

Charity Registration No: 1076640

Company Registration No. (England and Wales): 03716044

GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

**GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees: J. Ashley
D.Espley
P. Field (Retired 10 January 2018)
C. Owen
C. Paris
B. Douglas-Davies
A.McIndoe
J.Storey-Walker
R.Jones
C. Wetherley-Mein
W.Haskins

Secretary: S.Jenkins

Charity number: 1076640

Company number: 3716044

Principal address & Registered Office: 23 Gregories Road
Beaconsfield
Buckinghamshire
HP9 1HH

Independent Examiner: c/o Julian Challis
H.W.Fisher & Company
Acre House
11-15 William Road
London
NW1 3ER

Bankers: CAF Bank Ltd,
25 Kings Hill Avenue,
Kings Hill,
West Malling,
Kent.
ME19 4JQ

Lloyds Bank
9 Buttermarket
Bury St Edmonds
Suffolk
IP33 1DF

Solicitors: BP Collins Solicitors,
Collins House,
32-38 Station Road,
Gerrards Cross,
Buckinghamshire
SL9 8EL

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(A COMPANY LIMITED BY GUARANTEE)
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**GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEE'S REPORT
FOR THE YEAR ENDING 31 DECEMBER 2017**

The Board of Trustees are pleased to present their annual director's report and financial statements of the charity for the year ended 31 December 2017 which are also prepared to meet the requirements for a directors report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The trustees have paid due regard to the guidance on public benefit issued by the charity commission.

Chairman's Report

2017 has been an amazing year for Greenfingers Charity and I am delighted to report that over half a million pounds has been raised, a first for the charity. Additionally, the target set for the A Million Moments Appeal target was achieved six months earlier than expected in December 2017.

The charity's strategic aims in 2017 were to increase brand awareness and continue to raise funds through the A Million Moments Appeal and in doing so, create and plan more gardens for life-limited children and their families, who spend time in hospices across the UK. The strategic aims were met: by increasing brand awareness, continuing to increase income, and the portfolio of completed Greenfingers Charity gardens increased to 53.

During the year a further two new Trustees were appointed, the aim being to widen the skills and expertise on the Board and increase the charity's network of supporters. Jeremy Storey-Walker with Garden Designer and Landscaper contacts and knowledge and Rob Jones, as well as having landscaping experience also has a legal background. In January 2018 two further Trustees were appointed, both with extensive experience in the gardening industry: Colin Weatherley-Mein and Warren Haskins, the Chairman of Haskins Garden Centres, who was later elected as Treasurer to replace Peter Field who retired on 10 January 2018.

In January 2017 the building work started on the Kaleidoscope garden at Helen House Oxford. It was designed pro bono by Nicola Wakefield and created by Green Art Garden Design and Landscaping. The Hospice is delighted with their new wheelchair accessible stimulating and colourful garden space. The garden was officially opened in May 2017 by Greenfingers Charity Patron, Ann-Marie Powell in the presence of patients, hospice staff, and many supporters of Greenfingers Charity including students from Beachborough School who raised significant funds for this project.

In February 2017 the design and build of the Courtyard Garden at Keech Hospice commenced. The garden was designed by Adam Frost, supported by students from the Homebase Academy. The funds raised for this garden were donated by Homebase through the carrier bag tax scheme. As with all our garden projects, the design team worked closely with the hospice team to ensure the needs of children, families and carers were met. This garden was officially opened by Adam Frost in July 2017.

In October 2017 the design and build of a garden space at Andy's, St Andrews Hospice, Grimsby was started. The existing space, which lacked hard landscaping suitable for wheelchair access, has been transformed into a functional pirate themed garden, with an interactive water feature and sensitive lighting. It will provide a wonderful outdoor space where children in wheelchairs will be able to enjoy the therapeutic benefits of this outdoor space. This garden was designed by Jody Lidgard as a gift in kind and built by his Award Winning team, Bespoke Outdoor Spaces. It was 80% complete at the end of 2017 with the aim of being finished by late January 2018.

