

**STAA Limited**  
(Company number 03665213, registered charity number 1133481)  
**Financial statements**  
**for the year ended 31 March 2010**

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**STAA Limited**  
**Directors' report (incorporating the Trustees' annual report)**  
**for the year ended 31 March 2010**

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 2010.

**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)**

Peter Maxfield, Chair

Charles Wesson

Sheila Elizabeth Gardner

Claire Peeters

Natalie Jean Grant, from 02/11/09

Paul Freeborough, from 02/11/09

Derek Rudge, from 02/11/09

Robert Anthony Finch, from 02/11/09 to 27/07/10

Chris Baxter, until 02/11/09

Nicholas David Moses, until 01/03/10

Allan John Gardner, until 20/01/10

**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 2010**

**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 and main achievements during the period**

The year started with the appointment of a Garden Support Officer, largely funded through the Lottery's Local Food programme. Over the course of the year much work has been undertaken 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. The gardens have over 2,000 fruit trees, some of which are believed to be over 300 years old. A number of old and rare varieties have been identified. Further funding was obtained to propagate new fruit trees to help ensure many of these rare varieties continue to be available. The beginning of the year also saw the start of the application process to achieve Registered Charity status. It was felt that this would open doors to sources of funding which were only able to support registered charities. The application process was finally completed in early January.

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 would like to report on these in greater detail.

The Community Orchard staff have been busy throughout the year in running sessions with local schools. These sessions include team building; appreciation of history, through active experience and role play; and an understanding of wildlife and environmental issues. The Community Orchard also runs very popular open days and activity days involving the local community. These foster good community relations as well as encouraging mutual support among allotment gardeners.

**STAA Limited**  
**Directors' report (continued)**  
**for the year ended 31 March 2010**

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

The site is of significant historical importance (Grade 2\* - English Heritage) and the heritage team have been 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. A number of tours and talks have been given to community groups with an interest in local history. Heritage walks around the site have now become a monthly activity, providing an additional feature to our Community Activity Days based in the Community Orchard.

Another aspect of STAA's work is the development of local Partnerships. The Partnership Officer has been developing 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 to clear derelict plots and similar work.

The Government's Future Jobs Fund initiative announced in 2009 has enabled STAA to take on an additional four staff under the scheme. This has benefitted the delivery of the project's objectives significantly but at the same time we have developed the skills and qualifications of these employees.

At the end of June 2009, STAA hosted the radio programme "Gardeners Question Time". This was a great success and generated a great deal of interest in the site; from even as far afield as Washington DC in the United States.

STAA's Management Committee are always keen to encourage staff development. In addition to essential staff training STAA has encouraged and supported staff with continued professional development.

Late in 2009, following the departure of the Site Officer for a new position elsewhere, STAA recruited a new Site Maintenance officer with the necessary skills to take on much of the routine site maintenance once the Capital Works contractors have left the site in mid-2010. Whilst the Capital Works improved the site greatly in terms of hedge reduction, avenue improvement and a new water supply, it is recognised that this huge site constantly presents challenges in terms of the maintenance required to maintain the site in a manageable condition. It is hoped that in addition to the STAA staff offering a maintenance service, the tenants themselves will support the maintenance regimes, particularly around the demanding and never ending tasks of hedge cutting!

The Annual General Meeting took place at the beginning of November and, after the formal business of approving accounts, electing committee members etc., an open forum meeting was held at which tenants were able to ask questions and raise topics of general interest. This was followed up by a Gardener Consultation Evening in mid-February—around Hedges, Fly Tipping and Cultivation Standards.



**Independent examiner's report to the trustees of  
STAA Limited  
for the year ended 31 March 2010**

I report on the accounts of the charity, which are set out on pages 7 to 12.

**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 Charities

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.

Signed  Date 8/10/10

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



**STAA Limited**  
**Balance sheet**  
**at 31 March 2010**

2009		Note	£	2010
£				£
	<b>Fixed assets</b>			
10337	Tangible assets	3	2086	
<u>10337</u>	Total fixed assets			2086
	<b>Current assets</b>			
38910	Debtors	4	13288	
1113	Prepayments	5	1189	
7352	Cash at bank and in hand		40592	
<u>47375</u>	Total current assets		<u>55069</u>	
	<b>Liabilities</b>			
	Creditors:			
<u>(23367)</u>	amounts falling due within one year	6	<u>(20930)</u>	
24008	<b>Net current assets</b>			34139
<u>34345</u>	<b>Net assets</b>			<u>36225</u>
	<b>The funds of the company</b>			
34345	Unrestricted income funds			34899
-	Restricted income funds			1326
<u>34345</u>	Total funds			<u>36225</u>

