

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	03	2022		28	02

## Section A Reference and administration details

<b>Charity name</b>	Market Field Farm
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1190911
<b>Charity's principal address</b>	Market Field School, School Road
	Elmstead Market
	Colchester, Essex
<b>Postcode</b>	CO7 7ET

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Naomi Andrews			
2	Gary Smith			
3	Elizabeth Kuti			
4	Miranda Andras			
5	David Bullock			
6	Jennifer Rudkins			
7	Jo Matthias			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by the Trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the CIO are the relief of need of young people with autistic condition and learning difficulties, in particular by providing resources, education, work experience and employment opportunities and facilities

The delivery of skills work training in a live working environment. The creation of appropriate paid employment for young people with learning disabilities and autism.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

In the past twelve months we have:

- Secured further contracts to deliver conservation, gardening and maintenance work.
- Purchased an additional vehicle, equipment and set up a further team.
- Supported 11 young people with autism and additional needs into work.
- Built partnerships with other organisations and collaborated on projects.
- Prepared and submitted a planning application for a potential five acre site.
- Developed a strategy and project plan for the next one, two and five years.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Before any spend in excess of £50 is made from our reserves, approval is sought from the Trustees via email or at the monthly trustee meetings.

All spends are recorded and circulated at each trustee meeting.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Naomi Andrews

Position (eg Secretary, Chair, etc)

Chair

Date

22.11.2023

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**MARKET FIELD FARM**

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**UNAUDITED**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 28 FEBRUARY 2023**

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## MARKET FIELD FARM

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### REFERENCE AND ADMINISTRATIVE DETAILS OF THE CIO, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 28 FEBRUARY 2023

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**Trustees**

Naomi Andrews, Chair  
Joanna Matthias, Trustee  
Gary Smith OBE, Trustee  
Jennifer Rudkins, Trustee  
David Bullock, Trustee  
Miranda Andras, Trustee  
Elizabeth Kuti, Trustee

**Charity registered  
number**

1190911

**Principal office**

Market Field School  
School Road  
Elmstead  
Colchester  
Essex  
CO7 7ET

**Accountants**

Griffin Chapman  
Chartered Accountants  
4 & 5 The Cedars  
Apex 12  
Old Ipswich Road  
Colchester  
Essex  
CO7 7QR



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## **MARKET FIELD FARM**

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### **TRUSTEES' REPORT FOR THE YEAR ENDED 28 FEBRUARY 2023**

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The Trustees present their annual report together with the financial statements of the Charitable Incorporated Organisation ('CIO') Market Field Farm for the year from 1 March 2022 to 28 February 2023.

#### **Objectives and activities**

##### **a. Policies and objectives**

The objects of the CIO are the relief of need of young people with autistic condition and learning difficulties, in particular by providing resources, education, work experience and employment opportunities and facilities.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

##### **b. Strategies for achieving objectives**

To support a long term strategy of the charity, we have created a conservation enterprise, working with local organisations, charities and landowners. The enterprise is called Market Field Grows and continues to be run as part of the charity. This enterprise has created part time jobs for people with learning disabilities, autism and ADHD.

Our long term strategy is to establish a 'farm' site and our partnership with a local developer aims to achieve this. We now have a working masterplan, which was submitted for consideration to the Planning Officers at Tendring District Council in December 2022. A special committee meeting was held on 27 November 2023, and a resolution for approval was passed for the proposed site. This is a significant step towards obtaining the farm site to further our charity objectives.

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## MARKET FIELD FARM

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### Objectives and activities (continued)

##### c. Activities undertaken to achieve objectives

Our intention has always been to work with existing businesses. However, we soon realised the opportunities were not there and we needed to break down the preconceptions around young people with disabilities. We therefore decided to become an employer ourselves to support the long term strategy of the charity.

Research led us towards the green economy and helping businesses achieve their net zero targets. It was then we created a conservation and gardening enterprise. We now work with local organisations, councils, charities and landowners. The enterprise is called Market Field Grows and is run as part of the charity.

