

STAA Limited
(Company number 03665213, charity number 1133481)
Financial statements
for the year ended 31 March 2011

Page	Contents
2 - 5	Directors' (Trustees') annual report
6	Independent examiner's report
7	Statement of financial activities (including the income and expenditure account)
8	Balance sheet
9 - 13	Notes to the accounts

STAA Limited
Directors' report (incorporating the Trustees' annual report)
for the year ended 31 March 2011

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2011.

Full name STAA Limited

Other names by which the charity is known : St Ann's Heritage Gardens

Registered charity number 1133481

Registered company number 03665213

Principal address

3 John Folman Business Centre, Hungerhill Road, St Ann's, Nottingham, NG3 4NB

Directors (Trustees)

Sheila Elizabeth Gardner, Chair

Charles Wesson

Paul Freeborough

Anthony Dilks, from 19/04/11

Kenneth Bamford, from 1/11/10

Nicholas David Moses, from 15/02/11 to 6/10/11

Derek Rudge, until 25/03/11

Peter Maxfield, until 24/07/11

Claire Peeters, until 1/11/10

Natalie Jean Grant, until 1/11/10

Robert Finch, until 27/07/10

Jason Savage, from 1/11/10 to 19/04/11

Sam Johnson, from 01/11/10 to 14/03/11

Rosemarie Stone, from 01/11/10 to 14/03/11

Company secretary

Tim Reed

Bankers

The Cooperative Bank, PO Box 250, Skelmersdale, WN8 6WT

Independent examiner

John O'Brien, employee of Community Accounting Plus, Ormiston House,
32-36 Pelham Street, Nottingham, NG1 2EG

Governance and management

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 14 September 1998 and most recently amended 28 September 2009. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Trustees are normally elected at the AGM.

STAA Limited
Directors' report (continued)
for the year ended 31 March 2011

Aims and objectives

The objects of the company are:

A) to promote for the benefit of the inhabitants of St Ann's, Nottingham and the surrounding area, without distinction of sex, or of political, religious or other opinions,

by associating statutory authorities, voluntary organisations and the general public in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupation (in particular facilities for allotment and recreational gardening) with the object of improving the conditions of life for those who have need of such facilities by reason of their youth, infirmity or disablement, poverty or social and economic circumstances;

B) to advance the education of the public in allotment and recreational gardening and the protection and improvement of the natural environment;

C) the promotion for the benefit of the public of urban regeneration in areas of social and economic deprivation, in particular the St Ann's area of Nottingham by all or any of the following means:

- i) the relief of financial hardship;
- ii) the advancement of education and volunteer experience;
- iii) the maintenance, improvement or provision of recreational facilities;
- iv) the preservation of buildings or sites of historic or architectural importance;
- v) the maintenance, improvement or provision of public amenities.

Summary of the main activities undertaken for the public benefit together with a summary of achievements during the year.

As last year, the Royal Society of Wildlife Trusts Local Food lottery stream continued to fund a Garden Support Worker. During the year work has continued in the areas of fruit tree identification and advising gardeners on the best methods of pruning fruit trees to improve cropping and promote good growth. Nearly 2,000 fruit tree saplings have been propagated and these will be given away to local schools and community groups later this year. The interest from schools for fruit trees has been very significant so the project will be contributing to the development of many small orchards around the county.

The demand for allotments continues and the numbers of tenants on the site has grown in the last year as more gardens have been cleared and released for letting. The length of the waiting list has shortened as has the length of time potential tenants wait for a garden.

STAA, as a limited company, has continued to carry out the responsibilities for the day to day management of the St Ann's Allotments site under a Service Level Agreement with the Renewal Trust. As a Registered Charity it is STAA's aim to focus its activities on a wide range of "Public Benefit" activities and the directors/trustees would like to report on these in greater detail.

The Community Orchard staff have been busy throughout the year working with local schools. As in previous years, the work has included team building, experiential history, role play and an appreciation of food growing, wildlife and environmental

STAA Limited
Directors' report (continued)
for the year ended 31 March 2011

issues. The Community Orchard has continued with its popular activity days involving the local community. These foster good community relations and provide a safe 'green space' for local people. The Orchard has been successful in yet again achieving the 'Green Pennant' status.

STAA continues to actively promote healthy eating and good gardening practice. The staff team work hard to help gardeners with cultivation advice and support.

The site is listed Grade 2* with English Heritage and the heritage team have been very busy working on recording and surveying structures, and researching the history of the site; both by taking oral histories from tenants and others who have had associations with the site; and researching in the local archives. Both tours around the site and presentations have been given to community groups with an interest in the site and its history. A major part of the year's work has been the restoration of the significant Victorian-style glasshouse. This has involved the engagement of a specialist architect and the use of building contractors with the expertise to undertake this type of work. The end result is spectacular and the pictures are well worth viewing on STAA's website. Now that the restoration of the glasshouse is complete, the plans for the development of the surrounding garden and the use of the glasshouse can be developed. In broad terms, the glasshouse will be used to grow plants for the benefit of gardeners on the site and in the local community; the surrounding area will be developed to interpret the changing use of the site since Victorian times.

