



Financial statements
for
the year ended 31 December 2020



Company Registration Number 4544242
Charity Number 1101169

Professional Gardeners' Trust

Financial statements

Year ended 31 December 2020

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Professional Gardeners' Trust

Reference and administrative details

Registered charity name	Professional Gardeners' Trust	
Charity number	1101169	
Company registration number	454424	
Registered office	Black Sheep Barn The Street, Boxgrove, Chichester, West Sussex, PO18	
Trustees	Sarah Wain (Chair)	(Appointed 28 March 2020)
	Rosemary Brown	
	Michael Brown	(Appointed 28 March 2020)
	James Buckland	
	Stephen Crisp	
	Sheila Das	
	Jeremy Garnett	(Resigned 26 March 2020)
	Rodney Petty	(Resigned 14 October 2020)
	Jack Shilley	(Resigned 26 March 2020)
	Stephen Smith	(Resigned 26 October 2020)
Officers	Mercy Morris	Awards Manager
	Natasha Goodfellow	Hon. Secretary
	Thys Terblanche	Hon. Treasurer
Independent examiner	Richard Dyson <i>Chartered Accountant</i> 45 Arthog Road Hale Altrincham WA15 0LU	
COIF fund manager	CCLA Investment Management Limited Cheapside, London. EC2V 6DZ	
Bankers	CAF Bank, 15 Kings Hill Avenue Kings Hill West Malling ME19 4JQ	
	Charity Bank Fosse House 182 High Street Tonbridge TN9 1BE	

Professional Gardeners' Trust

Chairman's statement

Year ended 31 December 2020

Due to Covid 19, 2020 has proved to be a strange year for the trust; but despite the pandemic, just over £60,000 of total awards were approved to 87 successful applicants towards the costs of their professional training of which just over £50,000 were distributed in 2020. We fully expect application rates to increase this coming year following the release of lockdown.

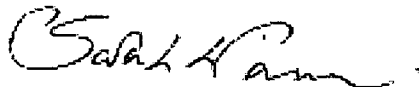
This could not have been achieved without the many generous supporters of the Professional Gardeners Trust. These include the National Gardens Scheme, the Finnis Scott Foundation, Perennial/ Lironi Training Fund, the Worshipful Company of Gardeners and the Molly Salisbury Bequest.

Since the Trust started in 2004 it has distributed well over a quarter of a million pounds to successful applicants and with an increased interest in gardening as a career the demand for training and education will increase correspondingly. Hence further donations to the Trust are always welcome. A recent donation from the Tanner Trust, in addition to our existing supporters, will help us maintain our objectives.

In addition, the Trust is grateful to the Professional Gardeners Guild for their continuing support through the Annual Membership Levy and also in raising awareness within the industry of the Trust's work.

We believe the Trust delivers real benefits to those who wish to further their horticultural career through education and training.

Thank you to all our trustees and to the officers of the Professional Gardeners Trust for their diligence and support throughout this trying year.



Sarah Wain
Chairman
27 March 2021

Professional Gardeners' Trust

Trustees' annual report

Year ended 31 December 2020

The Trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the Trust for the year ended 31 December 2020.

Trustees

The Trustees during the year and up to the date of this report are listed on page 2.

Objectives and activities

The Trust was established for the relief of poverty particularly (but not limited to) by provision of scholarships, grants or other monetary awards to persons engaged in horticulture, in order that they may develop their skills and who are in need of such assistance by reason of their or their family's economic or other circumstances.

In setting our objectives and planning our activities, the Trustees have complied with the duty to have due regard to give careful consideration to the Charity Commission's general guidance on public benefit.

By encouraging specialist training and the gaining of garden skills, the Trust is encouraging a better trained and skilled garden workforce to maintain and develop the nation's gardens for the better enjoyment and appreciation by the visiting public and to help increase skills required at Botanic Gardens, colleges, private and public gardens and parks, and in commercial establishment. It remains our intention that our work will expand to help a greater number of gardeners wanting to further their career development.

