

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 2024

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

Trustees and officers

The trustees and officers serving during the year and since the year end were as follows:

Trustees:

- Mr J Clamp (Chair)
- Mr D Coles
- Ms W Coulton (resigned 3 October 2023)
- Mrs M Heath
- Dr I Hodgins
- Mr W Lightfoot
- Mr R Martin
- Mrs L Noad
- Miss J Northey
- Mr R Tatam
- Mr J West

Senior Management / Leadership Team:

- Miss J Bruce, Office manager
- Mr P Turner, Grounds Manager

Principal Office:

- Ford Park Road
- Plymouth
- Devon
- PL4 6NT

The Trust is incorporated in England & Wales.

Trust Registration Number: 1079060

Company Registration Number: 03895150

Independent Examiner:

- Francis Clark LLP
- Chartered Accountants & Statutory Auditor
- Melville Building East
- Unit 18, 23 Royal William Yard
- Plymouth
- PL1 3GW

Bankers:

- Lloyds TSB
- Raleigh Street
- Derry's Corss
- PLYMOUTH
- PL1 1EU

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 2024.

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 (effective - 1 January 2019).

Status

The Company was incorporated on 13 December 1999 and is bound by its Memorandum and Articles of Association as may be amended from time to time with approval (normally at the AGM), of members. 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.

Trustees can also be appointed under other conditions laid out in the Trust's Memorandum of Association.

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 every six weeks 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.

Health and Safety support and Personnel advice is provided by external organisations.

Key management personnel

Key management personnel consists of the Grounds Manager and the Office Manager.

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

Financial review

Results

The Trustees report an overall deficit of the year of £38,652 (2023: deficit £43,282). Unrestricted reserves have decreased from £306,143 to £277,325, with free reserves decreasing from £74,787 to £54,230. Free reserves are unrestricted funds readily available to spend on any of the Trust's purposes.

The Trustees are continuing to focus on increasing the Trust's income and controlling its costs. The Trust continues to keep expenditure under control by investigating new suppliers and by looking at new sources of regular income streams.

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.

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 £50,000 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 free reserves stood at £54,230 and the Trust held £155,856 in cash and bank balances.

Principal funding sources

The majority of the Trust's income is generated from grave sales, burial fees and, grave maintenance, including the Commonwealth War Graves Commission. Other important sources of income which help to keep the cemetery viable include donations and legacies and a grant from the local authority. 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 investment policy, as in previous years, 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, to increase stability of the Trust, the Trust hopes to have sufficient funds to invest beyond short-term bank deposits.

Objectives, activities, achievements and performance

Principal Activity

The Trust's principal activity was the provision and maintenance of Ford Park Cemetery as a public burial place and to provide a space for education and enjoyment of the historic monuments, grade 2 architectural chapel and nature.

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

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 provision of a beautiful and safe burial place close to the heart of Plymouth remains the guiding vision of the Trust.

The Trustees share the vision and promote the importance and value of Ford Park Cemetery as a cemetery with a landscape of historic significance, beauty and tranquillity, rich in wildlife. Cemeteries should serve the living as well as the dead.

The Trustees also realise that the cemetery provides an opportunity for delivering other benefits to the community including support for leisure interests, education and exercise. This includes well supported guided walks, talks and exhibitions catering for all ages. We continue with our WW2 walks for schools, and we have had several schools take advantage of this.

Enquiries to hire the facilities of the exhibition centre, Northey Room and Chapel are welcomed and the use of our Visitors Centre to hold wakes has increased.

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 also held several concerts and fayres throughout the year which bring in income but also attract people who may not have visited the cemetery before or were unaware of its existence or the fact that it is a working cemetery.

We continue to advertise Ford Park as the 'Cemetery of Choice' for local residents and those further afield with connections to the cemetery or Plymouth generally.

