

DIG IT COMMUNITY ALLOTMENT

England & Wales · Charity number 1157047

Details

| | |
|-------------|--|
| Other names | DIG IT COMMUNITY ENTERPRISE, DIG IT COMMUNITY ALLOTMENT / DIG IT GARDENS |
| Status | Registered |
| Legal form | CIO |
| Registered | 2014-05-14 |
| Register | View on the Charity Commission register |

Contact

Address 1 Audley End
Saffron Walden
Essex
CB11 4JB

Phone 07850080869

Email info@dig-itgardens.co.uk

Website [www.http://dig-itgardens.co.uk/](http://www.dig-itgardens.co.uk/)

Activities

Objects: 1)TO ADVANCE EDUCATION,TRAINING AND RETRAINING OF THE PUBLIC AND IN PARTICULAR UNEMPLOYED PEOPLE AND THOSE WITH MENTAL OR PHYSICAL HEALTH CONDITIONS IN THE SUBJECTS OF SUSTAINABLE HORTICULTURE,FOOD GROWING PRACTICE AND HEALTHY LIFESTYLES.2)TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED,RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY.FOR THE PURPOSE OF THIS CLAUSE'SOCIALLY EXCLUDED'MEANS BEING EXCLUDED FROM SOCIETY,OR PARTS OF SOCIETY,AS A RESULT OF ONE OF MORE OF THE FOLLOWING FACTORS:UNEMPLOYMENT;FINANCIAL HARDSHIP;YOUTH OR OLD AGE;ILL HEALTH(PHYSICAL OR MENTAL);SUBSTANCE ABUSE OR DEPENDENCY INCLUDING ALCOHOL AND DRUGS;DISCRIMINATION ON THE GROUNDS OF SEX,RACE,DISABILITY,ETHNIC ORIGIN,RELIGION,BELIEF,CREED,SEXUAL ORIENTATION OR GENDER RE-ASSIGNMENT;POOR EDUCATIONAL OR SKILLS ATTAINMENT;RELATIONSHIP AND FAMILY BREAKDOWN;POOR HOUSING(THAT IS HOUSING THAT DOES NOT MEET BASIC HABITABLE STANDARDS;CRIME(EITHER AS A VICTIM OF CRIME OR AS AN OFFENDER REHABILITATING INTO SOCIETY)

Activities: Dig It Community Allotment run regular activity sessions at our allotment site and local outdoor spaces where we welcome people of all ages and abilities. Volunteers can come and learn about food growing, healthy eating, plants and eco garden & site management whilst keeping fit and being part of a friendly, supportive group.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Environment/conservation/heritage, Economic/community Development/employment
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- Cambridgeshire
- Essex
- Hertfordshire
- Suffolk

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2024-11-30 | £27,292 | £34,714 | - | - |
| 2023-11-30 | £40,069 | £33,797 | - | - |
| 2022-11-30 | £26,253 | £23,911 | - | - |
| 2021-11-30 | £10,365 | £13,749 | - | - |
| 2020-11-30 | £12,036 | £7,961 | - | - |

Trustees

| Name | Role | Appointed |
|--------------|------|------------|
| Anna Taylor | | 2024-10-15 |
| Helen Payne | | 2018-08-29 |
| Sean Manchip | | 2022-02-22 |
| Tessa Horner | | 2017-07-18 |

DIG IT COMMUNITY ALLOTMENT

England & Wales - Charity number 1157047

Accounts

DIG IT COMMUNITY ALLOTMENT

Charity Number 1157047

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH NOVEMBER 2024

DIG IT COMMUNITY ALLOTMENT

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DIG IT COMMUNITY ALLOTMENT

LEGAL AND ADMIN FOR THE PERIOD ENDED 30 NOVEMBER 2024

| | |
|-----------------------|---|
| Charity number | 1157047 |
| Trustees | Lee Huggins (resigned 15 October 2024) Helen Payne Rebecca Odegaard (resigned 15 October 2024) Tessa Horner Sean Manchip Anna Taylor (appointed 15 October 2024) |
| Registered address | 1 Audley End Audley End Saffron Walden Essex CB11 4JB |
| Bank | The Co-operative Bank |
| Independent examiners | Community360 Winsleys House High Street Colchester CO1 1UG |

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2024

The trustees present their report with the financial statements of the charity for the year ended 31st of November 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities Commission, UK Government. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

OVERVIEW

Dig It Community Allotment (Charity No.1157047) has been a registered charity in Saffron Walden since 2014. Dig It encourages activity, healthy lifestyles and peer support. We offer a significant contribution to prevention and early intervention for those in a majority of the health and wellbeing priority categories. Our work promotes self-care in a variety of ways, offering support and advice according to need. Many of our disadvantaged volunteers gain in life satisfaction, health, confidence and self-worth through participation.

We have established a wide network of partners and referral sources over many years of working closely with other local organisations. As of the date of this report, we were delivering four established sessions per week. At our sessions volunteers grow produce and knowledge on how vegetables, herbs and fruits can be introduced into healthy meals they can cook at home. We work on developing new growing techniques within our site, greenhouse and polytunnel. Volunteers learn how to propagate seeds right through to harvesting what is grown. We have been developing composting areas to make the site more sustainable while educating volunteers on the huge benefits soil can have on wellbeing.

Dig It are continuously developing accessibility at the allotment to provide wheelchair access throughout the site, greenhouse and summerhouse. Raised planters and tools that cater to all abilities are also now a permanent fixture. Our volunteers have various learning, mental and physical disabilities as well as other barriers to inclusion. This fantastic outdoor space offers a calm, inclusive and social setting which in turn will reduce isolation and promote community cohesion.

OBJECTIVES AND ACTIVITIES FUNDING

Funding comes from a variety of sources including formal grants, donations, and general fundraising activities. In 2024 total funds of £27,292 were received, £17,580 represented restricted funds and a further £9,712 in un-restricted income. 2024 proved a successful year for both fundraising, diversifying our income streams and developing our projects through extending to further service user groups.

The site was upgraded and developed both independently and through joint fundraising from our partners Saffron Walden Mencap Society who contributed towards our paths and accessibility. This was improved further by our successful "Big Bed Project" and NEW decking funded by MAG Stansted Airport Community Fund.

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2024

Our team have established long term relationships with corporate supporters LPA Group, Saffron Walden Building Society and Tees Law. Our individual giving has also increased and Dig It has seen a steady flow of donations.

In October we made the difficult decision to stop the Thursday “Open to All” Sessions due to low attendance numbers. This allowed us to pilot a Friday session working with refugee and asylum seeker residents from local hotel accommodation and plan for senior sessions in 2025. The council offered us a NEW plot which we took on in August 2024, this has provided us with an additional area to develop a sensory garden space and extend our sessions to new service user groups.

Special thanks to Dig It Staff, Volunteers, Service Users and Partners; LPA Group, Saffron Walden Building Society, Tees Law, Saffron Walden Rotary, Saffron Walden Round Table, Saffron Walden Mencap Society, SJP Foundation, MAG Stansted Airport Community Fund, Uttlesford District Council, Saffron Walden Town Council, The Tudwick Foundation, UKSPF, National Lottery Community Fund, ASDA Foundation, Coop Community Fund, Tesco Saffron Walden, Waitrose Saffron Walden, Essex Community Foundation, Enterprise East Group, Luoise Newman, Cllr Richard Freeman and Percy Bilton.

ACHIEVEMENT AND PERFORMANCE

1. Open to All

Two days per week we run open to all sessions, available to anyone within our community. Individuals attend on their own or alongside their children or carers to take part in activities on site.

2. Growability – Dig It & Saffron Walden Mencap Society

Our Mencap Dig-It Club meets every Wednesday morning at the plot, where Mencap adults with learning disabilities learn all about growing their own food. Members are supported by a sessional worker from Dig It and the Saffron Walden Mencap Society team. There is a regular group in attendance including service users from the ECL in Saffron Walden. Members are encouraged to take some produce home.

3. Café Cornell “Plot to Plate” in collaboration with Enterprise East Group

Dig It has hosts participants from Enterprise East Group with supporting volunteers to deliver groups focused on the joint “Plot to Plate” project, to learn how to plant, tend, harvest and maintain the fruit and vegetable plots across all four seasons. Once the produce is ready, it is brought to the community café where the chefs teach participants how to prepare and cook tasty and nutritious meals, from the fruits of their labours.

4 Breaking Ground

In October, we piloted a session welcoming residents living at local hotel accommodation who have refugee status or are seeking asylum in the UK. The project aims to create a space for gardening, friendship and integration within the fantastic community that we live in.