Our first major project saw us working with The Big Green Internet to plant 46,024 trees between December 2021 and April 2022. Since this time, we continue to grow and expand our reach across north east Essex. We now have two teams, which support 8 paid roles.

We have the opportunity to recruit another group to form our third team. We will employ four young people as team members, working alongside a full-time team leader. All our team members have finished college, struggled to find work and have attended a special educational needs provision.

Training is provided leading up to the project start. The new team members and team leader work alongside our existing team for two weeks. Skills can be learned and confidence built ahead of their own project start. We encourage team working and shared experiences, openness and discussion.

Support is provided throughout the project by our Project Manager and Charity Founder, Naomi, as well as site visits from the other team leaders. Our team members will work two to three days each week, we pay above the national average wage, pay holidays and statutory sick pay.

The team will be recruited to plant trees between October 2023 and May 2024, during the summer they will undertake maintenance work for trees planted between October 2022 and May 2023. It's a cyclical process, which guarantees work year round.

We charge a day rate for our services, which covers salaries and expenses, however, we rely on charitable support to set up our team to purchase a vehicle, some of our equipment and PPE.

We are in the process of setting up a Crowd Funding page, which we will launch if we are not successful with the foundation applications. Strategically, we had hoped to use the Crowd Funding source of income for our larger project.

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## MARKET FIELD FARM

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### Objectives and activities (continued)

##### d. Main activities undertaken to further the CIO's purposes for the public benefit

- The continuation of a successful enterprise, which included:
  - sourcing funding, transport and equipment;
  - recruiting further team members;
  - recruiting another team leader; and
  - enhancing HR systems, payroll and pension plan with the support of an administration assistant.
- Continue with PR and marketing activities to raise awareness of our charity and the challenges we aim to combat, which included the launch of our new web site a publicity film.
- Building a strong network of organisations and businesses upon which we have formed strong collaborations for partnership at our new site.
- Worked with other organisations to set up discussion groups for young people with SEN and autism, with their families and carers.
- Secured further contracts with local businesses for work, outside of the traditional planting season.
- Working with the Planning team at Tendring District Council to support our current planning application.

#### Achievements and performance

##### a. Main achievements of the CIO

- The creation of eight part time jobs for young people with autism, learning disabilities and ADHD.
- The creation of two full time jobs for a member of the local community.
- The purchase of another truck and equipment upgrades.
- Planting 162,000 trees.
- Achieving a steady income to cover salaries and running costs.
- Developing a network of potential partners and organisations with which to collaborate and generate further employment in our next year.
- Securing corporate sponsors for the charity.

#### Financial review

##### a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the CIO has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

##### b. Reserves policy

Reserves are retained by the charity in order to carry out repairs on the truck or general equipment used for the projects. Reserves would also be required for new equipment (such as water tanks and lawn mowers).

Generally, the Trustees like to see £3,500 in cash reserves. This sum would cover any unforeseen costs.

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## MARKET FIELD FARM

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### **c. Financial activities**

At the end of the financial year the charity had decreased cash reserves totalling £8,577, compared to the previous year of £13,180. The charity now has fixed assets totalling £28,870, being new vans used for Market Grows projects which was funded by grants received in the year. Current liabilities totalled £4,331, which was comprised of day to day operational costs outstanding. The net assets of the charity at the year end totalled £37,913, compared to £20,647 the previous year end.

Restricted funds held by the charity as at 28 February 2023 totalled £13,756. These funds are detailed further within the Statement of Funds notes.

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

##### **a. Constitution**

Market Field Farm is a registered charity, number 1190911, and is constituted under a Foundation CIO Constitution.

##### **b. Methods of appointment or election of Trustees**

The management of the CIO is the responsibility of the Trustees who are elected and co-opted under the terms of the CIO Constitution.

There must be at least three Trustees at any time and the maximum number of Trustees is twelve. Every Trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Trustees.