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

Ford Park as a Public Burial Place

Burials and purchase of burial plots have continued but slightly reduced on previous years. We are in challenging times with more families selecting cremation over burial and we are competing for a shrinking market although our sale of burial rights was the same as last year. The use of our Chapel for a service only, continues albeit considerably down on last year and previous years. We have invested in a new large screen television which allows families to show photos and videos during their service.

With the increase in the minimum wage and the considerable rise in energy costs, felt throughout all businesses, we had to increase our charges, however we are conscious of fee levels elsewhere in the area and are keen to remain a competitive and affordable choice.

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

As in previous years we are fortunate that we continue to receive financial support from various sources such as Trust memberships, donations and bequests and although donations were slightly higher than last year they are still below the level of previous years.

Hopefully we will have some increase in donations for this coming year which will assist us to 'balance the books' and to allow us to progress some maintenance of the cemetery which we have had to put on hold due to financial constraints.

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

We note below some statistics:

Burials at Ford Park Cemetery

Year Ending	Full Burials	Interment of Cremated Remains
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	19
31.03.2017	49	18
31.03.2018	57	19
31.03.2019	54	23
31.03.2020	38	18
31.03.2021	43	19
31.03.2022	42	32
31.03.2023	30	27
31.03.2024	25	25

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

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

31.03.2008	8	13	21
31.03.2009	19	20	39
31.03.2010	11	21	32
31.03.2011	18	13	31
31.03.2012	8	17	25
31.03.2013	15	20	35
31.03.2014	13	19	32
31.03.2015	16	15	31
31.03.2016	12	8	20
31.03.2017	20	19	39
31.03.2018	17	18	35
31.03.2019	14	24	38
31.03.2020	13	18	31
31.03.2021	15	17	32
31.03.2022	11	31	42
31.03.2023	14	12	26
31.03.2024	6	21	27

Chapel service only

Year ended	Number
31.03.2019	34
31.03.2020	79
31.03.2021	93
31.03.2022	59
31.03.2023	55
31.03.2024	39

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, wildlife and aesthetics.

Our priorities are:

Safety for staff and all visitors

We have policies in place, which are prepared by our contracted Health & Safety consultant, 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 always keep dogs on leads. We had to close the cemetery on several occasions due to severe weather warnings and we have recently completed our 5 yearly monument testing program.

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 have had several cases of abusive and aggressive dog owners who have reacted to either staff or volunteers politely requesting them to put their dogs on leads. We will continue to keep this under review. We ask all visitors to take time to read the signs and follow their guidance.

Currently we do not charge for cars parked in the designated areas by genuine visitors to the cemetery.

However, cars are parked at the owner's risk, and we reserve the right to raise charges and/or to move improperly parked vehicles.

The 5MPH speed limit is essential for safety.

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 particularly attractive and well maintained. Our volunteers continue to keep the memorialised roses in front of the vaults by the carpark well-tended and they look a picture when they are in bloom. We also try to keep other areas accessible and attractive but with consideration for wild flora and fauna, allowing in places wildflowers to blossom and seed, but as always, with the increased growing season the work of keeping the grass down is a challenge for our ground staff.

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

Funerals

This is our key purpose and focus. We must 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. We have one section of road leading up past the Roman Catholic section that requires attention once funds become available.

We provide a comprehensive burial service including:

- Traditional environmentally responsible burials and interment of cremated remains.
- Availability of our beautifully restored listed Victorian Chapel for services of all faiths and secular services
- Reception facilities for pre or post funeral conversations and refreshments
- Choice of location
- The option to purchase 25 year or longer including 'in perpetuity' (nominally but incorrectly referred to as freehold), leases of grave spaces

History

The cemetery established by Act of Parliament in the nineteenth century continued after the previous company went into liquidation but the cemetery was saved due to the efforts of the Guardians who preceded the Trust (two of whom are current Trustees) and the considerable support they generated. It is because over 26,000 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 in saving the cemetery for burials and wider community and wildlife benefits. 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 seasonal happenings such as the Summer and other Fairs and Bric-a-Brac sales, Concerts, Carol Services, Quiz shows, jigsaw exchanges and walks and talks and the like all ensure that we reach out to and cater for as many people as possible.

