

Company registration number: 03895150

Charity registration number: 1079060

# Ford Park Cemetery Trust (a company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2021

## **Ford Park Cemetery Trust (a company limited by guarantee)**

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# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Trustees' Report**

### **Reference and Administrative Details**

<b>Trustees</b>	Mr J Clamp Mrs M Heath Dr I Hodgins Mr L Netherton (resigned 9 September 2020) Mrs L Noad Miss J Northey
<b>Senior Management Team</b>	Miss J Bruce, Office manager Mr P Turner, Grounds Manager
<b>Principal Office</b>	Ford Park Road Plymouth Devon PL4 6NT The charity is incorporated in England & Wales.
<b>Company Registration Number</b>	03895150
<b>Charity Registration Number</b>	1079060
<b>Bankers</b>	Lloyds TSB Raleigh Street Derry's Corss PLYMOUTH PL1 1EU
<b>Independent Examiner</b>	Francis Clark LLP Chartered Accountants & Statutory Auditor North Quay House Sutton Harbour PLYMOUTH PL4 0RA

# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Trustees' Report**

### **Structure, governance and management**

The Trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for year ended 31 March 2021.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Company's Memorandum and Articles of Association 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 (FRS102) (Effective 1 January 2019).

### **Status**

The Company was incorporated on 13 December 1999 and is bound by its Memorandum and Articles of Association. The Company is limited by guarantee, having no share capital. It is a registered charity. In the event of the company being wound up the liability of each Trustee is limited to £10.

The business of the Trust is managed by the Board of Trustees.

### **Policies adopted for the induction and training of Trustees**

Potential Trustees are asked to attend a number of board meetings as an observer, to see how the Trust works. Following appointment and once they have settled in, they usually take on a specific task as part of their duties as a Trustee.

For on-going training purposes, support is provided by other Trustees to ensure others are happy with their role and can complete the various tasks correctly.

### **Organisational structure and decision-making**

The Trust does not form part of a larger group or have a parent company or subsidiary. The responsibility of running the Trust falls to the Trustees.

The board of Trustees meet formally once a month to review financial details, discuss events, requirements, and the general matters for the running of the Trust. When required the board take external advice, for example on repairs to property, so they can make the appropriate decision for the distribution of funds. All decisions are made on a majority vote.

## **Financial review**

### **Results**

The Trustees report an overall deficit of the year of £11,116 (2020: deficit £21,477). Unrestricted reserves have increased from £305,899 to £307,245, with free reserves increasing from £89,773 to £96,274.

The Trustees are continuing to focus on increasing the Trust's income and controlling its costs. The Trust continues to keep costs under control in the continuing difficult economic circumstances.



# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Trustees' Report**

### **Going concern**

After making appropriate enquires and due consideration, the Trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. The effect of the Covid -19 pandemic is addressed further on in this report.

### ***Policy on reserves***

The Trustees are mindful of their obligation to apply the income of their Trust in the furtherance of its purposes within a reasonable period of receipt whilst at the same time recognising the long-term planning needed to fully achieve the Trust's objectives. In arriving at a suitable level of retained funds, the Trustees have taken account of the likely recurrence of its main sources of income, the seasonal manner in which income and expenditure can arise, health and safety considerations and on-going commitments and contingencies. In ideal circumstances the Trustees consider £30,000 to be a desirable level of retained unrestricted liquid reserves. When reserves fall below this level it is the Trustees' policy to return them to the targeted level as soon as possible. At the year end unrestricted liquid reserves stood at £109,649.

### ***Principal funding sources***

The vast majority of the Trust's income is generated from burial fees and grave maintenance, as well as donations received from the local community and legacies left to the Trust. Local government also provides grants to the Trust. More detail is provided later in the report.

### ***Investment policy and objectives***

The Trust has insufficient uncommitted funds to consider long-term investments, and a review of performance and performance targets is not required. The Trust continues to grow, which dictates that the investment policy is to keep any surplus liquid funds in short-term deposits, which are low risk, and to spread the risk across at least two banks. In the fullness of time, should the trust have sufficient funds to invest beyond short-term bank deposits, it would seek independent professional advice, including considering ethical and other issues.

# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Trustees' Report**

### **Objectives, activities, achievements and performance**

#### **Principal Activity**

The company's principal activity was the provision and maintenance of Ford Park Cemetery as a public burial place.

#### **Public Benefit**

The Charities Act 2006 introduced the requirement for charities to show they provided public benefit.

The Trustees have reviewed the objects, goals, services and objectives of the charitable company in light of this requirement and can confirm that Ford Park Cemetery Trust serves the public benefit.

This Trustees' Annual Report continues to evidence how the charitable company strived to meet need.

The Trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **The Wider Vision**

The guiding vision of Ford Park Cemetery Trust is the provision of a beautiful and safe burial place close to the heart of Plymouth physically and emotionally.

The Trustees share the vision and promote the importance and value of Ford Park Cemetery as a cemetery with a landscape of beauty and tranquillity, rich in history and wildlife.

The Trustees also realise that the cemetery provides an opportunity for delivering other benefits to the community including support for leisure interests and education.

In normal (non Covid 19 restricted), years this includes well supported guided walks, talks and exhibitions catering for all ages. Enquiries to hire the facilities of the exhibition centre, Northey Room and Chapel are welcomed.

Thanks to the efforts of staff, volunteers, trustee-directors and other supporters, Ford Park is strongly supported as a desirable place for burials, symbols of remembrance, casual walks, guided tours of various historical and environmental elements and education and entertainment through the outstanding exhibitions. We hope that Ford Park will increasingly become the 'Cemetery of Choice' for local residents and those further afield with connections to the cemetery or Plymouth generally.

#### **Coronavirus - Covid-19**

It is appropriate to refer to this exceptional pandemic which has transformed lives and created tragedies for so many.

The impact at Ford Park has been significant and has reduced most sources of income, luckily by careful management of income (including some government furlough support) and minimising expenditures we have so far managed to continue without reducing any permanent field or office staff.

Many of the comments which follow are related to the impact of the pandemic.

## Ford Park Cemetery Trust (a company limited by guarantee)

### Trustees' Report

#### Ford Park as a Public Burial Place

Burials and purchase of burial plots has fallen compared to last year.

Some increases to charges have been made - but we are conscious of fee levels elsewhere in the area and are keen to remain a competitive and affordable choice. Thus with little immediate prospect for an increase in this source of income we must maximise net income by keeping costs as low as possible by restraint and efficiency and by thus ensuring that charges are sufficient to continue delivering services. As will be referred to later the current Coronavirus epidemic has restricted activities in February and March of the year under consideration which would in normal circumstances boost the shortfall.

As in previous years, a reduced grant of £10k was received from Plymouth City Council.

We are grateful to those whom, keen to see the cemetery survive, regard our charges as minimum contributions and support us further by lifetime memberships, donations and bequests. We hope such support will increase this year to help us close the gap in other income which is still being affected by Coronavirus.

We note below some statistics:

#### Burials at Ford Park Cemetery

Year Ending	Full Burials	Interment of Cremated Remains
31.03.2001	45	12
31.03.2002	42	9
31.03.2003	40	11
31.03.2004	43	17
31.03.2005	58	24
31.03.2006	36	17
31.03.2007	50	21
31.03.2008	34	23
31.03.2009	41	17
31.03.2010	36	19
31.03.2011	42	26
31.03.2012	38	24
31.03.2013	42	19
31.03.2014	46	21
31.03.2015	40	14
31.03.2016	48 (16 hospital burials)	19
31.03.2017	49 (19 hospital burials)	18
31.03.2018	57 (11 hospital burials)	19
31.03.2019	54 (10 hospital burials)	23
31.03.2020	38 (No hospital burials)	18
31.03.2021	43 (No hospital burials)	19

## Ford Park Cemetery Trust (a company limited by guarantee)

### Trustees' Report

#### Sale of Burial Rights

Year Ending	Sale of Burial Rights in Perpetuity	Sale of Burial Rights for a term of years	Total
31.03.2002	-	16	16
31.03.2003	6	15	21
31.03.2004	7	13	20
31.03.2005	8	23	31
31.03.2006	19	15	34
31.03.2007	18	22	40
31.03.2008	8	13	21
31.03.2009	16	23	39
31.03.2010	16*	16*	32
31.03.2011	19	12	31
31.03.2012	8	16	24
31.03.2013	10	25	35
31.03.2014	11	21	32
31.03.2015	17	14	31
31.03.2016	9	11	20
31.03.2017	15	24	39
31.03.2018	15	20	35
31.03.2019	14	24	38
31.03.2020	15	16	31
31.03.2021	17	15	32

\* Correction of figures in Annual Report for 2009-2010

# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Trustees' Report**

### **Ford Park as a Working Cemetery**

There are priorities to be observed in managing the grounds for burials, grave maintenance, access, amenity, wild life and aesthetics.