In selecting individuals for appointment as Trustees, they must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

##### **Members' liability**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts or liabilities.

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## MARKET FIELD FARM

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### TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### Statement of Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 CIO and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the CIO's transactions and disclose with reasonable accuracy at any time the financial position of the CIO and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the CIO Constitution. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



**Naomi Andrews**  
Chair

Date: 19. December 2023.

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## MARKET FIELD FARM

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### INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### Independent examiner's report to the Trustees of Market Field Farm ('the CIO')

I report to the charity Trustees on my examination of the accounts of the CIO for the year ended 28 February 2023.

#### Responsibilities and basis of report

As the Trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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

1. accounting records were not kept in respect of the CIO as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

The CIO has received bookkeeping support from Griffin Chapman in the year. I have applied FRC's Revised Ethical Standard.

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INDEPENDENT EXAMINER'S REPORT (CONTINUED)  
FOR THE YEAR ENDED 28 FEBRUARY 2023

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This report is made solely to the CIO's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the CIO's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the CIO and the CIO's Trustees as a body, for my work or for this report.

Signed:



Dated:

19 December 2023

Mr Daniel Aldworth

FCCA FMAAT

**Griffin Chapman**

Chartered Accountants

4 & 5 The Cedars

Apex 12

Old Ipswich Road

Colchester

Essex

CO7 7QR

**MARKET FIELD FARM**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

	<b>Note</b>	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
<b>Income from:</b>					
Donations and grants	3	7,457	60,348	67,805	40,971
Charitable activities	4	34,322	-	34,322	-
Investments	5	-	-	-	3
Other income	6	200	-	200	-
<b>Total income</b>		<b>41,979</b>	<b>60,348</b>	<b>102,327</b>	<b>40,974</b>
<b>Expenditure on:</b>					
Charitable activities	7	55,415	29,646	85,061	21,737
<b>Total expenditure</b>		<b>55,415</b>	<b>29,646</b>	<b>85,061</b>	<b>21,737</b>
<b>Net (expenditure)/income</b>		<b>(13,436)</b>	<b>30,702</b>	<b>17,266</b>	<b>19,237</b>
Transfers between funds	17	23,995	(23,995)	-	-
<b>Net movement in funds</b>		<b>10,559</b>	<b>6,707</b>	<b>17,266</b>	<b>19,237</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		13,598	7,049	20,647	1,410
Net movement in funds		10,559	6,707	17,266	19,237
<b>Total funds carried forward</b>		<b>24,157</b>	<b>13,756</b>	<b>37,913</b>	<b>20,647</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 11 to 25 form part of these financial statements.



MARKET FIELD FARM

BALANCE SHEET  
AS AT 28 FEBRUARY 2023

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	12	28,870	8,250
		<u>28,870</u>	<u>8,250</u>
<b>Current assets</b>			
Debtors	14	4,797	653
Cash at bank and in hand		8,577	13,180
		<u>13,374</u>	<u>13,833</u>
Creditors: amounts falling due within one year	15	(4,331)	(1,436)
<b>Net current assets</b>		<u>9,043</u>	<u>12,397</u>
<b>Total assets less current liabilities</b>		<u>37,913</u>	<u>20,647</u>
<b>Net assets excluding pension asset</b>		<u>37,913</u>	<u>20,647</u>
<b>Total net assets</b>		<u>37,913</u>	<u>20,647</u>
<b>Charity funds</b>			
Restricted funds	17	13,756	7,049
Unrestricted funds	17	24,157	13,598
<b>Total funds</b>		<u>37,913</u>	<u>20,647</u>

The financial statements were approved and authorised for issue by the Trustees on 19 December 2023. and signed on their behalf by:



**Naomi Andrews**  
Chair

The notes on pages 11 to 25 form part of these financial statements.

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## MARKET FIELD FARM

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### 1. General information

Market Field Farm is a registered Charitable Incorporated Organisation (CIO) which is incorporated in England and Wales. The principal office is Market Field School, School Road, Elmstead, Colchester, Essex, CO7 7ET. The registered number of the charity is 1190911.