Achievements and performance

Donations raised a total of £48,390 (2019: £44,010) and investment income generated a further £1,508 (2019: £1,913). This allowed the Trustees to make scholarships and grants of £55,758 (2019: £47,958).

Structure, governance and management

Professional Gardeners' Trust is a company limited by guarantee but not having a share capital and is registered as a charity under the Charities Act 1993.

The Trust is managed by its Council of Trustees. Trustees are nominated by the other Trustees. All retire at the AGM and are eligible for re-election. The administration of awards and enquiries is carried out by the Awards Manager. The Trustees meet three times a year and delegate certain duties of the organisation between themselves and the Honorary Secretary and the Honorary Treasurer between meetings. All significant decisions regarding the Trust are taken or confirmed at a Trustees' meeting.

All new Trustees receive a formal briefing from the Chairman of their duties and responsibilities and receive various booklets from the Charity Commission and Companies House. They are also encouraged to keep themselves abreast of current and proposed developments in charity regulation through access to the Charity Commission website and other relevant sources of information.

Professional Gardeners' Trust

Trustees' report (continued)

Year ended 31 December 2020

Financial review

The results for the year and their impact on the charity's funds are set out in detail in the statement of financial activities on page 7. Total net expenditure for the year was £9,036 (2019: £576) and the year end net assets amounted to £96,025 (2019: £105,061).

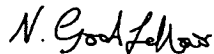
Risk management

The Trustees have considered the risks to which the charity is exposed and are taking appropriate action.

Reserves policy

The Trustees review the reserves policy annually to reassess the risks and reflect changes in the environment in which the charity is operating, recognising that it is vulnerable to economic downturns. Based on an evaluation of the services the charity provides, the Trustees' review of the reserves policy on 8 February 2019 confirmed the Charity should hold unrestricted income funds to meet the budgeted expenditure on both awards and running costs approved by the Trustees for the following year. The unrestricted income fund has reduced during the year to £90,976 (2019 £99,847) and the fund at 31 December 2020 represented approximately 18 months (2019: 24 months) of budgeted expenditure approved by the Trustees for the following year. The level of the unrestricted income fund is kept under close review at our Trustees' meetings.

Signed on behalf of the Trustees



Natasha Goodfellow
Honorary Secretary
27 March 2021

Professional Gardeners' Trust
Responsibilities of the Trustees
Year ended 31 December 2020

The Trustees (who are also the directors of Professional Gardeners' Trust for the purposes of company law) are responsible for preparing the Trustees' annual report, the Chairman's statement and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which 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 the 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 then apply them consistently;
- observe the methods and principles in the Statement of Recommended Practice: Accounting and Reporting by Charities;
- 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 operation,

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Professional Gardeners' Trust

Independent examiner's report to the Trustees of Professional Gardener's Trust

I report on the financial statements of the Trust for the year ended 31 December 2020 which are set out on pages 7 to 12.

Respective responsibilities of the Trustees and the examiner

As explained more fully in the Trustees' Responsibility Statement set out on page 5, the Trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that these give a true and fair view. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

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

R.G. Dyson

Richard Dyson
27 March 2021

Professional Gardeners' Trust

Statement of financial activities (incorporating the Income and expenditure account)

Year ended 31 December 2020

		Unrestricted funds	Restricted funds	Total funds 2020	Total funds 2019
	Note	£	£	£	£
Income from:					
Donations	2	23,390	25,000	48,390	44,010
Investment income	3	<u>1,508</u>	-	<u>1,508</u>	<u>1,913</u>
Total income		24,898	25,000	49,898	45,923
Expenditure on:					
Expenditure on charitable activities	4	<u>36,418</u>	<u>25,165</u>	<u>61,583</u>	<u>52,559</u>
Total expenditure		<u>36,418</u>	<u>25,165</u>	<u>61,583</u>	<u>52,559</u>
Unrealised gain (loss) on investment	5	<u>2,649</u>	-	<u>2,649</u>	<u>6,060</u>
Net income (expenditure) and net movement in funds for the year		(8,871)	(165)	(9,036)	(576)
Reconciliation of funds					
Funds brought forward		<u>99,847</u>	<u>5,214</u>	<u>105,061</u>	<u>105,637</u>
Funds carried forward		<u>90,976</u>	<u>5,049</u>	<u>96,025</u>	<u>105,061</u>

