



Worcester community garden
a great place to grow

ANNUAL REPORT

(DRAFT)

Worcester Community Garden News

ANNUAL REPORT 2023

(DRAFT)

Trustees

During the summer, Tony Kennell stepped down as a trustee, although he continues to play a key role as our head gardener.

We appointed a fourth trustee, Pat Gildea in August.

Volunteers and visitors

By the end of the year we had recorded 158 volunteers and 5,380 visitors.

To help run the site we created two new roles – site supervisor and site guide. We now have four supervisors and three guides, all of whom play a valued and important role in welcoming new visitors and volunteers and keeping the gardens functioning effectively.

Flood mitigation

In March we opened our floating office and tool store, built onto a floating pontoon moored to scaffolding poles. This proved so successful we are planning more pontoon-based structures for 2024.

Flooding is occurring more frequently and more swiftly. We established a flood response team, who are able and willing to come on site at short notice and implement a range of measures to minimise damage and disruption.

Small garden projects

In 2023 we created a wildflower garden and pond and a cut flower garden.

Signage

Throughout the year we have erected signage to improve the visitor experience and to explain what we are doing in various parts of the garden. We also purchased and erected a new, larger site banner and an A board to encourage visitors.

Partnerships

Our partnership with Mencap continues to thrive. Some of the young learners who joined us early in 2023 asked to stay on, and have become part of our regular volunteer workforce. We also received volunteers through referrals from GPs, NHS outreach workers and a local mental health charity, OnSide Advocacy.

We also began a new partnership with Age UK, with volunteers joining us from the organisation on Thursday mornings.

Income

Our old wooden kiosk was given a makeover, being painted in bright Caribbean style colours. One of our volunteers created signage for it.

In addition to produce from the site (fruit, vegetables and cut flowers), we sold jams, chutneys, ketchups and painted flower pots created by volunteers.

In total our kiosk sales brought in £3,923.60 in revenue.

We also received £925.00 in cash donations and standing orders.

Other donations

Other donations included solar panels, solar powered security lights, pallets, tables and chairs, tools, plants and wood.

Public Living Room

We launched our outdoor public living room at the end of August. It provides a place to sit and chat and enjoy a cup of tea or coffee.

Annual General Meeting

Our first annual general meeting was held on 21 January 2023, attracting 29 attendees.

Events

In July we launched a monthly wood whittling group, held on site and run under expert supervision.



This product is intended for use by the individual who purchased it only. This spread



SHEET

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dsheet is intended for use as a tool, and does not guarantee results of any kind. It was created with

***THANK YOU FOR PURCHASING THE AUTOMATED
BUSINESS BOOKKEEPING AND INCOME STATEMENT
TOOL BY THE SPREADSHEET GUY.***

with the intent of proper functionality, however some users may encounter defects and should contact

***ATED SMALL
ATEMENT
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act customer service for resoluti

What this spreadsheet does:

[STEP ONE](#)

[STEP TWO](#)

[STEP THREE](#)

STEP FOUR

STEP FIVE

STEP SIX

This spreadsheet is perfect for small business owners out there. Track & looking financial statement automatically, and get everything you need

Go to the Budget & Metrics tab using the link in "STEP ONE." Input your business

Stay on the Budget & Metrics tab, and fill out your sources of revenue and expenses. Columns that are not used should be cleared and left blank, this will make sure that

You can also fill out the column for revenues and expenses labeled "Expected." The "Actual" column will autopopulate with totals from your reports on the Income Report.

The "Variance" column will show you the difference between your expected values in green and the smaller values in red.

As your business accrues income for the time period you have specified, fill out the

Date: Fill out the date that the revenue was earned.

Amount: Enter the amount of revenue earned.

Reference Number: This could be an order number, receipt number, or whatever

Category: Choose the category from the dropdown list. This list will load with the

As your business incurs expenses for the time period you have specified, fill out

Date: Fill out the date that the expense was incurred.

Amount: Enter the amount of the expense.

