

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

STATEMENTS OF ACCOUNTS

for the year ended

31st March 2018

FRIENDS OF NORTHWOOD CEMETERY

REPORTS AND FINANCIAL STATEMENTS for the year ended 31st March 2018

CONTENTS	Pages
REPORT OF THE TRUSTEES	3, 4, 5
INDEPENDENT EXAMINATION	6
INCOME AND EXPENDITURE ACCOUNT	7
BALANCE SHEET	8, 9
NOTES TO THE FINANCIAL STATEMENTS	10, 11, 12

FRIENDS OF NORTHWOOD CEMETERY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2018

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 2018 were as follows:

Jon Matthews	Peter Almond
Richard Day	David Jones
Graham Lloyd	John Pullen
Barry Sowerby	Stella Watling
Roger Williams	

The Trustees are pleased to present their report together with the Financial Statements of the Charity for the year ended 31st March 2018.

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.

In October 2017 the major restoration project at Northwood Cemetery was completed, within budget, with a grant from the Heritage Lottery Fund (HLF)/BIG Lottery Fund, in partnership with the Local Authority.

The Charity has now entered the second phase of the programme, being the ten year Management and Maintenance Plan in conjunction with the Local Authority, with the objectives of conserving the landscape design of the Cemetery and to increase its potential for community use.

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 31ST MARCH 2018 (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 31st 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 xxth xxxxxxx 2018 and signed on its behalf by:

Peter Almond
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 31st March 2018 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.



Clare Hodgson (ACMA CGMA)
2 Fairlead Road
Cowes
Isle of Wight
PO31 7FH

Date: 19th August 2018

FRIENDS OF NORTHWOOD CEMETERY

STATEMENT OF FINANCIAL ACTIVITIES

(INCORPORATING AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2018)

	NOTES	UNRESTRICTED FUNDS £	RESTRICTED FUNDS £	2018 TOTAL FUNDS £	2017 TOTAL FUNDS £
<u>INCOMING RESOURCES</u>					
Membership income		3,380		3,380	2,000
Fundraising and Donations	1	10,734		10,734	7,278
Grants	2	7,320	901,841	909,161	669,867
Gift Aid		3,407		3,407	575
Donated Assets	3	1,000		1,000	1,000
TOTAL INCOMING RESOURCES		25,841	901,841	927,682	680,720
<u>OUTGOING RESOURCES</u>					
Charitable Activities	4	17,656	841,826	859,482	731,057
Depreciation of Assets	5	1,000		1,000	1,000
TOTAL OUTGOING RESOURCES		18,656	841,826	860,482	732,057
NET MOVEMENT IN FUNDS		7,185	60,015	67,200	(51,337)
RECONCILIATION OF FUNDS					
Total Funds Brought Forward		2,564	(50,507)	(47,943)	3,394
TOTAL FUNDS CARRIED FORWARD		9,749	9,508	19,257	(47,943)

FRIENDS OF NORTWOOD CEMETERY**BALANCE SHEET AS AT 31st MARCH 2018**

	NOTES	UNRESTRICTED FUNDS £	RESTRICTED FUNDS £	2018 TOTAL FUNDS £	2017 TOTAL FUNDS £
FIXED ASSETS		2,000	0	2,000	3,000
CURRENT ASSETS					
Debtors and Accruals	6	129	0	129	90,281
Cash at bank and in hand		18,670	28,072	46,742	181,868
TOTAL CURRENT ASSETS		18,799	28,072	46,871	272,149
CURRENT LIABILITIES					
CREDITORS					
Amounts falling due within 1 year	7	(3,601)	(22,537)	(26,138)	(25,092)
IW Council cash flow loan		0	0	0	(290,000)
Grant Income Prepayment	8	(449)	(1,027)	(1,476)	(5,000)
TOTAL CURRENT LIABILITIES		(4,050)	(23,564)	(27,614)	(320,092)
NET CURRENT ASSETS		14,749	4,508	19,257	(47,943)
TOTAL ASSETS LESS CURRENT LIABILITIES					
		16,749	4,508	21,257	(44,943)
Deferred Income	9	(2,000)	0	(2,000)	(3,000)
NET ASSETS		14,749	4,508	19,257	(47,943)
CAPITAL AND RESERVES					
Unrestricted Funds		12,749	0	12,749	2,565
Restricted Funds - FoNC		2,000	0	2,000	5,000
Restricted Funds - HLF		0	4,508	4,508	(55,508)
TOTAL FUNDS	10	14,749	4,508	19,257	(47,943)

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 31st March 2018.

