

# Grove Cottage



Annual Report and Accounts  
2018-2019

**Grove Cottage is the home of Mencap in Bishop's Stortford. We are a registered charity managed by a board of Trustees with a wealth of experience of special educational needs and education. We are affiliated with The Royal Mencap Society but Grove Cottage is run independently and receives no funding from the national body.**

## Our Mission:

to provide social and educational activities for people of all ages with a learning disability to develop their potential, help them to avoid social isolation by supporting lifelong friendships and to provide respite to their families and carers.

## Our Vision:

a world in which every individual with a learning disability has the opportunity to learn, and develop, integrate into society and exercise choices and where their families can have a regular family life.

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**Trustees and Directors:** Mr Kevin Davis  
Mr Patrick Draper (Vice Chair)  
Mr Richard Smith  
Mr Duncan Murdoch  
Ms Tracy Fisher  
Mrs Amy Drew  
Mr Stephen Downing  
Mr Daniel Wright  
(Appointed 13 May 2019)  
Mr Christopher Thorn  
(Appointed 11 November 2019)

**Company number** 06368719

**Charity number** 1122298

**Operational name** Grove Cottage

**Bankers** Barclays Bank  
10 North Street  
Bishop's Stortford  
Herts  
CM23 2LH

**Solicitor** Tees Law  
Tees House  
95 London Road  
Bishop's Stortford  
Herts  
CM23 2GW

**Independent examiner** Gary Miller FCA  
Price Bailey LLP  
Causeway House  
1 Dane Street  
Bishop's Stortford  
Herts  
CM23 3BT

## At a Glance



**Grove Cottage is the home of Mencap in Bishop's Stortford. But it's so much more than a building on London Road. For its members, volunteers and supporters, it's a close-knit community and a vitally important space.**

“Grove Cottage has been a lifeline to our family”

**We provide social and educational activities for people who have a learning disability.**

From nursery age to adulthood, we help individuals develop their potential and experience new things. We offer much-needed respite to families and carers. And we support lifelong friendships.

**These individuals need intensive support throughout their lives.** So do their families, who carry the burden of anxiety, financial strain, employment difficulties, social isolation and a lack of facilities.

**That's where Grove Cottage offers a lifeline.**

**We don't judge families on their circumstances or location.** We're here to alleviate the burden for as many individuals and families as possible. And we've been doing this with great success and support from the community, attracting growing numbers of people to our facilities from a wider area.



## Self-sustained

Our site at London Road is wholly owned by the Charity which has been financially self-sustained since inception.

## £400k

We raise over £400k a year to maintain the facilities and services that we offer.

## Oldest is 79 years Youngest is two years

Currently our youngest member is aged two years and our oldest 79.

## Open-door policy

We have an open-door policy and will support people regardless of location, if you can get to us then we are delighted to help you.

## Good

Our Special Needs Nursery is rated as “Good” by Ofsted.

## Nursery

Our nursery accommodates pre-school children from birth who have complex needs. We also provide help and support for the people who care for them.

## Speech and Language Therapy, Grove Cottage @ Thirst Café and 6 Clubs

We run all our clubs with a mix of part-time staff and volunteers. Without their amazing dedication and commitment, Grove Cottage would not exist.



## 50 years of Milestones

### 1966

Grove Cottage began in 1966 with a forward-looking group of parents who found a gap in services for children who had additional needs.

In the early years activities for members were held in church halls with the support of many volunteers including teachers, speech therapists and nurses.

### 1968

A car service was introduced to assist families who had to travel long distances.

A fortnightly youth club was started. The club quickly grew from the original 11 members when the catchment area was increased to include Sawbridgeworth, Buntingford and surrounding villages.



### 1971

Appeal launched to buy and renovate own premises.

The response from the community was overwhelming, enabling the Charity to acquire our current premises at 151 London Road and to convert it into a social and recreational centre.

The name of the building "Grove Cottage" was revealed and has been retained ever since.

### 1972

Grove Cottage was officially opened, and was able to extend its services and other facilities with the aim of helping each child to be as independent as possible and encouraging learning at an early age.

The nursery provided trips into the country, picnics, visits to the farm and zoo.

The youth club became a weekly session and activities increased to include pool and snooker. A social club for the 15+ age group was started with a bias towards art, craft and cookery.

### 1975

School holiday play sessions were introduced and run by a different group of volunteers who were aided by local secondary school children.



### 1977

The first club holiday was organised with seven members being taken to Butlin's holiday camp in Clacton.



### 1980s

Makaton signing training was provided to staff and families.

This was the precursor to our Speech and Language Programme which continues today.

### 1990s

The house adjacent to our building was purchased and Grove Cottage was able to expand further.