Vendor: If applicable, enter the vendor that the expense is associated with. For e

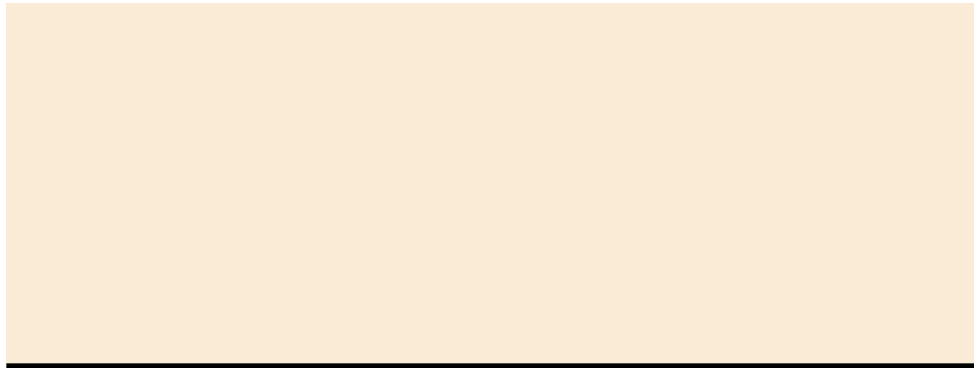
Reference Number: This could be an order number, receipt number, or whatever

Category: Choose the category from the dropdown list. This list will load with the

With the data you've entered so far, the Income Statement tab should populate a
looking income statement that you can move to another sheet or print.

Tip: Make sure to hide the unused tabs to make your income statement look a lit

If you go back to the Budget & Metrics tab, you'll see a breakdown of all of your
all in one place!



all of your income and expenses in one place, generating a clear picture of your financial health to know in one spot on the Budget & Metrics tab!



; name, start date, and end date that you wish to use for you



uses in the cells labeled "Custom Revenue Source" and "Custom Expense Source". These values don't show up empty on your charts once filled out.

This is how much you expect to earn and how much you plan to spend. These values are used in the Revenue Report and Expense Report tabs.

es and actual values. These will color code automatically, with green for budgeted values and red for actual values.



the form on the Revenue Report tab.

- helps you track down that specific transaction if needed.
- custom values you created in step one.

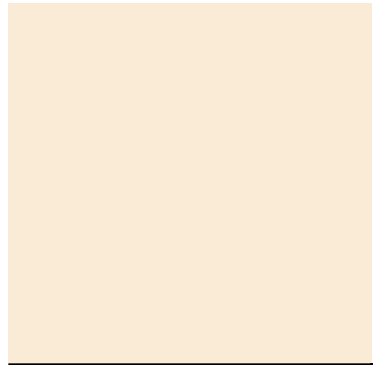


the form on the Expense Report tab.

example, if you had to buy supplies from Walmart, type "Wal
helps you track down that specific transaction if needed.
custom values you created in step one.

automatically. Once the period is over, you'll have a complet
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revenue and expenses. This should help you evaluate your b



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Business Name	Worcester co gard
Start Date	11/1/2
End Date	10/31/2

Revenue Projections		
	Expected	Actual
grants	£	-
standing orders and donations	£	485.00
events	£	150.51
non produce sales	£	280.00
produce sales	£	98.83
Total Revenue £	-	£ 1,014.34

Expense Projections		
	Expected	Actual
signage	£	172.02
materials	£	57.60
communications	£	50.05
sales support	£	-
seeds and trees	£	202.30
insurance rent and water	£	439.90
first aid	£	-
seating	£	-
wildflower garden	£	301.03
thank you BBQ	£	-
tools	£	-
vertical garden and balcony	£	265.42
floating office and toolstore	£	13,222.03
events	£	90.99
site maintenance	£	166.85
Total Expenses £	-	£ 14,968.19

community en
2022
2023

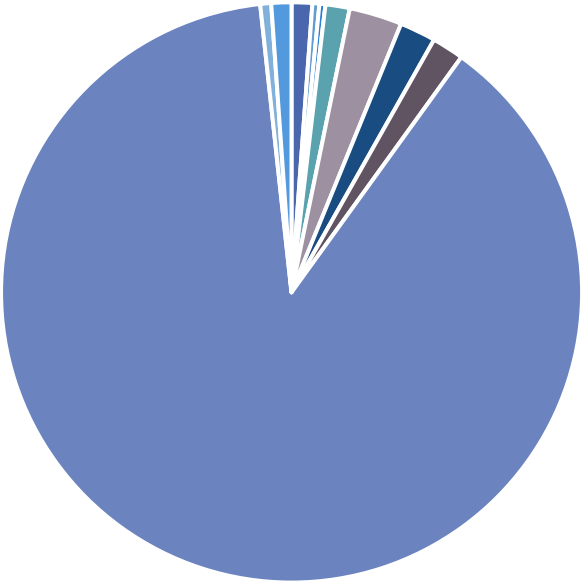
Variance
100%
100%
100%
100%
100.00%

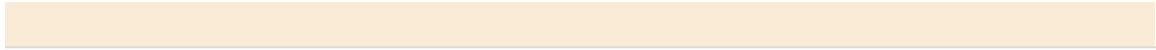
Variance
100%
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Revenue