Our priorities are:

#### Safety for staff and all visitors

With this in mind we have policies in place to follow, including closing the cemetery where severe weather warnings are in place, annual inspection of the trees, methods of grave preparation and backfilling, testing of grave headstones and heavy statues and ornamentation and the requirement to keep dogs on leads at all times. Referring particularly to dog walkers we cannot emphasise too much the risks posed by dogs not being appropriately controlled - accidents to staff and visitors - health issues from faeces and distress to those visiting the resting places of loved ones. We have resisted banning dogs as we know that to responsible owners their pet provides company and security. We will continue to keep this under review.

#### Aesthetics

We want Ford Park to be an attractive, comforting, tranquil and respectful place for all, but particularly in the context of a place for burials. We try to ensure that the view from the main gates towards the restored Victorian Chapel is attractive and well maintained. We also try to keep other areas accessible and attractive but with consideration for wild flora and fauna, allowing in places wildflowers and blossom and seed.

#### Funerals

This is our key purpose and focus. We have to ensure that the roads and paths are accessible to vehicles and pedestrians and that care is taken to minimise impact of new burials on neighbouring burial plots and grave furniture.

#### Public enjoyment and education

The cemetery survived liquidation due to the efforts of those who preceded the Trust (two of whom are current trustees) and the considerable support generated. It is because over 23,000 local people took the time to sign the petitions to save the cemetery that the Trust was set up and the cemetery continues to survive. We acknowledge that the continuing support of the community is a key element in our current and future survival. We need the people of Plymouth and others with a tie to the Cemetery to feel ownership and pride in what they and we have achieved. This is why we offer access to Ford Park as frequently as we can safely manage and why we provide exhibitions and other events including talks and walks and seasonal happenings such as the Summer Fair, Carol Services and the like to ensure that we reach out to as many people as possible.

# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Trustees' Report**

### Wild life

We are aware of the limited niches in a city such as Plymouth where indigenous wildlife thrive, and seek to manage the cemetery with consideration for the diversity of wildlife present in the cemetery in as far as it is compatible with the other aims above. Many birds and other creatures have made the park their main residence.

Managing the cemetery grounds is always a challenge. The grass growing season seems to increase each year and grass can display phenomenal growth in short periods of time. Balancing the ordered and cared for appearance of the cemetery is difficult with acknowledgement of the longer grass habitat preferred by some wildlife and the limited resources available in terms of manpower and equipment.

### **The Last Year (April 2020 - March 2021)**

#### **The Office**

Due to government direction and advice together with our wish to keep our staff and visitors safe for a large part of the year the office where enquiries are normally made has been closed to face to face contact. However cemetery related business has continued with a reduced staff dealing with enquiries at home or behind locked office doors. It is to the credit of our office staff and associated Trustees and volunteers that business (although reduced), has continued.

#### **Exhibitions**

Due to the pandemic exhibitions were suspended but now continue - subject to precautions.. All are welcome and admission is free (although donations are gratefully received). The exhibitions are often attended by folk unfamiliar with the cemetery and the Trust and this helps to get the message across that we are a working cemetery and much more besides. The Visitors to the exhibitions regularly show their appreciation of the displays verbally and in their comments left in the visitors' book.

#### **The Café**

This modern space provides a café which is run by volunteers with appropriate food hygiene qualifications open in conjunction with the exhibitions and talks. It is also available to book for wakes and other purposes both directly for Trust and for third party use. This is also the place to purchase interesting books - often with a local focus - and amazing preserves including jams and unique savoury preparations. Income from this facility supports other expenditures. Subject to precautions this facility will be available again for wakes and for casual refreshments. Opening details will be displayed outside the café.