In the following years the Charity has been able to offer many more groups and sessions, building on the foundations carefully laid over 50 years ago, through ongoing donations on which we rely to survive.

**Today Grove Cottage serves some 200 members and their families. Primarily focused on Bishop's Stortford, we also provide facilities for people throughout Hertfordshire, Essex and surrounding villages.**

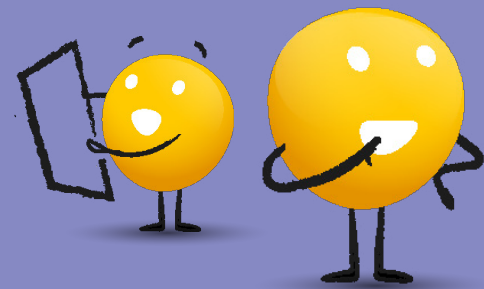


# A rich heritage

## Looking Ahead

# It's time to look forward

“We're now able to bring Grove Cottage into the 21st century with a state-of-the-art building situated on the current site.”



### We're still looking forward.

Because more than 50 years on, there's still an acute shortage of facilities and services for people who have complex learning and special educational needs.

As demand has grown, so has the pressure on our building. To comply with standards, we need more space and facilities that are fit for purpose.

Thanks to prudent financial management and continuing support, the news is good. We're now able to bring Grove Cottage into the 21st century with a state-of-the-art building situated on the current site.

Planning permission has been granted. The rebuilt Grove Cottage will extend our reach and support and help us enhance the lives of hundreds of vulnerable people within our community. It's a new building, a fresh start and much more. It's time to look forward again.

STATE-OF-THE-ART



EXTEND OUR REACH

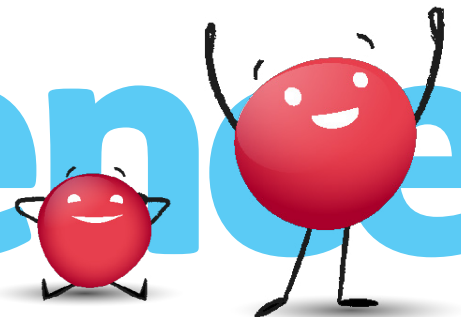




## Trustees' Report

“Grove Cottage has and does benefit us as a family so much. It gives C the confidence to tackle new things. He feels like he’s not alone in the world and that he’s not so different at all.”

# confidence



### HUNDREDS

Over our history  
hundreds of families  
have benefited from  
our support.

**£414,598**  
raised per year

from the local  
community, generous  
individuals, charitable  
trusts and foundations  
and our corporate  
supporters.

**£378,889**  
spent per year

on helping local people  
with a learning disability  
reach their potential.

**The Trustees of Bishop’s Stortford Mencap (“Grove Cottage”) present their Trustees’ Report for Financial period ended 31 August 2019.**

### Governing Document

The Charity is a company limited by guarantee, incorporated on 12 September 2007 and is a Registered Charity Number 122298). The Company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its Articles of Association. The Charity, which is affiliated to the Royal Mencap Society (“RMS”), was formed in or around 1966. However, it receives no funding from RMS. It has been on the current site in London Road, Bishop’s Stortford since 1972.

### Trustees and Directors

During the period under review (i.e. September 2018 until August 2019) the following changes occurred.

In 2019 Mr Daniel Wright joined the Board of Trustees and has already brought to Grove Cottage a wealth of experience gained through his many years in business.

### Recruitment and Appointment of Board Members

The Board recruits new Trustees in order to maintain a wide range of skills to maximise the contribution of the Board towards the goals of the Charity. The training of Trustees is under constant review to ensure that they are

familiar with current thinking and legislative changes. Each Trustee is responsible for a different area of business of the Charity (depending on their personal skills and expertise) and in addition has a responsibility for a specific club or activity within Grove Cottage for which they report back to the Board on a regular basis. It is the policy of the Board that a Trustee who has a responsibility for a club or activity visits at least once a term.

### Management and Staffing

Grove Cottage has approximately 37 full and part-time staff and numerous incredibly valuable volunteers. During the period under review Ms Sue Fishpool who was the Volunteer Coordinator and part-time Fundraiser moved to another charity locally. Sue was instrumental in the development of both posts she held, and the Board of Trustees thank her for her tremendous contribution. Ms Monica Baker has taken over the role of Volunteer Coordinator and Ms Nicky Hastler has become one of our two part-time fundraisers. Both have made a tremendous contribution already in their respective posts.

The Board of Trustees would also like to thank Ms Jean Cooke who left Grove Cottage in March 2019 after five years as our Finance Manager during which time she made an enormous contribution. The Board of Trustees is indebted to Jean for her tireless work.

