

**FRIENDS OF NORTHWOOD CEMETERY**  
**(Registered Charity no: 1143917)**

**STATEMENTS OF ACCOUNTS**

for the year ended

**31<sup>st</sup> March 2017**

**FRIENDS OF NORTHWOOD CEMETERY**

**REPORTS AND FINANCIAL STATEMENTS for the year ended 31<sup>st</sup> March 2017**

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## **FRIENDS OF NORTHWOOD CEMETERY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

#### **Constitution**

Friends of Northwood Cemetery is a Registered Charity (No: 1143917) governed by its Constitution.

#### **Trustees**

The work of the organisation is overseen by a Board of Trustees in accordance with Charity Law and throughout the report they are referred to as the Trustees.

The Trustees serving during the year ending 31st March 2017 were as follows:

Jon Matthews  
Peter Almond  
Richard Day  
David Jones  
Graham Lloyd  
John Pullen  
Barry Sowerby  
Stella Watling  
Roger Williams (joined October 2016)

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 31<sup>st</sup> March 2017.

The Financial Statements comply with current statutory requirements and its Constitution.

#### **Objects of the Charity**

The Objects of the Charity as set out within its Constitution are:

- a) To promote the heritage, preservation, restoration and maintenance of Northwood Cemetery including its chapels and other standing structures for the public benefit;
- b) To promote and maintain the burial records of Northwood Cemetery for the public benefit; and
- c) To promote the conservation of the landscape, arboreta, flora and wildlife of Northwood Cemetery for the public benefit.

During the year the Charity continued to deliver a major restoration project at Northwood Cemetery with a grant from the Heritage Lottery Fund (HLF)/BIG Lottery Fund in partnership with the Local Authority. The project is due to be completed by December 2017.

#### **Organisation**

The Trustees oversee the administration of the Charity and meet on a monthly basis. The day to day operations of the Charity are supported by professional advisors as and when needed as the Charity employs no staff.

## **FRIENDS OF NORTHWOOD CEMETERY**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017 (continued)**

#### **Review of the Activities and Future Developments**

During the year the Charity continued to deliver a large scale restoration and development project on site with funding from the Heritage Lottery Fund/BIG Lottery Fund. Working in partnership with the Isle of Wight Council this has allowed them to undertake the rescue from collapse and full restoration of the two Victorian chapels, the creation of a Natural Burial Ground, restoration of key memorials and heritage features and the development of a number of exciting opportunities to better explain and interpret the heritage and conservation value of the Cemetery. During the year nearly 1,000 members of the local community have benefitted from the project by attending learning workshops, guided tours and events in addition to the several thousand visitors to the cemetery who have been able to see the project work progressing.

As at 31<sup>st</sup> March 2017 the project is on target to achieve all its outputs and milestones, meet all its approved purposes as set out by the Heritage Lottery Fund/BIG Lottery in the grant award and all costs have been contained within project budget.

The project is expected to be completed by December 2017 and plans are now well underway to effectively manage the post project period via the further development of a 10 year Management and Maintenance Plan (the MMP) for the site, as part of the grant terms and conditions. The MMP is required by the Heritage Lottery Fund to be costed and financially supported for a 5 year period by the project partners namely the Isle of Wight Council and the Friends of Northwood Cemetery.

To support the continued expansion of their activity, the Trustees have used the advice and expertise of a range of professional contractors across a wide range of specialist areas including architects, project management advisors and structural engineers, supported by the Local Authority. During the post project period 2017-2027 it is anticipated that the Friends of Northwood Cemetery will continue to use the services, advice and guidance of specialists to assist them in what will represent a significant increase in organisational responsibility and commitment.

The expansion of activity during the project delivery period has been further supported by a robust risk management plan to ensure that the project proposals are deliverable, do not place the Charity or any third party at risk and deliver the planned outcomes in furtherance of the Charity's Objects. It is anticipated that a risk management plan will be drawn up for the post project period also to ensure that potential risks are identified at an early stage and managed appropriately.

#### **Trustees Responsibilities in relation to the Financial Statements**

The Trustees have prepared the Financial Statements to give a true and fair view of the state of the affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charity SORP;
- Make judgments and estimates that are reasonable and prudent;
- Prepare the Financial Statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue its operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enables them to ensure that the Financial Statements comply with Charity law. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the Board of Trustees on 29<sup>th</sup> August 2017 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Jon Matthews', written in a cursive style.