During the year we also worked with hospice teams at Robin House Children's Hospice in Balloch and Alexander Devine Children's Hospice in Maidenhead. We were pleased to provide expert help with the design of therapeutic and stimulating garden spaces at these hospices.

In March 2017, we celebrated the sixth year of our national fundraising campaign Garden Re-Leaf Day which raised over £100k. As well as a sponsored walk, many gardening industry friends and other businesses supported the event. Many used Garden Re-Leaf Day as an opportunity to raise funds for Greenfingers Charity and at the same time engage and motivate their staff and customers. The events see continued support from QVC, the TV shopping channel, and its vendors.

Whilst the charity continues to rely on the support of the garden industry, our work to increase brand awareness saw new businesses find us. Continued support from staff at Kew Green Hotels saw inspiring levels of staff

**GREENFINGERS CHARITY
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TRUSTEE'S REPORT
FOR THE YEAR ENDING 31 DECEMBER 2017**

engagement as individuals and hotel teams worked together to raise awareness and funds for the charity. A staggering £132k was raised by Kew Green Hotels in 2017 and I'm pleased to report the partnership will continue through 2018.

The charity has become an Associate member of the Horticultural Trades Association, Garden Industry Manufacturers Association and Garden Centres Association to ensure we are an integral part of the gardening industry, which provides a high percentage of our current funds and enables us to attend supplier events and conferences where practical.

Following the successful launch of an Ambassador scheme in 2016, we continued to recruit new Ambassadors to support our work. By the end of 2017, the scheme attracted 25 Ambassadors who provide support in a variety of ways. One of our key objectives is to build teams local to the Hospice where we are fundraising for a garden space, by using our expanding team of Ambassadors to find as many supporters as possible.

To increase the profile of the charity we have invited key people who have shown great support for us to be recognised such as Ann-Marie Powell and Adam Frost as Patrons.

Our principal purpose and activity

The charitable company raises funds from the horticultural and gardening industry and beyond. The trustees have decided to continue using the funds raised to design and build special therapeutic outdoor garden spaces in hospices for children with life limited conditions and their families to enjoy.

Objectives for the period of this report

It remained the overall aim of the trustees that designing, planning and providing bespoke gardens for children in hospices and their families will continue to be the main use of the charity's funds whilst there continues to be a strongly identified need.

The specific aims for 2017 were:

1. To raise sufficient funds to deliver at least 3 new gardens for children's hospices already identified.
2. To continue to increase brand awareness and raise funds through the A Million Moments Appeal.
3. To build upon the regional capacity for fundraising of projects by continuing to work far enough in advance in the planning for future garden projects.
4. To increase the level of Gift in Kind support by cultivating industry relationships with suppliers to a higher level and within the central fundraising work of the charity, driven by the previously identified gardens.
5. To improve procedures and processes to deliver an effective and efficient staff team.

2017 Financial Review

The charity had a fantastic year with incoming resources of £504,615 (2016: £457,465) an increase of £47,150 (10%) on the previous year. This included Donations in Kind of £16,115 (2016: £18,293). The year on year increase was due to £96,417 from monetary Donations, particularly Corporate donations. Kew Green Hotels, a newly formed partnership for 2017 donated £132k and River Island who made a one off donation of £27k.

The main sources of income were from donations and legacies £277,260 (2016: £183,021), fundraising events £163,599 (2016: £213,581) and charitable activities £63,098 (2016: £59,997). The main reason for the decrease in fundraising income was Garden Re-leaf - £103,368 (2016: £143,131). The increase in charitable activity income was due some fantastic fundraising at Garden Industry conferences - £36,229 (2016: £23,244), offset by a decline in the Auctioneers project - £1,248 (2016: £14,207). We would like to thank all the organisations, trusts and foundations who have supported our work.

