

BERKHAMSTED TOWN COUNCIL

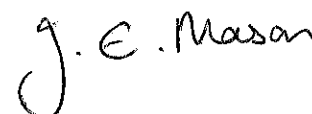
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2nd Floor
Civic Centre
Berkhamsted
Hertfordshire
HP4 3HD

1 May 2018

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on Tuesday 8 May 2018 at 7.30pm for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS:

Councillors	B Newton (Chair)
	S Bateman
	E Collins
	J Jones
	T Ritchie
	G Stevens
	G Yearwood

SUBSTITUTE MEMBERS:

Councillors	G Corry
	P Matthews
	I Reay

EX OFFICIO

Councillor	Mrs C Green	Town Mayor
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MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

OPENING MATTERS

- FP 27/18** To receive **apologies for absence**
- FP 28/18** To receive **declarations of interest** regarding items on the agenda
- FP 29/18** To approve the **minutes of the previous meeting** held on 12 March 2018.
- FP 30/18** **Chair's Communications**

- (i) NALC Newsletter – 24 April 2018
(240418)*
- (ii) BCA April 2018 newsletter
(27 April 2018)*

*(Date circulated to Councillors)

- FP 31/18** To suspend **Standing Orders to allow public participation**

FINANCIAL MATTERS

- FP 32/18** **Grant Applications**

- (i) To consider a grant application made on 23 April 2018 by Keely Siddiqui Charlick on behalf of Sunnyside Rural Trust. £1,060 is requested to purchase a cabinet and signage together with installation costs of a defibrillator cabinet. SRT has already raised the funds for a defibrillator which is only accessible during SRT's office hours. The installation of an outdoor cabinet would enable the device to be installed on the exterior of the building, making it available for allotment holders at Sunnyside Old and New and people attending services and community events at Sunnyside Church. (Papers attached.)

- FP 33/18** **Income and Expenditure including Receipts and Payments Schedule**

31 March 2018 figures are not yet available in view of the year end processes currently being undertaken (see below).

- FP 34/18** **Year End 2017/18 Update**

- (i) Internal Audit Visit by John Watson of Auditing Solutions – this will have taken place earlier in the day - Tuesday 8 May.
- (ii) Preparation of accounting statements by DCK Accounting Solutions – Friday 11 May 2018.

It should be **noted** that the Council Chamber will be required from 8 am and throughout the day and early evening on the above dates. Additionally, the Town Clerk and Finance Officer will be heavily involved in the work throughout.

- (iii) Completion of Annual Governance and Accountability Return – This has to have been received by the External Auditors, PKF Littlejohn LLP, by Tuesday 12 June 2018. Therefore, the Full Council meeting to approve the Return and associated paperwork will be on Monday 4 June 2018.

FP 35/18 National Salary Award 2018-2020

- (i) To **note** that following recent discussions at National level, HAPTC's Council Development Officer, in an e-mail dated 22 April, forwarded the agreed pay scales for 2018 -19. (Circulated to councillors on 25 May 2018.)
- (ii) To **note** that this agreement results in a 2% pay increase for all Town Council staff with effect from 1 April 2018. The increase will be paid in May, backdated to 1 April 2018. Further information regarding 2019 – 20 is awaited
- (iii) To **note and approve** the Town Clerk's actions in advising staff members and making appropriate arrangements with the Town Council's payroll provider.

POLICY MATTERS

FP 36/18 Festival of Light

To **receive** the notes of the "wash up" meeting held on 27 February 2018 (previously circulated).

FP 37/18 General Data Protection Regulations

To **note** that The Government has recently tabled an amendment to the Data Protection Bill to exempt all parish, town and community councils and parish meetings from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply, but that appointing a Data Protection Officer to support a council's approach to data protection will be discretionary and may be regarded as good practice.

HAPTC will give a further update as soon as more information becomes available.

JEM 010518

BERKHAMSTED TOWN COUNCIL
MINOR GRANTS (up to £1,000)
APPLICATION FORM

Name of Organisation:

.....Sunnyside Rural Trust.....

Correspondence Address:

NameKeely Siddiqui Charlick.....

Address C/o Civic Centre

161 -163 High Street

Berkhamsted

Herts.....

PostcodeHP4 3HD.....