The object of the CIO is to help young adults with learning disabilities, autism and/or ADHD access meaningful employment. The CIO works with local people, companies and parish councils to conserve natural habitats, create wildlife-friendly gardens and help maintain public spaces with conservation and nature in mind. The CIO gives young people with learning disabilities a stepping stone into work.

#### 2. Accounting policies

##### 2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Market Field Farm meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

##### 2.2 Going concern

The Trustees consider that there are no material uncertainties about the Charitable Incorporated Organisation's ability to continue as a going concern.

##### 2.3 Income

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

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

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## MARKET FIELD FARM

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2023

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## 2. Accounting policies (continued)

### 2.4 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the CIO's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

### 2.5 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the CIO; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

### 2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £200 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Motor vehicles	-	25% reducing balance method
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### 2.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### 2.8 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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## MARKET FIELD FARM

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### 2. Accounting policies (continued)

##### 2.9 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the CIO anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

##### 2.10 Financial instruments

The CIO only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

##### 2.11 Pensions

The CIO operates a defined contribution pension scheme and the pension charge represents the amounts payable by the CIO to the fund in respect of the year.

##### 2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the CIO and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the CIO for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

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**MARKET FIELD FARM**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**3. Income from donations and grants**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Donations	3,957	2,750	<b>6,707</b>
Grants	3,500	57,598	<b>61,098</b>
	<u>7,457</u>	<u>60,348</u>	<u><b>67,805</b></u>
	<u><u>7,457</u></u>	<u><u>60,348</u></u>	<u><u><b>67,805</b></u></u>
	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Donations	2,102	-	2,102
Grants	14,269	24,600	38,869
	<u>16,371</u>	<u>24,600</u>	<u>40,971</u>
	<u><u>16,371</u></u>	<u><u>24,600</u></u>	<u><u>40,971</u></u>

**4. Income from charitable activities**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Market Grows contracts	34,322	<b>34,322</b>	-
	<u>34,322</u>	<u><b>34,322</b></u>	<u>-</u>
	<u><u>34,322</u></u>	<u><u><b>34,322</b></u></u>	<u><u>-</u></u>

**5. Investment income**

	<b>Total funds 2023 £</b>
Bank interest	-
	<u>-</u>
	<u><u>-</u></u>

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**MARKET FIELD FARM**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**5. Investment income (continued)**

	<i>Unrestricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Bank interest	3	3
	<u>3</u>	<u>3</u>

**6. Other incoming resources**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<i>Total funds 2022 £</i>
Other income	200	200	-
	<u>200</u>	<u>200</u>	<u>-</u>

**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total 2023 £</b>
Market Grows	55,415	29,646	85,061
	<u>55,415</u>	<u>29,646</u>	<u>85,061</u>

	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total 2022 £</i>
Market Grows	4,186	17,551	21,737
	<u>4,186</u>	<u>17,551</u>	<u>21,737</u>

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**MARKET FIELD FARM**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**8. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2023 £</b>	<b>Support costs 2023 £</b>	<b>Total funds 2023 £</b>
Market Grows	72,536	12,525	<b>85,061</b>

	<i>Activities undertaken directly 2022 £</i>	<i>Support costs 2022 £</i>	<i>Total funds 2022 £</i>
Market Grows	18,867	2,870	21,737

**Analysis of direct costs**

	<b>Market Grows 2023 £</b>	<b>Total funds 2023 £</b>
Leadership staff costs	29,500	<b>29,500</b>
Beneficiary wages	27,303	<b>27,303</b>
Contract costs	4,778	<b>4,778</b>
Tools and protective clothing	2,052	<b>2,052</b>
Motor running costs	3,726	<b>3,726</b>
Motor fuel	5,106	<b>5,106</b>
Travel and subsistence	71	<b>71</b>
	<u>72,536</u>	<u><b>72,536</b></u>

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MARKET FIELD FARM

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023

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8. Analysis of expenditure by activities (continued)

Analysis of direct costs (continued)