The charity had a total expenditure of £341,961 (2016: £313,805) with £250,715 being spent on charitable activities (2016: £228,842) and £91,246 (2016: £84,963) spent on fundraising. The higher expenditure on charitable activities was due to increased activity: two large and one medium sized garden projects in the year, plus two design only projects.

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The expenditure on fundraising was 8% higher than 2016 due to employing a Digital Marketing Officer, to increase the visibility of the charity by using social media. Overhead costs were £10k lower due to the part year savings of not employing a Charity Director in 2017. Governance costs remained at a similar level at 2% of total expenditure.

The charity ended the financial year in a good position at 31 December 2017. The total Fund balances were £479,228 (2016: £316,574) of which £95,081 is restricted expenditure for completion of the 2017 garden project at St Andrew's Children's Hospice-£10,873 and the build of phase II of the 2018 garden project at Grace House-£84,208. The unrestricted reserves allow for 6 months running costs for the charity in line with the Reserves policy below and the remaining balance has enabled the charity to commit to three further garden project design and builds (which all began earlier this year, between January and April 2018) and planning for 2019 onwards, which is a much better position than in previous years.

Cash flow management continued to be a priority during 2017 and is going forward. A strong cash position will enable the charity to facilitate more gardens in hospices for children and their families and to plan further ahead.

Investment powers and policy.

The trustees keep restricted funds in an interest-bearing deposit account and seek to achieve a rate on deposit that matches inflation. Deposit rates have been depressed and so this aim was not achieved in the year. The invested funds on deposit achieved an average rate of 0.80% with Shawbrook bank. An additional new deposit account was opened with Lloyds Bank in November 2017.

Reserves Policy and Going Concern.

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency expenditure such as repairs. As the charity relies solely on donations and fundraising initiatives for its income, the trustees consider that the charity should have a minimum of six months reserves to cover administrative and fundraising costs depending on project commitments and plans. The trustees feel this is sufficient as new garden projects will not proceed unless the funds are in place. Due to the very successful fundraising during the year the charity started 2018 in a strong position with enough reserves to commit to building the next three garden projects. At the end of the year the charity had unrestricted reserves of £384,147, which has enabled the charity to commit to the design and build of three gardens in 2018 earlier than anticipated. This allows the charity to look ahead to planning for 2019 and beyond per our strategic plan.

Aims for 2018

It remains the overall aim of the trustees to continue designing, planning and providing gardens for children, and their families who spend time in hospices across the UK. Through our work we aim to enhance the lives of those children and their families for whom the hospice is an integral part of their lives. Additionally the charity has identified a further need to consider supporting gardens in hospices which are providing a merging service for paediatric care. It is evident that the need for such specialist therapeutic and magical gardens remains strong, and this will remain the basis on which the charity's funds are used.

Specific Aims for 2018

- 1 To continue to raise sufficient funds to deliver at least 3 new gardens in children's hospices already identified;
- 2 To continue to increase brand awareness with the focus being to attract new supporters both within and outside the gardening industry.
- 3 To build upon the regional capacity for fundraising of projects through the use of Ambassadors to assist and promote the work of the charity.
- 4 To increase the level of Gift in Kind support by cultivating relationships with garden designers to a higher level and engaging them in understanding the benefits of designing garden spaces within children's hospices.
- 5 To continue to improve procedures and processes and to ensure we comply with GDPR.
- 6 To review Trustee skills and terms of Office and ensure they are in the best interest of the charity.
- 7 To conduct further research and collect testimonials which provide evidence to the wider public of the benefits to children and their families of the garden spaces facilitated by Greenfingers Charity.