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2024

FINANCIAL REVIEW

Principal funding sources

In 2024 Dig It Community Allotment received a total income of £27,292, this was decreased by £12,777 compared to 2023 (£40,069). This still represents steady fundraising from the charity as most of the decrease is represented by staff costs for which were well supported with the carry over of £8,607 (from the £10,000 allocated in 2023) Awards for All Funding. The next A4A Fund being submitted in November 2024 and successfully awarded in 2025.

As a result, Dig It spent a lot of 2023 and 2024 diversifying our funding streams, this has included the creation of a Give As You Live donation page and increase to individual donors that raised unrestricted donations to £2,014 (an increase of £1,619 from 2023). LPA Group has selected us as their Charity of the Year for the second year running. Dig It were also supported by Saffron Walden Building Society, Tees Law and LPA who all offered their skills and time on corporate volunteer days at our site. Saffron Walden Mencap Society and Enterprise East Group also pay monthly donations towards the closed sessions we deliver for their service user groups on a weekly basis to cover use of the site, tools, materials, refreshments, venue, staffing and management costs.

We would like to thank all who have donated and supported Dig It projects and activities during the year. Your generous support is highly valued, both financially and by volunteering.

Investment policy and objectives

Monies not immediately required for the objectives of Dig It are held in a deposit account, in line with the investment policy. The charity does not have any other investments.

Reserves policy

The trustees have set a level equivalent to 2 months of operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variations in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears.

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves at Dig It Community Allotment relate to the organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and in the event of closure. This also allows us to prepare service users for a changes in delivery and refer to alternative organisations where appropriate upon closure. This also allows us to prepare service users for changes in delivery and refer to alternative organisations where appropriate upon closure.

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2024

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process. Within the accounts, the amounts of reserves are specified in a table as follows:

| Unrestricted Funds represented by: | Desired Reserves | Balance as at 31st November 2024 | Description of Funds |
|------------------------------------|------------------|----------------------------------|----------------------|
| Salaries Reserve | £3,360 | £884 | Two months salaries |

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Constitution document.

Charity constitution

Dig It Community Allotment is Charitable incorporated organisation (CIO) registered with the Charity Commission, registration number 1157047.

Recruitment and appointment of new trustees

At the Annual General Meeting 2024, Rebecca Odegaard and Lee Huggins stepped down as trustees. Anna Taylor was appointed as a new trustee.

The Board assesses its skills base on a regular basis and fills identified gaps by advertising and recruiting new Trustees. Trustees are chosen for their complementary skills, breadth of experience and contribution to the charity in a range of ways. The minimum number of Trustees is three.

New Trustees meet with Helen Payne (Chair) and Laura Thompson-Harper (Project Manager) as part of an induction process. A strategic planning and review day is held annually by the Board, to review the strategy and consider key issues emerging.

Organisational structure

The Board of Trustees meets quarterly and is responsible for the strategic direction and policy of the charity. Responsibility for the day to day running of the charity and delivery of activities is delegated to the Project Manager.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have reviewed the major strategic, business and operational risks, which the charity faces at this stage of its development and have identified key risks. Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are regularly reviewed. The charity also has in place a Safeguarding Policy which applies to all staff and trustees, volunteers or consultants working on behalf of Dig It Community Allotment.

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2024

Objectives and activities

The charity's' objects are, for the public benefit, throughout Uttlesford and surrounding areas:

- A. Education/training
- B. The Advancement Of Health Or Saving Of Lives
- C. Environment/conservation/heritage
- D. Economic/community Development/employment

How do we do this?

- To teach volunteers of all ages how to grow organic food and the benefits of organic local food productions.
- To provide opportunities for local people who are unemployed or economically inactive to gain gardening and job skills and build their confidence to enable them to re-enter the job market.
- To promote careers in environmentally sustainable sectors by providing volunteering experience and education.
- To promote social gardening activities for all members of the community especially including those with a mental or physical disability as we particularly recognise the benefits of community gardening to these groups.
- To provide gardening education and play activities to children and young people.
- To promote and encourage community spirit through gardening.
- To work with other local organisations

Approved by order of the board of trustees on**30/09/25**.....and signed on its behalf by

Helen Payne, Chair of Trustees



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DIG IT COMMUNITY ALLOTMENT

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 NOVEMBER 2024

I report on the accounts of Dig It Community Allotment for the year ended 30 November 2024 which are set out on pages eight to eleven.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

I 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.

David Courtier FMAAT AATQB for and on behalf of:
Community360, Winsley's House
High Street, Colchester, Essex



Date 30/09/2025

DIG IT COMMUNITY ALLOTMENT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 30 NOVEMBER 2024

| | Note | 2024 Unrestricted £ | 2024 Restricted £ | 2024 Total £ | 2023 Total £ |
|--|------|---------------------------|-------------------------|--------------------|--------------------|
| Receipts | | | | | |
| Donations | | 2,014 | - | 2,014 | 5,473 |
| Grants | 3 | - | 17,580 | 17,580 | 34,596 |
| Earned income | | 7,698 | - | 7,698 | |
| Total receipts | | 9,712 | 17,580 | 27,292 | 40,069 |
| Payments | | | | | |
| Administration costs | | 466 | 269 | 735 | 34 |
| Sundries | | 113 | - | 113 | 202 |
| Self employed | | 8,627 | 18,918 | 27,545 | 25,375 |
| Rent of allotments | | 65 | - | 65 | 63 |
| Allotment expenses | | - | 4,071 | 4,071 | 885 |
| Training | | - | - | - | 168 |
| Insurance | | 141 | - | 141 | 131 |
| Project fees | | 442 | 1,379 | 1,821 | 6,939 |
| Professional fees | | 224 | - | 224 | - |
| Total payments | | 10,078 | 24,636 | 34,714 | 33,797 |
| Transfers between funds | | - | - | - | - |
| Net of Receipts /(Payments) | | (366) | (7,057) | (7,422) | 6,272 |
| Cash funds as at 30 November 2023 | | 1,250 | 8,607 | 9,857 | 3,585 |
| Cash funds as at 30 November 2024 | | 884 | 1,550 | 2,434 | 9,857 |

Notes on pages 10 and 11 form part of these accounts

DIG IT COMMUNITY ALLOTMENT

STATEMENT OF ASSET AND LIABILITIES AS AT 30 NOVEMBER 2024

| | Notes | 2024 £ | 2023 £ |
|---|-------|--------------|--------------|
| <u>Monetary Assets</u> | | | |
| Cash at Bank & In Hand | 5 | 2,434 | 9,857 |
| | | <u>2,434</u> | <u>9,857</u> |
| <u>Represented by Funds</u> | | | |
| Restricted funds | | 1,550 | 8,607 |
| Unrestricted General Fund | | 884 | 1,250 |
| | | <u>2,434</u> | <u>9,857</u> |
| <u>Non Monetary Assets and Liabilities</u> | | | |
| Fixed Assets | | | |
| Plant & Equipment | 4 | 46 | 62 |
| | | <u>46</u> | <u>62</u> |
| Current Assets | | | |
| Prepayment (Insurance) | | 24 | 22 |
| | | <u>24</u> | <u>22</u> |
| Creditors due within one year | | | |
| Accountancy Fee | 7 | 224 | 499 |
| | | <u>224</u> | <u>499</u> |
| Total Assets Less Liabilities | | <u>(154)</u> | <u>(416)</u> |

These accounts were approved by the Trustees and signed on their behalf by :

Signed: 

Date: 30/09/25

T Horner

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 30TH NOVEMBER 2024

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2019) issued in October 2005, with all revenue and expenses shown on a cash basis. Non-monetary Assets and Liabilities are shown as actual values at the end of the year.