Contact detailskeely@sunnysideruraltrust.org.uk.....

1. What is the nature of your organisation's activity?

. Sunnyside Rural Trust supports young people and adults with learning disabilities by offering training and employment opportunities within a social enterprise setting. We offer a wide range of employment opportunities including growing and selling fresh produce e.g. fruit, vegetables and salads; poultry keeping; PAT testing; gardening design and maintenance; allotment makeovers; and growing and selling a wide range of plants including Dacorum Borough Council bedding plant contract. We sell our produce and services through our 2 farm shops, local networks, regular markets stalls and local events.

2. Is your organisation a registered charity? YES/ number ..1004264.....

3. Is your organisation part of, or affiliated to, any national organisation? NO*

If yes please give details:

.....
.....

4. What is the catchment area covered by your organisation?Dacorum Borough Council.....

5. Briefly describe the project or purpose for which you require a grant

.....We have received funding for a defibrillator for our activity centre site in Berkhamsted. It sites within Berkhamsted Town Council's allotments and next door to Sunnyside Church. We intend to make our defibrillator available to both of these organisations. It requires a cabinet to store it in.....

6. How will the project benefit the community or residents of Berkhamsted?

.....We have the defibrillator indoors and it will be available to the community whist we are on site. However, we would like to offer this to the wider community for outside hours and therefore it requires a secure cabinet for installation. We have raised the funds for the machine and first aid kit and ask the town council to fund the outdoor cabinet, installation, a set of replacement pads and signage for across the site.The machines can prolong and save lives and this would add great value to a remote area of the town.....

7. Is your organisation VAT registered ? No Vat number.....

8. When do you intend to start the project
?.....asap.....

Completion date ?.....within 3 months.....

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

Cabinet £574 plus VAT, SIGNAGE £60 and installation of £250

Continue on separate sheet if necessary

VAT (if applicable)

£.....176.80.....

Total estimated cost of project £ 1060.80

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation

£.....0.....

Funds that you intend to raise yourself from events:

£.....0.....

Grants or loans applied for / confirmed from other organisations:

£.....0.....

Grant requested from Berkhamsted Town Council

£...1060.08.....

TOTAL FUNDING OF PROJECT £ 1,060.08

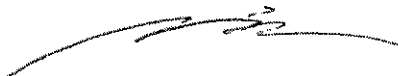
10. Please give details of any reserves or savings held by your organisation

.....£296,647.....

11. Who should cheque be made payable to?Sunnyside Rural Trust

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name ...Keely Siddiqui Charlick.....



Signed

.....

PositionCEO..... Date.....23/04/2018.....

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be sent to:

TheTown Clerk
161 High Street,
Berkhamsted, HP4 3HD

Charity Registration No. 1004264

Company Registration No. 2600844 (England and Wales)

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	S R Madoc J Driver M J Russell J F Dyson W Conian
Secretary	K. Siddiqui Charlick
Charity number	1004264
Company number	2600844
Principal address	Civic Centre 161 - 163 High Street Berkhamsted Hertfordshire HP4 3HD
Registered office	Civic Centre 161 - 163 High Street Berkhamsted Hertfordshire HP4 3HD
Independent examiner	Gary Howard FCA Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE
Bankers	HSBC Bank plc 181 High Street Berkhamsted Hertfordshire HP4 3HQ CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Solicitors

Harrowell & Atkins
Boxwell House
275 High Street
Berkhamsted
Hertfordshire
HP4 1BW

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
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Independent examiners' report	7
Statement of financial activities	8
Balance sheet	9
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**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT**

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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)".

Objectives and activities

Purposes and aims

Our charity's aims and objectives as set out in the company's memorandum of association are to provide training and employment opportunities for adults with learning disabilities.

Our Vision

Sunnyside Rural Trust has a vision of an inclusive community where all people are valued and enriched within a sustainable environment.

Our Mission Statement

Sunnyside Rural Trust has a mission to provide services that will empower individuals to fulfil their potential for their benefit and for the benefit of the wider community and environment.

Our Values

- Inclusion
- Choice & empowerment
- Self-determination
- Sustainability
- Person-centred services
- Dignity

The Aims of Sunnyside Rural Trust

- To provide a comprehensive range of services which enable vulnerable adults to use their communities and live as independently as possible.
- To develop services which support vulnerable adults into employment.
- To provide lifelong learning provision.
- To diversify our income streams.
- To offer benefit to the local community especially through growing local food and promoting sustainability.