**GREENFINGERS CHARITY
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TRUSTEE'S REPORT
FOR THE YEAR ENDING 31 DECEMBER 2017**

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year were:

J. Ashley (Voluntary Chairman)
D. Espley (Voluntary Vice-Chairman)
P. Field (Voluntary Treasurer-retired 10 January 2018)
C. Owen
C. Paris
B. Douglas-Davies
A. McIndoe
J. Storey-Walker (appointed 26 April 2017)
R. Jones (appointed 19 July 2017)
C. Wetherley-Mein (Appointed 10 January 2018)
W. Haskins (Appointed 10 January 2018)

Key Management personnel:

Financial Controller & Resources: S. Jenkins
Head of Fundraising & Communications: L. Petrons

Structure, Governance and Management

Governing Document

The organisation is a company limited by guarantee, incorporated on 15 February 1999 and registered as a charity on 19 July 1999. None of the Directors have any beneficial interest in the company. In the event of the charity being wound up the members are required to contribute an amount not exceeding £10. The company is governed by its Memorandum and Articles of Association. It is registered as a charity with the Charity Commission.

Appointment of trustees

As set out in the Articles of Association the charity may by ordinary resolution appoint a person who is willing to act to be a director (trustee). No director served for more than two consecutive three terms. However a Special Resolution was proposed to increase the term of office to four years. The directors (trustees) voted unanimously at the 2017 AGM held on 10 January 2018 that this should take effect immediately subject to the agreement of Companies House and the Charity Commission, which has subsequently been approved. The minimum number of directors is three but shall not be subject to any maximum.

All members are circulated with invitations to nominate trustees (directors) prior to the AGM advising them of the retiring trustees and requesting nominations for the AGM. When considering co-opting trustees, the Board has regard to the requirement for any specialist skills needed. This is done in line with best practice from organisations such as the Charity Commission, ACEVO, and NCVO.

Trustee induction and training

New trustees undergo a half day induction day to brief them on: their legal obligations under charity and company law, the Charity Commission guidance on public benefit, and inform them of the content of the Memorandum and Articles of Association, the committee and decision-making processes, the business plan and recent financial performance of the charity. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Organisation

The Charity is governed by the trustees who administer the charity. The Board meet quarterly. Day to day management is delegated to the Financial Controller and Head of Fundraising who are appointed by the trustees. There are sub-committees covering finance, fundraising and garden development who meet on a regular basis to facilitate effective operations. The Financial Controller has delegated authority, approved by the Board, for operational, financial and employment matters. Authorisation levels for expenditure are in place.

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Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a contracted individual or company must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. The charity continues to outsource creative services e.g. design and print, IT support, public relations on an as and when needed basis.

Pay policy for senior staff

All directors give their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 13 to the accounts.

The pay of the staff is intended to be reviewed annually on a discretionary basis. An increase was awarded effective 1 April 2017. The charity auto-enrolled into the NEST pension scheme on 1 July 2017 (the official staging date).

During 2017 the charity started the year with four permanent members of staff, supported by two further part time freelance roles: Garden Projects Manager, Fundraising Administration Assistant.

The new structure implemented in July 2016 continued with the sharing of responsibilities between the Financial Controller and Head of Fundraising. The voluntary Chairman continued to devote his time overseeing the charity's key objectives.

At the end of 2017 there were three permanent members of staff (one full time and two part time). There was one vacancy waiting to be filled.

Risk Management

The trustees have a risk management strategy to assess the major risks to which the charity is exposed, which comprises:

- an annual review of the principle risks and uncertainties that the charity face in the forthcoming year. This is carried out as part of the budget process;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual budget review
- the implementation of procedures to minimise or manage any potential impact on the charity should these risks materialise. For example freelance staff on contracts which can be terminated at 4 weeks' notice.
- the Financial Controller works closely with the Finance Committee which meets quarterly, between Board meetings to review cash flow and expenditure. Quarterly management reports are presented to the board.
- the review of the 5 year strategy plan

Financial sustainability is the major risk for the charity however the key element in the management of this is the regular review of available liquid funds to settle debts as they fall due. There is active management of the charity's trade debtors and creditors balances to ensure the charity always has sufficient working capital.

The charity has a policy not to start a garden before the funds are in place before hand.