#### **The Northey Room**

A valuable resource which is run by volunteers which has achieved a five star rating from Plymouth City Council's Environmental Services. This area provides a space to prepare food and drink and also an area for volunteers to produce craft offerings and Christmas wreaths which provide a significant income for the Trust. Similarly to the Café this had to close but will be in use again shortly.

#### **Walks and Talks**

These events, benefit the Trust in promoting awareness of its existence and also produces some income. The events are advertised in our events' calendar, and provide many interesting historical and environmental insights into the Cemetery. Again these had to be suspended but it is hoped to restart these popular activities shortly.

# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Trustees' Report**

### **Memorial Garden**

This attractive area is proving popular following the previous year's refurbishment.

### **Children's Burial Area**

The Trustees are reviewing ways in which to improve this area and are open to ideas for improvement and fundraising.

### **External Events**

The Trust is always grateful to the dedicated volunteers / Trustees who attend events on the Trust's behalf also those whom historically have provided, and hopefully in the future will provide, on site and external talks to the benefit of the Trust.

Summer and Autumn fairs will now continue, and subject to review of government requirements and advice, we will now begin to formulate other events and activities.

### **Coronavirus - Covid 19 April 2020 - March 2021**

This devastating disease has had an effect on the results of the year as fundraising income was lost in the period due to precautionary measures imposed/recommended by central government and related safety policies of the Trust.

### **Thanks and Acknowledgements**

The problem as always with thankyou's and general acknowledgements is there is always some really important person or some organisation missed, so as the Chairman of Ford Park Cemetery Trust I apologise in advance to those persons and organisations missed:

Those I have remembered include:

Our volunteers who contribute so much to the life of Ford Park individually and as part of the various support groups

Our Trustees who give up their time and provide insights and advice without remuneration

Our full and part-time staff who under the supervision of their managers, Jackie Bruce (office staff) and Peter Turner (Grounds Staff), show great commitment to success of the Cemetery

You - our members whose interest in the Cemetery make it so worthwhile

Those whom have given donations both big and small

## Ford Park Cemetery Trust (a company limited by guarantee)

### Trustees' Report

The undertakers who work with us to ensure that Ford Park is the Cemetery of Choice

Plymouth City Council

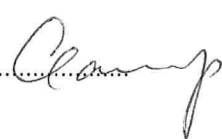
The Commonwealth War Graves Commission

The stonemasons who undertake their work with care and consideration

Our accountants Francis Clark

The annual report was approved by the Trustees of the charity on 8/11/21 and signed on its behalf by:

Mr J Clamp  
Trustee





## Ford Park Cemetery Trust (a company limited by guarantee)

### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Ford Park Cemetery Trust (a company limited by guarantee) for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees of the charity on 8/11/21 and signed on its behalf by:

Mr J Clamp  
Trustee

## **Ford Park Cemetery Trust (a company limited by guarantee)**

### **Independent Examiner's Report to the trustees of Ford Park Cemetery Trust (a company limited by guarantee)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 13 to 28.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of Ford Park Cemetery Trust (a company limited by guarantee) (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of Ford Park Cemetery Trust (a company limited by guarantee) are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of Ford Park Cemetery Trust (a company limited by guarantee) as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Duncan Leslie (ACA)  
PKF Francis Clark

Chartered Accountants & Statutory Auditor  
North Quay House  
Sutton Harbour  
PLYMOUTH  
PL4 0RA

Date: 08/11/2021..

## Ford Park Cemetery Trust (a company limited by guarantee)

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	56,086	1,758	57,844
Charitable activities	4	166,388	-	166,388
Other trading activities	5	10,952	-	10,952
Investment income	6	50	-	50
Total income		<u>233,476</u>	<u>1,758</u>	<u>235,234</u>
<b>Expenditure on:</b>				
Raising funds	7	(17,978)	-	(17,978)
Charitable activities	8	<u>(214,152)</u>	<u>(14,220)</u>	<u>(228,372)</u>
Total expenditure		<u>(232,130)</u>	<u>(14,220)</u>	<u>(246,350)</u>
Net income/(expenditure)		<u>1,346</u>	<u>(12,462)</u>	<u>(11,116)</u>
Net movement in funds		1,346	(12,462)	(11,116)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>305,899</u>	<u>602,140</u>	<u>908,039</u>
Total funds carried forward	18	<u><u>307,245</u></u>	<u><u>589,678</u></u>	<u><u>896,923</u></u>

The notes on pages 17 to 28 form an integral part of these financial statements.