## Trustees' Report continued

### Risk Management

The Board reviews the major risks to which the Charity is exposed. External legal risks are addressed by insurance. Internal risks are minimised by means of regular and documented financial and operational reviews, as well as the implementation of clear reporting lines between the managers and staff and the Management Team and the Board of Trustees.

### Mission and Activities

Grove Cottage, “the home of Bishop’s Stortford Mencap”, under the period of review increased the number of families it supports to approximately 200, an increase of 30 on the previous reporting year. Grove Cottage continues to support both families and individuals in the Hertfordshire and Essex area. Structured in a club format, we provide lifelong care for beneficiaries, all of which have some form of learning difficulty. The club activities allow the personal and social development of our members and provide a welcome respite for families and carers. Grove Cottage also provides interventions of other kinds with the aim of improving and enriching the lives of our members.

In 2018–19 Grove Cottage provided

**Special Needs Nursery**

**Speech and Language Therapy Service**

**Grove Cottage @ Thirst Café**

**Life Skills programme**

and a range of clubs listed below:

**Performing arts**

**Youth club**

**Two adult social clubs**

**Three Saturday clubs**

**Holiday clubs**

**Get Active sports club**

All the clubs are thriving and most are at or near capacity.

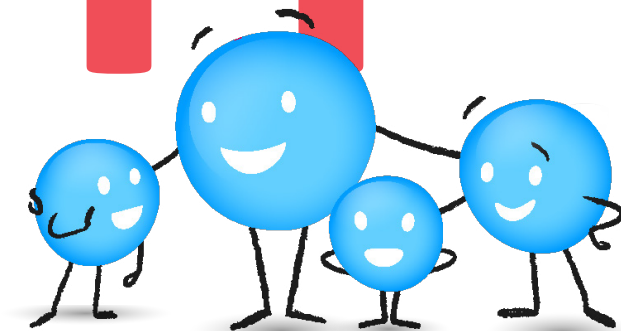
“There are not many people that can meet R’s care needs and she is unable to attend mainstream clubs because of this. We as a family love Grove Cottage and don’t know what we would do without it.

R loves attending Grove Cottage’s weekend clubs. She looks forward to coming and counts down her sleeps. She enjoys being with the people and all the toys. As her carers it gives us much needed support and respite which we don’t get elsewhere. It gives us a chance to spend time with our other children and do things that are more difficult with R.

The much-needed break is made even better knowing R loves being at Grove.”



# support





Trustees’ Report continued

Financial Review

Bishop’s Stortford Mencap’s revenue in the financial year 2018–19 was £414,598 compared with the previous year’s figure of £343,761. Expenditure was £378,889 compared with £369,017 in the previous year. This resulted in a surplus for the year of £35,709 compared with the previous year’s deficit of £25,256.

The financial results reflect the ongoing changes in Grove Cottage as we seek to deliver and grow services for members and their families. The Board has decided to increase the designated property reserve to £229,500 as we have submitted a formal planning application to redevelop our existing site. This will enable us to meet the increasing needs of our members and to offer new clubs and opportunities, notably daytime activities for our adult members.

We continue to rely on the community in which we operate for a substantial amount of our income and are indebted to all of those people who so generously gave their time either organising or attending our many fundraising events throughout the year, as well as those who approached us with generous donations. The work and impact of our many wonderful volunteers should also be mentioned, without whom we simply could not operate.

During the period under review actions were taken to increase income from charitable trusts and foundations and subsequently our income from this source has increased. We would like to thank all of the many charitable trusts and foundations who have given generously.

COVID-19

Like many charities, at the time of filing this report we are dealing with the impact of coronavirus. Whilst this is disrupting our service delivery we have taken appropriate steps to protect the Charity’s financial position. With the reserves we have in place, ongoing support of multi-year funders and access to government grants we are confident that the Charity has sufficient resources to see us through the next 12 months. As such we are committed to resuming the full range of our activities as soon as it is safe to do so.

Significant Donations, Grants and Restricted Income

During the year Grove Cottage was the beneficiary of many generous donations and grants, some of which came with restrictions attached. £144,288 is restricted income, of which £60,306 was restricted exclusively for running costs relating to our Special Needs Nursery and £29,880 restricted for the running costs of Grove Cottage @ Thirst Café.