Strategic Objectives

- Continue to achieve SRT's aims in line with SRT's Vision, Mission and Values.
- Maintain an adequate revenue stream (excluding donations from SRT Trading and external agencies) that at least matches the SRT costs (including staff salary costs).
- Achieve revenue & profit growth of at least 1% year on year in Trust and SRT Trading.
- Strengthen top level organisation and management processes and procedures within SRT.
- Implement an affordable and fair salary structure and salary review process and procedures for all SRT staff.

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2017

Ensuring our work delivers our aims

We review our aims, objectives and activities each year in line with our strategic plan. This review assesses our achievements and performance in the previous year. We give particular attention to assessing the impact our work has had on the lives of adults with learning disabilities, their carers and the local community. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the senior management team and trustees consider how planned activities will contribute to the aims and objectives they have set.

Our main objective for the year continued to be offering training and employment opportunities to adults with learning disabilities.

Achievements and performance

We have achieved these objectives through:

- With the help of Britvic we extended our Beekeeping practice.
- We helped organised and run Abbots Applefest 2016 and sold over 200 fruit trees to residents for planting in their front gardens to promote free food. We planted 8 orchards.
- We recruited a second service manager to join the senior management team.
- We extended the farm shop building to open a café serving a range of organic and healthy meals as well as barista made coffee. The project is in partnership with Virtual Schools department of HCC.
- We replaced the Greenhouse computer at HFG, overhauled the heating, irrigation, blinds and glass to ensure it is up to date and all in working order.
- We remodelled the interior of the activity centre to create more working space.
- We received a contract extension on our Dacorum Borough Council bedding plant contract.
- We continued to meet the exacting standards of Hertfordshire County Council contract.
- The Trust ensured that all staff received both mandatory and enhanced training in social care skills, Health and Safety and horticulture.

Grants to improve our sites including:

- Affinity Water £2,500 for a polytunnel reskin
- Berkhamsted Town Council £500 for activity centre improvement.
- Hertfordshire County Council Innovation Fund £28,500 towards the café project.
- Britvic gave us 2 grants: £5,126 for bees and £1,969 for strawberry orchard.
- Lottery Celebrate Fund £9,500 for cafe opening event.
- St James Place £2,500 for Café white goods.
- The Boxmoor Trust £2,500 for Greenhouse computer.
- Tesco's Bags of Help £10,000 to improve the tranquility area space at Northchurch.
- Three Rivers District Council £300.

How our activities deliver public benefit

The charity's trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their powers and duties.

Who used and benefited from our services

We supported over 130 adults aged 17 and above to us our services each week throughout this period. In addition, we offered an indirect service to parents and carers of people who attend Sunnyside by offering valuable respite.

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2017

Strategic report

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the trustees to present a strategic report.

Financial review

The Trust continues to seek ways to diversify its income to ensure a robust financial future. The Trust has developed sound financial management systems and along with the support of the team has generated a positive financial outcome for the period. The Trust has had success in grant applications which are detailed earlier in this report. Our principal funding source is from Hertfordshire County Council training and work contract. This funding goes towards direct service costs e.g. salaries, administration, service costs and transport.

Reserves policy

It is the policy of the trustees to maintain free reserves of at least three month's running costs to enable the charity to meet all the commensurate costs in the event of the extreme scenario of winding-up, this is made of £300,000. The level of reserves is monitored and reviewed annually by the trustees. During the year we have received restricted funds which going forward totals £139,933. After designations the Unrestricted Fund balance for general use shown in the accounts is £296,647.

Principal funding sources

The Trust has a series of spot purchase contract with Hertfordshire County Council offering a number of training and work placements to young people and adults with learning disabilities.

Investment policy

All reserves not required for day to day operational costs are invested in accounts with the Charities Aid Foundation and Cambridge & Counties Bank.

Financial Risk Review

Internal risks are minimised by the implementation of procedures for the authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity. The Directors have conducted their own review of the major risks to which the charity is exposed and have established systems to mitigate those risks. These risks include damage to reputation, criminal acts, data loss, health and safety, and change to funding sources.