## Ford Park Cemetery Trust (a company limited by guarantee)

### Statement of Financial Activities for the Year Ended 31 March 2021 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	20,124	7,004	27,128
Charitable activities	4	164,353	-	164,353
Other trading activities	5	13,671	-	13,671
Investment income	6	62	-	62
Total income		<u>198,210</u>	<u>7,004</u>	<u>205,214</u>
<b>Expenditure on:</b>				
Raising funds	7	(14,860)	(605)	(15,465)
Charitable activities	8	<u>(194,751)</u>	<u>(16,475)</u>	<u>(211,226)</u>
Total expenditure		<u>(209,611)</u>	<u>(17,080)</u>	<u>(226,691)</u>
Net expenditure		<u>(11,401)</u>	<u>(10,076)</u>	<u>(21,477)</u>
Net movement in funds		(11,401)	(10,076)	(21,477)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>317,300</u>	<u>612,216</u>	<u>929,516</u>
Total funds carried forward	18	<u>305,899</u>	<u>602,140</u>	<u>908,039</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 and 2021 is shown in note 18.

## Ford Park Cemetery Trust (a company limited by guarantee)

(Registration number: 03895150)

Balance Sheet as at 31 March 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	14	716,770	734,557
<b>Current assets</b>			
Debtors	15	8,360	9,161
Cash at bank and in hand		<u>193,528</u>	<u>183,241</u>
		201,888	192,402
<b>Creditors: Amounts falling due within one year</b>	16	<u>(16,039)</u>	<u>(13,790)</u>
<b>Net current assets</b>		<u>185,849</u>	<u>178,612</u>
<b>Total assets less current liabilities</b>		902,619	913,169
<b>Creditors: Amounts falling due after more than one year</b>	17	<u>(5,696)</u>	<u>(5,130)</u>
<b>Net assets</b>		<u><u>896,923</u></u>	<u><u>908,039</u></u>
<b>Funds of the charity:</b>			
<b>Restricted</b>		589,678	602,140
<b>Unrestricted income funds</b>			
Unrestricted		<u>307,245</u>	<u>305,899</u>
<b>Total funds</b>	18	<u><u>896,923</u></u>	<u><u>908,039</u></u>

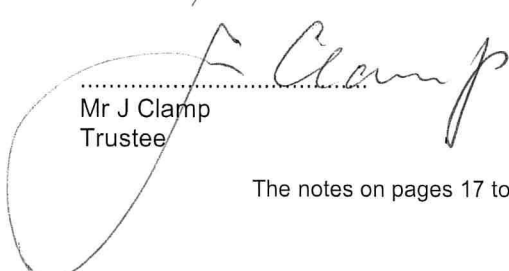
For the financial year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The financial statements on pages 13 to 28 were approved by the trustees, and authorised for issue on 8/11/21 and signed on their behalf by:

  
Mr J Clamp  
Trustee

The notes on pages 17 to 28 form an integral part of these financial statements.

## Ford Park Cemetery Trust (a company limited by guarantee)

### Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net (expenditure) for the reporting period		(11,116)	(21,477)
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation	7	20,301	19,636
Investment income	6	<u>(50)</u>	<u>(62)</u>
		9,135	(1,903)
<b>Working capital adjustments</b>			
Decrease/(increase) in debtors	15	801	(3,820)
Increase/(decrease) in creditors	16	155	(203)
Increase in deferred income	17	<u>1,640</u>	<u>458</u>
Net cash flows from operating activities		<u>11,731</u>	<u>(5,468)</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	6	50	62
Purchase of tangible fixed assets	14	<u>(2,514)</u>	<u>(7,386)</u>
Net cash flows from investing activities		(2,464)	(7,324)
<b>Cash flows from financing activities</b>			
Repayment of capital element of finance leases and HP contracts		<u>1,020</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents		10,287	(12,792)
Cash and cash equivalents at 1 April		<u>183,241</u>	<u>196,033</u>
Cash and cash equivalents at 31 March		<u><u>193,528</u></u>	<u><u>183,241</u></u>

All of the cash flows are derived from continuing operations during the above two periods.

# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **1 Charity status**

The charity is a company limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The address of its registered office is:

Ford Park Cemetery  
Ford Park Road  
PLYMOUTH  
PL4 6NT

### **2 Accounting policies**

#### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements 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 2019) - (Charities SORP (FRS 102)), and the Companies Act 2006.

#### **Basis of preparation**

Ford Park Cemetery Trust (a company limited by guarantee) meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the Charity.

#### **Impact of Coronavirus**

The Covid 19 pandemic continued to impact the Trust during the year, reducing the Trust's ability to raise income through fund raising and other trading activities. However, by careful management of income and minimising expenditure along with use of the Government furlough scheme the Trust has ended the year in a relatively strong financial position.

# **Ford Park Cemetery Trust (a company limited by guarantee)**

## **Notes to the Financial Statements for the Year Ended 31 March 2021**

### **Judgements and key sources of estimation uncertainty**

In the application of the charity's accounting policies, which are described in this note, management is required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historically known factors and experience. Therefore management do not perceive there to be any critical areas of judgement or key sources of estimation uncertainty in the formulation of the financial statements.

Any estimates and underlying assumptions used by management such as depreciation rates are reviewed on an ongoing basis. Any revision deemed to be required to any accounting estimates would be recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the grant of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

### **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

### **Deferred income**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.



## **Ford Park Cemetery Trust (a company limited by guarantee)**

### **Notes to the Financial Statements for the Year Ended 31 March 2021**

#### ***Gift aid***

Incoming resources from tax reclaims are included in the Statement of Financial Activities at the same time as the gift to which they relate.

#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

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**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Tangible fixed assets**

Individual fixed assets costing £100 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Land & Buildings	2% straight line
Office furniture & equipment	25% straight line
Computer equipment	33% straight line
Outside equipment	10% straight line
Motor vehicles	20% straight line

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

#### Financial instruments

##### Classification

The charity holds the following financial instruments:

- Short term trade and other debtors and creditors; and
- Cash and bank balances.

All financial instruments are classified as basic.

##### Recognition and measurement

The charity has chosen to apply the recognition and measurement principles in FRS102.

Financial instruments are recognised when the charity becomes party to the contractual provisions of the instrument and derecognised when in the case of assets, the contractual rights to cash flows from the assets expire or substantially all the risks and rewards of ownership are transferred to another party, or in the case of liabilities, when the charity's obligations are discharged, expire or are cancelled.

Such instruments are initially measured at transaction price, including transaction costs, and are subsequently carried at the undiscounted amount of the cash or other consideration expected to be paid or received, after taking account of impairment adjustments.

### 3 Income from donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Donations and legacies;				
Donations from individuals	7,108	1,758	8,866	17,128
Legacies	1,000	-	1,000	-
Grants, including capital grants;				
Government grants	29,143	-	29,143	10,000
Coronavirus Job Retention Scheme	18,835	-	18,835	-
	<u>56,086</u>	<u>1,758</u>	<u>57,844</u>	<u>27,128</u>

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 4 Income from charitable activities

	Unrestricted funds £	Total 2021 £	Total 2020 £
Burial and other fees	72,952	72,952	61,974
Grave maintenance income	33,703	33,703	32,504
Lease of graves	38,907	38,907	40,886
War grave maintenance income	20,136	20,136	18,458
VAT recovered on deregistration	-	-	9,756
Membership fees	690	690	775
	<u>166,388</u>	<u>166,388</u>	<u>164,353</u>

#### 5 Income from other trading activities

	Unrestricted funds £	Total 2021 £	Total 2020 £
Visitor centre income	205	205	5,870
Memorial benches and plaques	6,877	6,877	5,037
Sundry income	3,870	3,870	2,764
	<u>10,952</u>	<u>10,952</u>	<u>13,671</u>

#### 6 Investment income

	Unrestricted funds £	Total 2021 £	Total 2020 £
Interest receivable on bank deposits	<u>50</u>	<u>50</u>	<u>62</u>

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 7 Expenditure on raising funds