The Partnership Officer has continued to develop partnerships with local industry whereby local companies have sent in teams of employees to work on the site as part of their staff development programmes or under their "community involvement" initiatives. The Partnership Officer has also been closely involved in working with the Probation Service on the Community Payback scheme under which teams of, mainly young, offenders have been working on the site. Through the partnership work and STAA's other individual volunteer scheme, which involves both tenants and non-tenants, many of the derelict plots around the site have been cleared and brought back into use as well contributing to the overall maintenance of the site which has now become STAA's responsibility after the completion of the Capital Works programme.

The Government's Future Jobs Fund initiative announced in 2009 enabled STAA to take on four people under the scheme. This benefitted the delivery of the project's objectives significantly. When the scheme came to an end in January this year STAA was able to offer two individuals continuing employment.

At the end of June 2009, STAA hosted the radio programme "Gardeners Question Time". An ongoing relationship with the programme is developing as this can but enhance the project's profile in the wider community.

STAA Limited
Directors' report (continued)
for the year ended 31 March 2011

STAA's Management Committee are keen to encourage staff development and as well as providing statutory training requirements, many staff members have voluntarily undertaken training for their continuing professional development.

During the year a number of Directors/Trustees resigned for various personal reasons. The Management Committee and STAA, as an organisation, are indebted to these individuals for the hard work they have done on behalf of the project.

The charity's policy on reserves

The charity has no specific policy with regard to the level of reserves.

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Responsibilities of the trustees

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 9, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the committee must also prepare the financial statements on the going

concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
Sheila Gardner, Director

**Independent examiner's report to the trustees of
STAA Limited
for the year ended 31 March 2011**

I report on the accounts of the charity, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

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

Signed _____ Date _____

John O'Brien MSc, FCCA, FCIE, DChA
Employee of Community Accounting Plus

STAA Limited
Statement of financial activities
(incorporating the income and expenditure account)
for the year ended 31 March 2011

2010		Unrestricted Funds	Restricted Funds	2011 Total Funds
£	Note	£	£	£
	Incoming resources			
67957	Grants & donations	2 32485	45724	78209
139849	Service fees	165605	-	165605
514	Activities contributions	-	-	-
139	Bank interest (gross)	61	-	61
1	Sundry receipts	4155	100	4255
<u>208460</u>	Total incoming resources	<u>202306</u>	<u>45824</u>	<u>248130</u>
	Resources expended			
147562	Salaries & NIC	131077	38573	169650
1846	Travel	1070	177	1247
3044	Training	719	-	719
295	Recruitment	-	-	-
177	Volunteer expenses	615	-	615
504	Health & safety	972	59	1031
5078	Office rent & room hire	4386	-	4386
329	Site utilities	364	-	364
11040	Allotment site costs	26306	1350	27656
-	Allotment site vehicle costs	1455	-	1455
10293	Allotment site water	528	-	528
2300	Allotment rent collection costs	-	-	-
1689	Insurance	1733	-	1733
2153	Equipment, repairs & renewals	-	-	-
2558	Telephone & postage	2339	95	2434
1808	Printing & stationery	1121	-	1121
46	Publications & subscriptions	-	-	-
3430	Events & activities	4187	-	4187
1334	Heritage & other projects	5124	-	5124
169	Refreshments	-	-	-
2734	Legal & professional fees	900	-	900
89	Bank charges	149	-	149
-	Internal charges	(5397)	5397	-
266	Sundry expenses	3781	134	3915
8251	Depreciation	3 3274	-	3274
<u>206995</u>	Total resources expended	<u>184703</u>	<u>45785</u>	<u>230488</u>
1465	Net income/(expenditure) before taxation	17603	39	17642
415	Taxation	-	-	-
<u>1880</u>	Net income/(expenditure) after taxation	<u>17603</u>	<u>39</u>	<u>17642</u>
34345	Total funds brought forward	34899	1326	36225
<u>36225</u>	Total funds carried forward	<u>52502</u>	<u>1365</u>	<u>53867</u>

All the activities of the charitable company are classed as continuing.

**STAA Limited
Balance sheet
at 31 March 2011**

2010 £		Note	£	2011 £
	Fixed assets			
2086	Tangible assets	3	<u>3562</u>	
2086	Total fixed assets			3562
	Current assets			
14477	Debtors	4	27449	
<u>40592</u>	Cash at bank and in hand		<u>45544</u>	
55069	Total current assets		72993	
	Liabilities			
	Creditors:			
<u>(20930)</u>	amounts falling due within one year	5	<u>(22688)</u>	
34139	Net current assets			50305
<u>36225</u>	Net assets			<u>53867</u>
	The funds of the company			
34899	Unrestricted income funds			52502
<u>1326</u>	Restricted income funds	6		<u>1365</u>
<u>36225</u>	Total funds			<u>53867</u>

Exemption from audit

For the year ending 31/03/2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- *The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;*
- *The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The trustees declare that they have approved the accounts above.
Signed on behalf of the charity's trustees:

Signed _____ Dated _____
Charles Wesson, Director

STAA Limited
Notes to the accounts
for the year ended 31 March 2011

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Pension costs

The charity does not operate any pension scheme.