Expend



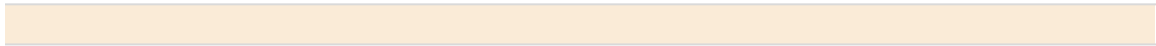


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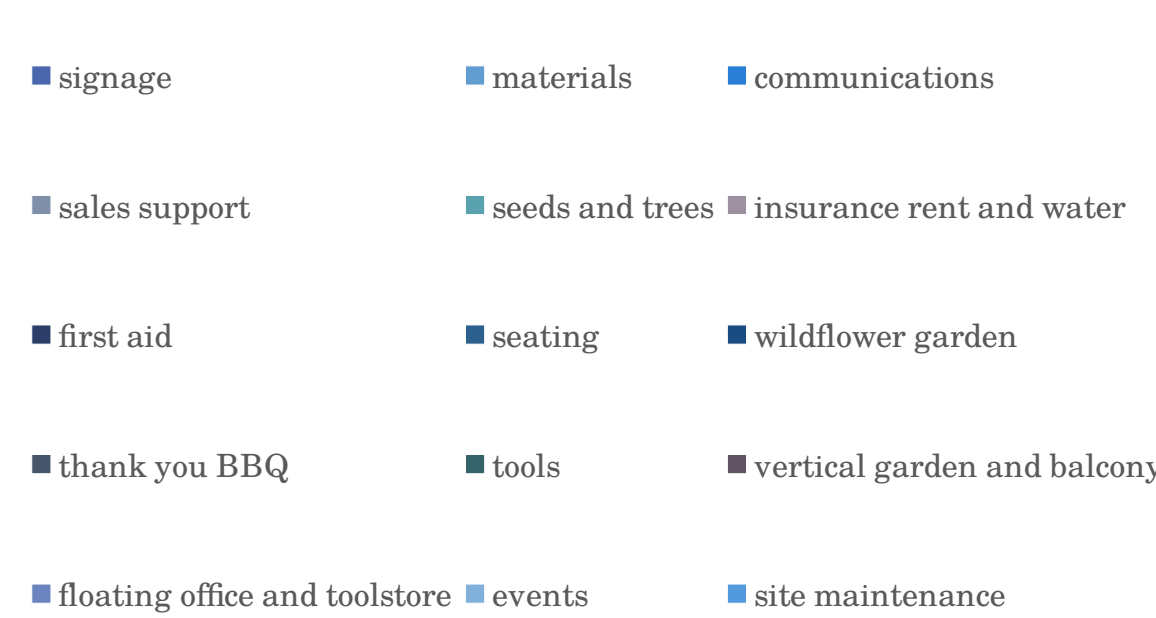


ding orders and donations ■

produce sales



se Distribution



Date	Amount
01/11/22	£16,207.00
01/11/22	£10.00
02/11/22	£39.83
09/11/22	£25.00
14/11/22	£10.00
17/11/22	£65.00
01/12/22	£10.00
08/12/22	£38.71
08/12/22	£25.00
12/12/22	£10.00
14/12/22	£150.00
28/12/22	£20.00
03/01/23	£10.00
09/01/23	£25.00
11/01/23	£65.00
12/01/23	£10.00
23/01/23	£100.00
01/02/23	£10.00
03/02/23	£42.00
09/02/23	£25.00
13/02/23	£10.00
28/02/23	£10.00
01/03/23	£10.00
03/03/23	£19.80
07/03/23	£37.00
09/03/23	£25.00
13/03/23	£10.00
16/03/23	£100.00
21/03/23	£40.00
21/03/23	£12.00
22/03/23	£50.00