£414,598

Revenue in 2019

£378,889

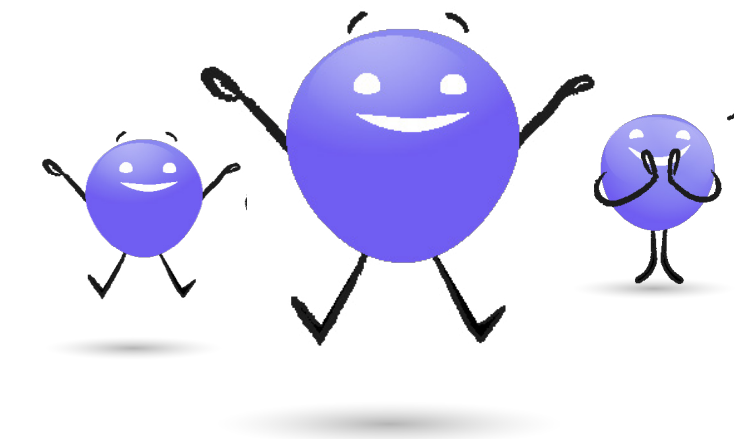
Expenditure in 2019

£35,709

Surplus for the year

£229,500

Property reserve



happy

“ As a family the respite care has been priceless. We are happy knowing P is cared for well so we can relax.”

We would like to thank the following businesses, schools, community groups and individuals for their generosity.

Restricted	
The National Lottery Community Fund	£10,000
The Edward Gostling Foundation	£5,000
The Sobell Foundation	£10,000
The Openwork Foundation	£8,100
St James's Place Foundation	£9,153
Crane Foundation for Widows and Children	£3,704
Goldman Sachs Gives	£7,582
Children in Need	£12,500
David Warburton – Marshgate Developments	£25,000

Unrestricted	
Bishop's Stortford & Stansted Round Table	£4,500
DPD Group Communications	£3,082
Enable Independent Financial Life Planners	£3,679
Stansted 10K Committee	£3,180
Great Hadham Golf and Country Club	£7,832
Michael and Hannah Shine	£3,001
Sally-Anne How – London Marathon sponsorship	£3,096
Simon Gibson Charitable Trust	£3,000
The Henry Smith Charity	£60,000

And many, many others too numerous to mention. All of them have helped make a real difference to Grove Cottage and we are very appreciative of the awards. Thank you.



## Trustees' Report continued

**“Grove Cottage has been a lifeline for our family, allowing independence for our child and much needed respite for us as parents. It allows children to attend day trips that are difficult and inaccessible in other organisations – this service is invaluable and I cannot praise the staff and team highly enough.”**



In 2018–19 it cost:

**£80,000**

to run our Special Needs Nursery

**£57,000**

to provide our clubs and café

**£22,000**

to deliver our Speech and Language Therapy programme

### Reserves Policy

Our aim for the next 12 months is to continue to strive for a balanced budget and to develop our plans for meeting our growing property requirements. At the year-end Bishop's Stortford Mencap has £17,556 in free general reserves, after fixed assets of £169,179 and the designated property fund of £229,500. During the year £100,000 was transferred into the designated fund from general reserves. Restricted funds at the year-end totalled £77,348. It is the Board's intention to maintain six months of projected expenditure as a contingency fund to facilitate sensible management of cash flow as well as conservatively setting aside monies in the remote chance that the Charity would need to be wound down. This equates to £186,000.

We are not planning any significant refurbishments to the building this year. The cost of any unplanned improvements will be paid for out of reserves or with a sourced capital grant. We will also continue with our policy of depreciating the minibus over its five-year expected life.

Our statement of financial activities shows a surplus of £35,709 and we are budgeting for a surplus in the current year as we look to finalise our redevelopment plans for London Road. The investment we have taken in our fundraising capabilities is now bringing in new income streams, some of which are for multi-year grants and we are hopeful that this will continue.

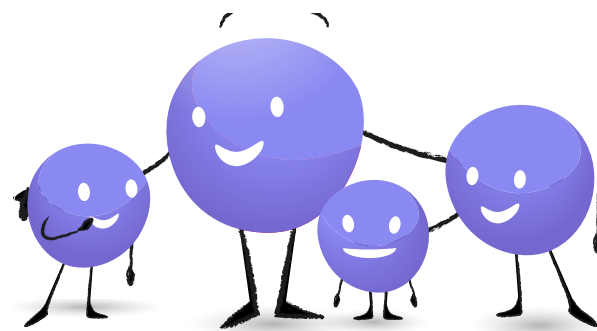
# volunteer

**“ It is very important for me to see my mates. (Thirst is a) nice place for us to get together. Grove Cottage is very nice, nice staff and I'm very happy. I'd recommend volunteering at the café all day long.”**

**Ben**



## Trustees' Report continued



### Achievements and Performance

Grove Cottage has maintained a stable financial position during the period under review and has maintained an excellent level of service despite a challenging financial environment. The Charity continues to be indebted to our dedicated staff and volunteers who continually go the extra mile to care for our members and provide a stimulating environment changing the lives of so many. We are also indebted to the local community who are so supportive of our work.