2. Plant and Equipment is to be depreciated at the rate of 25% on a reducing balance basis.

| 3. Income | Unrestricted | Restricted | 2024 | 2023 |
|------------------|---------------------|-------------------|---------------|---------------|
| | £ | £ | £ | £ |
| Grants | - | 17,580 | 17,580 | 34,596 |
| | <u>-</u> | <u>17,580</u> | <u>17,580</u> | <u>34,596</u> |

4. Tangible Fixed Assets

| | Plant & Equipment |
|---------------------------------|----------------------------------|
| Cost of Valuation | |
| As at 1st December 2023 | 1,226 |
| Additions | - |
| As at 30th November 2024 | <u>1,226</u> |
| Depreciation | |
| As at 1st December 2023 | 1,165 |
| Charge for the year | 15 |
| As at 30th November 2024 | <u>1,180</u> |
| Net book value | |
| As at 30th November 2024 | <u>46</u> |
| As at 30th November 2023 | <u>62</u> |

| 5. Cash funds | 2024 | 2023 |
|-----------------------|---------------------|---------------------|
| | £ | £ |
| The Co Operative Bank | 2,434 | 9,857 |
| | <u>2,434</u> | <u>9,857</u> |

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2024

| 6. Debtors | 2024 | 2023 |
|------------------------|-----------|-----------|
| | £ | £ |
| Prepayment (Insurance) | 24 | 22 |
| | <u>24</u> | <u>22</u> |

| 7. Creditors | 2024 | 2023 |
|-----------------|------------|------------|
| | £ | £ |
| Accountancy Fee | 275 | 499 |
| | <u>275</u> | <u>499</u> |

8. Funds Analysis

| | Balance at 01/12/2023 | Income resources | Outgoing resources | Transfer | Balance at 30/11/2024 |
|---------------------|--------------------------|---------------------|-----------------------|----------|--------------------------|
| | £ | £ | £ | £ | £ |
| Unrestricted | 1,250 | 9,712 | (10,078) | - | 884 |
| | <u>1,250</u> | <u>9,712</u> | <u>(10,078)</u> | <u>-</u> | <u>884</u> |

| | Balance at 30/11/2023 | Income resources | Outgoing resources | Transfer | Balance at 30/11/2024 |
|---|--------------------------|---------------------|-----------------------|----------|--------------------------|
| | £ | £ | £ | £ | £ |
| SJP Foundation | - | 2,500 | (2,500) | - | - |
| Stansted Airport | - | 2,340 | (2,340) | - | - |
| Uttlesford District Council Shared Prosperity Fund | - | 4,940 | (4,940) | - | - |
| The Tudwick Foundation | - | 3,000 | (3,000) | - | - |
| Awards for All | 8,607 | - | (8,607) | - | - |
| Essex Community Foundati | - | 3,000 | (3,000) | - | - |
| Asda Foundation | - | 800 | - | - | 800 |
| Percy Bilton | - | 750 | - | - | 750 |
| Donations | - | 250 | (250) | - | - |
| | <u>8,607</u> | <u>17,580</u> | <u>(24,636)</u> | <u>-</u> | <u>1,550</u> |
| Total Funds | <u>9,857</u> | <u>27,292</u> | <u>(34,714)</u> | <u>-</u> | <u>2,434</u> |

DIG IT COMMUNITY ALLOTMENT

England & Wales - Charity number 1157047

Accounts

DIG IT COMMUNITY ALLOTMENT

Charity Number 1157047

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH NOVEMBER 2023



*Community
Accounts Service*

DIG IT COMMUNITY ALLOTMENT

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DIG IT COMMUNITY ALLOTMENT

LEGAL AND ADMIN FOR THE PERIOD ENDED 30 NOVEMBER 2023

| | |
|-----------------------|--|
| Charity number | 1157047 |
| Trustees | Lee Huggins Helen Payne Rebecca Odegaard Tessa Horner Sean Manchip |
| Registered address | 1 Audley End Audley End Saffron Walden Essex CB11 4JB |
| Bank | The Co-operative Bank |
| Independent examiners | Community360 Winsleys House High Street Colchester CO1 1UG |

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2023

The trustees present their report with the financial statements of the charity for the year ended 31st of November 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities Commission, UK Government. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

OVERVIEW

Dig It Community Allotment (Charity No.1157047) has been a registered charity in Saffron Walden since 2014. Dig It encourages activity, healthy lifestyles and peer support. We offer a significant contribution to prevention and early intervention for those in a majority of the health and wellbeing priority categories. Our work promotes self-care in a variety of ways, offering support and advice according to need. Many of our disadvantaged volunteers gain in life satisfaction, health, confidence and self-worth through participation.

We have established a wide network of partners and referral sources over many years of working closely with other local organisations. As of the date of this report, we were delivering four established sessions per week. At our sessions volunteers grow produce and knowledge on how vegetables, herbs and fruits can be introduced into healthy meals they can cook at home. We work on developing new growing techniques within our site, greenhouse and polytunnel. Volunteers learn how to propagate seeds right through to harvesting what is grown. We have been developing composting areas to make the site more sustainable while educating volunteers on the huge benefits soil can have on wellbeing.

Dig It are continuously developing accessibility at the allotment to provide wheelchair access throughout the site, greenhouse and summerhouse. Raised planters and tools that cater to all abilities are also now a permanent fixture. Our volunteers have various learning, mental and physical disabilities as well as other barriers to inclusion. This fantastic outdoor space offers a calm, inclusive and social setting which in turn will reduce isolation and promote community cohesion.

OBJECTIVES AND ACTIVITIES FUNDING

Funding comes from a variety of sources including formal grants, donations, and general fundraising activities. In 2023 total funds of £40,069 were received, £36,540 represented restricted funds and a further £3,529 in un-restricted income.

2023 was a challenging year for Dig It financially, two of our major funders changed their priorities and we faced uncertainty in the future of our projects. The trustees and management team worked hard to diversify our funding streams, re-strategise and develop a long term plan for fundraising at Dig It. Three of our sessions continued to run, with 2 sessions paused while we secured more funds. Of these two sessions we were able to re-launch one in September 2024. Special thanks to UCAN, Saffron Walden Mencap Society, Dig It Staff & Service Users for your support during this uncertain time.

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2023

We would also like to extend our gratitude to Hexagon Consulting, Essex Community Foundation, Saffron Walden Rotary and UCAN for providing us with the funds that got us through this challenging period as we gained more stable income revenues for 2024.

ACHIEVEMENT AND PERFORMANCE

1. Open to All

Two days per week we run open to all sessions, available to anyone within our community. Individuals attend on their own or alongside their children or carers to take part in activities on site.

2. Growability – Dig It & Saffron Walden Mencap Society

Our Mencap Dig-It Club meets every Wednesday morning at the plot, where Mencap adults with learning disabilities learn all about growing their own food. Members are supported by a sessional worker from Dig It and the Saffron Walden Mencap Society team. There is a regular group in attendance including service users from the ECL in Saffron Walden. Members are encouraged to take some produce home.

3. Café Cornell “Plot to Plate” in collaboration with Enterprise East Group

Dig It has hosts participants from Enterprise East Group with supporting volunteers to deliver groups focused on the joint “Plot to Plate” project, to learn how to plant, tend, harvest and maintain the fruit and vegetable plots across all four seasons. Once the produce is ready, it is brought to the community café where the chefs teach participants how to prepare and cook tasty and nutritious meals, from the fruits of their labours.

FINANCIAL REVIEW

Principal funding sources

In 2023 Dig It Community Allotment received a total income of £40,069, a significant increase from £26,253 compared to 2022 (£13,816) and highlighting positive growth of the charity. This increase was impacted hugely by our largest applications made to UKSPF, Uttlesford District Council, Awards for All and Essex Community Foundation for project, capital and staff costs. We also developed new relationships with funders such as the Local Giving Fund, Saffron Walden Rotary, UCAN Community Chest, Saffron Walden Round Table & the Co-op Community Fund – these funders offered especially important support from June 2023 when Dig It faced some challenges financially.

As a result, Dig It spent a lot of 2023 diversifying our funding streams, this has included the creation of a Give As You Live donation page that raised £395 in 2023 through donations from individuals supporting our charity. As a charity, we have also increased Corporate Donations & support from Hexagon Consulting and LPA Group. LPA Group have selected us as their Charity of the Year 2023/2024. Dig It were also supported by The Co-operative Linton, Astrazeneca & Manchester Airport Group who all offered their skills and time on corporate volunteer days at our site.

Saffron Walden Mencap Society and Enterprise East Group also now pay monthly donations towards the closed sessions we deliver for their service user groups on a weekly basis to cover use of the site, tools, materials, refreshments, venue, staffing and management costs.

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2023

We would like to thank all who have donated and supported Dig It projects and activities during the year. Your generous support is highly valued, both financially and by volunteering.

Investment policy and objectives

Monies not immediately required for the objectives of Dig It are held in a deposit account, in line with the investment policy. The charity does not have any other investments.

Reserves policy

The trustees have set a level equivalent to 2 months of operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variations in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears.

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves at Dig It Community Allotment relate to the organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and in the event of closure. This also allows us to prepare service users for a changes in delivery and refer to alternative organisations where appropriate upon closure.

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process. Within the accounts, the amounts of reserves are specified in a table as follows:

| Unrestricted Funds represented by: | Desired Reserves | Balance as at 31st November 2022 | Description of Funds |
|---|-------------------------|---|-----------------------------|
| Salaries Reserve | £3,360 | £1,250 | Two months salaries |

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Constitution document.