##### a) Costs of trading activities

		Unrestricted funds	Total 2021	Total 2020
	Note	£	£	£
Memorial benches and plaques		2,324	2,324	2,309
Office expenses		1,800	1,800	2,770
Printing and stationery		823	823	643
Visitor centre costs		523	523	2,457
Sundry expenses		9,826	9,826	4,792
Hospitality costs		783	783	818
Post and telephone		1,899	1,899	1,676
		<u>17,978</u>	<u>17,978</u>	<u>15,465</u>

#### 8 Expenditure on charitable activities

	General Unrestricted funds	Restricted	Total 2021	Total 2020
	£	£	£	£
Wages and salaries	155,445	-	155,445	136,466
Staff NIC	5,504	-	5,504	4,825
Pension costs	1,900	-	1,900	1,532
Bad debts	77	-	77	-
Cemetery maintenance	6,706	-	6,706	5,838
Security	1,914	-	1,914	1,519
Bank charges	1,270	-	1,270	1,327
Motor expenses	1,659	-	1,659	1,585
Light, heat and power	7,928	-	7,928	7,550
Insurance	17,651	-	17,651	16,354
Depreciation	6,919	13,382	20,301	19,636
Repairs and improvements	931	838	1,769	2,625
Legal and professional	3,898	-	3,898	3,551
Staff agency costs	-	-	-	4,368
Governance costs	2,350	-	2,350	4,050
	<u>214,152</u>	<u>14,220</u>	<u>228,372</u>	<u>211,226</u>

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

	Activity undertaken directly £	Activity support costs £	2021 £	2020 £
Maintenance of the Ford Park Cemetery	196,942	29,229	226,171	207,176
Governance costs	-	2,350	2,350	4,050
	<u>196,942</u>	<u>31,579</u>	<u>228,521</u>	<u>211,226</u>

£214,152 (2020: £194,751) of the above expenditure was attributable to unrestricted funds and £14,220 (2020: £16,475) to restricted funds.

#### 9 Analysis of governance and support costs

##### Charitable activities expenditure

	Basis of allocation	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Depreciation	100%	6,919	13,382	20,301	19,636
Office costs	100%	4,192	838	5,030	9,839
Legal and professional	100%	3,898	-	3,898	3,551
Governance	100%	2,350	-	2,350	4,050
		<u>17,359</u>	<u>14,220</u>	<u>31,579</u>	<u>37,076</u>

All governance and support costs are allocated to expenditure on charitable activities.

All governance and support costs are allocated to expenditure on charitable activities.

##### Governance costs

	Unrestricted funds £	Total 2021 £	Total 2020 £
Independent examiner fees			
Examination of the financial statements	2,350	2,350	2,350
Other fees paid to examiners	-	-	1,700
	<u>2,350</u>	<u>2,350</u>	<u>4,050</u>

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 10 Net outgoing resources

Net outgoing resources for the year include:

	2021	2020
	£	£
Depreciation of fixed assets	20,301	19,636
Independent examiner's fees	2,350	2,350
Independent examiner's other services	-	1,700

#### 11 Trustees' remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 12 Staff costs

The aggregate payroll costs were as follows:

	2021	2020
	£	£
<b>Staff costs during the year were:</b>		
Wages and salaries	155,445	135,671
Social security costs	5,504	4,825
Pension costs	1,900	1,532
	<u>162,849</u>	<u>142,028</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2021	2020
	No	No
Full and part time employees	<u>12</u>	<u>11</u>

No employee received emoluments of more than £60,000 during the year.

The total employee benefits of the key management personnel of the charity were £47,406 (£4,036 of this consisted of pension and social security costs) (2020 - £44,420 with £3,680 consisting of pension and social security costs).