### Strategic Objectives and Plans for the Future

During the period under review the Board of Trustees met over a two-day period to review the strategic objectives which had guided the organisation since 2014. The Board agreed that although we had not achieved all of the aims set in 2014 we had seen a significant improvement in a number of areas such as:

- a) increasing the number of both families and individuals who benefited from our services
- b) introducing life skills courses for adults with learning disabilities
- c) increasing the provision of holiday clubs.

Whilst it was acknowledged that we had not yet achieved the aim set in 2014 to:

- 1) Replace shared space with at least two dedicated spaces, one for the nursery, one for the other clubs.

The strategic review in 2019 focused on identifying areas where Grove Cottage needed to develop.

### The areas identified were as follows:

- 1) Communication and technology
- 2) Financial sustainability
- 3) Information management
- 4) People
- 5) Premises
- 6) Review of offer

There has been a range of specific short, medium and long-term goals set along within a timeframe for each objective, with work stream “owners” identified to guide delivery. However, the overriding theme arising out of all of the discussion was the need for a new building. The Board acknowledges this and is pursuing this objective with determination.

Detailed plans have been submitted to the local authority to demolish the current building and replace it with bespoke premises. At the time of the writing of this report the Board is awaiting a decision from the planning authority. The proposed building increases the available floor significantly and allows Grove Cottage to deliver an increased level of provision and better services to both families and individual members. Importantly it would allow us to run daytime activities for our adult members.

The Board is also keen to develop additional services for the post 19 years/post education cohort of our members who find themselves often isolated and with little possibility of employment. This group of our members currently enjoy life skills training at the Grove Cottage @ Thirst Café but we would like to enhance these services significantly. The new building would allow for this. Our strategy is endorsed by members, and their families – see feedback survey results below.

### Feedback survey results:

Grove Cottage asks members, families and carers to complete twice-yearly feedback surveys to enable us to monitor and evaluate our service provision.

In our most recent survey, we received an average 88% positive response rate across all service user outcomes for increased happiness, independence, confidence, making friends and learning new things. 100% of respondents said they would recommend Grove Cottage to a friend.

However, over half of respondents said they think Grove Cottage’s facilities need updating; suggestions included improving wheelchair access, parking, changing facilities and overall space.

Furthermore, nearly two thirds of respondents said that there is inadequate provision of daytime activities locally for people with learning disabilities. Respondents identified a need for daytime activities for adults, and more activities for children outside of school.

96% of respondents supported a total rebuild of our premises if it brought about the changes above.

Approved by the Board of Trustees on 16 March 2020 and signed on its behalf:

**Richard Smith**  
Trustee



**“Grove Cottage is invaluable to H and us as a family. Support and help is always at hand. The staff throughout every club H attends are kind, supportive and very passionate about their job. I can’t recommend Grove Cottage highly enough. Bishop’s Stortford are very fortunate to have Grove Cottage and that is the view of everybody I have ever spoken to who lives in Bishop’s Stortford. Long may it continue.”**

# invaluable



“ With the one-to-one support nursery provided, M now joins in playing with other children, he has learnt to share and is now much less frustrated and a much happier child. M would never keep his glasses on and doctors told us that if he didn’t wear them that he would lose his sight but the staff at Grove Cottage taught him to wear them which is just fantastic; they have literally saved him from going blind!

I was at breaking point before M started at Grove Cottage and I did not know where to turn. When he was at the nursery I knew that he was happy and safe and that I did not have to worry about him which was a massive pressure taken off. It also enabled me to be there for my other sons who need me.

Grove Cottage have also supported M in his transition to school. Where originally it had been very difficult to find a school that would be suitable for his needs, with Grove’s support he now has a clear path ahead of him.”



# fantastic

## Independent Examiner’s Report

I report to the Trustees on my examination of the accounts of Bishop’s Stortford Mencap (“the Company or the Charity”) for the period ended 31 August 2019.

### Responsibilities and Basis of Report

As the Charity Trustees of the Company (and also its Directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (“the 2006 Act”).

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your Charity’s accounts as carried out under section 145 of the Charities Act 2011 (“the 2011 Act”). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent Examiner’s Statement

Since the Company’s gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

**Gary Miller FCA**  
**For and on behalf of Price Bailey LLP**  
 Causeway House  
 1 Dane Street  
 Bishop’s Stortford  
 Hertfordshire CM23 3BT

1st April 2020

# Statement of Financial Activities

(Incorporating Income and Expenditure Account)  
For the period ended 31 August 2019