Plans for the future

1 Training and employment opportunities including:

- To increase our range of services and trainee numbers from Beds and Bucks and ensure we are encouraging new referrals from HCC.
- CEO to focus on developing a 4th site either Tring/Aylesbury way or North Watford.
- To develop a specialist service for people with Autism and Aspergers including the creation of a tranquillity area on each site.

Led by Senior Management Team

2 Marketing and publicity including:

- Develop a clear communications strategy.

Led by Communications Officer

3 Environmental sustainability including:

- Update transport including vehicles, cost, efficiency of rounds etc.
- To work towards a carbon neutral operating position

Led by Sustainability Committee

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2017

Plans for the future (continued)

4 Financial sustainability including:

-To develop a financial strategy to enable our work to continue.

Led by Finance and Scrutiny Committee

5 Social Enterprise including:

-Increase social enterprise activity and revenue to provide the charity with independent income to further our work.

-Development of a business development strategy.

Led by Social Enterprise Committee

Based on the strategic work above we will create a detailed development plan for the organisation as a whole and each site.

Structure, governance and management

Governing Document, Company Status and Constitution

The charity is controlled by its governing document, a deed of trust, and constitutes a company limited by guarantee as defined by the Companies Act 2006.

Recruitment and Appointment of Management Committee

The trustees, except as noted (*), who are also the directors for the purpose of company law, and who served during the year were:

S R Madoc
J Driver
M J Russell
J F Dyson
W Conlan*

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the management committee. Under the requirements of the Memorandum and Articles of Association the members of the management committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the management committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity will be set out clearly in the notes in the accounts.

New trustees are invited onto the Board by the existing trustees, having been made aware of the aims and scope of the charity and of their duties and responsibilities as trustees. The trustees reflect the needs of the charity and the client group it serves and offers a wide range of skills and experience.

The chair of the board of trustees meets each new trustee to provide trustee induction. The Chief Executive Officer provides a guided tour of all services, information on the history of the organisation and current operations.

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2017

Organisational structure

The Board of Trustees consists of up to 8 people and meets four times a year to direct and oversee the work of the charity. The Chief Executive Officer manages the charity on a day-to-day basis. The Trust has a number of strategic sub committees of the Board. These committees allow for Board members and operational staff to consult and discuss matters before advising the Board of Trustees.

Related parties

The Trust is guided by both local and national policy where it relates to the aims and objectives of the Trust.

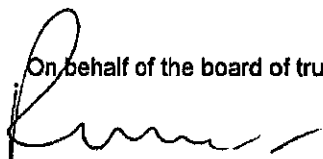
The Trust is particularly keen to meet the relevant policy and strategic aims of Hertfordshire County Council as its principal funding source, where they are in line with the aims and objectives of the Trust e.g. Valuing People Now, personalisation agenda and Health and Safety legislation.

The Trust continues to work hard promoting its work and raising the local profile of the charity. We have achieved this through developing partnerships with other local groups, speaking at local conferences, regular market stalls, presence at events, our annual report/calendar and website.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. This has been achieved through the risk management policy and is reviewed on an annual basis. The trustees and Chief Executive Officer have agreed a strategic plan which has assessed all significant risk to the organisation and a plan of action for managing this. The Chief Executive Officer is responsible for managing all internal and operational risk to the organisation and reports to the trustees every 3 months.

On behalf of the board of trustees



S R Madoc

Trustee

Dated: 24 August 2017

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of Sunnyside Rural Trust Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, 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; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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.

**SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF SUNNYSIDE RURAL TRUST LIMITED**

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 8 to 20.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Sunnyside Rural Trust Limited for the purposes of company law, are responsible for the preparation of the accounts. The 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 needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of The Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

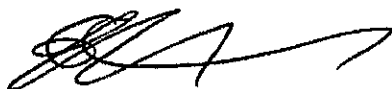
Basis of independent examiner's report

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 is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102);have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gary Howard FCA

Chartered Accountant
Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 24 August 2017