The statement of financial activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 12 form part of these financial statements

Professional Gardeners' Trust

Balance sheet

31 December 2020

	Note	2020 £	£	2019 £	£
Current assets					
Investment	5	42,566		39,917	
Cash at bank		<u>64,557</u>		<u>84,909</u>	
Total current assets		107,123		124,826	
Creditors: amounts falling due within one year	6	<u>(11,098)</u>		<u>(19,765)</u>	
Net current assets			<u>96,025</u>		<u>105,061</u>
Net assets			<u>96,025</u>		<u>105,061</u>
Funds					
Restricted income funds	7		5,049		5,214
Unrestricted income funds	8		<u>90,976</u>		<u>99,847</u>
			<u>96,025</u>		<u>105,061</u>

The Trustees are satisfied that the Company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the Company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements were approved by the Trustees on 27 March 2021 and are signed on their behalf by:



Sarah Wain

Chairman

Company registration number: 4544242

The notes on pages 9 to 12 form part of these financial statements.

Professional Gardeners Trust

Notes to the financial statements

Year ended 31 March 2020

1. Accounting policies

General information

The charity is a private company limited by guarantee, incorporated in England and Wales (company number 4544242 and charity number 1101169) on 24 September 2002, and is a public benefit entity as defined by FRS 102. Its registered office is given on page 1. The accounts are drawn up on the historical cost convention, as modified by the revaluation of the investment.

Basis of preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015.

Going concern

The Trustees have, at the time of approving the financial statements, a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future and consider that there were no material uncertainties over the Trust's financial viability. Accordingly, the Trustees continue to adopt the going concern basis of accounting in preparation of the financial statements.

Fund accounting

Unrestricted funds are funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors. The aim and use of each restricted fund is set out in note 7 to the financial statements.

Income

Voluntary income, including donations and gifts, is recognised as receivable when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably. Investment income and interest on deposits is recognised when receivable.

Expenditure

All expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates. Charitable activities include all costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Investments

Investments are stated at the closing bid price at the balance sheet date. Realised gains are the difference between sales proceeds and the carrying value of the investment. The carrying value is the fair value at the beginning of the year or the purchase cost where the investment was acquired during the year. Unrealised gains are the change in value of investments after taking into account any movements in investment holdings such as purchases and disposals of investments. Realised and unrealised gains are accounted for within the Statement of Financial Activities.

Professional Gardeners' Trust

Notes to the financial statements (continued)

Year ended 31 December 2020

2. Donations

	Unrestricted funds £	Restricted funds £	Total funds £
Appeals	<u>23,390</u>	<u>25,000</u>	<u>48,390</u>
<i>Year ended 31 December 2019</i>			
Appeals	<u>19,091</u>	<u>24,919</u>	<u>44,010</u>

3. Income from investments

	Unrestricted funds £	Restricted funds £	Total funds £
Bank interest receivable	283	-	283
Dividends from Charities Official Investment fund	<u>1,225</u>	-	<u>1,225</u>
	<u>1,508</u>	=	<u>1,508</u>
<i>Year ended 31 December 2019</i>			
Bank interest receivable	712	-	712
Interest from Charities Official Investment fund	<u>1,201</u>	-	<u>1,201</u>
	<u>1,913</u>	=	<u>1,913</u>

4. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total funds £
Charitable awards made	33,373	22,385	55,758
Administrators' honoraria	-	1,000	1,000
Administration and other costs	<u>3,045</u>	<u>1,780</u>	<u>4,825</u>
	<u>36,418</u>	<u>25,165</u>	<u>61,583</u>
<i>Year ended 31 December 2019</i>			
Charitable awards made	22,018	25,940	47,958
Administrators' honoraria	-	4,080	4,080
Trustee travel expenses	-	-	-
Administration and other costs	<u>521</u>	-	<u>521</u>
	<u>22,539</u>	<u>30,020</u>	<u>52,559</u>