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Income from:					
Donations and legacies	2	56,396	30,757	87,153	73,114
Other trading activities	3	92,576	–	92,576	91,588
Charitable activities	4	120,143	113,531	233,674	177,935
Investments	5	1,195	–	1,195	1,124
<b>Total income</b>		<b>270,310</b>	<b>144,288</b>	<b>414,598</b>	<b>343,761</b>
<b>Expenditure:</b>					
Raising funds	6	72,228	–	72,228	75,781
Charitable activities	7	155,903	150,757	306,660	293,236
<b>Total resources expended</b>		<b>228,131</b>	<b>150,757</b>	<b>378,889</b>	<b>369,017</b>
<b>Net income/(expenditure)</b>		<b>42,179</b>	<b>(6,469)</b>	<b>35,709</b>	<b>(25,256)</b>
Transfers between funds		(20,759)	20,759	–	–
<b>Net movement in funds for the year</b>		<b>21,419</b>	<b>14,290</b>	<b>35,709</b>	<b>(25,256)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		394,816	63,058	457,874	483,130
<b>Total funds carried forward</b>		<b>416,235</b>	<b>77,348</b>	<b>493,583</b>	<b>457,874</b>

The notes on page 22 to 31 form part of these financial statements.

# Balance Sheet

As at 31 August 2019

	Note	£	2019 £	£	2018 £
<b>Fixed assets</b>					
Tangible assets	12		209,719		223,435
<b>Current assets</b>					
Cash at bank		291,231		241,772	
Gift aid	13	4,369		2,839	
Debtors	13	3,484		352	
			299,084	244,963	
<b>Creditors:</b> amount falling due within one year	14	15,220		10,524	
<b>Net current assets</b>			<b>283,864</b>		<b>234,439</b>
<b>Net assets</b>			<b>493,583</b>		<b>457,874</b>
<b>Charity funds</b>					
Designated funds	15		229,500		125,000
Unrestricted funds	15		186,735		269,816
Restricted funds	15		77,348		63,058
			<b>493,583</b>		<b>457,874</b>

The Directors are satisfied that the Company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the Company to obtain an audit in accordance with section 476 of the Act.

The Directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.



**Richard Smith**  
Treasurer and Trustee  
Approved by the Board on 16 March 2020

The notes on pages 22 to 31 form part of these financial statements.



# Notes to the Financial Statements

For the period ended 31 August 2019

## 1. Accounting policies

### 1.1 Basis of preparation of financial statements

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

Bishop's Stortford Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

### 1.2 Company status

The Charity is a company limited by guarantee. The members of the Company are listed below. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity.

Members: Betty Slater, Mary Huxtable, Gwen Cooke, Natalie Trapmore, Nell Turfkruyer, Esther Callaghan, Jackie Parker, Margaret Upton, Esme Willcocks, Andrea Charity, Kevin Davis\*, Richard Smith\*, Patrick Draper\*, Phil Morgan, Duncan Murdoch\*, Tracy Fisher\*.

\* Denotes Trustee

### 1.3 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 Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost 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.

# Notes to the Financial Statements

For the period ended 31 August 2019

### 1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Grant income is recognised when there is a firm commitment and certainty that the funds will be received.

Income tax recoverable in relation to donations received under gift aid or deeds of covenant is recognised at the time of the donation.

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

### 1.5 Resource expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

### 1.6 Turnover

Turnover comprises revenue recognised by the Charity in respect of goods and services supplied during the year.

### 1.7 Tangible fixed assets and appreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

*Motor vehicles – five years on a straight line basis*

During the year it was deemed appropriate to adjust the motor vehicles depreciation policy to five years. This represents a realistic expectation to their useful life. No prior year adjustment has been made.

Freehold property is considered to have a very long useful economic life and the expected residual value of the asset is not considered to be materially different from its carrying value; as a result depreciation is not considered to be material and therefore has not been charged in the year.

### 1.8 Gifts in kind

Where services are provided to the Charity as a donation, the contribution is included in the financial statements at an estimate based on the value of the contribution to the Charity.

# Notes to the Financial Statements

For the period ended 31 August 2019

1.9 Pension costs

The Charity operates a defined contribution pension scheme for employees. These assets of the scheme are held separately from those of the Charity. The annual contributions payable are charged to the statement of financial activities.

1.10 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

1.11 Creditors

Liabilities are recognised as soon as there is a legal or constructive obligation committing the Charity to pay out resources.

1.12 Financial instruments

The Charity 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.

Trade and other debtors are recognised at the settlement value before any trade discounts due. 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. Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts.

## 2. Donations and legacies

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	56,396	30,757	87,153	73,114
	56,396	30,757	87,153	73,114

Income from donations and legacies in 2018 was £67,667 of unrestricted income and £5,447 of restricted income.

# Notes to the Financial Statements

For the period ended 31 August 2019

## 3. Other trading activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Events and activities	92,576	–	92,576	91,588
Net income from trading activities	92,576	–	92,576	91,588

Income from other trading activities in 2018 of £91,588 was all unrestricted income.