Wildlife

We are aware of the limited niches in a city such as Plymouth where indigenous wildlife thrives 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 cemetery their main residence. One of our past Chairman, John Boon, has prepared a draft environmental policy to enable us to manage the cemetery in an ecological and 'green' manner with a view to considering wildlife and lowering our carbon footprint.

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.

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

The Office

Our office staff are always pleased to help enquirers find graves, arrange maintenance contracts and advise on forthcoming events. They are particularly efficient in the compassionate manner in which they deal with grieving families who wish to use our services.

The Visitors Centre

The Visitors' Centre and café are a good source of income with visitors who wish to look at the various exhibitions or just want to have a cup of tea and a chat with friends. It has also continued to be well used for wakes and other meetings which is another source of income, and we are continuing to advertise this facility for hire for these and other types of hire. There is a shop attached to the café which sells a variety of jams and chutneys and other interesting items.

Exhibitions

We have continued with our excellent series of exhibitions this year which have included Maritime Disasters, Dirty Old Town - 19th Century Plymouth, Victorian Symbolism and Notable Woman. We also had a short exhibition on the Royal Family in conjunction with the Coronation.

We do not charge for entry to the exhibitions, but donations are always welcome and once again the comments in the visitor's book have been very complimentary. We are indebted to one of our trustees, Dr Ian Hodgins, who prepares the posters for the exhibitions in a very professional manner.

The exhibitions are another way of advertising the cemetery and we regularly get visitors who have never been to the cemetery before.

The Northey Room

The Northey Room continues to be used for the craft club and for refreshments on Saturday mornings and when we have visiting volunteer groups from various organisations. This brings in essential income for the Trust. It is also used as an additional meeting room, and we are trying to advertise this area for additional bookings for meetings etc.

Walks and Talks

These events benefit the Trust in promoting awareness of its existence and produces some income. The events are advertised in our events' calendar and have this year included walks and a talk to coincide with each exhibition, and several private walks booked by outside organisations and run by our heritage team.

External Events

The Trust supports various events in the local community run by Plymouth City Council or other organisations with trustees or volunteers attending to promote the Trust. Our volunteers also attend Harewood House for a week to run the coffee and refreshments which brings additional income.

Ford Park Cemetery Trust (a company limited by guarantee)

Trustees' Report

Fairs and Bric a Brac Sales

We held our Spring, Summer and Christmas Fayres selling a variety of items either donated or made by volunteers which raised a significant income. Our Bric a Brac sales are held every Saturday - again raising much needed income for the trust. We held our Remembrance service, Annual Carol Service and the Classical Guitar Concert with David Cotter. We held two Quiz nights with refreshments and a variety of themed lunches which were well attended. This year we held our first dog show which was a great success, and our thanks must go to Warwick Lightfoot, one of our trustees, for suggesting and organising it. This event is now added to our calendar - please look out for it. We have a calendar of events available on our website or in paper form from the Trust's office. Opening hours Monday to Friday except Bank Holidays between 9am and 4pm.

New Ideas

If you have a new idea which would raise funds for the Trust or increase awareness of our existence then please contact the Chair by email: jcfordpark@aol.com

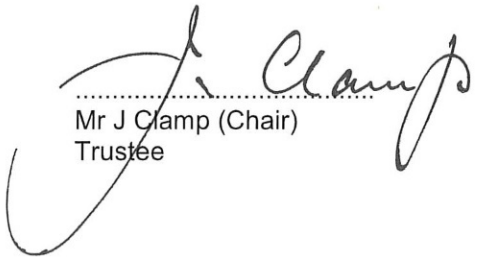
Thanks and Acknowledgements

The problem as always with thankyou's and general acknowledgements is there is always some 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 such as the separate but supporting Friends of Ford Park Charity
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 the success of the Cemetery
You - our members whose interest in the Cemetery make it so worthwhile
Those who have given donations both big and small
General supporters including those who attend our events
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 Trust on 11/12/24 and signed on its behalf by:


Mr J Clamp (Chair)
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 applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

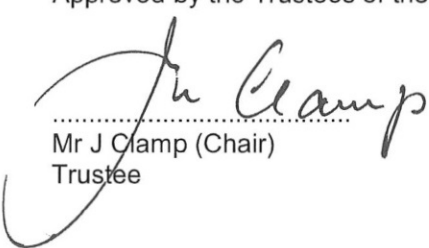
Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company 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 accounting standards, comprising FRS 102 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 proper accounting records that can 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.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Trustees of the Trust on 11/12/24 and signed on its behalf by:


.....
Mr J Clamp (Chair)
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) ('the Company')

I report to the Trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the Trustees of the Company (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 the Company 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 Trust'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.

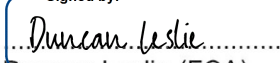
Independent examiner's statement

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.

Signed by:


Duncan Leslie (FCA)

Chartered Accountants & Statutory Auditor
PKF Francis Clark

Melville Building East
Unit 18, 23 Royal William Yard
Plymouth
PL1 3GW

Date: 16 December 2024

Ford Park Cemetery Trust (a company limited by guarantee)

Statement of Financial Activities for the Year Ended 31 March 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £
Income and Endowments from:				
Donations and legacies	3	24,708	5,376	30,084
Charitable activities	4	151,240	-	151,240
Other trading activities	5	20,005	-	20,005
Investment income	6	1,609	-	1,609
Total income		<u>197,562</u>	<u>5,376</u>	<u>202,938</u>
Expenditure on:				
Raising funds	7	(14,825)	(1,123)	(15,948)
Charitable activities	8	<u>(211,555)</u>	<u>(14,087)</u>	<u>(225,642)</u>
Total expenditure		<u>(226,380)</u>	<u>(15,210)</u>	<u>(241,590)</u>
Net expenditure		<u>(28,818)</u>	<u>(9,834)</u>	<u>(38,652)</u>
Net movement in funds		(28,818)	(9,834)	(38,652)
Reconciliation of funds				
Total funds brought forward		<u>306,143</u>	<u>570,169</u>	<u>876,312</u>
Total funds carried forward	18	<u><u>277,325</u></u>	<u><u>560,335</u></u>	<u><u>837,660</u></u>

The notes on pages 18 to 29 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 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	3	23,441	5,020	28,461
Charitable activities	4	155,952	-	155,952
Other trading activities	5	18,181	-	18,181
Investment income	6	189	-	189
Total income		<u>197,763</u>	<u>5,020</u>	<u>202,783</u>
Expenditure on:				
Raising funds	7	(17,443)	-	(17,443)
Charitable activities	8	<u>(214,691)</u>	<u>(13,931)</u>	<u>(228,622)</u>
Total expenditure		<u>(232,134)</u>	<u>(13,931)</u>	<u>(246,065)</u>
Net (expenditure)/income		<u>(34,371)</u>	<u>(8,911)</u>	<u>(43,282)</u>
Net movement in funds		(34,371)	(8,911)	(43,282)
Reconciliation of funds				
Total funds brought forward		<u>340,514</u>	<u>579,080</u>	<u>919,594</u>
Total funds carried forward	18	<u><u>306,143</u></u>	<u><u>570,169</u></u>	<u><u>876,312</u></u>

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

The funds breakdown for 2024 and 2023 is shown in note 18.