	<i>Market Grows 2022 £</i>	<i>Total funds 2022 £</i>
Leadership staff costs	9,100	9,100
Beneficiary wages	5,782	5,782
Tools and protective clothing	1,713	1,713
Motor running costs	1,335	1,335
Motor fuel	937	937
	<hr/> 18,867 <hr/>	<hr/> 18,867 <hr/>

Analysis of support costs

	<b>Market Grows 2023 £</b>	<b>Total funds 2023 £</b>
Depreciation	3,375	3,375
Insurance	893	893
Computer costs	351	351
Telephone	172	172
Accountancy	4,118	4,118
Bank charges	1	1
General expenses	176	176
Printing, postage and stationery	163	163
Advertising and marketing	3,249	3,249
Subscriptions	27	27
	<hr/> 12,525 <hr/>	<hr/> 12,525 <hr/>



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MARKET FIELD FARM

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023

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8. Analysis of expenditure by activities (continued)

Analysis of support costs (continued)

	<i>Market Grows 2022 £</i>	<i>Total funds 2022 £</i>
Depreciation	550	550
Insurance	218	218
Computer costs	101	101
Telephone	129	129
Accountancy and payroll	1,459	1,459
Bank charges	5	5
General expenses	408	408
<i>Total 2022</i>	<u>2,870</u>	<u>2,870</u>

9. Independent examiner's remuneration

	<b>2023 £</b>	<b>2022 £</b>
Fees payable to the CIO's independent examiner for the independent examination of the CIO's annual accounts	<b>810</b>	780
Fees payable to the CIO's independent examiner in respect of: All other services not included above	<b>900</b>	840

10. Staff costs

	<b>2023 £</b>	<b>2022 £</b>
Leadership staff wages	<b>28,885</b>	9,006
Beneficiary wages	<b>27,303</b>	5,782
Contribution to defined contribution pension schemes	<b>615</b>	94
	<u><b>56,803</b></u>	<u>14,882</u>

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MARKET FIELD FARM

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023

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**10. Staff costs (continued)**

The average number of persons employed by the CIO during the year was as follows:

	2023 No.	2022 No.
Leadership staff	1	1
Beneficiary workers	7	1
	<u>8</u>	<u>2</u>

No employee received remuneration amounting to more than £60,000 in either year.

**11. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 28 February 2023, no Trustee expenses have been incurred (2022 - £NIL).

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## MARKET FIELD FARM

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### 12. Tangible fixed assets

	Motor vehicles £
<b>Cost or valuation</b>	
At 1 March 2022	8,800
Additions	23,995
	<hr/>
At 28 February 2023	32,795
	<hr/>
<b>Depreciation</b>	
At 1 March 2022	550
Charge for the year	3,375
	<hr/>
At 28 February 2023	3,925
	<hr/>
<b>Net book value</b>	
At 28 February 2023	28,870
	<hr/>
At 28 February 2022	8,250
	<hr/>

#### 13. Fixed asset investments

The CIO has a wholly owned subsidiary, Market Field Farm Limited, company number 11839779, a company limited by guarantee. The CIO owns the subsidiary by virtue of being the sole member. The company is currently dormant.

#### 14. Debtors

	2023 £	2022 £
<b>Due within one year</b>		
Trade debtors	2,740	-
Prepayments and accrued income	2,057	653
	<hr/>	<hr/>
	4,797	653
	<hr/>	<hr/>

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MARKET FIELD FARM

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023

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15. Creditors: Amounts falling due within one year

	2023 £	2022 £
Trade creditors	47	86
Other taxation and social security	1,536	-
Other creditors	1,038	-
Accruals and deferred income	1,710	1,350
	<u>4,331</u>	<u>1,436</u>

16. Financial instruments

	2023 £	2022 £
<b>Financial assets</b>		
Financial assets measured at fair value through income and expenditure	<u>8,577</u>	<u>13,180</u>

Financial assets measured at fair value through income and expenditure comprise cash at bank and in hand.

