

Charity number: 285162

**Grange Farm Centre Trust**  
**Trustees' report and financial statements**  
**for the year ended 5th April 2011**

***Gane Jackson Scott LLP***  
***Chartered Certified Accountants***  
***144 High Street***  
***Epping***  
***Essex CM16 4AS***

# **Grange Farm Centre Trust**

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## **Grange Farm Centre Trust**

### **Legal and administrative information**

**Charity number** 285162

**Registered office &  
Clerk to the Trustees** Mr N E Gadsby  
181 High Street  
Epping  
Essex  
CM16 4BQ

<b>Trustees</b>	Mr A Pelican	Co-optative Trustee
	Mr R D Neville	Co-optative Trustee
	Mr R Flaxman	Co-optative Trustee
	Mrs A Wheeler	Co-optative Trustee
	Mr C Huckle	Nominated by Epping Forest District Council (Retired 1st June 2011)
	Mr B Scrutton	Nominated by Epping Forest District Council (Appointed 1st June 2011)
	Mr R Church	Nominated by Epping Forest District Council (Retired 1st June 2011)
	Mr D Johnson	Nominated by Epping Forest District Council (Appointed 1st June 2011)
	Mrs P Smith	Nominated by Epping Forest District Council
	Mrs E Webster	Nominated by Essex County Council
	Mr M Tomkins	Nominated by Essex County Council

**Auditors** Gane Jackson Scott LLP  
144 High Street  
Epping  
Essex  
CM16 4AS

**Bankers** Barclays Bank Plc  
183 High Street  
Epping  
Essex  
CM16 4BH

## **Grange Farm Centre Trust**

### **Legal and administrative information**

#### **Investment Advisors**

Investec Wealth & Investment Ltd  
2 Gresham Street  
London  
EC2V 7QN

BNP Paribas Wealth Management  
5 Aldermanbury Square  
London EC2V 7HR

Shore Capital Limited  
Bond Street House  
14 Clifford Street  
London W1S 4JU

#### **Solicitors**

Foskett Marr Gadsby & Head  
181 High Street  
Epping  
Essex  
CM16 4BQ

**Grange Farm Centre Trust**  
**Report of the trustees**  
**for the year ended 5th April 2011**

The trustees present their report and the financial statements for the year ended 5th April 2011. The trustees who served during the year and up to the date of this report are set out on page 1.

**Governing document**

The charity is administered and managed subject to and in conformity with the provision of a scheme dated 25th September 1984 approved and established by the Charity Commission.

**Objects and activities to delivery public benefit**

The primary object of the Charity is to provide or assist in the provision of facilities for recreation and leisure-time occupation for the benefit of the inhabitants of the area of benefit (i.e. the Metropolitan Police District and such part of the district of Epping Forest, in the County of Essex, as is not included in the said police district) in particular and the public generally with the object of improving the conditions of life of the said inhabitants.

The Trustees are mindful of the need to meet the Public Benefit requirement and have been made aware of the guidance given to Trustees by the Charity Commission. They consider that the onus upon them is discharged by the provision of grants to the bodies listed below and by the rehabilitation of the site at Grange Farm, Chigwell, Essex. This site will provide, upon completion recreation and leisure time facilities for the benefit of the general public.

**Trustees**

Nominative trustees are appointed by the following bodies:

- Epping Forest District Council - 3 Trustees for terms of four years
- Epping County Council - 2 Trustees until appointment of successors

**Review of the year**

Construction on the Pavilion/Interpretation Centre continued and practical completion took place on 11th February 2011. Work continues in a number of areas to improve accessibility and use by all and so the costs to date are disclosed on the Balance Sheet as Asset under Construction.

The developer has continued work on the rehabilitation works required to be undertaken under the S106 Agreement.

The net movement in funds for the year was a surplus of £355,273 compared with a 2010 surplus of £2,334,044.

**Investments**

Quoted investments are held within three separate portfolios independently managed by BNP Paribas Private Investment Management Limited, Investec Wealth & Investment Limited and Shore Capital Limited. During the year the instruction to all three managers changed from capital growth with medium risk to 3% net income with capital growth with medium risk.

**Investment risk**

The trustees have appointed BNP Paribas Private Management Limited, Investec Wealth & Investment Limited and Shore Capital Limited to be investment advisers to the trust under S.11 of the Trustees Act 2000. The portfolio of investments is structured to minimise risk.