On behalf of the Trustees



John Ashley

Date:

3rd July 2018

Chairman

The Greenfingers Charity
23 Gregories Road
Beaconsfield
Bucks HP9 1HH

**GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINERS UNQUALIFIED REPORT
TO THE TRUSTEES OF GREENFINGERS CHARITABLE COMPANY**

I report to the trustees on my examination of the accounts of Greenfingers Charity (the charitable company) for the year ended 31 December 2017.

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 carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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, which is one of the listed bodies.

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 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.

J S Challis

c/o H W Fisher & Company
Chartered Accountants
Acre House
11-15 William Road
London
NW1 3ER
United Kingdom

Dated:

12/7/2018

**GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
For The Year Ended 31 December 2017**

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<u>INCOME FROM:</u>					
Donations and legacies	2	251,091	26,169	277,260	183,021
Charitable activities	3	63,098	-	63,098	59,997
Other fundraising activities	4	163,599	-	163,599	213,581
Investments	5	658	-	658	866
Total income		478,446	26,169	504,615	457,465
<u>EXPENDITURE:</u>					
Raising Funds	6-9	91,246	-	91,246	84,963
Charitable activities		54,961	195,754	250,715	228,842
Total expenditure		146,207	195,754	341,961	313,805
Net income/(expenditure) for the year		332,239	(169,585)	162,654	143,660
Gross transfers between funds	18	(63,942)	63,942	-	-
Net movement in funds		268,297	(105,643)	162,654	143,660
Fund balances at 1 January 2017		115,850	200,724	316,574	172,914
Fund balances at 31 December 2017		384,147	95,081	479,228	316,574

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

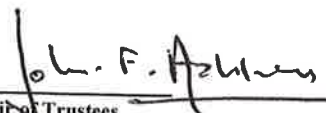
**GREENFINGERS CHARITY
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BALANCE SHEET
AS AT 31 DECEMBER 2017**

		2017	2016
	Notes	£	£
Fixed assets			
Tangible assets	14	2,003	2,406
Total Fixed Assets		2,003	2,406
Current assets			
Debtors	15	84,722	22,038
Cash at bank and in hand		398,483	299,902
Total Current Assets		483,205	321,940
Current liabilities			
Creditor amounts falling due within one year	16	5,980	7,772
Net Current assets		477,225	314,168
Total assets less current liabilities		479,228	316,574
Net Assets		479,228	316,574
The funds of the charity:			
Restricted funds	17	95,081	200,724
Unrestricted funds:	18	384,147	115,850
Total Charity Funds	19	479,228	316,574

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 for the year ended 31 December 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts. The notes on pages 13-20 form part of these accounts.

The accounts were approved by the Board on *3rd July 2018*


 Chair of Trustees
 John Ashley


 Treasurer (Trustee)
 Warren Haskins

GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
CASH FLOW STATEMENT
For The Year Ended 31 December 2017

	Notes	2017 £	2016 £
Cash used in operating activities	22	<u>99,392</u>	<u>154,522</u>
Cash flows from investing activities			
Interest income		658	866
Purchase of tangible fixed assets		(1,469)	(1,326)
Cash provided by (used in) investing activities		<u>(811)</u>	<u>(460)</u>
Increase(decrease) in cash and cash equivalents in the year		<u>98,581</u>	<u>154,062</u>
Cash and cash equivalents at the beginning of the year		<u>299,902</u>	<u>145,840</u>
Total cash and cash equivalents at the end of the year		<u>398,483</u>	<u>299,902</u>

**GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 December 2017**

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

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 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 Companies Act 2006 and the Charities Act 2011.

The Charity 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.

b) Preparation of the accounts on a going concern basis

The accounts have been prepared on a going concern basis and the trustees believe there to be no material uncertainties about the Charity's ability to continue as a going concern.

c) Income

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Grants receivable are recorded in the period to which they relate.

The value of services provided by volunteers has not been included in these accounts. See note 2 for further details.

Investment income is included when receivable.