Ford Park Cemetery Trust (a company limited by guarantee)

(Registration number: 03895150)

Balance Sheet as at 31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible assets	14	696,761	717,531
Current assets			
Debtors	15	9,901	23,998
Cash at bank and in hand		<u>155,856</u>	<u>160,323</u>
		165,757	184,321
Creditors: Amounts falling due within one year	16	<u>(19,284)</u>	<u>(19,465)</u>
Net current assets		<u>146,473</u>	<u>164,856</u>
Total assets less current liabilities		843,234	882,387
Creditors: Amounts falling due after more than one year	17	<u>(5,574)</u>	<u>(6,075)</u>
Net assets		<u><u>837,660</u></u>	<u><u>876,312</u></u>
Funds of the Trust:			
Restricted		560,335	570,169
Unrestricted income funds			
Unrestricted		<u>277,325</u>	<u>306,143</u>
Total funds	18	<u><u>837,660</u></u>	<u><u>876,312</u></u>

For the financial year ending 31 March 2024 the Trust 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 Trust 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.

The financial statements on pages 14 to 29 were approved by the Trustees, and authorised for issue on 11/12/24 and signed on their behalf by:

Mr J Clamp (Chair)
Trustee

The notes on pages 18 to 29 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 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net (expenditure) / income for the reporting period		(38,652)	(43,282)
Adjustments to cash flows from non-cash items			
Depreciation	8	21,528	21,492
Investment income	6	(1,609)	(189)
(Profit)/loss on disposal of fixed assets	10	610	-
		(18,123)	(21,979)
Working capital adjustments			
Decrease/(increase) in debtors	15	14,097	(1,597)
(Decrease)/increase in creditors	16	(2,486)	3,378
Increase in deferred income	16, 17	1,804	1,719
Net cash flows from operating activities		(4,708)	(18,479)
Cash flows from investing activities			
Interest receivable and similar income	6	1,609	189
Purchase of tangible fixed assets	14	(2,368)	(39,863)
Sale of tangible fixed assets		1,000	-
Net cash flows from investing activities		241	(39,674)
Cash flows from financing activities			
Repayment of capital element of finance leases and HP contracts		-	(300)
Net decrease in cash and cash equivalents		(4,467)	(58,453)
Cash and cash equivalents at 1 April		160,323	218,776
Cash and cash equivalents at 31 March		155,856	160,323

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

The notes on pages 18 to 29 form an integral part of these financial statements.

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

1 Trust status

The Trust 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 Trust 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 Trust's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the Trust.

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

Judgements and key sources of estimation uncertainty

In the application of the Trust'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 Trust 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 Trust 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 Trust before the Trust 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 Trust 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 Trust.

Grants receivable

Grants are recognised when the Trust 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 Trust has unconditional entitlement.

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

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 Trust 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 Trust's compliance with constitutional and statutory requirements, including audit, strategic management and Trustees' meetings and reimbursed expenses.

Taxation

The Trust 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 Trust 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 £500 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:

Asset class	Depreciation method and rate
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 2024

Fund structure

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

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

Financial instruments are recognised when the Trust 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 Trust'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 2024 £	Total 2023 £
Donations and legacies;				
Donations from individuals	9,591	5,376	14,967	18,461
Legacies	5,117	-	5,117	-
Grants, including capital grants;				
Government grants	10,000	-	10,000	10,000
	<u>24,708</u>	<u>5,376</u>	<u>30,084</u>	<u>28,461</u>

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

4 Income from charitable activities

	Unrestricted funds £	Total 2024 £	Total 2023 £
Burial and other fees	46,675	46,675	51,387
Naval graves	11,534	11,534	11,534
Grave maintenance income	38,557	38,557	37,205
Lease of graves	32,963	32,963	34,793
War grave maintenance income	20,136	20,136	20,136
Membership fees	1,055	1,055	880
Exhibitions	320	320	17
	<u>151,240</u>	<u>151,240</u>	<u>155,952</u>

5 Income from other trading activities

	Unrestricted funds £	Total 2024 £	Total 2023 £
Visitor centre income	9,262	9,262	8,663
Memorial benches and plaques	8,093	8,093	6,482
Sundry income	2,650	2,650	3,036
	<u>20,005</u>	<u>20,005</u>	<u>18,181</u>