Charity constitution

Dig It Community Allotment is Charitable incorporated organisation (CIO) registered with the Charity Commission, registration number 1157047.

Recruitment and appointment of new trustees

The Board assesses its skills base on a regular basis and fills identified gaps by advertising and recruiting new Trustees. Trustees are chosen for their complementary skills, breadth of experience and contribution to the charity in a range of ways. The minimum number of Trustees is three.

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2023

New Trustees meet with Helen Payne(Chair) and Laura Thompson-Harper (Project Manager) as part of an induction process. A strategic planning and review day is held annually by the Board, to review the strategy and consider key issues emerging.

Organisational structure

The Board of Trustees meets quarterly and is responsible for the strategic direction and policy of the charity. Responsibility for the day to day running of the charity and delivery of activities is delegated to the Project Manager.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have reviewed the major strategic, business and operational risks, which the charity faces at this stage of its development and have identified key risks. Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are regularly reviewed. The charity also has in place a Safeguarding Policy which applies to all staff and trustees, volunteers or consultants working on behalf of Dig It Community Allotment.

Objectives and activities

The charity's' objects are, for the public benefit, throughout Uttlesford and surrounding areas:

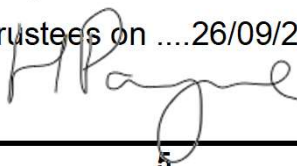
- A. Education/training
- B. The Advancement Of Health Or Saving Of Lives
- C. Environment/conservation/heritage
- D. Economic/community Development/employment

How do we do this?

- To teach volunteers of all ages how to grow organic food and the benefits of organic local food productions.
- To provide opportunities for local people who are unemployed or economically inactive to gain gardening and job skills and build their confidence to enable them to re-enter the job market.
- To promote careers in environmentally sustainable sectors by providing volunteering experience and education.
- To promote social gardening activities for all members of the community especially including those with a mental or physical disability as we particularly recognise the benefits of community gardening to these groups.
- To provide gardening education and play activities to children and young people.
- To promote and encourage community spirit through gardening.
- To work with other local organisations

Approved by order of the board of trustees on26/09/2024.....and signed on its behalf by

Helen Payne, Chair of Trustees



DIG IT COMMUNITY ALLOTMENT

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 NOVEMBER 2023

I report on the accounts of Dig It Community Allotment for the year ended 30 November 2023 which are set out on pages seven to ten.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

I 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.

Shelley-Marie Rudling FMAAT AATQB for and on behalf of:
Community360, Winsley's House
High Street, Colchester, Essex

Date 26.09.2024



DIG IT COMMUNITY ALLOTMENT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 30 NOVEMBER 2023

| | Note | 2023 Unrestricted £ | 2023 Restricted £ | 2023 Total £ | 2022 Total £ |
|--|------|---------------------------|-------------------------|--------------------|--------------------|
| Receipts | | | | | |
| Donations | | 2,753 | 2,720 | 5,473 | 594 |
| Grants | 3 | 776 | 33,820 | 34,596 | 25,659 |
| Total receipts | | 3,529 | 36,540 | 40,069 | 26,253 |
| Payments | | | | | |
| Administration costs | | 34 | - | 34 | 903 |
| Sundries | | - | 202 | 202 | 674 |
| Self employed | | - | 25,375 | 25,375 | 19,194 |
| Rent of allotments | | 63 | - | 63 | 65 |
| Allotment expenses | | - | 885 | 885 | 1,782 |
| Training | | 168 | - | 168 | - |
| Insurance | | 131 | - | 131 | 131 |
| Project fees | | - | 6,939 | 6,939 | 1,062 |
| Professional fees | | - | - | - | 100 |
| Total payments | | 396 | 33,401 | 33,797 | 23,911 |
| Transfers between funds | | 1159 | (1,159) | | |
| Net of Receipts /(Payments) | | 4,292 | 1,980 | 6,272 | 2,342 |
| Cash funds as at 30 November 2022 | | (3,042) | 6,627 | 3,585 | 1,243 |
| Cash funds as at 30 November 2023 | | 1,250 | 8,607 | 9,857 | 3,585 |

Notes on pages 9 and 10 form part of these accounts

DIG IT COMMUNITY ALLOTMENT

STATEMENT OF ASSET AND LIABILITIES AS AT 30 NOVEMBER 2023

| | Notes | 2023 £ | 2022 £ |
|---|-------|---------------------|---------------------|
| <u>Monetary Assets</u> | | | |
| Cash at Bank & In Hand | 5 | 9,857 | 3,585 |
| | | <u>9,857</u> | <u>3,585</u> |
| <u>Represented by Funds</u> | | | |
| Restricted funds | | 8,607 | 6,627 |
| Unrestricted General Fund | | 1,250 | (3,042) |
| | | <u>9,857</u> | <u>3,585</u> |
| <u>Non Monetary Assets and Liabilities</u> | | | |
| Fixed Assets | | | |
| Plant & Equipment | 4 | 62 | 83 |
| | | <u>62</u> | <u>83</u> |
| Current Assets | | | |
| Prepayment (Insurance) | | - | 22 |
| | | <u>-</u> | <u>22</u> |
| Creditors due within one year | | | |
| Accountancy Fee | 7 | 499 | 224 |
| | | <u>499</u> | <u>224</u> |
| Total Assets Less Liabilities | | <u>(438)</u> | <u>(119)</u> |

These accounts were approved by the Trustees and signed on their behalf by :

Signed: _____



Date: _____

26.09.2024

T Horner

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 30TH NOVEMBER 2023

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2019) issued in October 2005, with all revenue and expenses shown on a cash basis. Non-monetary Assets and Liabilities are shown as actual values at the end of the year.

2. Plant and Equipment is to be depreciated at the rate of 25% on a reducing balance basis.

| 3. Income | Unrestricted | Restricted | 2023 | 2022 |
|------------------|---------------------|-------------------|---------------|---------------|
| | £ | £ | £ | £ |
| Grants | 776 | 33,820 | 34,596 | 25,659 |
| | 776 | 33,820 | 34,596 | 25,659 |

4. Tangible Fixed Assets

Cost of Valuation

| | |
|---------------------------------|--------------|
| As at 1st December 2022 | 1,226 |
| Additions | - |
| As at 30th November 2023 | 1,226 |

Depreciation

| | |
|---------------------------------|--------------|
| As at 1st December 2022 | 1,144 |
| Charge for the year | 21 |
| As at 30th November 2023 | 1,165 |

Net book value

| | |
|---------------------------------|-----------|
| As at 30th November 2023 | 62 |
|---------------------------------|-----------|

| | |
|---------------------------------|-----------|
| As at 30th November 2022 | 83 |
|---------------------------------|-----------|

| 5. Cash funds | 2023 | 2022 |
|-----------------------|--------------|--------------|
| | £ | £ |
| The Co Operative Bank | 9,857 | 3,585 |
| | 9,857 | 3,585 |

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2023

| 6. Debtors | 2023 £ | 2022 £ |
|------------------------|-----------|-----------|
| Prepayment (Insurance) | 22 | 22 |
| | <u>22</u> | <u>22</u> |

| 7. Creditors | 2023 £ | 2022 £ |
|-----------------|------------|------------|
| Accountancy Fee | 275 | 224 |
| | <u>275</u> | <u>224</u> |

8. Funds Analysis

| | Balance at 01/12/2022 £ | Income resources £ | Outgoing resources £ | Transfer £ | Balance at 30/11/2023 £ |
|-----------------------------|-------------------------------|--------------------------|----------------------------|---------------------|-------------------------------|
| Unrestricted | <u>(3,042)</u> | <u>3,529</u> | <u>(396)</u> | <u>1,159</u> | <u>1,250</u> |
| | <u>(3,042)</u> | <u>3,529</u> | <u>(396)</u> | <u>1,159</u> | <u>1,250</u> |
| Restricted | Balance at 30/11/2022 £ | Income resources £ | Outgoing resources £ | Transfer £ | Balance at 30/11/2023 £ |
| Rainbow Services | 53 | - | (53) | - | - |
| Local Services Fund | 723 | - | (723) | - | - |
| Rotary Club Saffron Walden | 475 | 1,000 | (1,475) | - | - |
| Uttlesford District Council | 953 | 10,147 | (11,100) | - | - |
| Local Giving | - | 500 | (500) | - | - |
| Saffron Walden Mencap | - | 1,640 | (1,640) | - | - |
| Awards for All | - | 10,000 | (1,393) | - | 8,607 |
| Essex Community Foundati | 4,424 | 8,633 | (13,057) | - | - |
| Enterprise East | - | 1,900 | (1,900) | - | - |
| Donations | - | 2,720 | (1,561) | (1,159) | - |
| | <u>6,627</u> | <u>36,540</u> | <u>(33,402)</u> | <u>(1,159)</u> | <u>8,607</u> |
| Total Funds | <u>3,585</u> | <u>40,069</u> | <u>(33,798)</u> | <u>-</u> | <u>9,857</u> |