Donations in kind are included at a reasonable estimate of their gross value to the charity.

d) Interest receivable

Interest on funds held on deposit is included when received and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity.

Restricted funds are donations where the donor has specified they are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

**GREENFINGERS CHARITY
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NOTES ON THE ACCOUNTS
For The Year Ended 31 December 2017**

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. Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of attracting voluntary income and the costs of fundraising
- Expenditure on charitable activities includes the costs of the delivery of its activities and services for its beneficiaries.
- Other expenditure represents those items not falling into any other heading.

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

h) Allocation of support and governance costs

All support and governance costs are allocated to the one charitable activity of the design and building of gardens for children with life-limiting conditions and their families.

i) Tangible fixed assets

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

Asset Category

Fixtures, fittings and equipment On a straight line basis over a 3 year useful life

j) Debtors

Accrued income is recognised at the amount reasonably expected to be received, based on activities undertaken during the period.

Prepayments are valued at the amount prepaid net of any trade discounts due.

k) 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.

l) Creditors and provisions

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.

m) 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.

**GREENFINGERS CHARITY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended 31 December 2017**

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Summary of monetary Donations:				
Legacies	200	-	200	-
Donations: Grant making Trusts	17,250	(22,800)	(5,550)	33,475
Corporate Donations	169,390	22,357	191,747	50,731
Other Donations	64,251	10,497	74,748	80,522
Total monetary donations	251,091	10,054	261,145	164,728
Donations in kind	-	16,115	16,115	18,293
	<u>251,091</u>	<u>26,169</u>	<u>277,260</u>	<u>183,021</u>

Restricted Donations totalling £52,607 were actually received by the charity during the year. There was £20,200 received from Grant Making Trusts, which was offset by the return of £43,000 to the King Cullimore Trust actually received in a prior year due to the project being carried out by the hospice directly to enable greater cost savings. Restricted Corporate donations included income from Homebase-£22,357 (2016: £46,107) and LOFA-£10,000 (2016: £12,500). Corporate donations are significant due to Kew Green Hotels-£131,590(2016: £429).

Donations in kind have been received from a number of suppliers in the form of design, landscaping, plants and furniture for the garden projects. Other donations in kind have been supplied in terms of signage, flowers, travel and legal advice.

The charity benefits greatly from the involvement and enthusiastic support of a small number of volunteers, details of which are given in our annual report. In accordance with the Charities SORP(FRS102), the economic contribution of general volunteers is not recognised in the accounts.

3 Income from charitable activities

	2017 £	2016 £
Sponsorship	-	-
Charity of the Year	2,356	676
Conferences and Awards	36,229	23,244
Trade Promotions	22,347	20,221
Schools	401	531
Auctioneers Project	1,248	14,207
Other Activities	517	1,118
	<u>63,098</u>	<u>59,997</u>

4 Income from fundraising events

	2017 £	2016 £
Garden Re-Leaf Day	103,368	143,131
Sponsorship	21,500	11,653
Patrons Dinner	32,000	38,645
Garden Openings	3,935	-
Sky Dive	2,796	2,345
Rock Choir Concert	-	5,807
Santa Run	-	304
Art Competition	-	6,641
Other Events	-	5,055
	<u>163,599</u>	<u>213,581</u>

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5 Investment Income

All of the charity's investment income of £658 (2016:£866) arises from money held in an interest bearing deposit accounts with Barclays bank, Shawbrook, CAF and Lloyds.

6 Analysis of expenditure on charitable activities and raising funds

	Charitable Expenditure	Fundraising Costs	Total 2017	Total 2016
	£	£	£	£
<u>Raising funds</u>				
Fundraising salaries		52,413	52,413	43,161
Fundraising services		15,098	15,098	15,622
Fundraising expenses		22,315	22,315	24,978
<u>Charitable activities</u>				
Project expense(Note7)	195,754	-	195,754	163,844
Website costs	3,091		3,091	1,643
Governance costs(Note 9)	6,814	-	6,814	6,429
Support costs(Note 9)	42,447	-	42,447	53,313
Postage & stationery	1,297	1,420	2,717	2,765
Public Relations	1,312	-	1,312	2,050
	<u>250,715</u>	<u>91,246</u>	<u>341,961</u>	<u>313,805</u>

Expenditure on charitable activities was £250,715(2016:£228,842) of which £54,961 was unrestricted (2016:£64,998) and £195,754 was restricted (2016:£163,844).