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income:						
Donations	2	42,797	-	-	42,797	13,215
<i>Income from charitable activities:</i>						
Day training and employment	3	731,880	-	80,991	812,871	728,081
<i>Income from other trading activities:</i>						
Fundraising activities		664	-	-	664	3,074
Investment income	4	4,702	-	-	4,702	3,998
Total income		780,043	-	80,991	861,034	748,368
Expenditure:						
<i>Costs of raising funds:</i>						
Fundraising activities	5	3,869	-	-	3,869	8,775
<i>Expenditure on charitable activities:</i>						
Day training and employment		759,189	-	42,380	801,569	705,411
Total expenditure		763,058	-	42,380	805,438	714,186
Net income/(expenditure) for the year before transfers		16,985	-	38,611	55,596	34,182
Gross transfers between funds		(376)	-	376	-	-
Net income for the year/ Net movement in funds		16,609	-	38,987	55,596	34,182
Reconciliation of funds						
Total funds brought forward		280,038	300,000	100,946	680,984	646,802
Total funds carried forward		296,647	300,000	139,933	736,580	680,984

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

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 31 MARCH 2017

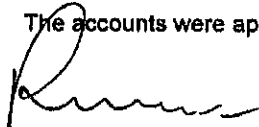
	Notes	2017		2016	
		£	£	£	£
Fixed assets					
Tangible assets	10		192,856		149,199
Investments	11		1		1
			<u>192,857</u>		<u>149,200</u>
Current assets					
Debtors	12	133,416		137,284	
Cash at bank and in hand		436,605		415,667	
			<u>570,021</u>		<u>552,951</u>
Creditors: amounts falling due within one year	13	(26,298)		(21,167)	
Net current assets			<u>543,723</u>		<u>531,784</u>
Total assets less current liabilities			<u>736,580</u>		<u>680,984</u>
Income funds					
Restricted funds	15		139,933		100,946
Unrestricted funds:					
Designated funds	16		300,000		300,000
Other charitable funds			296,647		280,038
			<u>736,580</u>		<u>680,984</u>

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 March 2017. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

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 of 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.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 24 August 2017



S R Madoc
Trustee



M J Russell
Trustee

Company Registration No. 2600844

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

These accounts 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)".

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved applying "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)" rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

Critical accounting estimates and judgements

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

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

1.2 Incoming resources

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 income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

1.3 Resources expended

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit or independent examination fees and costs linked to the strategic management of the charity.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land 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:

Freehold land is not depreciated

Freehold buildings	over 3 to 4 years
Leasehold property	over 20 years
Tools and Equipment	over 3 years
Fixtures and Fittings	over 5 years
Motor Vehicles	over 4 years

1.5 Investments

Fixed asset investments are stated at market value.

1.6 Pensions

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

1.7 Cash at bank and in hand

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 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.

SUNNYSIDE RURAL TRUST LIMITED
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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

2 Donations

	2017	2016
	£	£
Donations and gifts	<u>42,797</u>	<u>13,215</u>

3 Incoming resources from charitable activities

	Unrestricted funds	Restricted funds	Total 2017	Total 2016
	£	£	£	£
Training fees and sponsorship	724,721	80,991	805,712	713,296
Client food income	6,232	-	6,232	6,220
Miscellaneous income	927	-	927	8,565
	<u>731,880</u>	<u>80,991</u>	<u>812,871</u>	<u>728,081</u>

Included within income relating to Training fees and sponsorship are the following grants

Unrestricted funds			
Hertfordshire County Council	3,000		-
Hillside Residents Association	8,675		-
Restricted funds			
Big Lottery Fund	9,870		-
Big Lottery Fund/European Social Fund	9,795		-
Dacorum Borough Council	-		1,500
Hertfordshire CC Locality Budgets	-		500
Hertfordshire County Council	39,695		20,000
Peoples Postcode Lottery	-		20,000
Tesco	7,500		-
Boxmoor Trust	2,500		-
Affinity Water	2,500		-
The Britvic Fund	7,131		-
The ACT Foundation	1,500		-
Berkhamstead Town Council	500		-
	<u>92,666</u>		<u>42,000</u>

SUNNYSIDE RURAL TRUST LIMITED
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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

4 Investment income

	2017 £	2016 £
Interest receivable	<u>4,702</u>	<u>3,998</u>

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2017 £	Total 2016 £
Costs of generating funds					
Fundraising activities	-	-	3,869	3,869	8,775
Charitable activities					
<u>Day training and employment</u>					
Activities undertaken directly	608,280	24,364	168,925	801,569	705,411
	<u>608,280</u>	<u>24,364</u>	<u>172,794</u>	<u>805,438</u>	<u>714,186</u>