## 4. Income from charitable activities

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Clubs	38,205	202	38,407	39,035
Special Needs Nursery	–	4,654	4,654	5,138
Speech and Language Therapy	14,160	–	14,160	14,540
Member subscriptions	–	–	–	–
Grants	62,444	108,675	171,119	116,479
Grove Cottage @Thirst Café	5,334	–	5,334	2,743
	120,143	113,531	233,674	177,935

Income from charitable activities in 2018 included £81,783 of unrestricted income and £96,152 of restricted income.

## 5. Investment income

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Bank interest	1,195	–	1,195	1,124

All of the investment income in 2018 was unrestricted.



# Notes to the Financial Statements

For the period ended 31 August 2019

## 6. Costs of raising funds

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Events and fundraising	72,228	–	72,228	75,781

Cost of raising funds in 2018 was all unrestricted income.

## 7. Expenditure by charitable activity

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Clubs	24,224	34,211	58,435	57,539
Special Needs Nursery	–	82,121	82,121	77,455
Speech and Language Therapy	20,965	–	20,965	19,417
Grove Cottage @Thirst Café	–	18,709	18,709	22,406
Direct support costs (note 8)	110,714	15,716	126,430	116,419
<b>Total</b>	<b>155,903</b>	<b>150,757</b>	<b>306,660</b>	<b>293,236</b>

Expenditure on charitable activities in 2018 included £204,160 of unrestricted expenditure and £142,573 of restricted expenditure.

## 8. Support costs

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Staff costs	62,274	–	62,274	54,028
Equipment and repairs	8,347	–	8,347	7,937
Insurance	4,034	–	4,034	4,245
Occupancy costs	4,304	–	4,304	6,388
Motor vehicle costs (including depreciation)	2,033	13,716	15,749	8,848
Miscellaneous	21,649	2,000	23,649	21,374
Governance (see note 9)	8,073	–	8,073	13,599
	<b>110,714</b>	<b>15,716</b>	<b>126,430</b>	<b>116,419</b>

Support costs in 2018 included £116,112 of unrestricted expenditure and £307 of restricted expenditure.

# Notes to the Financial Statements

For the period ended 31 August 2019

## 9. Governance costs

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Legal and professional fees	8,073	–	8,073	13,599

Governance costs in 2018 included £13,461 of unrestricted expenditure and £138 of restricted expenditure.

## 10. Net income/(expenditure)

This is stated after charging.

	2019 £	2018 £
Depreciation of tangible fixed assets:		
– Owned by the Charity	13,716	6,287
Independent examiner's fee	1,500	1,500

During the year the Charity paid £nil (2018 – £3,032) to the Orchid Practice Ltd for professional speech and language services. Amy Drew, Trustee, is both a director and shareholder of this company.

During the year, no Trustees received any benefits in kind (2018 – £nil).

During the year, a Trustee received £30 (2018 – £36) relating to reimbursement of expenses.

## 11. Staff costs

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	271,840	251,518
Social security	6,940	5,987
Employer's pension contributions	2,823	2,336
	<b>281,603</b>	<b>259,841</b>

The average monthly number of employees during the year was as follows:

	2019 Number	2018 Number
Administration	4	4
Fundraising	4	4
Front line services	28	32
	<b>36</b>	<b>40</b>

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

# Notes to the Financial Statements

For the period ended 31 August 2019

## 12. Tangible fixed assets

	Freehold property £	Motor vehicles £	Total £
<b>Cost</b>			
At 1 September 2018	168,000	68,580	236,580
Additions	–	–	–
Disposals	–	–	–
At 31 August 2019	168,000	68,580	236,580
<b>Depreciation</b>			
At 1 September 2018	–	13,145	13,145
Charge for the year	–	13,716	13,716
Depreciation on disposal	–	–	–
At 31 august 2019	–	<b>26,861</b>	<b>26,861</b>
<b>Net book value</b>			
At 31 August 2019	168,000	41,719	209,719
At 1 September 2018	168,000	55,435	223,435

## 13. Debtors

Due within one year  
Staff costs were as follows:

	2019 £	2018 £
Prepayments and accrued income	1,697	–
Other debtors	4,369	2,839
Debtors control account	1,787	351
	<b>7,853</b>	<b>3,190</b>

# Notes to the Financial Statements

For the period ended 31 August 2019

## 14. Creditors

Amounts falling due within one year

	2019 £	2018 £
Accruals and deferred income	11,033	1,700
Creditors control account	1,330	4,692
Paye and net wages	2,361	3,695
Other creditors	496	437
	<b>15,220</b>	<b>10,524</b>