6 Investment income

	Unrestricted funds £	Total 2024 £	Total 2023 £
Interest receivable on bank deposits	<u>1,609</u>	<u>1,609</u>	<u>189</u>

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

7 Expenditure on raising funds

a) Costs of trading activities

	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Memorial benches and plaques	2,194	-	2,194	1,482
Office expenses	1,891	-	1,891	1,807
Printing and stationery	618	-	618	1,472
Visitor centre costs	2,204	1,123	3,327	4,579
Sundry expenses	4,472	-	4,472	5,342
Hospitality costs	1,401	-	1,401	926
Post and telephone	2,045	-	2,045	1,835
	<u>14,825</u>	<u>1,123</u>	<u>15,948</u>	<u>17,443</u>

8 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2024 £	2023 £
Wages and salaries	144,190	-	144,190	151,680
Staff training	-	-	-	75
Cemetery maintenance	8,175	-	8,175	6,951
Insurance	20,625	-	20,625	19,745
Light heat and power	11,920	-	11,920	8,286
Motor expenses	1,207	-	1,207	1,375
Repairs and renewals	-	1,467	1,467	3,612
Security	-	2,441	2,441	2,438
Bad debts	-	65	65	-
Depreciation	-	21,528	21,528	21,492
Loss on disposal of fixed assets	-	610	610	-
Legal and professional	-	6,788	6,788	6,517
Staff uniform	-	440	440	601
Bank charges	-	1,236	1,236	1,290
Governance costs	-	4,950	4,950	4,560
	<u>186,117</u>	<u>39,525</u>	<u>225,642</u>	<u>228,622</u>

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

£211,555 (2023: £214,691) of the above expenditure was attributable to unrestricted funds and £14,087 (2023: £13,931) to restricted funds.

9 Analysis of governance and support costs

Charitable activities expenditure

	Basis of allocation	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Depreciation	100%	7,441	14,087	21,528	21,492
Office costs	100%	6,259	-	6,259	8,016
Legal and professional	100%	6,788	-	6,788	6,517
Governance	100%	4,950	-	4,950	4,560
		<u>25,438</u>	<u>14,087</u>	<u>39,525</u>	<u>40,585</u>

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

Governance costs

	Unrestricted funds £	Total 2024 £	Total 2023 £
Independent examiner fees			
Examination of the financial statements	4,200	4,200	3,960
Other fees paid to examiners	750	750	600
	<u>4,950</u>	<u>4,950</u>	<u>4,560</u>

10 Net outgoing resources

Net outgoing resources for the year include:

	2024 £	2023 £
Loss on disposal of fixed assets held for the Trust's own use	610	-
Depreciation of fixed assets	21,528	21,492
Independent examiner's fees	4,200	3,960
Independent examiner's other services	<u>750</u>	<u>600</u>

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

11 Trustees' remuneration and expenses

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

No Trustees have received any reimbursed expenses or any other benefits from the Trust during the year.

12 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	139,994	148,029
Social security costs	2,846	2,485
Pension costs	1,350	1,166
	<u>144,190</u>	<u>151,680</u>

The average number of persons (including senior management team) employed by the Trust during the year was as follows:

	2024 No	2023 No
Full and part time employees	<u>11</u>	<u>14</u>

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

The total employee benefits of the key management personnel of the Trust were £52,955 (2023 - £52,143).