## MARKET FIELD FARM

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2023

#### 17. Statement of funds

##### Statement of funds - current year

	Balance at 1 March 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 28 February 2023 £
<b>Unrestricted funds</b>					
General Funds	13,598	41,979	(55,415)	23,995	24,157
<b>Restricted funds</b>					
Essex Community Foundation	5,900	11,000	(7,900)	(9,000)	-
Suffolk Community Foundation	1,149	9,600	(10,749)	-	-
Eastern Counties Educational Trust	-	15,000	(5)	(14,995)	-
Climate Mitigation Fund	-	19,788	(8,242)	-	11,546
Sparta Global	-	2,750	(2,750)	-	-
The Tree Council	-	2,210	-	-	2,210
	7,049	60,348	(29,646)	(23,995)	13,756
<b>Total of funds</b>	<b>20,647</b>	<b>102,327</b>	<b>(85,061)</b>	<b>-</b>	<b>37,913</b>

##### Restricted Funds:

The Essex Community Foundation fund is to be allocated to funding staff costs of a new leadership team member to lead a team of young adults on gardening projects in Colchester and Tendring. The fund also financed the purchase of a new truck, which has been transferred to unrestricted funds after it was obtained.

The Suffolk Community Foundation fund is to be allocated to covering staff costs of 6 young adults with learning difficulties and autism spectrum disorders to work on a hedge and tree planting project with the Big Green Internet Project.

The Eastern Counties Educational Trust fund was to be allocated against the purchase of a new truck for use within Market Grows work. The asset was purchased in February 2023, and has been transferred to unrestricted funds after it was obtained.

The Climate Mitigation Fund is to be allocated on funding staff costs of beneficiary workers and tools required on a project in collaboration with The Big Green Internet, to plant trees on a site in North Essex.

The Tree Council fund is to be allocated towards the project labour costs to carry out tree planting at the Stanway Community Centre site. The project was to be started in the next financial year.

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**MARKET FIELD FARM**

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**17. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 March 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 28 February 2022 £</i>
<b>Unrestricted funds</b>				
General Funds	1,410	16,374	(4,186)	13,598
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Restricted funds</b>				
Essex Community Foundation	-	15,000	(9,100)	5,900
Suffolk Community Foundation	-	9,600	(8,451)	1,149
	<hr/>	<hr/>	<hr/>	<hr/>
	-	24,600	(17,551)	7,049
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total of funds</b>	1,410	40,974	(21,737)	20,647
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**18. Summary of funds**

**Summary of funds - current year**

	<b>Balance at 1 March 2022 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers in/out £</b>	<b>Balance at 28 February 2023 £</b>
General funds	13,598	41,979	(55,415)	23,995	24,157
Restricted funds	7,049	60,348	(29,646)	(23,995)	13,756
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	20,647	102,327	(85,061)	-	37,913
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

MARKET FIELD FARM

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023

18. Summary of funds (continued)

Summary of funds - prior year

	<i>Balance at 1 March 2021 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Balance at 28 February 2022 £</i>
General funds	1,410	16,374	(4,186)	13,598
Restricted funds	-	24,600	(17,551)	7,049
	<u>1,410</u>	<u>40,974</u>	<u>(21,737)</u>	<u>20,647</u>

19. Analysis of net assets between funds

Analysis of net assets between funds - current year

	<b>Unrestricted funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Tangible fixed assets	28,870	-	<b>28,870</b>
Current assets	(381)	13,756	<b>13,375</b>
Creditors due within one year	(4,331)	-	<b>(4,331)</b>
<b>Total</b>	<u>24,158</u>	<u>13,756</u>	<u><b>37,914</b></u>

Analysis of net assets between funds - prior year

	<i>Unrestricted funds 2022 £</i>	<i>Restricted funds 2022 £</i>	<i>Total funds 2022 £</i>
Tangible fixed assets	8,250	-	8,250
Current assets	6,784	7,049	13,833
Creditors due within one year	(1,436)	-	(1,436)
<b>Total</b>	<u>13,598</u>	<u>7,049</u>	<u>20,647</u>

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## MARKET FIELD FARM

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### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2023

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#### **20. Pension commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund and amounted to £615 (2022 - £94). No amount was payable to the fund at the balance sheet date and therefore included in creditors.

