ |
|---|-------------------------|----------------|------------------|------------------------------------|--------------------------|
| Restricted funds | | | | | |
| Restricted funds | | | | | |
| <i>Capital</i> | | | | | |
| Propagation Place | 1,000 | - | (1,000) | - | - |
| | | | | - | |
| <i>Revenue</i> | | | | | |
| Awards for All | - | 9,809 | (9,809) | - | - |
| BBC Children in Need | 5,895 | 27,002 | (30,134) | - | 2,763 |
| Big Lottery Fund Reaching Communities | 21,241 | 93,661 | (104,486) | - | 10,416 |
| Bristol City Council - Impact Fund | - | 49,439 | (41,921) | - | 7,518 |
| Bristol City Council - People Directorate, Adult Commissioning | - | 14,100 | (14,100) | - | - |
| Four Winds Trust | 1,000 | 2,500 | (3,151) | - | 349 |
| Lark Trust | 2,000 | - | (2,000) | - | - |
| Masonic Charitable Foundation | 9,590 | 12,704 | (7,917) | - | 14,377 |
| Nisbet Trust | - | 11,000 | | - | 11,000 |
| OVO Charitable Foundation | 6,609 | - | (6,609) | - | - |
| People's Health Trust | 1,277 | 16,288 | (17,565) | - | - |
| Postcode Local Trust | 2,290 | - | (2,290) | - | - |
| Skipton Building Society | 28 | - | (28) | - | - |
| Souter Charitable Trust | 1,000 | 4,000 | (1,000) | - | 4,000 |
| Spielman Trust | 5,651 | - | (5,428) | - | 223 |
| St James's Place Foundation | 2,500 | - | (2,500) | - | - |
| Stock Exchange Veterans | 500 | - | (500) | - | - |
| Stoke Park | - | 838 | (838) | - | - |
| Quartet Youth Social Action Fund | - | 3,625 | (3,625) | - | - |
| Total restricted funds | 60,581 | 244,966 | (254,901) | - | 50,646 |
| Unrestricted funds | | | | | |
| <i>Designated funds:</i> | | | | | |
| Three month operational reserve | 88,189 | - | - | (13,189) | 75,000 |
| Estate infrastructure, Farm Fair & grant | 30,000 | - | - | - | 30,000 |
| <i>Total designated funds</i> | 118,189 | - | - | - | 105,000 |
| Capital fund | 461,437 | | (27,826) | 3,393 | 437,004 |
| General funds | 40,049 | 323,002 | (313,099) | 9,796 | 59,748 |
| Total unrestricted funds | 619,675 | 323,002 | (340,925) | 13,189 | 601,752 |
| Total funds | 798,445 | 567,968 | (595,826) | 13,189 | 652,398 |

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

Purposes of restricted funds

Revenue

Awards for All

Accessible growing facilities for Propagation Place polytunnel and community garden

BBC Children in Need

Funding for provision of farm and outdoor sessions for disadvantaged young people, building confidence, connecting them to the community and providing new opportunities.

Big Lottery Fund Reaching Communities

A 3 year funded programme that will engage, enable and empower people through volunteering.

Bristol City Council Impact Fund

Collaborative capacity building and community development in East Central Bristol in partnership with Barton Hill Settlement, Somali Resource Centre and Wellspring Healthy Living Centre

Four Winds Trust

Towards Work2Learn placements, supporting young people struggling in mainstream education.

Lark Trust

To support and engage people suffering from mental distress in outdoor, therapeutic activities.

Masonic Charitable Foundation

To fund the Urban Farmers Project to provide practical outdoor and therapeutic opportunities for disadvantaged and disengaged young people.

The Nisbet Trust

Youth Development's Work2Learn placements, volunteer opportunities for young people and Project Complete, an annual week for young people to design, develop and manage a practical project on the Farm.

OVO Charitable Foundation

To launch 'Get Outdoors' project, engaging disadvantaged children in outdoor learning activities.

People's Health Trust

Towards the set up of the Propagation Place project.

Postcode Local Trust

To fund the renovation of the Community Garden.

Skipton Building Society

Towards the purchase of tools and equipment for youth projects.

Souter Charitable Trust

To fund resources and salaries for the Cultivate project, working with disadvantaged young people.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

Purposes of restricted funds (continued)

Spielman Trust

To fund salaries for Childhood Learning project staff, offering outdoor activities for inner city, disadvantaged children.

St James's Place Foundation

Towards the salaries of the Youth officer to engage and support disadvantaged young people.

Stock Exchange Veterans

Towards the Urban Farmers Project, working with disadvantaged young people.

Stoke Park Friends Fund

Community Garden seats and planting.

Quartet Youth Social Action Fund

Youth Development Work2Learn placements.