Resources expended

These have been analysed using a natural classification.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £5,000 (except vehicles) over their expected useful lives on a straight line basis. In previous periods, the threshold was set at £500.

The rates applicable are:

General equipment	25.0%
IT equipment	33.3%
Fixtures & fittings	20.0%
Vehicles	25.0%

STAA Limited
Notes to the accounts (continued)
for the year ended 31 March 2011

2. Grants & donations

	Unrestricted funds £	Restricted funds £	Total funds £	2010 £
St Anns & Dales health & wellbeing project	307	-	307	
Nottingham City Council	11224	26618	37842	12255
RSWT Local Food	-	19106	19106	18494
Nottm Partnership Council	1820	-	1820	-
BBC Children in Need	7937	-	7937	13760
Groundwork (FIG)	2295	-	2295	500
Outdoor Education Panel	350	-	350	-
Waitrose	100	-	100	-
Co-op Community Fund	2000	-	2000	-
Keyworth History Society	30	-	30	-
Sir Arthur Black Charity	250	-	250	-
Garden History Society	100	-	100	-
Limbourne Trust	2000	-	2000	-
JN Derbyshire Trust	2000	-	2000	-
Community Foundation	1000	-	1000	7740
Burton Joyce Local History Society	30	-	30	-
Nottingham Trent University	40	-	40	-
Awards for All	-	-	-	9975
Your heritage	-	-	-	800
EoN	-	-	-	500
Elliot Durham	-	-	-	534
Greater Nottingham Partnership	-	-	-	1476
The Renewal Trust	-	-	-	500
Sundry grants & donations	1002	-	1002	1423
	<u>32485</u>	<u>45724</u>	<u>78209</u>	<u>67957</u>

STAA Limited
Notes to the accounts (continued)
for the year ended 31 March 2011

3. Fixed assets

	General equipment	IT equipment	Fixtures & fittings	Vehicles	Total
Cost	£	£	£	£	£
Balance brought forward	12495	4494	1224	-	18213
Additions	-	-	-	4750	4750
Disposals	-	-	-	-	-
Balance carried forward	<u>12495</u>	<u>4494</u>	<u>1224</u>	<u>4750</u>	<u>22963</u>
Depreciation					
Balance brought forward	11376	3527	1224	-	16127
Disposals	-	-	-	-	-
Charge for year	1119	967	-	1188	3274
Balance carried forward	<u>12495</u>	<u>4494</u>	<u>1224</u>	<u>1188</u>	<u>19401</u>
Net book value					
Brought forward	1119	967	-	-	2086
Carried forward	<u>-</u>	<u>-</u>	<u>-</u>	<u>3562</u>	<u>3562</u>

4. Debtors

	2011	2010
	£	£
Trade debtors	26038	13288
Prepayments & accrued income	1411	1189
	<u>27449</u>	<u>14477</u>

5. Creditors

	2011	2010
	£	£
Tax & social security	16583	15488
Trade creditors	4750	2350
Other creditors	1355	1003
Accruals & deferred income	-	2089
	<u>22688</u>	<u>20930</u>

STAA Limited
Notes to the accounts (continued)
for the year ended 31 March 2011

6. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Closing balance £
Unrestricted funds				
General fund	34899	202306	(184703)	52502
Fund Name	-	-	-	-
Fund Name	-	-	-	-
	<u>34899</u>	<u>202306</u>	<u>(184703)</u>	<u>52502</u>
Restricted funds				
Future Jobs Fund	(14)	26618	(26604)	-
Local Food Fund	1340	19206	(19181)	1365
Fund Name	-	-	-	-
	<u>1326</u>	<u>45824</u>	<u>(45785)</u>	<u>1365</u>

7. Staff costs and numbers

	2011 £	2010 £
Wages	157760	136857
Social security costs	11890	10705
	<u>169650</u>	<u>147562</u>

No employee received emoluments of more than £60,000.
The average weekly number of employees during the year was 10 (2010: 10).

8. Analysis of net assets by fund

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	3562	-	3562
Net current assets	48940	1365	50305
	<u>52502</u>	<u>1365</u>	<u>53867</u>

9. Trustees' remuneration, benefits and expenses

Trustees received no expenses, remuneration or benefits in this period.

10. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £721.

STAA Limited
Notes to the accounts (continued)
for the year ended 31 March 2011

11. Annual commitments under operating leases

The charity has one lease for office premises.

	2011	2010
	Land & buildings	Land & buildings
	£	£
Operating leases which expire:		
Within 1 year	4800	-
Within 2 - 5 years	-	-
Over 5 years	-	-
	<u>4800</u>	<u>-</u>

12. Glossary of terms

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Creditors: These are amounts owed by the charity, but not paid during the accounting period.