#### **21. Members' liability**

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts or liabilities.



# Market Field Farm

Independent Examination findings report for the year ended 28 February 2023



The Trustees  
Market Field Farm  
Market Field School  
School Road, Elmstead  
Colchester  
Essex, CO7 7ET

Griffin Chapman  
4 & 5 The Cedars, Apex 12  
Old Ipswich Road  
Colchester  
Essex, CO7 7QR

15 December 2023

Firstly, we would like to express our thanks to all members of staff who assisted us in carrying out our Independent Examination work and we are grateful for the time they have taken to help with our queries.

Griffin Chapman are pleased to present this report for the sole attention of the trustees of Market Field Farm, which contains information from our independent examination work for the year ended 28 February 2023 including:

- Independent Examination opinion in accordance with section 145 of the Charities Act 2011;
- Matters which arose which we consider should be brought to your attention;
- Material adjustments and unadjusted amendments to the financial statements; and
- Other matters, if any, arising from the independent examination that, in our professional judgement, are significant to the oversight of the financial reporting process.

This memorandum is strictly confidential and although it has been made available to management to facilitate discussions, it may not be taken as altering our responsibilities to the charity arising under our independent examination engagement letter. The contents of this letter should not be disclosed to third parties without our prior written consent. No responsibility is assumed to third parties.



Yours sincerely,

**Daniel Aldworth, FCCA, FMAAT**  
Partner, Griffin Chapman

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# Independent examination summary

We have completed our independent examination of the financial statements for the year ended 28 February 2023.

We as the examiner are not required to form an opinion as to whether the accounts show a true and fair view. Rather, the objective of the examination is to enable us to state whether, on the basis of procedures carried out, anything has come to our attention that causes us to believe that the accounts are not prepared, in all material respects, in accordance with the financial reporting framework. In other words, it is a form of negative assurance. For the purposes of expressing negative assurance, we should be able to obtain sufficient appropriate evidence – primarily through enquiries and analytical procedures – to be able to draw these conclusions.

Other matters which may cause concern are reported on an exception basis, if they arise during the course of the examination.

Our independent examination is, therefore, not designed to identify all control weaknesses and the matters reported are limited to those deficiencies that we have identified during our work.

We have complied with the Independent Examination requirements and all threats to our independence, as identified to you, have been properly addressed through appropriate safeguards. No additional facts or matters have arisen during the course of the independent examination that we wish to draw to your attention and we confirm that we are independent and able to express an objective view on the financial statements.

## Our Independent Examination Report

We anticipate that our independent examination report will be unqualified.

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

# 1. Findings and recommendations from our independent examination

This section of our report includes our findings and recommendations that we identified during our examination work.

We have prioritised our recommendations into the following categories:

- High- matters that we consider fundamental, against which management should take action as soon as possible;
- Medium - matters that we consider significant, that should be addressed within a reasonable/ defined timeframe; and
- Low - matters that merit attention and would improve overall control, or are options to promote better or more efficient practices

Observation and risk / impact	Grading	Findings & recommendations	Management response and action planned	Timescale and responsibility for implementation
A purchase invoice for a large fixed asset purchase in the year (truck) was misplaced.	Medium	We recommend that all documents are kept safe and filed safely away for retention within the charity records. Evidencing the expenditure with charity funds is important to ensure the trustees are fulfilling their duties and charity assets are not misappropriated.		
It was identified that controls are minimal regarding cash transactions, and in particular trustees being able to evidence the expenditure. Cash wages payments to workers was an area of regularity and risk.	Medium	<p>We recommend that the charity insert internal controls for multiple management to sign off cash transactions. This will ensure the validity of the transactions, and also protect the trustees from any allegations of wrong doing.</p> <p>Since the year end, the beneficiary worker in question has opened a bank account and now gets paid by bank transfer.</p>		

## 2. Matters raised in previous year's findings report

The following table presents matters that have been previously raised in management reports and highlights where it is thought that actions are yet to be implemented.