Reference Number
balance B/F

Category

standing orders and donations

produce sales

standing orders and donations

standing orders and donations

non produce sales

standing orders and donations

events

standing orders and donations

standing orders and donations

non produce sales

standing orders and donations

standing orders and donations

standing orders and donations

non produce sales

standing orders and donations

standing orders and donations

standing orders and donations

events

standing orders and donations

standing orders and donations

produce sales

standing orders and donations

events

produce sales

standing orders and donations

standing orders and donations

standing orders and donations

standing orders and donations

produce sales

events

Notes

S Dent

J Bodenham

A Neill

large strong box

S Dent

wreath making worksh

J Bodenham

A Neill

sale of three large water t

S Willey

S Dent

J Bodenham

kerb stones

A Neill

M Sparrow - donation

S Dent

Eventbrite payment for pruning

J Bodenham

A Neill

strawberry plants

S Dent

Eventbrite payment for graftin

strawberry, raspberry, gooseberry and

J Bodenham

A Neill

2 x donations. Clare Harker £50, M

cash donation from Joe, friend of

plant sales

payment for talk at Malvern Green Space by

[illegible]

[illegible]

Category
insurance rent and water
site maintenance
vertical garden and balcony
vertical garden and balcony
floating office and toolstore
floating office and toolstore
site maintenance
floating office and toolstore
events
seeds and trees
wildflower garden
wildflower garden
communications
wildflower garden
floating office and toolstore
seeds and trees
signage
events
seeds and trees
materials
site maintenance
seeds and trees
site maintenance
seeds and trees
site maintenance
site maintenance
floating office and toolstore
materials
materials
insurance rent and water
events
insurance rent and water
signage
floating office and toolstore
floating office and toolstore
signage
signage
seeds and trees
seeds and trees

Notes

	shed felt and galvanised tacks
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trellis for veryical and balcony garden

	plants
--	--------

	deposit
--	---------

aquadock pontoon

	keys for gates
--	----------------

	scaffolding for mooring
--	-------------------------

materials for wreath making workshop

greengages x 2

pond liner

stone bench

business cards

corn poppy seeds

	mooring rope for pontoon
--	--------------------------

seeds for medicinal plant garden

signs for small garden areas

pruning workshop

	seeds for cut flower garden
--	-----------------------------

	replacement door wheels
--	-------------------------

padlock for smaller gate

pear and plum trees for orchard garden

extra keys for main gate padlock, for site supervisor

additional tomato seeds (no receipt)

	primer for main gate
--	----------------------

paint for new gate

	balance for toolstore/office
--	------------------------------

weed control membrane for pollinator garden path and for p

heras fencing feet (2)

insurance, including floating tool store/office

grafting workshop

water bill Nov 2022 - Feb 2023

signs for small gardens (Edible Flower and Wildflower)

grab handle and terry clips for floating office/tool storage
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final installment

wood for small garden project signs

fixings for sales kiosk "for sale" sign

seeds for edible flower garden

seeds for edible flower garden

[illegible]

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[illegible]

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Worcester community garden

Income Statement

01/11/22

to

Revenue

	£
grants	£0.00
standing orders and donations	£485.00
	£16,207.00
events	£150.51
non produce sales	£280.00
produce sales	£98.83
Total Revenue	£17,221.34

Expenses

	£
signage	£172.02
materials	£57.60
communications	£50.05
sales support	£0.00
seeds and trees	£202.30
insurance rent and water	£439.90
first aid	£0.00
seating	£0.00
wildflower garden	£301.03
thank you BBQ	£0.00
tools	£0.00
vertical garden and balcony	£265.42
floating office and toolstore	£13,222.03
events	£90.99
site maintenance	£166.85
	£0.00
	£0.00
	£0.00
	£0.00
	£0.00
Total Expenses	£14,968.19

Net Income / Profit Margin

£

2,253.15

	<i>Net Income / Profit Margin</i>	<i>₹</i>	<i>4,295.19</i>
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garden
31/10/23
<i>% of Total Revenue</i>
0.00%
2.82%
94.11%
0.87%
1.63%
0.57%
100.00%
<i>% of Total Expenses</i>
1.15%
0.38%
0.33%
0.00%
1.35%
2.94%
0.00%
0.00%
2.01%
0.00%
0.00%
1.77%
88.33%
0.61%
1.11%
0.00%
0.00%
0.00%
0.00%
0.00%
100.00%
12.00%

15.08%