13 Taxation

The Trust 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 2024

14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Other tangible fixed asset £	Total £
Cost					
At 1 April 2023	950,867	38,963	7,550	-	997,380
Additions	-	790	-	1,578	2,368
Disposals	-	-	(2,300)	-	(2,300)
At 31 March 2024	950,867	39,753	5,250	1,578	997,448
Depreciation					
At 1 April 2023	249,013	29,883	953	-	279,849
Charge for the year	19,018	2,247	263	-	21,528
Eliminated on disposals	-	-	(690)	-	(690)
At 31 March 2024	268,031	32,130	526	-	300,687
Net book value					
At 31 March 2024	682,836	7,623	4,724	1,578	696,761
At 31 March 2023	701,854	9,080	6,597	-	717,531

15 Debtors

	2024 £	2023 £
Trade debtors	8,344	20,841
Prepayments	1,557	3,073
Other debtors	-	84
	9,901	23,998

16 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	980	2,709
Other taxation and social security	2,009	2,080
Other creditors	216	1,892
Accruals	4,950	3,960
Deferred income	11,129	8,824
	19,284	19,465

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

	2024 £	2023 £
Deferred income at 1 April 2023	8,824	8,148
Resources deferred in the period	11,129	8,824
Amounts released from previous periods	<u>(8,824)</u>	<u>(8,148)</u>
Deferred income at year end	<u>11,129</u>	<u>8,824</u>

17 Creditors: amounts falling due after one year

	2024 £	2023 £
Deferred income	<u>5,574</u>	<u>6,075</u>

18 Funds

	Balance at 1 April 2023 £	Incoming resources £	Resources expended £	Balance at 31 March 2024 £
Unrestricted funds				
<i>General</i>				
Unrestricted income fund	306,143	197,562	(226,380)	277,325
Restricted funds				
Long term maintenance fund	70,067	-	(302)	69,765
Victorian Chapel fund	477,039	-	(12,892)	464,147
Bell Tower Project	15,737	-	(1,123)	14,614
Friends of Ford Park	<u>7,326</u>	<u>5,376</u>	<u>(893)</u>	<u>11,809</u>
Total restricted funds	<u>570,169</u>	<u>5,376</u>	<u>(15,210)</u>	<u>560,335</u>
Total funds	<u>876,312</u>	<u>202,938</u>	<u>(241,590)</u>	<u>837,660</u>

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

	Balance at 1 April 2022 £	Incoming resources £	Resources expended £	Balance at 31 March 2023 £
Unrestricted funds				
General				
Unrestricted income fund	340,514	197,763	(232,134)	306,143
Restricted				
Long term maintenance fund	70,369	-	(302)	70,067
Victorian Chapel fund	489,931	-	(12,892)	477,039
Bell Tower Project	15,717	20	-	15,737
Friends of Ford Park	3,063	5,000	(737)	7,326
Total restricted funds	579,080	5,020	(13,931)	570,169
Total funds	919,594	202,783	(246,065)	876,312

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 leading a balance of £69,765 at the year end.

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 leaving a balance of £464,147 at the year end.

Bell Tower Project fund:

The Trust had previously received donations of £15,737 from the public for the restoration of the chapel bell tower. During the year £1,123 restoration costs were incurred leaving a year end of balance of £14,614 carried forward for use in future years.

Friends of Ford Park:

In 2022 £2,988 was donated for the purchase of strimmers, depreciation provisions totalling £412 have been provided in previous years. A further provision of £485 has been made this year leaving a net book value of £2,091. During the year a further of £5,376 was received for strimmers of which £1,578 was used with the balance of £3,798 being carried forward for future use. A depreciation provision of £158 has been charged this year on the strimmers purchased and the net book value included in fixed assets is £1,420 as at 31 March 2024. During 2023 a donation of £5,000 was received towards the purchase of a motor vehicle and depreciation was charged of £250, a further depreciation provision of £250 has been charged this year and the net book value at the end of the year was £4,500.

Ford Park Cemetery Trust (a company limited by guarantee)

Notes to the Financial Statements for the Year Ended 31 March 2024

19 Analysis of net assets between funds

	Unrestricted funds General £	Restricted funds £	Total funds at 31 March 2024 £
Tangible fixed assets	223,095	473,666	696,761
Current assets	79,088	86,669	165,757
Current liabilities	(19,284)	-	(19,284)
Creditors over 1 year	(5,574)	-	(5,574)
Total net assets	277,325	560,335	837,660

20 Control

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