Matters that have not yet been resolved will be shown in our examination findings this year once again.

Observation and risk /impact	Grading	Findings & recommendations	Management response and action planned	Timescale and responsibility for implementation
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No findings noted last year.

# 3. Summary of Journal Adjustments

The table below summarises the adjustments made to the accounts during our examination work, and agreed with the finance team;

Adjustments	Balance Sheet Impact £	Statement of Financial Activities Impact £
Per Draft Accounts presented for independent examination	37,913	17,266
Per Final Accounts to be signed by Trustees	37,913	17,266

## 4. Independence and ethics

### Facts and matters that bear upon our objectivity and independence

We confirm that we comply with the Ethical Standards for Independent Examiners.

There were no significant threats to our independence and objectivity identified during the Independent Examination work.

Griffin Chapman has processed the payroll for the CIO during the year. This task is completed by our payroll department, which have no involvement in the examination work. The payroll data is received from management, processed by our payroll department and computed, before the final reports and workings are sent back to management for review. This is not deemed to affect our independence.

Griffin Chapman have supported the CIO with bookkeeping services during the year. This work is undertaken by staff that are not involved in the independent examination. We have noted this fact in the examiners report within the accounts, and stated we have applied the FRC's ethical standards in regards to this.

Griffin Chapman are able to assist in the final preparation of the financial statements. This work is computational, and your informed management then review and confirm the final draft of the financial statement and ensure they reflect the true position of the CIO.

### Fees this year

We confirm that the fees charged during the year in respect of services performed for Market Field Farm were agreed with Naomi Andrews when our examination began, and are comparable to previous years.

### Further services

Griffin Chapman offer a range of other specialist services.

We would be happy to discuss the scope of any other work and agree an estimate of the fee in advance of commencing activity.



## 5. Useful links and updates in the sector

### My Charity Commission Account

The Charity Commission plans to launch My Charity Commission Account, an online service for trustees, managers and accountants. The account will be the new way to access the Charity Commission's online services from Spring 2023 and it will provide tailored support and information to help charities run their organisations effectively. It is also to be used by other people authorised by the charity, such as accountants or lawyers.

Online services to be made available include updating charity details, submitting annual returns, and making changes to a governing document, a charity's name or financial year end.

Further details including how to setup the account can be found via the page: <https://www.gov.uk/guidance/setting-up-my-charity-commission-account>

### Charities and Investment matters

In November 2022, the Charity Commission released an update on its investment guidance, Charities and investment matters: a guide for trustees (CC14) to reflect the Butler-Sloss ruling. This confirmed that it is progressing a wider redesign and update of CC14, including clarifications on social investments which are made under separate powers. It confirmed that charities can continue to rely on the legal position in CC14 when making investment decisions. The Commission also stated that charity trustees' primary and overarching duty is to further the purposes of the charity. Therefore they can, where appropriate, make financial investments designed only to secure the best financial return.

The effects on the balance sheet could include:

- Where new ethical investments have been made, the need to clearly assess the classification of the investments including determining whether an investment is a financial investment or in fact a social investment and the subsequent accounting and disclosures are appropriate; and
- The need to consider enhancing disclosures and information in the Trustees' Annual Report and notes to the financial statements surrounding investments. This could include greater explanation of investment disposals and additions, investment policies, the types of investments held and purposes by which they are held.

An updated version will be published in the Summer 2023 on the page: <https://www.gov.uk/government/publications/charities-and-investment-matters-a-guide-for-trustees-cc14>



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## Thank You

Thank you for your attention in reading our findings report. If you have any further queries, please do not hesitate to contact me on 01206 842000 or [dan@griffin-chapman.co.uk](mailto:dan@griffin-chapman.co.uk).

Dan Aldworth, FCCA, FMAAT  
Independent Examiner