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2020	916,583	33,132	2,300	952,015
Additions	-	2,514	-	2,514
At 31 March 2021	916,583	35,646	2,300	954,529
<b>Depreciation</b>				
At 1 April 2020	193,331	23,782	345	217,458
Charge for the year	18,332	1,854	115	20,301
At 31 March 2021	211,663	25,636	460	237,759
<b>Net book value</b>				
At 31 March 2021	704,920	10,010	1,840	716,770
At 31 March 2020	723,252	9,350	1,955	734,557

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### Assets held under finance leases and hire purchase contracts

The net carrying amount of tangible assets includes the following amounts in respect of assets held under finance leases and hire purchase contracts:

	2021 £	2020 £
Office equipment	<u>810</u>	<u>-</u>

#### 15 Debtors

	2021 £	2020 £
Trade debtors	5,491	5,829
Prepayments	<u>2,869</u>	<u>3,332</u>
	<u>8,360</u>	<u>9,161</u>

#### 16 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	2,048	2,251
Hire purchase and finance leases	720	-
Other taxation and social security	2,204	1,855
Accruals	2,359	2,350
Deferred income	<u>8,708</u>	<u>7,334</u>
	<u>16,039</u>	<u>13,790</u>

	2021 £	2020 £
Deferred income at 1 April 2020	7,334	7,269
Resources deferred in the period	8,708	7,334
Amounts released from previous periods	<u>(7,334)</u>	<u>(7,269)</u>
Deferred income at year end	<u>8,708</u>	<u>7,334</u>

#### 17 Creditors: amounts falling due after one year

	2021 £	2020 £
Hire purchase and finance leases	300	-
Deferred income	<u>5,396</u>	<u>5,130</u>
	<u>5,696</u>	<u>5,130</u>



## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 18 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
Unrestricted income fund	305,899	233,476	(232,130)	307,245
<b>Restricted funds</b>				
Long term maintenance fund	70,973	-	(302)	70,671
Victorian Chapel fund	515,715	-	(12,892)	502,823
Bell Tower Project	15,452	190	(20)	15,622
Cooperative Group	-	500	(500)	-
Friends of Ford Park	-	1,068	(506)	562
<b>Total restricted funds</b>	<u>602,140</u>	<u>1,758</u>	<u>(14,220)</u>	<u>589,678</u>
<b>Total funds</b>	<u>908,039</u>	<u>235,234</u>	<u>(246,350)</u>	<u>896,923</u>

The specific purposes for which the funds are to be applied are as follows:

Long term maintenance funds:

In previous years the Trust received funds for maintaining specific graves and monuments. The interest accruing on the deposits and, if necessary any capital, is to be used for the long term maintenance of these. Any fund remaining after 100 years will revert to the unrestricted general fund. During the year a depreciation charge of £302 has been provided in respect of a ride on mower.

Victorian Chapel restoration fund:

In previous years the Trust was successful in its bid for Heritage Lottery funding to restore the Victorian Chapel. Funds raised and donations received have been treated as restricted funds and will be used for the project accordingly. During the year a depreciation charge of £12,892 has been provided in respect of the chapel.

Bell Tower Project fund:

The Trust received donations from the public for the restoration of the chapel bell tower. Project works have yet to start and at the year end a balance of £15,622 was carried forward for use in future years.

During the year the Trust received £500 from the Co-op and £318 from The Friends of Ford Park Cemetery for the purchase of a gazebo, this amount was fully expensed in the year. The Friends of Ford Park Cemetery donated a further £750 towards the purchase of two refurbished laptops which were purchased during the year. The year end balance of £562 represents the net book value of the laptops held in fixed assets.

## Ford Park Cemetery Trust (a company limited by guarantee)

### Notes to the Financial Statements for the Year Ended 31 March 2021

	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
<i>General</i>				
Unrestricted income fund	317,300	198,210	(209,611)	305,899
<b>Restricted</b>				
Long term maintenance fund	68,257	6,904	(4,188)	70,973
Victorian Chapel fund	528,607	-	(12,892)	515,715
Bell Tower Project	15,352	100	-	15,452
<b>Total restricted funds</b>	<u>612,216</u>	<u>7,004</u>	<u>(17,080)</u>	<u>602,140</u>
<b>Total funds</b>	<u>929,516</u>	<u>205,214</u>	<u>(226,691)</u>	<u>908,039</u>

#### 19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2021 £
Tangible fixed assets	210,971	505,799	716,770
Current assets	118,011	83,879	201,890
Current liabilities	(16,341)	-	(16,341)
Creditors over 1 year	(5,396)	-	(5,396)
<b>Total net assets</b>	<u>307,245</u>	<u>589,678</u>	<u>896,923</u>

#### 20 Related party transactions

There were no related party transactions in the year.

#### 21 Control

The charitable company is controlled by the Trustees who are also the directors of the company.