6 Fundraising activities

	2017 £	2016 £
Other costs comprise:		
Marketing	3,869	8,775
	<u>3,869</u>	<u>8,775</u>

SUNNYSIDE RURAL TRUST LIMITED
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NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

7 Activities undertaken directly

	2017	2016
	£	£
Other costs relating to Day training and employment comprise:		
Unrestricted funds		
Other staff costs	1,752	3,303
Therapeutic allowance	31,077	28,329
Clients food costs	3,713	4,100
Premises costs	15,057	11,598
Insurance	6,410	6,640
Repairs and maintenance	6,938	1,604
Northchurch site costs	2,984	5,719
Activity Centre site costs	11,213	3,834
Office costs	13,191	12,564
Computer costs	3,614	3,198
Transport and travel	39,738	32,476
General expenses	2,071	1,630
Legal and professional	7,294	6,965
Other finance costs	591	725
Bad debts	1,023	-
Governance costs	2,989	2,890
Restricted funds		
Other staff costs	160	-
Direct project costs	648	-
Repairs and maintenance	14,605	4,160
Northchurch site costs	2,257	15,840
Activity Centre costs	598	-
Office costs	59	-
Computer expenses	687	-
Travel costs	249	30
Sundry expenses	7	1,012
	<u>168,925</u>	<u>146,617</u>
Governance costs:		
Independent examination fees	2,520	2,520
Legal fees	-	-
Trustee meetings costs	469	370
	<u>2,989</u>	<u>2,890</u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or expenses from the charity during the year.

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2017 Number	2016 Number
Direct charitable and support staff	26	25
Office and management staff	5	5
	<u>31</u>	<u>30</u>

Employment costs

	2017 £	2016 £
Wages and salaries	557,507	486,413
Social security costs	42,110	37,367
Other pension costs	8,663	5,919
	<u>608,280</u>	<u>529,699</u>

There were no employees whose annual remuneration was £60,000 or more.

10 Tangible fixed assets

	Leasehold Property £	Office and Computer Equipment £	Tools and Equipment £	Fixtures and Fittings £	Motor Vehicles £	Total £
Cost						
At 1 April 2016	306,927	13,910	48,840	50,599	80,545	500,821
Additions	56,800	-	9,720	1,500	-	68,020
At 31 March 2017	<u>363,727</u>	<u>13,910</u>	<u>58,560</u>	<u>52,099</u>	<u>80,545</u>	<u>568,841</u>
Depreciation						
At 1 April 2016	190,327	12,377	48,840	48,597	51,481	351,622
Charge for the year	10,108	831	1,069	918	11,437	24,363
At 31 March 2017	<u>200,435</u>	<u>13,208</u>	<u>49,909</u>	<u>49,515</u>	<u>62,918</u>	<u>375,985</u>
Net book value						
At 31 March 2017	<u>163,292</u>	<u>702</u>	<u>8,651</u>	<u>2,584</u>	<u>17,627</u>	<u>192,856</u>
At 31 March 2016	<u>116,600</u>	<u>1,533</u>	<u>-</u>	<u>2,002</u>	<u>29,064</u>	<u>149,199</u>

SUNNYSIDE RURAL TRUST LIMITED
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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

11 Fixed asset investments

	£
Market value at 1 April 2016 and at 31 March 2017	<u>1</u>
Historical cost:	
At 31 March 2017	<u>1</u>
At 31 March 2016	<u>1</u>

Holdings of more than 20%

The company holds more than 20% of the share capital of the following companies:

Company	Country of registration or incorporation	Shares held	
		Class	%
Subsidiary undertakings			
SRT Trading Limited	United Kingdom	Ordinary	100

The aggregate amount of capital and reserves and the results of these undertakings for the last relevant financial year were as follows:

	Principal Activities	Capital and reserves	Profit/(loss) for the year
		£	£
SRT Trading Limited	Management of plant and food sales	<u>32,631</u>	<u>3,788</u>

12 Debtors

	2017	2016
	£	£
Trade debtors	58,040	69,536
Amounts owed by group undertakings	58,234	50,214
Other debtors	11,908	11,845
Prepayments and accrued income	5,234	5,689
	<u>133,416</u>	<u>137,284</u>

