

# **York Allotments CIO**

(CIO Number:1174306)

## **Trustees Annual Report & Financial Statements**

**for the period ended**

**31st December 2018**

# **outsource**

**Charity accounts preparation &  
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# York Allotments CIO

(CIO Number:1174306)

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## Trustees' Annual Report

From: 17th August 2017

To: 31st December 2018

Charity's full name York Allotments CIO

Registered Charity number 1174308

### Objectives and activities

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

To provide or assist in the provision of facilities for allotments in the City of York and the surrounding area, in the interests of social welfare for recreation or other leisure time occupation for the public at large with the object of improving their conditions of life.

#### Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

To provide an effective and responsive administrative system for the allotments it manages (e.g. letting, rental collection, waiting list management, etc)

To ensure allotment plots are kept in good condition and sites well managed with grass, hedges etc. appropriately maintained

To balance income and expenditure to ensure financial sustainability

To avoid/limit rent increases while generating income surpluses sufficient to meet potential future costs and/or provide funds to improve allotment provision/sites

To publicise the availability of allotments and promote allotments as a leisure activity

To improve the knowledge and skills of plot holders to better use and manage their allotment

To improve facilities on allotments sites

To support allotment associations and encouraging wider community engagement

To foster the innovative use of allotment plots and sites in ways that have wider social, health, economic and environmental benefits

To operate in a transparent and open way and ensuring that allotments are let and managed in an equitable manner and in accordance with legislation e.g. Equality Act (2010)

To ensure allotments are managed and used in a way that protects the environment and wildlife

The trustees consider that they have complied with their duties to have due regard to the public benefit guidance published by the Charity Commission.

## Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

Secured the services of a self-employed administrator(18 hours per week)

Secured the services of the software company previously supplying an allotment management system to City of York Council (company MCPC;softwaresystem'Colony')

Prepared and delivered invoices to our 1,500 (approx) tenants utilising the Colony software system. We were particularly pleased to be able to use features of the system to facilitate online payment, a facility not previously used by City of York Council. We were also able to support other payment methods to meet the needs of all tenants

Developed improved and consistent policies and procedures for dealing with matters such as letting plots to new tenants and plots in a poor state of cultivation. These policies are being collated into a Manual to ensure consistency of approach and transparent operations.

Negotiated a contract with a commercial gardening company to cut grass and hedges on all sites. The contract provided for a greater frequency of grass cutting than previously provided by City of York Council. Overall the contract has operated successfully

Established 176 new tenancies

Managed waiting lists with 457 new applications

Begun a process of gathering information about plots which are gardened on a 'community' basis with the aim of establishing a policy on rent concessions, practical support, etc.

Participated in the York Bloom Event during the summer of 2018 in the centre of York with a display that attracted a good deal of interest both from local people and visitors

In conjunction with associations supported funding bids. This included Green Lane (Green Lane Growers) where we supported and facilitated a successful £18,000 funding bid to develop six easy access plots with an individual water supply, custom toilets, etc; Hempland Lane where we supported a bid to revamp raised beds, and Bootham Stray where we discussed and offered support to the Associations plans to use a block of vacated plots for community purposes.

Encouraged recycling and composting as a way of managing waste and reducing the need for bonfires

Extending provision of gardening opportunities to residents of York who would not normally have access to sites due to disability

## Financial review

### Review of the charity's financial position at the end of the period

A large surplus has been made ensuring the charity has healthy reserves

### Statement explaining the policy for holding reserves stating why they are held

#### Amount of reserves held

£27,194

#### Reasons for holding zero reserves

N/A

#### Funds materially in deficit

None

#### Explanation of any uncertainties about the charity continuing as a going concern

None

## Structure, governance and management

### Description of the charity's trusts

### Type of governing document

### How the charity is constituted

Charitable Incorporated Organisation (CIO) with voting members

Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

**Reference and administration details**

Charity's full name York Allotments CIO  
Other names the charity is known by YACIO  
Charity's principal address Popeshead Court Offices  
Peter Lane  
York  
Postcode YO1 8SU

**Names of the 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)
Tony Chalcraft	Chair		
Lisa Turner	Treasurer		
Colin Smith	Secretary		
Adam Myers			
Simon Wild			