**Jon Matthews**  
Chair of Trustees

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF NORTHWOOD CEMETERY  
(Registered Charity no: 1143917)**

I report on the accounts for the year ended 31<sup>st</sup> March 2017 set out on pages 7 to 12.

**Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

Having satisfied myself that the Charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5) (b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion can be given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statements**

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements to keep accounting records and prepare accounts in accordance with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Amy Davis MAAT  
73 Lugley Street  
Newport  
Isle of Wight  
PO30 5HA

Date: 01-09-17

**FRIENDS OF NORTHWOOD CEMETERY**

**STATEMENT OF FINANCIAL ACTIVITIES**

**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2017**

	NOTES	UNRESTRICTED FUNDS	RESTRICTED FUNDS	2017 TOTAL FUNDS	2016 TOTAL FUNDS
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Membership income		2,000		2,000	3,290
Fundraising and Donations		2,128	5,150	7,278	6,106
Grants	2		669,867	669,867	135,538
Gift Aid		575		575	1,005
Donated assets	3	1,000		1,000	
<b>TOTAL INCOMING RESOURCES</b>		<b><u>5,703</u></b>	<b><u>675,017</u></b>	<b><u>680,720</u></b>	<b><u>145,939</u></b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Charitable activities	4	4,533	726,524	731,057	147,499
Depreciation of assets	5	1,000		1,000	
Total resources expended		<u>5,533</u>	<u>726,524</u>	<u>732,057</u>	<u>147,499</u>
<b>NET INCOMING/ (OUTGOING) RESOURCES</b>					
Net movement in funds		170	(51,507)	(51,337)	(1,560)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		2,394	1,000	3,394	4,954
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>2,564</u></b>	<b><u>(50,507)</u></b>	<b><u>(47,943)</u></b>	<b><u>3,394</u></b>

**FRIENDS OF NORTHWOOD CEMETERY**

**BALANCE SHEET AT 31<sup>ST</sup> MARCH 2017**

	NOTES	UNRESTRICTED FUNDS	RESTRICTED FUNDS	2017 TOTAL FUNDS	2016 TOTAL FUNDS
		£	£	£	£
<b>FIXED ASSETS</b>				3,000	
<b>CURRENT ASSETS</b>					
Debtors			90,281	90,281	8,868
Cash at bank and in hand		3,564	178,304	181,868	181,226
<b>TOTAL CURRENT ASSETS</b>		<b><u>3,564</u></b>	<b><u>268,585</u></b>	<b><u>272,149</u></b>	<b><u>190,094</u></b>
<b>CREDITORS</b>					
Amounts falling due within one year	6	1,000	24,092	320,092	186,700
IW Council cash flow loan	7		290,000		
Grant Income Prepayment	8		5,000		
<b>NET CURRENT ASSETS</b>		<b><u>2,564</u></b>	<b><u>(50,507)</u></b>		<b><u>3,394</u></b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>				<b><u>(44,943)</u></b>	<b><u>3,394</u></b>
Deferred Income	9	3,000		3,000	
<b>NET ASSETS</b>				<b><u>(47,943)</u></b>	<b><u>3,394</u></b>
<b>CAPITAL AND RESERVES</b>					
Unrestricted funds		2,564			2,394
Restricted funds		5,000			1,000
Restricted funds HLF	10	(55,507)			
<b>TOTAL FUNDS</b>	<b>11</b>	<b><u>(47,943)</u></b>			<b><u>3,394</u></b>

The Trustees in accordance with Charity Commission guidance have not required the Charity to obtain an audit of its Financial Statements for the year ended 31<sup>st</sup> March 2017.



The Trustees acknowledge their responsibilities for:

- a) ensuring that the Charity keeps accounting records in accordance with the general directions given by the Charity Commission;
- b) that Financial Statements are prepared in accordance with Section 144(2) of the Charities Act 2011 with an independent examination; and
- c) preparing Financial Statements which give a true and fair view of the state of affairs of the Charity as at the end of each financial year and of its surplus or deficit for each financial year.

These accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (2008).

The Financial Statements were approved by the Board of Trustees on 29<sup>th</sup> August 2017 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Jon Matthews', written in a cursive style.

**Jon Matthews**  
Chair of Trustees

## FRIENDS OF NORTHWOOD CEMETERY

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2016

#### 1. Accounting Policies

##### *Accounting convention*

The Financial Statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (2008) and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### *Incoming resources*

Grants made for specific purposes are credited to restricted funds. Donations include all voluntary income, from whatever source, and are accounted for as income at the time of receipt.