**Grange Farm Centre Trust**  
**Report of the trustees**  
**for the year ended 5th April 2011**

**Management of the Trust**

During the year the trustees met on 4 occasions. Throughout the year Trustees received reports from working sub-committees created to deal with specific issues.

Applications for grants were received and dealt with resulting in awards totalling a net figure of £114,975 to 21 applicants (5th April 2010 £104,318 to 20 applicants). All awards were made in accordance with the Trust's parameters for grants and details of these are set out as follows:

**Grants approved in the year:**

Starlight Children's Foundation  
Abridge Short Mat Bowls  
Variety Club Children's Charity  
The Chigwell War Memorial  
Stubbbers Adventure Centre  
Kings Cross Brunswick Neighbourhood Association  
Haven House Children's Hospice  
Woodside School Fund  
Reach Out - London  
The Pirate Club  
Frenford Clubs  
Friends of Oakview School  
SCZ - Chigwell Community Trust  
North Weald Village Hall  
Listening Books  
The Lopping Hall Endowment  
The Lord's Taveners  
Toynbee Hall  
Oval House Theatre  
All Saints Chigwell Row  
Training Ship Broadsword

**Freehold**

As at 5th April 2011 the Trust owns the freehold of a site in Chigwell, Essex of approximately 58 acres. In 2007 the Trust disposed of part of the site for residential development. The developer of that site entered into an s106 agreement with the Trust, Epping Forest District Council and others in which they undertook to:-

a) refurbish the land returned to the Trust and the Access Way to agreed standards and to create playing fields, a wildflower meadow and an informal leisure area;

## **Grange Farm Centre Trust**

### **Report of the trustees for the year ended 5th April 2011**

- b) contribute a capital sum for the construction of a Pavilion / Interpretation Centre; and
- c) contribute capital sums for the future maintenance of the site, buildings and Access Way.

During the year work on the new Pavilion/Interpretation Centre was completed. The Trust have obtained external funding to help fund the construction of the new building. Site refurbishment works continued throughout the year.

#### **Statement as to disclosure of information to auditors**

In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. 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.

On behalf of the board

**N E Gadsby - Clerk**

## **Grange Farm Centre Trust**

### **Independent auditor's report to the trustees of Grange Farm Centre Trust**

We have audited the financial statements of Grange Farm Centre Trust for the year ended 5th April 2011 which comprise the statement of financial activities, the balance sheet and the related notes. These financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out in the Trustees' Report, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 43 of the Charities Act 1993 and report in accordance with regulations made under section 44 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates and judgements made by the and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 5th April 2011 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and the Charities Act 1993 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).



## **Grange Farm Centre Trust**

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**Gane Jackson Scott LLP**  
**Chartered Certified Accountants and**  
**Registered Auditors**

**144 High Street**  
**Epping**  
**Essex CM16 4AS**

# Grange Farm Centre Trust

## Statement of financial activities

For the year ended 5th April 2011

	Notes	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Investment income	2	199,865	-	199,865	216,319
<b>Total incoming resources</b>		<u>199,865</u>	<u>-</u>	<u>199,865</u>	<u>216,319</u>
<b>Resources expended</b>					
Costs of generating funds:					
Investment management costs	3	61,070	61,867	122,937	144,273
Charitable activities	4	165,116	-	165,116	135,761
Governance costs	5	6,010	-	6,010	5,298
<b>Total resources expended</b>		<u>232,196</u>	<u>61,867</u>	<u>294,063</u>	<u>285,332</u>
<b>Net incoming/(outgoing) resources before other recognised gains and losses</b>		(32,331)	(61,867)	(94,198)	(69,013)
Prior year adjustment	7	-	-	-	220,406
<b>Other recognised gains and losses</b>					
Gains on investment assets		-	449,471	449,471	2,182,651
<b>Net movement in funds</b>		<u>(32,331)</u>	<u>387,604</u>	<u>355,273</u>	<u>2,334,044</u>
Total funds brought forward		650,027	9,160,121	9,810,148	7,476,104
<b>Total funds carried forward</b>		<u>617,696</u>	<u>9,547,725</u>	<u>10,165,421</u>	<u>9,810,148</u>

The notes on pages 10 to 17 form an integral part of these financial statements.

# Grange Farm Centre Trust

## Balance sheet as at 5th April 2011

	Notes	£	2011 £	£	2010 £
Tangible assets	8		5,100		5,100
Assets under construction	9		844,379		362,696
Investments	10		8,651,533		8,071,743
			<u>9,501,012</u>		<u>8,439,539</u>
<b>Current assets</b>					
Debtors	11	50,875		88,292	
Cash at bank and in hand		762,536		1,496,573	
			<u>813,411</u>	<u>1,584,865</u>	
<b>Creditors: amounts falling due within one year</b>	12	(149,002)		(214,256)	
<b>Net current assets</b>			<u>664,409</u>		<u>1,370,609</u>
<b>Net assets</b>			<u>10,165,421</u>		<u>9,810,148</u>
<b>Funds</b>	13				
Restricted income funds			9,547,725		9,160,121
Unrestricted income funds			617,696		650,027
<b>Total funds</b>			<u>10,165,421</u>		<u>9,810,148</u>

The financial statements were approved by the trustees on ..... and signed on its behalf by

**Mr A Pelican**  
Trustee

**Mr R Neville**  
Trustee

The notes on pages 10 to 17 form an integral part of these financial statements.

## **Grange Farm Centre Trust**

### **Notes to financial statements for the year ended 5th April 2011**

#### **1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

##### **1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention, except for investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act 1993.

##### **1.2. Fund accounting**

Unrestricted funds represent income received for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are those subject to special conditions imposed by the donor. The restrictions are binding upon the trustees.

The restricted funds are formed by two amounts.

Fund A - comprises approximately 25 acres of land to be preserved and maintained as an open space for the use and benefit of the inhabitants of the area of benefit. A market value of £100 is placed upon this land.

Fund B - comprises 68 acres of land over which the Trust have entered into contracts for their refurbishment. The trustees have placed the value of £5,000 on their interest in the freehold reversion to this land. The capital has been invested in trust for the Charity and can only be applied by the trustees in purchasing other land and buildings to be settled upon trust for use in the object of the Charity. As such the Trustees believe this is a Restricted Fund.

The Unrestricted Funds comprised the income from Restricted Fund B which shall be utilised to provide or to assist in the provision of facilities for recreation and leisure time occupation for the benefit of the inhabitants of the area of benefit.

##### **1.3. 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:

Income from investments is included in the year in which it is receivable.

## Grange Farm Centre Trust

### Notes to financial statements for the year ended 5th April 2011

#### 1.4. Resources expended

Expenditure is recognised on an accruals basis and is recognised in the statement of financial activities when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of those resources.

Grants are included as expenditure in the period for which the award is given. Details of grants paid are listed in the Trustees' Report.

Governance costs are those costs relating to the governance infrastructure which allows the charity to operate and to generate the information required for public accountability.

Support costs comprise those costs relating to the direct management and general running of the charity. They are allocated across the expense categories on a basis which reflects their effective contribution to that expense category.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Freehold land - Not depreciated  
Assets under construction - Not depreciated as not yet brought into use

#### 1.5. Investments

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the statement of financial activities.

#### 2. Investment income

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Bank interest receivable	1,608	-	1,608	2,805
Investment interest	556	-	556	944
UK Government stocks	4,045	-	4,045	5,332
Fixed interest securities	54,550	-	54,550	88,602
UK equities	90,229	-	90,229	92,207
Overseas equities	48,877	-	48,877	26,429
	<u>199,865</u>	<u>-</u>	<u>199,865</u>	<u>216,319</u>

# Grange Farm Centre Trust

## Notes to financial statements for the year ended 5th April 2011

### 3. Investment management costs

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Investment management fees	-	61,867	61,867	58,530
Support costs (note 6)	61,070	-	61,070	85,743
	<u>61,070</u>	<u>61,867</u>	<u>122,937</u>	<u>144,273</u>

### 4. Charitable activities

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Grants payable	114,975	-	114,975	104,318
Support costs (note 6)	50,141	-	50,141	31,443
	<u>165,116</u>	<u>-</u>	<u>165,116</u>	<u>135,761</u>

### 5. Governance costs

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Audit fees	6,000	-	6,000	5,288
Support costs (note 6)	10	-	10	10
	<u>6,010</u>	<u>-</u>	<u>6,010</u>	<u>5,298</u>

# Grange Farm Centre Trust

## Notes to financial statements for the year ended 5th April 2011

### 6. Analysis of support costs

	Investment management costs	Charitable activities	Governance	2011 Total	2010 Total
	£	£	£	£	£
Clerks management fees	2,420	21,796	-	24,216	23,703
Insurance	-	2,809	-	2,809	3,485
Legal & professional	58,611	-	-	58,611	83,334
Maintenance cost					
Roding Valley Nature Reserve	-	15,100	-	15,100	6,318
Pavillion/Interpretation Centre	-	4,804	-	4,804	-
Site	-	4,955	-	4,955	-
Trustee expenses	10	677	10	697	327
Bank charges	29	-	-	29	29
	<u>61,070</u>	<u>50,141</u>	<u>10</u>	<u>111,221</u>	<u>117,196</u>

Included under Professional fees for new building is an amount of £35,720 (5th April 2010 £18,620) paid to Mr R D Neville as trustee. The Trust entered into a formal agreement with Mr Neville to use his expertise in connection with project managing the refurbishment of the Trust's site and construction of a Pavillion/Interpretation Centre. This arrangement has been approved by the Charity Commission.

### 7. Prior year adjustment

In 2010 expenses in connection with the new Pavilion/Interpretation Centre previously written off were capitalised as part of the assets under construction resulting in a credit to the unrestricted fund of £220,406.

# Grange Farm Centre Trust

## Notes to financial statements for the year ended 5th April 2011

8. Tangible fixed assets	Land and buildings	Total
	freehold	
	£	£
<b>Cost</b>		
Additions	-	-
At 6th April 2010 and		
At 5th April 2011	5,100	5,100
<b>Net book values</b>		
At 6th April 2009	5,100	367,796
At 5th April 2011	5,100	5,100
9. Assets under construction		
	£	
At 6th April 2010	362,696	
Costs in year	1,652,576	
Less: Developers' S106 obligations	(750,802)	
Football Foundation Grant	(420,091)	
At 5th April 2011	844,379	



# Grange Farm Centre Trust

## Notes to financial statements for the year ended 5th April 2011

### 10. Fixed asset investments

#### Listed investments £

#### Valuation

At 6th April 2010	8,071,743
Additions	4,171,061
Disposals	(4,040,742)
Revaluations	449,471
At 5th April 2011	<u>8,651,533</u>

Investments are held within portfolios managed in the UK

Historical cost as at 5th April 2011	<u>7,450,701</u>
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Investments include no securities with a market value of 5% or more of the total portfolio.

### 11. Debtors

	2011 £	2010 £
Income tax	2,787	4,310
Other debtors	48,088	83,982
	<u>50,875</u>	<u>88,292</u>

### 12. Creditors: amounts falling due within one year

	2011 £	2010 £
Other creditors	57,323	91,480
Expense creditors	91,679	122,776
	<u>149,002</u>	<u>214,256</u>

# Grange Farm Centre Trust

## Notes to financial statements for the year ended 5th April 2011

### 13. Analysis of net assets between funds

	Fixed Assets	Investments	Net current assets	Total funds
	£	£	£	£
<b>Restricted Funds</b>				
Fund A	100	-	-	100
Fund B	849,379	8,651,533	46,713	9,547,625
	<u>849,479</u>	<u>8,651,533</u>	<u>46,713</u>	<u>9,547,725</u>
<b>Unrestricted Funds</b>	-	-	617,696	617,696
	<u>849,479</u>	<u>8,651,533</u>	<u>664,409</u>	<u>10,165,421</u>

In the opinion of the trustees, sufficient resources are held in an appropriate form to enable each fund to be applied in accordance with any restrictions.

### 14. Unrestricted funds

At 6th April 2010	Incoming resources	Outgoing resources	At 5th April 2011
£	£	£	£
650,027	199,865	(232,196)	617,696

### 15. Restricted funds

At 6th April 2010	Outgoing resources	Gains and losses	At 5th April 2011
£	£	£	£
100	-	-	100
9,160,021	(61,867)	449,471	9,547,625
<u>9,160,121</u>	<u>(61,867)</u>	<u>449,471</u>	<u>9,547,725</u>

**Grange Farm Centre Trust**  
**Notes to financial statements**  
**for the year ended 5th April 2011**

**16. Related party transactions**

Vantis PLC, for whom a trustee Mr R Neville is a consultant, received fees of £nil (2010 £25,146).

Alwyns LLP in which Mr R Neville is a partner, received fees of £6,490 (2010 £nil).

Mr R D Neville a trustee received fees of £35,720 (2010 £18,620).