DIG IT COMMUNITY ALLOTMENT

England & Wales - Charity number 1157047

Accounts

DIG IT COMMUNITY ALLOTMENT

Charity Number 1157047

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2022**



*Community
Accounts Service*

DIG IT COMMUNITY ALLOTMENT

CONTENTS FOR THE PERIOD ENDED 30 NOVEMBER 2022

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| Independent Examiner's Report | 6 |
| Receipts and Payments Account | 7 |
| Statement of Assets & Liabilities | 8 |
| Notes to the financial statements | 9-10 |

DIG IT COMMUNITY ALLOTMENT

LEGAL AND ADMIN FOR THE PERIOD ENDED 30 NOVEMBER 2022

| | |
|-----------------------|--|
| Charity number | 1157047 |
| Trustees | Lee Huggins Helen Payne Rebecca Odegaard Tessa Horner Sean Manchip |
| Registered address | 1 Audley End Audley End Saffron Walden Essex CB11 4JB |
| Bank | The Co-operative Bank |
| Independent examiners | Community360 Winsleys House High Street Colchester CO1 1UG |

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2022

The trustees present their report with the financial statements of the charity for the year ended 31st of November 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities Commission, UK Government. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

OVERVIEW

Dig It Community Allotment (Charity No.1157047) has been a registered charity in Saffron Walden since 2014. Dig It encourages activity, healthy lifestyles and peer support. We offer a significant contribution to prevention and early intervention for those in a majority of the health and wellbeing priority categories. Our work promotes self-care in a variety of ways, offering support and advice according to need. Many of our disadvantaged volunteers gain in life satisfaction, health, confidence and self-worth through participation.

We have established a wide network of partners and referral sources over many years of working closely with other local organisations. Dig It has grown significantly over the last five years. As of the date of this report, we were delivering three established sessions per week.

At our sessions volunteers grow produce and knowledge on how vegetables, herbs and fruits can be introduced into healthy meals they can cook at home. We work on developing new growing techniques within our site, greenhouse and polytunnel. Volunteers learn how to propagate seeds right through to harvesting what is grown. We have been developing composting areas to make the site more sustainable while educating volunteers on the huge benefits soil can have on wellbeing.

Dig It are continuously developing accessibility at the allotment to provide wheelchair access throughout the site, greenhouse and summerhouse. Raised planters and tools that cater to all abilities are also now a permanent fixture. Our volunteers have various learning, mental and physical disabilities as well as other barriers to inclusion. This fantastic outdoor space offers a calm, inclusive and social setting which in turn will reduce isolation and promote community cohesion.

OBJECTIVES AND ACTIVITIES FUNDING

Funding comes from a variety of sources including formal grants, donations, and general fundraising activities. In 2022 total funds of £26,253 were received, £24,659 represented restricted funds and a further £1,594 in un-restricted income.

ACHIEVEMENT AND PERFORMANCE

Charitable activities, Grants and Donations received by Dig It Community Allotment support the following programmes:

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2022

1. Open to All

On Monday's & Friday's we run open to all sessions, available to anyone within our community. Individuals attend on their own or alongside their children or carers to take part in activities on site.

2. Mencap Dig It Group

Our Mencap Dig-It Club meets every Wednesday morning at the plot, where Mencap adults with learning disabilities learn all about growing their own food. Members are supported by a sessional worker from Dig It and the Saffron Walden Mencap Society team. There is a regular group in attendance including service users from the ECL in Saffron Walden. Each week, the group take some produce back to the centre for cooking club the following day. Other members are encouraged to take some produce home.

3. Café Cornell "Plot to Plate" in collaboration with Enterprise East Group

Dig It has hosts participants from Enterprise East Group with supporting volunteers to deliver groups focused on the joint "Plot to Plate" project, to learn how to plant, tend, harvest and maintain the fruit and vegetable plots across all four seasons. Once the produce is ready, it is brought to the community café where the chefs teach participants how to prepare and cook tasty and nutritious meals, from the fruits of their labours.

4. Art @ the Allotment

The sessions enabled creative expression, skill learning, and allowed for socialising over a fun, relaxing activity whilst providing people with an introduction to Dig It.

FINANCIAL REVIEW

Principal funding sources

In 2022 Dig It Community Allotment received a total income of £26,253, a significant increase from £10,365 compared to 2021 (£15,888). This increase was impacted hugely by our largest applications made to Awards for All and Essex Community Foundation for staff costs. A new "Art at the Allotment" project funded by Rainbow Services and donations from Saffron Walden Mencap Society towards their Wednesday sessions.

We would like to thank all these funders who have supported projects and activities during the year, also including Uttlesford District Council, Tesco and Cllr Light, whose generous support we value highly, as well as the generosity of the many individuals who support our work both financially and by volunteering.

Investment policy and objectives

Monies not immediately required for the objectives of Dig It are held in a deposit account, in line with the investment policy. The charity does not have any other investments.

Reserves policy

The trustees have set a level equivalent to 2 months of operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2022

income, in order to protect the future operation of the organisation from the effects of any unforeseen variations in its income and expenditure. It also provides a cash flow for grants and contracts that are paid in arrears.

The trustees have designated reserves where there are planned commitments that cannot be met by anticipated future income alone. These reserves at Dig It Community Allotment relate to the organisation's responsibilities as an employer to hold sufficient funds to provide proper notice and in the event of closure. This also allows us to prepare service users for a changes in delivery and refer to alternative organisations where appropriate upon closure.

The reserves policy and the levels of reserves required are reviewed yearly as part of the annual budgetary process. Within the accounts, the amounts of reserves are specified in a table as follows:

| Unrestricted Funds represented by: | Desired Reserves | Balance as at 31st November 2022 | Description of Funds |
|------------------------------------|------------------|----------------------------------|----------------------|
| Salaries Reserve | £3,240 | £1,594 | Two months salaries |

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Constitution document.

Charity constitution

Dig It Community Allotment is Charitable incorporated organisation (CIO) registered with the Charity Commission, registration number 1157047.

Recruitment and appointment of new trustees

The Board assesses its skills base on a regular basis and fills identified gaps by advertising and recruiting new Trustees. Trustees are chosen for their complementary skills, breadth of experience and contribution to the charity in a range of ways. The minimum number of Trustees is three.

New Trustees meet with Helen Payne(Chair) and Laura Thompson-Harper (Project Manager) as part of an induction process. A strategic planning and review day is held annually by the Board, to review the strategy and consider key issues emerging.

Organisational structure

The Board of Trustees meets quarterly and is responsible for the strategic direction and policy

DIG IT COMMUNITY ALLOTMENT

TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2022

of the charity. Responsibility for the day to day running of the charity and delivery of activities is delegated to the Project Manager.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees have reviewed the major strategic, business and operational risks, which the charity faces at this stage of its development and have identified key risks. Actions to address key risk areas have been agreed and progress is reviewed regularly. In addition, strong financial controls are in place to mitigate the risk of financial losses due to theft or fraud, and these controls are regularly reviewed. The charity also has in place a Safeguarding Policy which applies to all staff and trustees, volunteers or consultants working on behalf of Dig It Community Allotment.

Objectives and activities

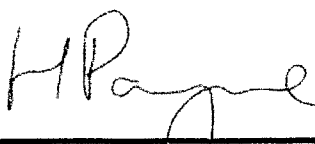
The charity's' objects are, for the public benefit, throughout Uttlesford and surrounding areas:

- A. Education/training
- B. The Advancement Of Health Or Saving Of Lives
- C. Environment/conservation/heritage
- D. Economic/community Development/employment

How do we do this?

- To teach volunteers of all ages how to grow organic food and the benefits of organic local food productions.
- To provide opportunities for local people who are unemployed or economically inactive to gain gardening and job skills and build their confidence to enable them to re-enter the job market.
- To promote careers in environmentally sustainable sectors by providing volunteering experience and education.
- To promote social gardening activities for all members of the community especially including those with a mental or physical disability as we particularly recognise the benefits of community gardening to these groups.
- To provide gardening education and play activities to children and young people.
- To promote and encourage community spirit through gardening.
- To work with other local organisations

Approved by order of the board of trustees on18/09/2023.....and signed on its behalf by



Helen Payne, Chair of Trustees

DIG IT COMMUNITY ALLOTMENT

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 NOVEMBER 2022

I report on the accounts of Dig It Community Allotment for the year ended 30 November 2022 which are set out on pages seven to ten.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

I 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.