## 15. Statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	1,050	60,306	(82,121)	20,765	–
Defibrillator	6	–	–	(6)	–
Saturday clubs	–	10,000	(10,000)	–	–
Grove Cottage @ Thirst Café	5,000	29,880	(20,668)	–	14,212
Wednesday adult club	–	175	(70)	–	105
Speech and language	496	4,958	(5,454)	–	–
Volunteer co-ordinator	750	–	(750)	–	–
Performing arts	1,500	–	(1,500)	–	–
Get Active	–	1,650	(1,650)	–	–
Website development	–	2,000	(2,000)	–	–
Get Active	–	2,000	(140)	–	1,860
SLT salaries	–	5,000	(3,288)	–	1,712
Sing and sign	–	250	–	–	250
Children/youth clubs	–	8,100	–	–	8,100
Saturday clubs	–	1,000	(1,000)	–	–
Nursery day trips	–	607	(402)	–	205
Big play	–	1,427	(416)	–	1,011
Clubs for young children	–	200	–	–	200
Holiday club	–	9,153	–	–	9,153
Minibus	54,256	–	(13,716)	–	40,540
	63,058	144,288	(150,757)	20,759	77,348
Designated funds – property	125,000	4,500	–	100,000	229,500
General funds	269,816	265,810	(228,132)	(120,759)	186,735
<b>Total funds</b>	<b>457,874</b>	<b>414,598</b>	<b>(378,889)</b>	<b>–</b>	<b>493,583</b>



# Notes to the Financial Statements

For the period ended 31 August 2019

## 15. Statement of funds (continued)

### Unrestricted funds

Included within unrestricted general funds are fixed assets of £169,179.

### Restricted funds

During the year, Grove Cottage was the beneficiary of many donations and grants some of which came with specific restrictions. We are very grateful to the following donors for their generous awards which enable us to offer such a wide range of services to our beneficiaries:

Name	Restriction	Amount
Herts Locality Budgets	Nursery	£1,050
Beatrice Laing Trust	Website	£2,000
East Herts – Community Grant	Get Active	£1,650
Tesco Bags of Help	Weekend clubs	£1,000
The National Lottery Community Fund	Nursery	£1,000
The Edward Gostling Foundation	Salaries	£5,000
The Sobell Foundation	Nursery	£10,000
Shanly Foundation	Get Active	£2,000
The Openwork Foundation	Get Active, performing arts, youth and Saturday clubs	£8,100
St James’s Place Foundation	Holiday clubs	£9,153
Stansted Airport Community Fund	Clubs for young people	£200
Crane Foundation for Widows and Children	Nursery	£3,704
Frank Litchfield General Charitable Trust	Nursery	£1,000
Goldman Sachs Gives	Evening clubs	£7,582
Co-op Community Fund	Nursery outings	£607
Children in Need	Saturday clubs	£12,500
David Warburton – Marshgate Developments Ltd	Grove Cottage @ Thirst Café	£25,000

### Purpose of designated funds

#### Property Fund

The Trustees have designated funds to pay for a future redevelopment of the current site or a move to new premises. During the year £100,000 was transferred from general unrestricted funds to support the designated property fund.

# Notes to the Financial Statements

For the period ended 31 August 2019

## 16. Prior year’s statement of funds

	Brought forward £	Incoming resources £	Resources expended £	Transfers in/out £	Carried forward £
<i>Restricted funds</i>					
Nursery	–	47,432	(74,214)	27,832	1,050
Holiday trip	–	3,310	(3,410)	100	–
Performing arts	–	1,500	–	–	1,500
Speech and language	–	13,946	(13,450)	–	496
Volunteer co-ordinator	–	5,000	(4,250)	–	750
Children in Need	899	9,500	(11,508)	1,109	–
Grove Cottage @ Thirst Café	3,036	10,025	(8,718)	657	5,000
Discovery Grant (Santander)	5,000	–	(5,232)	232	–
Co-op	836	–	(836)	–	–
Sensory room sky dive	3,558	6,000	(9,561)	3	–
Minibus	60,409	–	(6,153)	–	54,256
Defibrillator	–	1,151	(1,145)	–	6
Saturday club	–	3,000	(3,248)	248	–
Children’s services	–	500	(500)	–	–
Thirst Café training	–	235	(348)	113	–
	73,738	101,599	(142,573)	30,294	63,058
Designated funds - property	125,000	–	–	–	125,000
General funds	284,392	242,162	(226,444)	(30,294)	269,816
<b>Total funds</b>	<b>483,130</b>	<b>343,761</b>	<b>(369,017)</b>	<b>–</b>	<b>457,874</b>

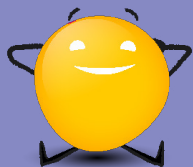
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**Charity Number:** 1122298