SUNNYSIDE RURAL TRUST LIMITED
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NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

13 Creditors: amounts falling due within one year	2017	2016
	£	£
Trade creditors	1,368	3,117
Taxes and social security costs	13,091	10,092
Other creditors	887	422
Accruals	10,952	7,536
	<u>26,298</u>	<u>21,167</u>
14 Pension and other post-retirement benefit commitments		
Defined contribution		
	2017	2016
	£	£
Contributions payable by the company for the year	<u>8,663</u>	<u>5,919</u>

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

15 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2017 £
	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	
SEIF - Northchurch	59,462	-	(3,956)	-	55,506
Short Breaks for Disabled Children Capital Fund	19,329	-	(8,590)	-	10,739
Hemel Food Garden Cafe Fund	20,000	39,695	(10,092)	-	49,603
Rudolf Steiner School Allotment	655	-	(655)	-	-
Activities Centre	1,500	-	(229)	-	1,271
Building Better Opportunities	-	9,795	(10,171)	376	-
Hemel Food Garden Cafe Opening	-	9,870	(3,471)	-	6,399
Northchurch Tranquility Area	-	7,500	(1,756)	-	5,744
Other funds	-	14,131	(3,460)	-	10,671
	<u>100,946</u>	<u>80,991</u>	<u>(42,380)</u>	<u>376</u>	<u>139,933</u>

SEIF is a project funded by the Social Enterprise Investment Fund to develop a three acre piece of land adjoining the existing Northchurch site. This fund is represented by capitalised assets and will be expended by depreciation over the coming years.

Short Breaks for Disabled Children Capital Fund is funding for the purchase of a minibus with a lift.

Hemel Food Garden Cafe Fund is funding from Dacorum Borough Council and Hertfordshire County Council Innovation Fund towards the construction and equipping of the cafe at the Hemel Food Garden.

Rudolf Steiner School Allotment is funding from Dacorum Borough Council towards the creation of an allotment at the Rudolf Steiner School in Kings Langley.

Activities Centre is a donation received to provide for facilities at the Activities Centre.

Building Better Opportunities is funding from Big Lottery Fund and the European Social Fund to improve employment opportunities for long term unemployed and hard to reach groups.

Hemel Food Garden Cafe Opening is funding from Big Lottery Fund to publicise the cafe opening and events.

Northchurch Tranquility Area is funding to create a tranquility garden at our Northchurch site.

Other funds include funding from The Britvic Fund to put on beekeeping activities and to grow strawberries and purchase a lawnmower. It also includes funding from The Boxmoor Trust and Affinity Water to purchase a computerised propagation control system and funding from The ACT Foundation to re-skin two polytunnels.

SUNNYSIDE RURAL TRUST LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

16 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2016 £	Movement in funds		Balance at 31 March 2017 £
		Incoming resources £	Resources expended £	
Running costs reserve	300,000	-	-	300,000
	<u>300,000</u>	<u>-</u>	<u>-</u>	<u>300,000</u>

The running costs reserve is to provide for funding to cover running costs in the event of a downturn in income.

17 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2017 are represented by:				
Tangible fixed assets	71,288	-	121,568	192,856
Investments	1	-	-	1
Current assets	251,656	300,000	18,365	570,021
Creditors: amounts falling due within one year	(26,298)	-	-	(26,298)
	<u>296,647</u>	<u>300,000</u>	<u>139,933</u>	<u>736,580</u>

18 Commitments under operating leases

At 31 March 2017 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	2017 £	2016 £	2017 £	2016 £
Expiry date:				
Between two and five years	-	-	3,460	3,460
In over five years	1,800	1,800	-	-
	<u>1,800</u>	<u>1,800</u>	<u>3,460</u>	<u>3,460</u>

**SUNNYSIDE RURAL TRUST LIMITED
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NOTES TO THE ACCOUNTS (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2017

19 Related parties

As at 31 March 2017 the charity was owed £58,234 (2016: £47,027) by SRT Trading Limited, which is a wholly owned subsidiary of Sunnyside Rural Trust Limited.

During the year, SRT Trading Limited made a donation under gift aid to Sunnyside Rural Trust Limited of £13,151.