Shelley-Marie Rudling FMAAT MIP AATQB for and on behalf of:
Community360, Winsley's House
High Street, Colchester, Essex



Date 18/09/2023

DIG IT COMMUNITY ALLOTMENT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 30 NOVEMBER 2022

| | Note | 2022 Unrestricted £ | 2022 Restricted £ | 2022 Total £ | 2021 Total £ |
|--|------|---------------------------|-------------------------|--------------------|--------------------|
| Receipts | | | | | |
| Donations | | 594 | - | 594 | 406 |
| Grants | 3 | 1,000 | 24,659 | 25,659 | 9,959 |
| Total receipts | | 1,594 | 24,659 | 26,253 | 10,365 |
| | | | | | |
| Payments | | | | | |
| Administration costs | | 853 | 50 | 903 | 385 |
| Sundries | | 8 | 666 | 674 | 722 |
| Self employed | | - | 19,194 | 19,194 | 9,173 |
| Rent of allotments | | 65 | - | 65 | 62 |
| Allotment expenses | | 497 | 1,285 | 1,782 | 1,565 |
| Insurance | | 131 | - | 131 | 131 |
| Project fees | | 576 | 486 | 1,062 | 1,611 |
| Professional fees | | 100 | - | 100 | 100 |
| Total payments | | 2,230 | 21,681 | 23,911 | 13,749 |
| | | | | | |
| Net of Receipts /(Payments) | | (636) | 2,978 | 2,342 | (3,384) |
| Cash funds as at 30 November 2021 | | (2,406) | 3,649 | 1,243 | 4,627 |
| Cash funds as at 30 November 2022 | | (3,042) | 6,627 | 3,585 | 1,243 |

Notes on pages 9 and 10 form part of these accounts

DIG IT COMMUNITY ALLOTMENT

STATEMENT OF ASSET AND LIABILITIES AS AT 30 NOVEMBER 2022

| | Notes | 2022 £ | 2021 £ |
|---|-------|---------------------|---------------------|
| <u>Monetary Assets</u> | | | |
| Cash at Bank & In Hand | 5 | <u>3,585</u> | <u>1,243</u> |
| | | <u>3,585</u> | <u>1,243</u> |
| <u>Represented by Funds</u> | | | |
| Restricted funds | | 6,627 | 3,649 |
| Unrestricted General Fund | | <u>(3,042)</u> | <u>(2,406)</u> |
| | | <u>3,585</u> | <u>1,243</u> |
| <u>Non Monetary Assets and Liabilities</u> | | | |
| Fixed Assets | | | |
| Plant & Equipment | 4 | <u>82</u> | <u>109</u> |
| | | 82 | 109 |
| Current Assets | | | |
| Prepayment (Insurance) | | <u>22</u> | <u>24</u> |
| | | 22 | 24 |
| Creditors due within one year | | | |
| Accountancy Fee | 7 | <u>224</u> | <u>100</u> |
| | | 224 | 100 |
| Total Assets Less Liabilities | | <u>(120)</u> | <u>33</u> |

These accounts were approved by the Trustees and signed on their behalf by :

Signed:



Date:

18/09/2023

T Horner

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 30TH NOVEMBER 2022

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2019) issued in October 2005, with all revenue and expenses shown on a cash basis. Non-monetary Assets and Liabilities are shown as actual values at the end of the year.

2. Plant and Equipment is to be depreciated at the rate of 25% on a reducing balance basis.

| 3. Income | Unrestricted | Restricted | 2022 | 2021 |
|------------------|---------------------|-------------------|---------------|--------------|
| | £ | £ | £ | £ |
| Grants | 1,000 | 24,659 | 25,659 | 9,959 |
| | <u>1,000</u> | <u>24,659</u> | <u>25,659</u> | <u>9,959</u> |

4. Tangible Fixed Assets

Plant & Equipment

Cost of Valuation

As at 1st December 2021

1,226

Additions

-

As at 30th November 2022

1,226

Depreciation

As at 1st December 2021

1,117

Charge for the year

27

As at 30th November 2022

1,144

Net book value

As at 30th November 2022

82

As at 30th November 2021

110

5. Cash funds

2022

2021

The Co Operative Bank

3,585

1,243

3,585

1,243

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2022

| 6. Debtors | 2022 | 2021 |
|------------------------|-----------|-----------|
| | £ | £ |
| Prepayment (Insurance) | 22 | 24 |
| | <u>22</u> | <u>24</u> |

| 7. Creditors | 2022 | 2021 |
|-----------------|------------|------------|
| | £ | £ |
| Accountancy Fee | 224 | 100 |
| | <u>224</u> | <u>100</u> |

8. Funds Analysis

| | Balance at 01/12/2021 | Income resources | Outgoing resources | Balance at 30/11/2022 |
|---------------------|--------------------------|---------------------|-----------------------|--------------------------|
| | £ | £ | £ | £ |
| Unrestricted | (2,406) | 1,594 | (2,230) | (3,042) |
| | <u>(2,406)</u> | <u>1,594</u> | <u>(2,230)</u> | <u>(3,042)</u> |

| | Balance at 30/11/2021 | Income resources | Outgoing resources | Balance at 30/11/2022 |
|-----------------------------|--------------------------|---------------------|-----------------------|--------------------------|
| | £ | £ | £ | £ |
| Restricted | | | | |
| Rainbow services | - | 3,160 | (3,107) | 53 |
| Local Services fund | 1,813 | - | (1,090) | 723 |
| Rotary Club Saffron Walden | 475 | - | - | 475 |
| Uttlesford District Council | 953 | 2,500 | (2,500) | 953 |
| Tesco | - | 1,000 | (1,000) | - |
| Cllr Light | - | 250 | (250) | - |
| Awards for all | - | 8,024 | (8,024) | - |
| Essex Community Foundation | - | 6,336 | (1,912) | 4,424 |
| SWMS | - | 3,389 | (3,389) | - |
| Stansted passenger fund | 232 | - | (232) | - |
| Earth Oven Build | 142 | - | (142) | - |
| Essex County Council | 35 | - | (35) | - |
| Community Chest | - | - | - | - |
| | <u>3,649</u> | <u>24,659</u> | <u>(21,681)</u> | <u>6,627</u> |
| Total Funds | <u>1,243</u> | <u>26,253</u> | <u>(23,911)</u> | <u>3,585</u> |

DIG IT COMMUNITY ALLOTMENT

England & Wales - Charity number 1157047

Accounts

DIG IT COMMUNITY ALLOTMENT

Charity Number 1157047

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2021**



*Community
Accounts Service*

DIG IT COMMUNITY ALLOTMENT

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| Notes to the financial statements | 5-6 |

DIG IT COMMUNITY ALLOTMENT

LEGAL AND ADMIN FOR THE PERIOD ENDED 30 NOVEMBER 2021

| | |
|-----------------------|--|
| Charity number | 1157047 |
| Trustees | Lee Huggins Helen Payne Rebecca Odegaard Tessa Horner |
| Registered address | 8 Little Larchmount Saffron Walden Essex CB11 4EF |
| Bank | The Co-operative Bank |
| Independent examiners | Community360 Winsleys House High Street Colchester CO1 1UG |

DIG IT COMMUNITY ALLOTMENT

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 NOVEMBER 2021

I report on the accounts of Dig It Community Allotment for the year ended 30 November 2021 which are set out on pages three to six.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

I 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.