**Exemption from audit**

*For the year ending 31/03/2010 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 Charles Wesson  
Charles Wesson, director

Dated 5/10/10

**STAA Limited**  
**Notes to the accounts**  
**for the year ended 31 March 2010**

**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.

**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 £500 over their expected useful lives on a straight line basis.

The rates applicable are:

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

**STAA Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2010**

**2. Grants & donations**

	Unrestricted funds £	Restricted funds £	Total funds £	2009 15 months £
Arts Council of England	-	-	-	1000
Awards for All	9975	-	9975	-
BBC Children in Need	13760	-	13760	16141
Cooperative Dividend fund	-	-	-	1000
Creative Partnerships	-	-	-	1670
E.ON	-	500	500	-
Elliott Durham	534	-	534	-
GGN FIG	500	-	500	1575
Local Network Fund	-	-	-	3000
Metropolitan Housing Trust	-	-	-	1000
Nottingham City Council	2307	9948	12255	4066
Nottm Building Society	-	-	-	-
Greater Nottingham Partnership	1476	-	1476	-
Notts Community Foundation	7740	-	7740	6429
Renewal Trust	-	-	-	-
RSWT Local Food	-	18494	18494	519
Your Heritage	800	-	800	4850
The Renewal Trust	500	-	500	-
Sundry grants & donations	1423	-	1423	471
	<b>39015</b>	<b>28942</b>	<b>67957</b>	<b>41721</b>

**3. Fixed assets**

	Furnitures & fittings £	General equipment £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2009	1224	12495	4494	18213
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2010	<b>1224</b>	<b>12495</b>	<b>4494</b>	<b>18213</b>
<b>Depreciation</b>				
At 1 April 2009	490	5497	1889	7876
Disposals	-	-	-	-
Charge this period	734	5879	1638	8251
At 31 March 2010	<b>1224</b>	<b>11376</b>	<b>3527</b>	<b>16127</b>
<b>Net book value</b>				
At 31 March 2010	<b>-</b>	<b>1119</b>	<b>967</b>	<b>2086</b>
at 31 March 2009	734	6998	2605	10337

**STAA Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2010**

**4. Debtors**

	2010	2009
	£	£
Service fees	13288	38650
Repairs & renewals (refund)	-	260
	<u>13288</u>	<u>38910</u>

**5. Prepayments**

	2010	2009
	£	£
Insurance	1189	1113
	<u>1189</u>	<u>1113</u>

**6. Creditors**

	2010	2009
	£	£
Allotment site costs	1375	-
Corporation tax	-	500
Deposit for gate cards	1003	-
Equipment, repairs & renewals	7	-
Legal & professional fees	500	490
Office rent & room hire	383	-
Salaries & NI	3726	2654
Stationery	75	-
Telephone & postage	10	-
Utilities	-	9500
VAT	11762	3170
Advance receipts:		
Grants and donations	2089	3183
Service fees	-	3870
	<u>20930</u>	<u>23367</u>

**7. Restricted funds analysis**

	Opening balance	Incoming resources	(Resources expended)	Closing balance
	£	£	£	£
Future Jobs Fund	-	9948	(9962)	(14)
Local Food Fund	-	18994	(17654)	1340
	<u>-</u>	<u>28942</u>	<u>(27616)</u>	<u>1326</u>

The Future Jobs Fund is ongoing.

**STAA Limited**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2010**

**8. Staff costs and numbers**

	2010 12 months £	2009 15 months £
Wages	136857	107540
Social security costs	10705	8557
	<u>147562</u>	<u>116097</u>

No employee received emoluments of more than £60,000.  
The average weekly number of employees during the year was 10. (2009: 7)

**9. Analysis of net assets by fund**

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	2086	-	2086
Net current assets	32813	1326	34139
	<u>34899</u>	<u>1326</u>	<u>36225</u>

**10. Trustees' remuneration, benefits and expenses**

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

**11. Independent examination and accountancy services**

During the period, the cost of the examination and accountancy services was £500.

**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.
- Advance receipts:** These are amounts received by the charity in the accounting period, for use in a future period.
- Creditors:** These are amounts owed by the charity, but not paid during the accounting period.
- Debtors:** These are amounts owed to the charity, but not received in the accounting period.
- