

Trustees' Annual Report 01/07/21 to 30/06/22

Registered charity number	1011327
Company Limited by Guarantee number	2712532
Governing document	Articles of Association
Governing body	Eight trustees/directors
Trustees/directors are appointed by consensus of existing trustees/directors	

Trustees: -

Rosemary Robertshaw	Secretary
Donald Teal	
Margaret Sylvia Warner	
Barrie Robert Warner	
Susan Handforth	
Beverley Hemingway	Treasurer
Margaret Jones	Chair
Grace Parker	

Despite restrictions on meetings due to Covid 19, full discussions have regularly taken place and trustee meetings are now resumed.

The charitable aims of Horticare are to provide training for people with learning disabilities, who are deemed likely to benefit from such training in horticultural methods, allied crafts or rural skills and the marketing of produce.

Horticare's main activities throughout the year are producing and selling a wide range of garden plants and operating a garden maintenance service throughout the Wakefield district. The general public come into contact with our learning disabled trainees in a positive way, which helps to dispel the misunderstanding and prejudice about learning disabilities that still prevails to some extent. Other activities encompass woodwork, general maintenance and craft skills and it is hoped that the cooking lessons can resume following Covid restrictions.

The trustees have regard to the guidance issued by the Charity Commission on public benefit.

Our volunteer helpers make a tremendous contribution to our work, developing a rapport with the learning disabled trainees, encouraging social skills, a work ethic and friendships. They work closely with staff in all aspects of our varied programme and are extremely valued.

To further our objectives, we invest in CAF and ISF accounts, including Socially Responsible ones and our policy on reserves is as follows: -

The Trustees of Horticare believe that sound charity management is not about raising money to survive from one year to the next, or getting yourself out of the latest financial crisis. It is about planning and securing your future. We believe that strategies are needed to generate the resources necessary to underpin a strong and viable organisation, able to sustain itself into the future and develop the services its users need. Resources must also be sufficient to safeguard against factors outside our control that could disrupt our charitable work in the future, such as the pandemic just experienced and the twelve years of austerity imposed on local councils by central government, causing an imbalance between the necessary pay increases for our deserving staff and the level of payment for our service from the local authority, with almost no inflation rise for the whole of that period.

We continue to actively review our working practices to ensure that not only are we as efficient as possible for the present time, but are as cost effective as possible for the future. It is still an unknown

an ever-increasing demand on their resources. Administrative home working has taken account of all data protection requirements.

Our trainees work, learn and socialise at Horticare and take part in community activities such as the recent local Jubilee celebrations. As well as the physical support our trainees receive they know they can be supported in times of trouble such as a bereavement in the family.

We have again received a generous donation from the Charles Brotherton Trust and a bid has been put into Asda in Wakefield for help with the purchase of a new heater for our main workshop.

We continue to be well supported by customers who compliment us on the high quality of the plants we produce and our help in their gardens and are pleased by the helpful attitude of our trainees. They can see that they enjoy their work and the opportunity for friendly chats with everyone. Help and advice about any aspect of horticulture is given to our customers who appreciate the friendly and peaceful atmosphere.

Our garden maintenance team is as busy as ever, working to full capacity and being a great help to elderly people who are not able to continue maintaining their gardens but wish to remain in their own homes. Another way that the work that Horticare does provides public benefit.

Helped by council funding, we have had seven raised beds constructed on our land in which to grow vegetables for use in our kitchen when our cooking sessions resume. These make it easier for trainees to access the land, especially those with mobility problems.

We have continued with our strict Covid precautions for staff, trainees and volunteers alike, providing Lateral Flow Tests, masks, disinfectant and sanitizer, with temperature taking on arrival still in place. We have gradually allowed customers access to more areas on the nursery but still ask for hand sanitising when entering greenhouses. Our disinfecting routine is as comprehensive as ever with all the staff working together to maintain standards of hygiene. In spite of the all the difficulties caused by Covid, we have continued to provide our essential, commissioned service to Wakefield council as an Adult Day Centre, much appreciated by our trainees, who have adapted to our safety regime without complaint.

We are reassured that not only our staff and volunteers, as frontline workers in Health and Social Care, have been fully vaccinated, but that our learning disabled trainees are recognised as vulnerable people and have received their full entitlement to prompt vaccination.

The combined efforts, in difficult circumstances, of trustees, volunteers, staff and trainees are continuing to deliver the service Horticare was set up to do. Our learning disabled trainees are supported and instructed in many skills, with extra support when needed for any health issues. They are active, hardworking members of society, the raison d'être of Horticare.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Signed R Robertshaw

Date 25-7.22

Full name Rosemary Robertshaw

Position Trustee

HORTICARE

COUNCIL OF MANAGEMENT'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2022

COMPANY NUMBER 2712532 (ENGLAND & WALES)

IAN M ANDERSON FCA

HORTICARE
COUNCIL OF MANAGEMENT'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 2022

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LEGAL AND ADMINISTRATIVE DETAILS

Horticare is a registered charity that has been formed for the relief of people with learning difficulties by the provision of specialised treatment and vocational training in horticulture.

The company is limited by guarantee and does not have a share capital.

Company registration number	2712532
Charity registration number	1011327
Governing document	Articles of Association
Governing body	Eight trustees/directors
Members of the Council of Management	Rosemary Lilian Robertshaw Donald Teal Margaret Sylvia Warner Barrie Robert Warner Susan Handforth Margaret Jones Beverley Hemingway Grace Parker
Secretary	Rosemary Lilian Robertshaw
Registered address	156 Wrenthorpe Lane Wrenthorpe Wakefield WF2 0PF
Bankers	Yorkshire Bank 6-10 Northgate Wakefield WF1 1TA
Solicitors	Diken & Co 20 Bond Street Dewsbury WF13 1AT
Accountants	Ian M Anderson FCA 43 Bradford Road Tingley Wakefield WF3 1RG

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 JUNE 2022

		Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Note					
Income and Expenditure					
Incoming Resources					
	Sales and outwork	31,497		31,497	32,590
	Training fees and tuition	49,880		49,880	49,865
	Donations and gifts	1,128		1,128	741
	Fund raising events			0	0
	ASC Infection Control Tranche	2,060		2,060	874
	Rapid Testing Fund			0	4,550
	WMDC Grant			0	0
	Share Interest			0	32
	Small Business Grant			0	0
	Job Retention scheme			0	0
	Total Incoming Resources	84,565	0	84,565	88,652
Resources Expended					
	Direct charitable expenditure	84,467		84,467	88,066
2	Management and administration	3,681		3,681	5,151
3	Total resources expended	88,148	0	88,148	93,217
4					
Net incoming resources before revaluations of investment assets					
		-3,583	0	-3,583	-4,565
Profit on revaluation of investment assets					
		-1,115		-1,115	4,900
Net movement in funds					
		-4,698	0	-4,698	335
Balance brought forward at 1 July 2021					
		193,241		193,241	192,906
Balance carried forward at 30 June 2022					
		188,543	0	188,543	193,241

The notes on pages 6 to 9 form part of these accounts

BALANCE SHEET AS AT 30 JUNE 2022

	Note	2022 £	£	2021 £	£
Fixed Assets					
Tangible assets	5	62,824		56,521	
Investments	6	<u>23,524</u>		<u>24,639</u>	
			86,348		81,160
Current Assets					
Stocks		5,201		4,929	
Debtors	7	936		1,167	
Cash at bank and in hand		<u>96,393</u>		<u>106,142</u>	
		102,530		112,238	
Creditors					
Amounts falling due within one year	8	<u>335</u>		<u>157</u>	
Net current assets			102,194		112,081
			<u>188,543</u>		<u>193,241</u>
Funds					
Restricted funds	9		17,944		17,944
Unrestricted funds	9		<u>170,599</u>		<u>175,297</u>
			<u>188,543</u>		<u>193,241</u>

For the financial year ended 30th June 2021 the company was entitled to exemption from Audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with regard to the accounting records and for the preparation of accounts

Approved by the Council of Management on 15 August 2022.

These accounts have been prepared in accordance with the provisions applicable to companies in the small companies' regime.

Margaret Jones
Chair

The notes on pages 6 to 9 form part of these accounts

NOTES TO THE ACCOUNTS**FOR THE YEAR ENDED 30 JUNE 2022****1 ACCOUNTING POLICIES****1.1 Basis of preparation of the accounts**

These accounts are prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities Statement of Recommended Practice: "Accounting by Charities".

The company has taken advantage of the exemption in Financial Reporting Standard no 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

1.2 Income

Income consists of all incoming resources (whether in the form of cash or other assets or in kind) other than incoming resources received for permanent endowment.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost or their estimated value in the instance of donated assets, less depreciation which is provided at rates calculated to write off the cost or valuation, less their estimated residual value, over the expected useful lives on the following bases:

Plant & equipment	25% per annum on net book value
Motor vehicles	25% per annum on net book value

1.4 Funds

Where grants or donations are received subject to specific conditions then any accounting movements relating to these receipts are held in a separate restricted fund. Otherwise all other accounting movements are reflected through the unrestricted fund.

1.5 Investment assets

Investment assets are included in the balance sheet at their market value at the balance sheet date.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
2 DIRECT CHARITABLE EXPENDITURE				
Change in stock of plants	-272		-272	-855
Purchase of plants and seeds	18,076		18,076	17,041
Wages	56,157		56,157	55,867
Garden tools	13		13	461
Kitchen and food	870		870	544
Insurance	2,491		2,491	2,420
Heat and light	3,192		3,192	1,778
Repairs and renewals	1,051		1,051	8,588
Motor and travelling	1,992		1,992	1,658
Waste disposal	897		897	564
	<u>84,467</u>	<u>0</u>	<u>84,467</u>	<u>88,066</u>

**3 MANAGEMENT AND ADMINISTRATION
OF CHARITY**

Printing, postage and stationery	572		572	383
Professional fees	397		397	307
Telephone	1,128		1,128	1,207
Sundry	838		838	242
PPE Purchases	225		225	3,012
Boiler testing	521		521	0
	<u>3,681</u>	<u>0</u>	<u>3,681</u>	<u>5,151</u>

4 TOTAL RESOURCES EXPENDED

	Staff Costs £	Depreciation £	Other costs £	Total funds 2022 £	Total funds 2021 £
Provision of training	56,157	0	28,310	84,467	88,066
Management and administration	0	0	3,681	3,681	5,151
	<u>56,157</u>	<u>0</u>	<u>31,991</u>	<u>88,148</u>	<u>93,217</u>

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2022

5 TANGIBLE ASSETS

	Improvements to land £	Buildings £	Plant & equipment £	Motor vehicles £	Total £
Cost or valuation					
Balance at 1 July 2021	22,087	65,132	12,222	0	99,441
Additions	6,303				6,303
Disposals				0	0
	<u>28,390</u>	<u>65,132</u>	<u>12,222</u>	<u>0</u>	<u>105,744</u>
Depreciation					
Balance at 1 July 2021	5,768	27,815	9,337	0	42,920
Charge for the year					0
Disposals				0	0
	<u>5,768</u>	<u>27,815</u>	<u>9,337</u>	<u>0</u>	<u>42,920</u>
Net Book Value					
Balance at 30 June 2022	<u>22,622</u>	<u>37,317</u>	<u>2,885</u>	<u>0</u>	<u>62,824</u>
Balance at 30 June 2021	<u>16,319</u>	<u>37,317</u>	<u>2,885</u>	<u>0</u>	<u>56,521</u>

6 INVESTMENTS

Listed investments	2022 £	2021 £
Balances at 1 July 2020	24,639	19,739
Profit/(Loss) on revaluation	<u>-1,115</u>	<u>4,900</u>
	<u>23,524</u>	<u>24,639</u>

7 DEBTORS

	2022 £	2021 £
Trade debtors	936	1,167
Other debtors and prepayments	<u>-</u>	<u>-</u>
	<u>936</u>	<u>1,167</u>

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2022

8 CREDITORS: amounts falling due after one year

	2022	2021
	£	£
Other creditors and accruals	<u>335</u>	<u>157</u>

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	Total £
Fixed assets	68,904	17,444	86,348
Net current assets	<u>101,694</u>	<u>500</u>	<u>102,194</u>
	<u>170,599</u>	<u>17,944</u>	<u>188,543</u>

Accountant's Report on unaudited accounts of of the Trustees of Horticare

As described on page 5 you are responsible for the preparation of the accounts for the year ended 30 June 2022 set out on pages 4 to 9 and you consider that the company is exempt from an audit and a report under S249A(1) of the Companies Act 1985.

In accordance with your instructions, I have compiled these unaudited accounts in order to assist fulfil your statutory responsibilities, from the accounting records and explanations supplied to me

Ian Anderson.....

Date: 15 August 2022

Ian M Anderson FCA
43 Bradford Road
Tingley
Wakefield
WF3 1RG

DETAILED PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2022

	2022		2021	
	£	£	£	£
Income				
Sales and outwork		31,497		32,590
Training fees and tuition		49,880		49,865
Donations and gifts		1,128		741
Fund raising events		0		0
ASC Infection Control Tranche		2,060		874
Rapid Testing Fund		0		4,550
WMDC Grant		0		0
Share Interest		0		32
Small Business Grant		0		0
Job Retention scheme		0		0
		<u>84,565</u>		<u>88,652</u>
Indirect expenditure				
Printing, postage and stationery	572		383	
Professional fees	397		307	
Telephone	1,128		1,207	
Sundry	838		242	
PPE Purchases	225		3,012	
Computer costs	521		0	
		<u>3,681</u>		<u>5,151</u>
Income less indirect expenses		80,884		83,501
Direct charitable expenses				
Change in stock of plants	-272		-855	
Purchase of plants and seeds	18,076		17,041	
Wages	56,157		55,867	
Garden tools	13		461	
Kitchen and food	870		544	
Insurance	2,491		2,420	
Heat and light	3,192		1,778	
Repairs and renewals	1,051		8,588	
Motor and travelling	1,992		1,658	
Waste disposal	897		564	
		<u>84,467</u>		<u>88,066</u>
Income less expenditure		<u><u>-3,583</u></u>		<u><u>-4,565</u></u>

HORTICARE

COUNCIL OF MANAGEMENT'S REPORT AND ACCOUNTS

FOR THE YEAR ENDED 30TH JUNE 2022

COMPANY NUMBER 2712532 (ENGLAND & WALES)

IAN M ANDERSON FCA

HORTICARE
COUNCIL OF MANAGEMENT'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 2022

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The company is limited by guarantee and does not have a share capital.

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STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 30 JUNE 2022

		Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Note					
Income and Expenditure					
Incoming Resources					
		31,497		31,497	32,590
		49,880		49,880	49,865
		1,128		1,128	741
				0	0
		2,060		2,060	874
				0	4,550
				0	0
				0	32
				0	0
				0	0
		<u>84,565</u>	<u>0</u>	<u>84,565</u>	<u>88,652</u>
Resources Expended					
	2	84,467		84,467	88,066
	3	3,681		3,681	5,151
	4	<u>88,148</u>	<u>0</u>	<u>88,148</u>	<u>93,217</u>
Net incoming resources before revaluations of investment assets					
		-3,583	0	-3,583	-4,565
Profit on revaluation of investment assets					
		-1,115		-1,115	4,900
Net movement in funds					
		-4,698	0	-4,698	335
Balance brought forward at 1 July 2021					
		193,241		193,241	192,906
Balance carried forward at 30 June 2022					
		<u>188,543</u>	<u>0</u>	<u>188,543</u>	<u>193,241</u>

The notes on pages 6 to 9 form part of these accounts

BALANCE SHEET AS AT 30 JUNE 2022

	Note	2022 £	£	2021 £	£
Fixed Assets					
Tangible assets	5	62,824		56,521	
Investments	6	<u>23,524</u>		<u>24,639</u>	
			86,348		81,160
Current Assets					
Stocks		5,201		4,929	
Debtors	7	936		1,167	
Cash at bank and in hand		<u>96,393</u>		<u>106,142</u>	
		102,530		112,238	
Creditors					
Amounts falling due within one year	8	<u>335</u>		<u>157</u>	
Net current assets			102,194		112,081
			<u>188,543</u>		<u>193,241</u>
Funds					
Restricted funds	9		17,944		17,944
Unrestricted funds	9		<u>170,599</u>		<u>175,297</u>
			<u>188,543</u>		<u>193,241</u>

For the financial year ended 30th June 2021 the company was entitled to exemption from Audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with regard to the accounting records and for the preparation of accounts

Approved by the Council of Management on 15 August 2022.

These accounts have been prepared in accordance with the provisions applicable to companies in the small companies' regime.

Margaret Jones
Chair

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1.4 Funds

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1.5 Investment assets

Investment assets are included in the balance sheet at their market value at the balance sheet date.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
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Purchase of plants and seeds	18,076		18,076	17,041
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Garden tools	13		13	461
Kitchen and food	870		870	544
Insurance	2,491		2,491	2,420
Heat and light	3,192		3,192	1,778
Repairs and renewals	1,051		1,051	8,588
Motor and travelling	1,992		1,992	1,658
Waste disposal	897		897	564
	<u>84,467</u>	<u>0</u>	<u>84,467</u>	<u>88,066</u>

**3 MANAGEMENT AND ADMINISTRATION
OF CHARITY**

Printing, postage and stationery	572		572	383
Professional fees	397		397	307
Telephone	1,128		1,128	1,207
Sundry	838		838	242
PPE Purchases	225		225	3,012
Boiler testing	521		521	0
	<u>3,681</u>	<u>0</u>	<u>3,681</u>	<u>5,151</u>

4 TOTAL RESOURCES EXPENDED

	Staff Costs £	Depreciation £	Other costs £	Total funds 2022 £	Total funds 2021 £
Provision of training	56,157	0	28,310	84,467	88,066
Management and administration	0	0	3,681	3,681	5,151
	<u>56,157</u>	<u>0</u>	<u>31,991</u>	<u>88,148</u>	<u>93,217</u>

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2022

5 TANGIBLE ASSETS

	Improvements to land £	Buildings £	Plant & equipment £	Motor vehicles £	Total £
Cost or valuation					
Balance at 1 July 2021	22,087	65,132	12,222	0	99,441
Additions	6,303				6,303
Disposals				0	0
	<u>28,390</u>	<u>65,132</u>	<u>12,222</u>	<u>0</u>	<u>105,744</u>
Depreciation					
Balance at 1 July 2021	5,768	27,815	9,337	0	42,920
Charge for the year					0
Disposals				0	0
	<u>5,768</u>	<u>27,815</u>	<u>9,337</u>	<u>0</u>	<u>42,920</u>
Net Book Value					
Balance at 30 June 2022	<u>22,622</u>	<u>37,317</u>	<u>2,885</u>	<u>0</u>	<u>62,824</u>
Balance at 30 June 2021	<u>16,319</u>	<u>37,317</u>	<u>2,885</u>	<u>0</u>	<u>56,521</u>

6 INVESTMENTS

Listed investments	2022 £	2021 £
Balances at 1 July 2020	24,639	19,739
Profit/(Loss) on revaluation	<u>-1,115</u>	<u>4,900</u>
	<u>23,524</u>	<u>24,639</u>

7 DEBTORS

	2022 £	2021 £
Trade debtors	936	1,167
Other debtors and prepayments	<u>-</u>	<u>-</u>
	<u>936</u>	<u>1,167</u>

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2022

8 CREDITORS: amounts falling due after one year

	2022	2021
	£	£
Other creditors and accruals	<u>335</u>	<u>157</u>

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund £	Restricted fund £	Total £
Fixed assets	68,904	17,444	86,348
Net current assets	<u>101,694</u>	<u>500</u>	<u>102,194</u>
	<u>170,599</u>	<u>17,944</u>	<u>188,543</u>

Accountant's Report on unaudited accounts of of the Trustees of Horticare

As described on page 5 you are responsible for the preparation of the accounts for the year ended 30 June 2022 set out on pages 4 to 9 and you consider that the company is exempt from an audit and a report under S249A(1) of the Companies Act 1985.

In accordance with your instructions, I have compiled these unaudited accounts in order to assist fulfil your statutory responsibilities, from the accounting records and explanations supplied to me

Ian Anderson.....

Date: 15 August 2022

Ian M Anderson FCA
43 Bradford Road
Tingley
Wakefield
WF3 1RG

DETAILED PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2022

	2022		2021	
	£	£	£	£
Income				
Sales and outwork		31,497		32,590
Training fees and tuition		49,880		49,865
Donations and gifts		1,128		741
Fund raising events		0		0
ASC Infection Control Tranche		2,060		874
Rapid Testing Fund		0		4,550
WMDC Grant		0		0
Share Interest		0		32
Small Business Grant		0		0
Job Retention scheme		0		0
		<u>84,565</u>		<u>88,652</u>
Indirect expenditure				
Printing, postage and stationery	572		383	
Professional fees	397		307	
Telephone	1,128		1,207	
Sundry	838		242	
PPE Purchases	225		3,012	
Computer costs	521		0	
		<u>3,681</u>		<u>5,151</u>
Income less indirect expenses		80,884		83,501
Direct charitable expenses				
Change in stock of plants	-272		-855	
Purchase of plants and seeds	18,076		17,041	
Wages	56,157		55,867	
Garden tools	13		461	
Kitchen and food	870		544	
Insurance	2,491		2,420	
Heat and light	3,192		1,778	
Repairs and renewals	1,051		8,588	
Motor and travelling	1,992		1,658	
Waste disposal	897		564	
		<u>84,467</u>		<u>88,066</u>
Income less expenditure		<u><u>-3,583</u></u>		<u><u>-4,565</u></u>