7 Project expenses

This table shows the costs of the Garden projects in 2017

	2017	2016
	£	£
Completed Projects:		
Helen House Children's Hospice,Oxford-Design & build	29,498	4,961
Keech Hospice,Luton-Design & build	71,579	542
St Andrew's Hospice,Grimsby-Design & build	81,015	-
Robin House Children's Hospice,Scotland-Design	3,392	135
Alexander Devine Children's Hospice,Maidenhead-Design	3,802	293
South Bucks Hospice-Design & specification	745	2,912
Bluebell Wood Childrens Hospice,Sheffield-Design & build	18	26,263
Earl Mountbatten Hospice, IOW-Design & build	-	107,546
Projects In progress:		
Grace House,Sunderland-Planning Phase 2	1,825	17,578
Future Project Research and Preparation:		
Reubens Retreat Children's Hospice,Glossop.	952	
Noah's Ark Children's Hospice,Barnet	246	241
Other Children's Hospices-Early research	2,682	3,373
	<u>195,754</u>	<u>163,844</u>

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8 Summary analysis of expenditure and related income for charitable activities

	Charitable Expenditure	Fundraising Costs	Total 2017	Total 2016
	£	£	£	£
Costs	(250,715)	(91,246)	(341,961)	(313,805)
Fundraising & Charitable activities	-	226,697	226,697	273,578
Donations and Legacies	277,260	-	277,260	183,021
Net cost funded from other income	26,545	135,451	161,996	142,794

9 Analysis of Governance and support costs

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are allocated to the one charitable activity in the year i.e. to create the design and build of magical gardens for children in hospices (see note 6).

Refer to the table below for the basis for apportionment and the analysis of support and governance costs.

Analysis of Governance and support costs

	Office Support	Governance Costs	Total 2017	Total 2016	
	£	£	£	£	
Salaries & related costs	Time allocated	22,302	4,846	27,148	34,952
Office overhead costs	Invoiced costs	20,145	273	20,418	23,055
Postage & stationery	Usage	-	18	18	64
Audit Fees	Governance	-	1,200	1,200	1,200
Annual report costs	Governance	-	260	260	-
Legal fees	Governance	-	-	-	48
Bank Charges	Governance	-	217	217	423
Office costs & support	Time spent	42,447	6,814	49,261	59,742

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10 Net income/(expenditure) for the year	2017	2016
	£	£
This is stated after charging:		
Independent Examination fees	1,200	1,200
Depreciation and other amounts written off fixed assets	1,874	1,624
	97,837	96,932

11 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Employment costs:	2017	2016
	£	£
Salaries and wages	91,322	91,652
Social security costs	5,134	5,280
Pension costs	1,381	-
	97,837	96,932

No employees had employee benefits in excess of £60,000 (2016: none). There are currently no other employee benefits. The charity incurred pension costs from 1 July 2017, as a result of Auto enrolment.

The charity trustees did not receive any remuneration for holding office as trustees of the charity (2016: £nil) However one trustee was reimbursed for specific travel and subsistence expenses totalling £1,084 (2016: £746).

The key management personnel of the charity comprises of the trustees, Financial Controller and Resources and Head of Fundraising & Communications. The Charity Director resigned in July 2016 and was not replaced.

The employee benefits of the key management personnel for the charity was £62,276 (2016: £84,875).