Purposes of designated funds

Three month operational reserve

The Trustees have established a policy whereby the minimum unrestricted funds not committed or invested in tangible fixed assets (the "free reserves") held by the Charity should be equivalent to at least three months 'running costs' or £75,000, whichever is the greater. The calculation of 'running costs' will be based on core and central services and not time-specific projects including one-off capital investment. Based on current running costs, we have retained the three months operational costs at £88,189 (the same as 2016-17).

Estate infrastructure, farm fair and grant bridging

A further £30,000 is assigned as 'Designated Funds' which is ring-fenced as contingency funds for priority areas including HR (to cover maternity & sickness); Estates and Infrastructure (for emergency repairs, health and safety actions, capital expenditure and reinvestment in project infrastructure); for the Farm Fair Fund (if poor weather significantly reduces projected income); Grant Bridging (to cover projects if funding/grants/service level agreements cease or are delayed including redundancy). At this level, the Trustees feel that the current activities of the Charity would be able to continue in the event of significant drop in funding/income stream or if unplanned expenditure had to occur to uphold the health & safety of the Farm and its visitors.

The level of 'Designated Funds' is assessed and allocated annually depending on forecasted priorities including activities, services, staff employed and funds to be carried forward. Designated Funds are to act as a contingency only and are not part of the allocated annual budget.

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

18. Movements in funds (continued)

| Prior year comparative | At 1 April 2016 £ | Income £ | Expenditure £ | Transfers between £ | At 31 March 2017 £ |
|---|-------------------------|----------------|------------------|---------------------------|--------------------------|
| Restricted funds | | | | | |
| <i>Capital</i> | | | | | |
| Propagation Place | - | 15,500 | - | (14,500) | 1,000 |
| Connection Centre | - | 21,039 | - | (21,039) | - |
| <i>Revenue</i> | | | | | |
| BBC Children in Need | - | 8,542 | (2,647) | - | 5,895 |
| Big Lottery Fund Reaching Communities | 11,641 | 89,700 | (80,100) | - | 21,241 |
| Bristol City Council - HT Training Grant & Farm Placements | - | 28,200 | (28,200) | - | - |
| Bristol Community Energy | - | 3,500 | (3,500) | - | - |
| Four Winds Trust | - | 1,000 | - | - | 1,000 |
| Henry Smith Charity | 9,824 | - | (9,824) | - | - |
| Lark Trust | - | 5,000 | (3,000) | - | 2,000 |
| Masonic Charitable Foundation | - | 12,336 | (2,746) | - | 9,590 |
| Medlock Charitable Trust | 330 | - | (330) | - | - |
| OVO Charitable Foundation | - | 20,000 | (13,391) | - | 6,609 |
| People's Health Trust | - | 24,097 | (22,820) | - | 1,277 |
| Postcode Local Trust | - | 19,983 | (17,693) | - | 2,290 |
| Renishaw PLC | 764 | - | (764) | - | - |
| Sharp Family Environment Fund (Quartet Community Foundation) | - | 4,830 | (4,830) | - | - |
| Skipton Building Society | - | 1,000 | (972) | - | 28 |
| Souter Charitable Trust | - | 1,000 | - | - | 1,000 |
| Spielman Trust | - | 10,000 | (4,349) | - | 5,651 |
| St James's Place Foundation | 1,711 | 2,500 | (1,711) | - | 2,500 |
| Stock Exchange Veterans | - | 500 | - | - | 500 |
| Swire Charitable Trust | - | 2,500 | (2,500) | - | - |
| Tesco Bags of Help | - | 8,000 | (8,000) | - | - |
| Verdon-Smith Family Charitable Trust | 25 | - | (25) | - | - |
| Total restricted funds | 24,295 | 279,227 | (207,402) | (35,539) | 60,581 |

St. Werburghs City Farm

Notes to the financial statements

For the year ended 31 March 2018

Unrestricted funds

Designated funds:

| | | | | | |
|---|----------------|----------------|------------------|-----------------|-----------------------|
| Three month operational reserve | 88,189 | - | - | - | 88,189 |
| Estate infrastructure, farm fair and grant bridging | <u>30,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>30,000</u> |
| <i>Total designated funds</i> | <u>118,189</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>118,189</u> |
| Capital funds | 405,292 | - | - | 56,145 | 461,437 |
| General funds | <u>38,198</u> | <u>310,520</u> | <u>(288,063)</u> | <u>(20,606)</u> | <u>40,049</u> |
| Total unrestricted funds | <u>561,679</u> | <u>310,520</u> | <u>(288,063)</u> | <u>35,539</u> | <u>619,675</u> |
| Total funds | <u>585,974</u> | <u>589,747</u> | <u>(495,465)</u> | <u>-</u> | <u>680,256</u> |