Shelley-Marie Rudling FMAAT MIP AATQB for and on behalf of:
Community360, Winsley's House
High Street, Colchester, Essex

Date 29th September
2022



DIG IT COMMUNITY ALLOTMENT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 30 NOVEMBER 2021

| | Note | 2021 Unrestricted £ | 2021 Restricted £ | 2021 Total £ | 2020 Total £ |
|--|------|---------------------------|-------------------------|--------------------|--------------------|
| Receipts | | | | | |
| Donations | | 406 | - | 406 | 1,492 |
| Grants | 3 | - | 9,959 | 9,959 | 10,544 |
| Total receipts | | 406 | 9,959 | 10,365 | 12,036 |
| Payments | | | | | |
| Administration Costs | | 385 | - | 385 | 190 |
| Sundries | | 418 | 304 | 722 | 54 |
| Self employed | | - | 9,173 | 9,173 | 5,718 |
| Rent of Allotments | | 62 | - | 62 | 60 |
| Allotment Expenses | | - | 1,565 | 1,565 | 1,034 |
| Insurance | | 131 | - | 131 | 142 |
| Project fees | | - | 1,611 | 1,611 | 663 |
| Professional Fees | | 100 | - | 100 | 100 |
| Total payments | | 1,096 | 12,653 | 13,749 | 7,961 |
| Net of Receipts /(Payments) | | (690) | (2,694) | (3,384) | 4,075 |
| Cash funds as at 30 November 2020 | | (1,716) | 6,343 | 4,627 | 552 |
| Cash funds as at 30 November 2021 | | (2,406) | 3,649 | 1,243 | 4,627 |

Notes on pages 5 and 6 form part of these accounts

DIG IT COMMUNITY ALLOTMENT

STATEMENT OF ASSET AND LIABILITIES AS AT 30 NOVEMBER 2021

| | Notes | 2021 £ | 2020 £ |
|---|-------|---------------------|---------------------|
| <u>Monetary Assets</u> | | | |
| Cash at Bank & In Hand | 5 | <u>1,243</u> | <u>4,627</u> |
| | | <u>1,243</u> | <u>4,627</u> |
| <u>Represented by Funds</u> | | | |
| Restricted funds | | 3,649 | 6,343 |
| Unrestricted General Fund | | (2,406) | (1,716) |
| | | <u>1,243</u> | <u>4,627</u> |
| <u>Non Monetary Assets and Liabilities</u> | | | |
| Fixed Assets | | | |
| Plant & Equipment | 4 | <u>109</u> | <u>146</u> |
| | | 109 | 146 |
| Current Assets | | | |
| Prepayment (Insurance) | | <u>24</u> | <u>24</u> |
| | | 24 | 24 |
| Creditors due within one year | | | |
| Accountancy Fee | 7 | <u>100</u> | <u>100</u> |
| | | 100 | 100 |
| Total Assets Less Liabilities | | <u>33</u> | <u>70</u> |

These accounts were approved by the Trustees and signed on their behalf by :

Signed: _____



Date: 29th September 2022

T Horner

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 30TH NOVEMBER 2021

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2019) issued in October 2005, with all revenue and expenses shown on a cash basis. Non-monetary Assets and Liabilities are shown as actual values at the end of the year.

2. Plant and Equipment is to be depreciated at the rate of 25% on a reducing balance basis.

| 3. Income | Unrestricted | Restricted | 2021 | 2020 |
|----------------------------|---------------------|-------------------|--------------|---------------|
| | £ | £ | £ | £ |
| Uttlesford Wellbeing | - | 6,000 | 6,000 | 4,968 |
| National lottery | - | 2,500 | 2,500 | - |
| Cllr Freeman | - | 361 | 361 | - |
| Summer house | - | 475 | 475 | - |
| Mencap | - | 588 | 588 | - |
| Earth Oven Build | - | 35 | 35 | 770 |
| Essex Community Foundation | - | - | - | 4,806 |
| | - | 9,959 | 9,959 | 10,544 |

4. Tangible Fixed Assets

Plant & Equipment

Cost of Valuation

As at 1st December 2020

1,226

Additions

-

As at 30th November 2021

1,226

Depreciation

As at 1st December 2020

1,081

Charge for the year

36

As at 30th November 2021

1,117

Net book value

As at 30th November 2021

109

As at 30th November 2020

146

5. Cash funds

2021

2020

The Co Operative Bank

1,243

4,627

1,243

4,627

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2021

| 6. Debtors | 2021 £ | 2020 £ |
|------------------------|-----------|-----------|
| Prepayment (Insurance) | 24 | 24 |
| | <u>24</u> | <u>24</u> |

| 7. Creditors | 2021 £ | 2020 £ |
|-----------------|------------|------------|
| Accountancy Fee | 100 | 100 |
| | <u>100</u> | <u>100</u> |

8. Funds Analysis

| | Balance at 01/12/2020 £ | Income resources £ | Outgoing resources £ | Balance at 30/11/2021 £ |
|---------------------|-------------------------------|--------------------------|----------------------------|-------------------------------|
| Unrestricted | (1,716) | 406 | (1,096) | (2,406) |
| | <u>(1,716)</u> | <u>406</u> | <u>(1,096)</u> | <u>(2,406)</u> |

| | Balance at 30/11/2020 £ | Income resources £ | Outgoing resources £ | Balance at 30/11/2021 £ |
|---|-------------------------------|--------------------------|----------------------------|-------------------------------|
| Restricted | | | | |
| Co-op Community Fund | 375 | - | (375) | - |
| Local Services fund | 1,813 | - | - | 1,813 |
| Rotary Club Saffron Walden | - | 475 | - | 475 |
| Uttlesford District Council | - | 6,000 | (5,047) | 953 |
| National lottery | - | 2,500 | (2,500) | - |
| Cllr Freeman | - | 361 | (361) | - |
| Mencap | - | 588 | (588) | - |
| Stansted passenger fund | 232 | - | - | 232 |
| Earth Oven Build | 107 | 35 | - | 142 |
| Essex County Council Community Chest | 3,817 | - | (3,782) | 35 |
| | <u>6,343</u> | <u>9,959</u> | <u>(12,653)</u> | <u>3,649</u> |
| Total Funds | <u>4,627</u> | <u>10,365</u> | <u>(13,749)</u> | <u>1,243</u> |

DIG IT COMMUNITY ALLOTMENT

England & Wales - Charity number 1157047

Accounts

DIG IT COMMUNITY ALLOTMENT

Charity Number 1157047

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH NOVEMBER 2020



*Community
Accounts Service*

DIG IT COMMUNITY ALLOTMENT

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DIG IT COMMUNITY ALLOTMENT

RECEIPTS AND PAYMENTS ACCOUNT FOR THE PERIOD ENDED 30 NOVEMBER 2020

| | Note | 2020 Unrestricted £ | 2020 Restricted £ | 2020 Total £ | 2019 Total £ |
|--|------|---------------------------|-------------------------|--------------------|--------------------|
| Receipts | | | | | |
| Other | | - | - | - | - |
| Donations | | 1,492 | - | 1,492 | 12 |
| Grants | 3 | - | 10,544 | 10,544 | - |
| Total receipts | | 1,492 | 10,544 | 12,036 | 12 |
| Payments | | | | | |
| Marketing | | - | - | - | 63 |
| Administration Costs | | 190 | - | 190 | 1,194 |
| Sundries | | 39 | 15 | 54 | 374 |
| Self employed | | 513 | 5,205 | 5,718 | 1,699 |
| Rent of Allotments | | 60 | - | 60 | 52 |
| Allotment Expenses | | 322 | 712 | 1,034 | - |
| Insurance | | 142 | - | 142 | 132 |
| Membership Fees | | - | - | - | 135 |
| Project fees | | - | 663 | 663 | - |
| Professional Fees | | 100 | - | 100 | 100 |
| Total payments | | 1,366 | 6,595 | 7,961 | 3,749 |
| Net of Receipts /(Payments) | | 126 | 3,949 | 4,075 | (3,737) |
| Cash funds as at 30 November 2019 | | (1,842) | 2,394 | 552 | 4,289 |
| Cash funds as at 30 November 2020 | | (1,716) | 6,343 | 4,627 | 552 |

Notes on pages 3 and 4 form part of these accounts

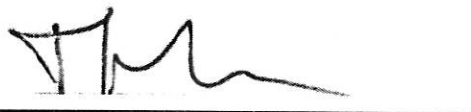
DIG IT COMMUNITY ALLOTMENT

STATEMENT OF ASSET AND LIABILITIES AS AT 30 NOVEMBER 2020

| | Notes | 2020 £ | 2019 £ |
|---|-------|---------------------|---------------------|
| <u>Monetary Assets</u> | | | |
| Cash at Bank & In Hand | 5 | <u>4,627</u> | <u>552</u> |
| | | <u>4,627</u> | <u>4,289</u> |
| <u>Represented by Funds</u> | | | |
| Restricted funds | | 6,343 | 2,394 |
| Unrestricted General Fund | | <u>(1,716)</u> | <u>(1,842)</u> |
| | | <u>4,627</u> | <u>552</u> |
| <u>Non Monetary Assets and Liabilities</u> | | | |
| Fixed Assets | | | |
| Plant & Equipment | 4 | <u>146</u> | <u>194</u> |
| | | 146 | 194 |
| Current Assets | | | |
| Prepayment (Insurance) | | <u>24</u> | <u>33</u> |
| | | 24 | 33 |
| Creditors due within one year | | | |
| Accountancy Fee | 7 | <u>100</u> | <u>100</u> |
| | | 100 | 100 |
| Total Assets Less Liabilities | | <u>70</u> | <u>127</u> |