12 Staff Numbers

The average monthly headcount was 2.85 staff (2016: 2.65 staff) and the average number of full time equivalent employees (including part-time staff) during the year was:

Number of employees (at 31 December 2017)	2017	2016
	Number	Number
Finance Controller & Resources-Part Time	0.6	0.6
Head of Fundraising & Communications-Full Time	1.0	1.0
Fundraising & Events Administrator-Part Time	0.8	0.0
Fundraising & Communications Assistant-Part Time	0.0	0.6
	2.4	2.2

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13 Related party transactions

During the current year there were no related party transactions. Previously, in 2016 the charity had a close working relationship with Clifton Nurseries, through the Managing Director, Matthew Wilson an ex trustee. No services were provided by them to the charity in 2017-£nil (2016: £1,680). PR Consultancy services had been previously provided to the charity by Jane Wilson (wife of M. Wilson), an ex trustee at arms length, with a proper service contract, undertaken and managed by the Charity Director. These services were not used in 2017-£nil (2016: £5,338).

There were no outstanding balances with related parties at 31 December 2017.

14 Tangible fixed assets

	Fixtures, fittings & equipment	Total
	£	£
Cost		
At 1 January 2017	5,029	5,029
Additions	1,469	1,469
Disposals	-	-
At 31 December 2017	<u>6,498</u>	<u>6,498</u>
Depreciation		
At 1 January 2017	2,623	2,623
Charge for the year	1,872	1,872
Disposals	-	-
At 31 December 2017	<u>4,495</u>	<u>4,495</u>
Net book value		
At 31 December 2017	<u>2,003</u>	<u>2,003</u>
At 31 December 2016	<u>2,406</u>	<u>2,406</u>

15 Debtors

	2017	2016
	£	£
Trade Debtors	23,039	11,934
Accrued Income	57,576	1,635
Prepayments	4,107	8,469
	<u>84,722</u>	<u>22,038</u>

16 Creditor amounts falling due within one year

	2017	2016
	£	£
Trade Creditors	2,440	4,582
Other taxaton & social security	2,219	1,842
Accruals and deferred income	1,321	1,348
	<u>5,980</u>	<u>7,772</u>

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17 Analysis of movements in restricted Fund	2017	2016
	£	£
Children's Hospice Gardens		
Balance brought forward at 1 January 2017	200,724	98,288
Incoming resources	26,169	92,703
Outgoing resources	(195,754)	(163,844)
Transfer from unrestricted funds	63,942	173,577
Balance carried forward at 31 December 2017	95,081	200,724

The balance on the restricted fund will be used to fund future children's hospice garden projects, specifically Grace House, Sunderland-£84,208, St Andrew's Hospice, Grimsby-£10,873.

18 Analysis of movements in unrestricted fund	2017	2016
	£	£
Balance brought forward at 1 January 2017	115,850	74,626
Incoming resources	478,446	364,762
Outgoing resources	(146,207)	(149,961)
Transfer to restricted funds	(63,942)	(173,577)
Balance carried forward at 31 December 2017	384,147	115,850

The transfers between unrestricted and restricted funds are to ensure adequate funds are available for each specific garden project.

19 Analysis of net assets	Unrestricted Fund	Restricted Fund	Total Funds
Fixed assets	2,003	-	2,003
Current assets	388,124	95,081	483,205
Current liabilities	(5,980)	-	(5,980)
Total	384,147	95,081	479,228

20 Operating Lease commitments

At 31 December 2017 the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2017	2016
	£	£
Less than one year	12,055	12,055
Between two and five years	-	12,055

21 Post balance sheet events

There are no post balance sheet events to disclose.

22 Reconciliation of net movement in funds to net cash flow from operating activities

	2017	2016
	£	£
Net movement in funds	162,654	143,660
Add back depreciation charge	1,872	1,624
Deduct interest income shown in investing activities	(658)	(866)
Decrease/(increase) in debtors	(62,684)	19,239
(Decrease)/Increase in creditors due within one year	(1,792)	(9,135)
Net cash used in operating activities	99,392	154,522