The Trustees did not receive any remuneration (2019 – Nil)

Professional Gardeners' Trust

Notes to the financial statements (continued)

Year ended 31 December 2020

5. Investments

	2020 £	2019 £
At 1 January 2020	39,917	33,857
Investment additions	-	-
Investment disposals	-	-
Unrealised investment gain	<u>2,649</u>	<u>6,060</u>
At 31 December 2020	<u>42,566</u>	<u>39,917</u>

Investments comprise:

Units in Charities Official Investment Fund	<u>42,566</u>	<u>39,917</u>
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The historic cost of the units in Charities Official Investment Fund is £27,100 (2019: £27,100)

6. Creditors: amounts falling due within one year

	2020 £	2019 £
Other creditors and accruals	<u>11,098</u>	<u>19,765</u>

7. Restricted income funds

	Balance at 1 January 2020 £	Income £	Expenditure £	Balance at 31 December 2020 £
Royal Botanical and Horticultural Society of Manchester and the Northern Counties	1,569	-	(1,384)	185
The Finnis Scott Foundation	2,800	15,000	(14,149)	3,651
Lironi Training Fund	195	9,000	(7,982)	1,213
Birkbeck Garden History Group	<u>650</u>	<u>1,000</u>	<u>(1,650)</u>	-
	<u>5,214</u>	<u>25,000</u>	<u>(25,165)</u>	<u>5,049</u>
	Balance at 1 January 2019 £	Income £	Expenditure £	Balance at 31 December 2019 £
Royal Botanical and Horticultural Society of Manchester and the Northern Counties	2,792	-	(1,223)	1,569
The Finnis Scott Foundation	7,173	15,000	(19,373)	2,800
Lironi Training Fund	-	8,919	(8,724)	195
Birkbeck Garden History Group	<u>350</u>	<u>1,000</u>	<u>(700)</u>	<u>650</u>
	<u>10,315</u>	<u>24,919</u>	<u>(30,020)</u>	<u>5,214</u>

The restricted income funds are funds that are to be used in accordance with the specific restrictions imposed by donors. The aim and use of each restricted fund is set out below.

Professional Gardeners' Trust

Notes to the financial statements (continued)

Year ended 31 December 2020

A donation from The Royal Botanical and Horticultural Society of Manchester and the Northern Counties is to be used exclusively to assist northern based projects carried out by gardeners working in the north of England.

A donation from The Finnis Scott Foundation is to be used to provide grants for gardeners who have recently made a career change into horticulture and are now committed professional gardeners and to support professional gardeners' experience the working environment of another garden for a short time. The objective is to develop existing skills or learn new skills which will benefit both the gardener and their workplace/s.

Grants from the Lironi Training Fund, which is funded by Perennial and is administered on behalf of Perennial by the Professional Gardeners' Trust, are for working gardeners and trainees, and those who have recently completed a recognised training or academic course in horticulture and who are starting horticultural work.

The Birkbeck Garden History Group Award is available to professional gardeners wishing to broaden their knowledge of garden history by attending lectures, conferences, courses and study days

An annual donation from The Professional Gardeners' Guild (PGG), known as the Kenwyn Pearson Award, named after the Trust's first Honorary Secretary who did so much to establish the Trust, funds awards to gardeners who are members of the PGG.

8. Unrestricted income funds

	Balance at 1 January 2020 £	Income £	Expenditure £	Unrealised gains £	Balance at 31 December 2020 £
General funds	<u>99,847</u>	<u>24,898</u>	<u>(36,418)</u>	<u>2,649</u>	<u>90,976</u>
	Balance at 1 January 2019 £	Income £	Expenditure £		Balance at 31 December 2019 £
General funds	<u>95,322</u>	<u>21,004</u>	<u>(22,539)</u>	<u>6,060</u>	<u>99,847</u>

9. Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Net current assets	<u>90,976</u>	<u>5,049</u>	<u>96,025</u>
At 31 December 2019			
Net current assets	<u>99,847</u>	<u>5,214</u>	<u>105,061</u>