**Names and addresses of advisers (OPTIONAL)**

Type of adviser	Name	Address
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Independent Examiner Karen Wood ACMA  
Outsource VSCE Support CIC  
29 Millfield Road  
York  
YO23 1NH

Bankers The Cooperative Bank

Name of chief executive or names of senior staff members

**Declaration**

The trustees declare that they have approved the Trustees Annual Report and Accounts

Signed on behalf of the charity's trustees

Signature 

Full Name LISA MELONIE TURNER  
Position TREASURER  
Date 20.3.2019

**Independent examiner's report on the accounts**

I report on the accounts of: **York Allotments CIO**  
for the period ended: 31st December 2018 which are set out on pages 6 to 8.

**Respective responsibilities of trustees and examiner**

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act), and
- to 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 the 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, other than that disclosed below

1)

which gives me reasonable cause to believe that in any material respect, the requirements;

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.

*K Wood*

**Karen Wood ACMA**

Outsource charity accounts preparation &  
independent examination service  
29 Millfield Road  
York YO23 1NH

28/6/19

**Date:**

York Allotments CIO  
(CIO Number:1174306)

**Receipts & payments accounts for the period ended: 31st December 2018**

	Unrestricted funds	Restricted funds	2018 Total funds
	£	£	£
<b>Receipts</b>			
Rents	76,365	-	76,365
Grant	-	18,000	18,000
Deposits	-	30,552	30,552
Sundry income	85	-	85
<b>Total receipts</b>	<b>76,450</b>	<b>48,552</b>	<b>125,002</b>
<b>Payments</b>			
Administration officer	16,716	-	16,716
Insurance	3,197	-	3,197
Memberships & subscriptions	133	-	133
Grass & hedge cutting	14,000	-	14,000
Deposits returned	-	552	552
Free plots and honorariums	820	-	820
MPCP	2,261	-	2,261
Office costs & printing	4,065	-	4,065
Admin support & registered address	1,859	-	1,859
General equipment	1,130	-	1,130
Repairs & maintenance	3,642	-	3,642
Trustees' expenses & meeting costs	149	-	149
Fundraising costs	-	12,783	12,783
Bank charges & paypal fees	1,284	-	1,284
<b>Total payments</b>	<b>49,256</b>	<b>13,335</b>	<b>62,591</b>
<b>Net of receipts/(payments)</b>	<b>27,194</b>	<b>35,217</b>	<b>62,411</b>
<b>Transfer between accounts</b>	-	-	-
<b>Balance carried forward</b>	<b>27,194</b>	<b>35,217</b>	<b>62,411</b>



York Allotments CIO  
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**Statement of assets and liabilities at:** **31st December 2018**

	Unrestricted funds £	Restricted funds £	2018 Total funds £
<b>Assets</b>			
Cash at bank and In hand			
Current bank account	25,585	5,217	30,802
Deposit account	-	30,000	30,000
Paypal	1,609	-	1,609
	<u>27,194</u>	<u>35,217</u>	<u>62,411</u>

	Unrestricted funds £	Restricted funds £	2018 Total funds £
<b>Liabilities</b>			
Independent examination fee	300	-	300
	<u>300</u>	<u>-</u>	<u>300</u>

York Allotments CIO  
(CIO Number:1174306)

Notes to the accounts for the period ended: 31st December 2018

1. Basis of accounts

The Trustees have taken advantage of section 144 (2) of the Charities Act 2011 and prepared the accounts on a receipts and payments basis.

The CIO was registered with number 1174306 on 17th August 2017. The accounts have been drawn up for the extended period from that date to the 31st December 2018.

2. Restricted Income funds

Fund name  
Forbidden Corner  
Deposits

Purpose  
Fundraising grant  
Deposits which may be refundable if plots are returned in a responsible state.

	Balance b/fwd £	Incoming resources £	Resources expended £	Balance c/fwd £
Forbidden Corner	-	18,000	12,783	5,217
Deposits	-	30,552	552	30,000
	-	48,552	13,335	35,217

Approval of accounts for the year ended: 31st December 2018

The report and accounts were approved at a meeting of the Trustees held on:

2.3.2019

Date



Signed for and on behalf of the trustees

20.3.2019

Date

LISA MELONIE TURNER

Print name

TREASURER

Position (e.g. Chair etc)