These accounts were approved by the Trustees and signed on their behalf by :

Signed:



Date: 29th September 2021

T Horner

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 30TH NOVEMBER 2020

1. These accounts are prepared on a receipts and payments basis, following best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in October 2005, with all revenue and expenses shown on a cash basis. Non-monetary Assets and Liabilities are shown as actual values at the end of the year.
2. Plant and Equipment is to be depreciated at the rate of 25% on a reducing balance basis.

| 3. Income | Unrestricted | Restricted | 2020 | 2019 |
|----------------------------|---------------------|-------------------|---------------|-------------|
| | £ | £ | £ | £ |
| Uttlesford Wellbeing | - | 4,968 | 4,968 | - |
| Earth Oven Build | - | 770 | 770 | - |
| Essex Community Foundation | - | 4,806 | 4,806 | - |
| | - | 10,544 | 10,544 | - |

4. Tangible Fixed Assets

| | Plant & Equipment |
|---------------------------------|----------------------------------|
| Cost of Valuation | |
| As at 1st December 2019 | 1,226 |
| Additions | - |
| As at 30th November 2020 | 1,226 |
| Depreciation | |
| As at 1st December 2019 | 1,032 |
| Charge for the year | 49 |
| As at 30th November 2020 | 1,081 |
| Net book value | |
| As at 30th November 2020 | 146 |
| As at 30th November 2019 | 194 |

| 5. Cash funds | 2020 | 2019 |
|-----------------------|--------------|-------------|
| The Co Operative Bank | 4,627 | 552 |
| | 4,627 | 552 |

DIG IT COMMUNITY ALLOTMENT

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2020

| 6. Debtors | 2020 £ | 2019 £ |
|------------------------|-----------|-----------|
| Prepayment (Insurance) | 24 | 33 |
| | <u>24</u> | <u>33</u> |

| 7. Creditors | 2020 £ | 2019 £ |
|-----------------|------------|------------|
| Accountancy Fee | 100 | 100 |
| | <u>100</u> | <u>100</u> |

8. Funds Analysis

| | Balance at 01/12/2019 £ | Income resources £ | Outgoing resources £ | Transfer between funds | Balance at 30/11/2020 £ |
|---|-------------------------------|--------------------------|----------------------------|---------------------------|-------------------------------|
| Unrestricted | (1,842) | 1,492 | (1,366) | - | (1,716) |
| | <u>(1,842)</u> | <u>1,492</u> | <u>(1,366)</u> | <u>-</u> | <u>(1,716)</u> |
| Restricted | Balance at 30/11/2019 £ | Income resources £ | Outgoing resources £ | Transfer between funds | Balance at 30/11/2020 £ |
| Co-op Community Fund | - | 4,968 | (4,593) | - | 375 |
| Local Services fund | 2,137 | #REF! | (324) | - | #REF! |
| Stansted passenger fund | 232 | - | - | - | 232 |
| Earth Oven Build | - | 770 | (663) | - | 107 |
| Essex County Council Community Chest | 25 | 4,806 | (1,014) | - | 3,817 |
| | <u>2,394</u> | <u>#REF!</u> | <u>(6,595)</u> | <u>-</u> | <u>#REF!</u> |
| Total Funds | <u>552</u> | <u>#REF!</u> | <u>(7,961)</u> | <u>-</u> | <u>#REF!</u> |

DIG IT COMMUNITY ALLOTMENT

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 30 NOVEMBER 2020

I report on the accounts of Dig It Community Allotment for the year ended 30 November 2020 which are set out on pages one to four.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 considerations 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 consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

I 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.

Shelley-Marie Rudling FMAAT MIP AATQB for and on behalf of:
Community360, Winsley's House
High Street, Colchester, Essex

Date 29th September
2021





Annual Report

1st December 2019 – 30 November 2020

In early 2020, we continued to fundraise for the Earth Oven Build and launched allotment sessions in February however with the changes of the pandemic in March 2020, all group projects were put on hold. The allotment was maintained by Bolette Pedersen who still regularly attended the allotment on Fridays and Ken, our volunteer who also helped to water and maintain the allotment following the winter. Lee Huggins, who was furloughed over the spring summer period initiated the re-design of the site to make it socially distanced, accessible and user friendly as well as being COVID safe. Once lockdown restrictions began to lift, the Friday session quickly resumed to include an enthusiastic and dedicated group of previous & new volunteers. As the need and referrals for our service grew, we continued to navigate the various lockdown restrictions and guidelines throughout the year and fundraiser to increase our delivery for the year to come.

Staff & Trustees

Laura Thompson-Harper took over from Gill Brown as Project Coordinator at the end of 2019. The initial aim was for LTH to run admin remotely with Bolette Pedersen, both employed on a freelance basis to run the sessions. It became quickly apparent that the project coordinator role needed was more hands on than initially expected so LTH began getting more involved with the allotment site within her role as well. Lee Huggins joined our trustee board also at the end of 2019, alongside Rebecca Odegaard, Tessa Horner and Helen Payne all remaining as trustees. Helen Payne and Tessa Horner have continued to offer support to LTH in the day to day running, administration and volunteer management of the charity where needed. Lee Huggins has had full involvement in developing the site and taking part in the sessions. He also supported us to rebrand as a charity to improve our reach and appeal as an organisation. Rebecca Glithero has supported with her knowledge of Dig It, fundraising ideas and administration relating to the handover from Gill Brown.

Ken, our long term volunteer joined by Lee and Aaron have been running the Tuesday sessions at Faircroft House to build the base of the Earth oven.

Dig It has worked closely with VCU, CVSU, Uttlesford Frontline and the Job Centre to increase volunteers.

Projects

Our community projects this year have been limited due to the pandemic and this has had an impact through the fluctuation in our volunteer team and access to funds as a result of limited community fundraising. Our 'Victorian Edible Flowers' within the walled gardens at Bridge End has been put on hold due to the wellbeing of the allotment site and much needed development of this to make it COVID safe.

The Tuesday sessions at Faircroft House have involved caring for the trees and grounds outside this community venue have continued thanks to Ken, joined by Aaron and Lee is building the base of the Earth Oven. The plans to deliver the course have been put on hold until 2021, with a deposit being made to Jess Perry to secure our place for next year.

Funding

Fundraising has been challenging this year, for two reasons, the pandemic and previous accounts history. The pandemic has made community fundraising challenging therefore we have focussed all our energies, like many other charities on funds from Trusts and Foundations.

This was also challenging due to funders highlighting our previous accounts as not demonstrating enough income to cover costs and late submissions of accounts to the charity commission in previous years. LTH made it a priority this year to improve our income for the benefit of the beneficiaries, project and site. This was enabled through the support awarded at the end of 2019 from Uttlesford Health and Wellbeing to fund LTH's role as project manager and support marketing and management of Dig It.

In early 2020, we held our last face-to-face fundraising event for the Earth Oven, a live music night at Faircroft House which was a huge success and great for community awareness. This was further supported by local councillors Cllr Asker & Cllr Freeman, donating to the Earth Oven project too through their individual funding as council members.

Waitrose allocated us funds directly as their token scheme was cancelled. We were also fortunate to receive COVID-19 Response Funding from Essex Community Foundation for our development of the site and sessions. In August 2020, we were also fortunate to be selected out of five other local community allotments to be featured on the Nuffield Health Television Advert, where Rogue Films gave us a donation of £800 for using the site. This was a great highlight for the Byrds Farm Allotment and enjoyed by many allotment holders and members of the community who also took part as extras on the day. There is a clear funding plan for local bids in 2021 and the accounts will support these further applications.

Site Development & Yields

The allotment site has been completely transformed over this year. We learned early on that a lot of the sessions were being used for weeding and set to develop the plot to make it not only COVID safe but also accessible to all with lots for beneficiaries to take part in.

Lee Huggins built planters in defined rows down each section, weeding out all the plots, preparing the soil and tarping them over ready for spring. The toilet shed was given a facelift and made user friendly as had been avoided by many for some time. The greenhouse panels were also replaced to make use of it yet again.

LTH, LH, BP, volunteers and our valued neighbour Duncan then spent a lot of time identifying what we wanted to grow and preparing to propagate over the winter ready to plant next year. Plans for 2022 include a new summer house, decking area for outdoor gathering of volunteers, large polytunnel and revival of the peace garden area.

Future Plans

We intend to run our Earth Oven Course early 2021.

Increase our sessions to three per week minimum.

Continue to develop our policies and procedures to support our volunteers.

Partner with other local charities who may make use of the site.

Run a community kitchen initiative pilot.