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 xxth Xxxxxx 2018 and were signed on its behalf by:

Peter Almond
Chair of Trustees

FRIENDS OF NORTHWOOD CEMETERY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2018

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 rental income for the new Heritage Resource Centre, 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 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.

1. Fundraising and Donations

Included in Donations are rental income from the hire of the Heritage Resource Centre, £2,000, a legacy from the late Charles Taylor, £1,500 and a refund from the Contractors of £1,099 for electricity consumed for the duration of the Project.

2. Grants

In the year ending 31st March 2016, the Charity was awarded a continuing Delivery Grant 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. The final Grant funding claim was paid in full in December 2017, which included 2.5% retention monies, payable by October 2018.

A grant of £7,000 was received from the Isle of Wight Council for use on professional fees in relation to out of scope charges for the Natural Burial Ground, Roadways and a full Tree Condition Survey. This grant has been accounted for in the period in which it was received.

A further grant of £769 was received from the Isle of Wight Family History Society for additional items specified post project, for joint use in the Heritage Resource Centre and accounted for in the period received.

3. Donated Assets

The release from deferred income for the commercial chipper donated to the Charity in April 2017.

4. Resources expended – charitable activities

	UNRESTRICTED FUNDS £	RESTRICTED FUNDS £	2018 TOTAL FUNDS £	2017 TOTAL FUNDS £
Professional Fees	7,546	102,877	110,423	108,604
Stationery and Printing	595	1,890	2,485	870
Small Equipment and Materials	4,811	3,456	8,267	1,915
Travel and Volunteer Expenses	253	729	982	949
Charges, Subscriptions & Licences	696	399	1,095	50
Light and Heat	1,542	0	1,542	95
Insurance	1,583	0	1,583	294
Computers, Telephone and Broadband	390	4,684	5,074	0
Training	0	12,671	12,671	7,698
Marketing / Publicity	0	28,168	28,168	0
Website Costs	240	1,530	1,770	396
Restoration Costs	0	685,423	685,423	610,186
<u>TOTAL RESOURCES EXPENDED</u>	17,656	841,826	859,482	731,057

5. Depreciation of Assets

The chipper donated in April 2017 is being depreciated on a straight line basis over 4 years, its estimated useful life.

6. Debtors and Accruals

A figure of £129 is due from the Isle of Wight Council for re-imburement of skip hire required for final site clearance post project.

7. Amounts falling due within one year

A total of £22,537 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 2018.

A total of £2,650 has been provided for the Isle of Wight Council in relation to the Tree Survey and Gas and Electric usage in the new Heritage Resource Centre.

A provision of £297 has been made for Trustees Liability Insurance.

A provision of £654 has been made following the agreement with ProQuest to provide Ancestry.com for research work in the Heritage Resource Centre.

8. Income Prepayments

Includes the balance, £449, of a deferred grant of £5,000 from the Isle of Wight Council towards the final costs of the HLF project will continue to be held until retention payments have been finalised around October 2018. Similarly, a small overpayment of £1,027 from the HLF in their final claim, to what had been expected, will be held until retention finalisation.

9. Deferred Income

A commercial chipper was donated at the beginning of 2017 with an estimated useful life of four years. Deferred Income is being released annually into the income and expenditure account over the four year period 2017 – 2020 inclusive.

10. Total Funds

Total funds for the Charity are showing at year end of £19,257 of which £4,508 represents the future VAT charge on the final invoice, once the retention is signed off. A grant from Cowes Town Council in 2017 of £2,000 for the purchase of a storage container is retained on the balance sheet at the end of March 2018.

11. Trustees Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31st March 2018.