##### *Resources expended*

Resources expended are recognised in the period in which they are incurred. Costs directly attributable to the objectives of the Charity are included in charitable activities.

##### *Tangible Fixed Assets*

The Charity has during the period acquired a donated commercial chipper.

##### *Fund Accounting*

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or grant funder when funds are restricted to specific purposes.

#### 2. Grants

In the year ending 31<sup>st</sup> March 2017, the Charity was awarded a continuing Delivery Grant of up to £1,685,100 from the Heritage Lottery Fund/BIG Lottery Fund for the restoration of the cemetery including the two Victorian Chapels which were at risk of collapse. Grant funding is claimed quarterly in arrears based upon a 92% expenditure payment percentage and the whole grant must be expended by December 2017.

The HLF grant only becomes payable after cash expenditure has been made and a quarterly claim presented in arrears to the funder with evidence of expenditure and payment. Provision is made in the accounts for accrued grant each month on the basis of 92% of actual cash expenditure.

A further grant of £2,000 was received from the Isle of Wight Family History Society to be used on the acquisition of specific items to be used by both organisations post HLF project delivery. This grant has been accounted for in the period in which it was received.

A grant of £2,000 from Cowes Town Council was received during the period for the purchase of a container in which to store equipment and machinery. This grant was accounted for in the period in which it was received.

### 3. Donated Assets

During the year a commercial chipper was donated to the Charity.

### 4. Resources expended – charitable activities

	UNRESTRICTED FUNDS	RESTRICTED FUNDS	2017 TOTAL FUNDS	2016 TOTAL FUNDS
	£	£	£	£
Professional Fees	2,380	106,224	108,604	77,213
Stationery and printing	444	426	870	844
Small equipment and materials	745	1,170	1,915	10,135
Travel and volunteer expenses	275	674	949	681
Charges and subscriptions	50		50	98
Light and Heat	95		95	199
Insurance	294		294	725
Training		7,698	7,698	1,850
Marketing and volunteer recruitment costs				506
Website Costs	250	146	396	152
Restoration Costs		610,186	610,186	55,096
<b>Total</b>	<b>4,533</b>	<b>726,524</b>	<b>731,057</b>	<b>147,499</b>

### 5. Depreciation of Assets

The donated chipper is being depreciated on a straight line basis over 4 years, estimated to be its useful lifetime.

### 6. Amounts falling due within one year

A provision of £1,000 has been made for the preparation of year end accounts.

A total of £24,092 is held in a retention account for capital works held in respect of construction work delivered by the HLF project. This will be released when works are completed and signed off in 2017-2018.

### 7. Cash flow Loan

Cash flow support (loan) has been provided by the Isle of Wight Council of £290,000 to support the delivery of the HLF project. This loan will be repaid by December 2017/early 2018 upon the release of the final grant payment from the Heritage Lottery Fund. The loan is not subject to any interest charges.

## **8. Income Prepayments**

A deferred grant of £5,000 from the Isle of Wight Council towards the cost of the HLF project will continue to be released into the income and expenditure during the next financial year.

## **9. Deferred Income**

A commercial chipper was donated to the Charity at the beginning of the year. Deferred Income is being released into the income and expenditure account over a period of four years, its estimated useful life.

## **10. Total Funds**

Total funds for the Charity are showing at year end as a deficit of £47,942. This is because of the HLF grant funding regime. The grant award is based upon a 92% payment percentage. This percentage is applied to cash expenditure and the submission towards the end of the project in 2017, of a Management and Maintenance Plan for the cemetery developed by the Isle of Wight Council and the Friends of Northwood Cemetery. This plan set out works to be completed for a 10 year post project period and includes estimated post project costs across both organisations of £105,000 over a five year period. When HLF approve this plan they will then release 92% of this estimated future expenditure, expected to be £96,000. The HLF project will therefore continue to operate on a deficit basis until such time as the MMP is approved by the funder. As the release of these funds is dependent upon funder approval in the following year, these anticipated funds have not been accounted for in the current financial year since funding is wholly dependent upon the Charity submitting the MMP as per the terms of its grant award in the next financial year and securing approval for same. This represents a small but manageable risk to the Charity given that work is well underway to complete this plan in a timely manner and the first draft MMP was submitted as part of the grant application and at that stage secured initial approval from HLF so as to allow commencement of grant funding for the project.

## **11. Trustees Remuneration and Benefits**

There were no trustees' remuneration or other benefits for the year ended 31<sup>st</sup> March 2016.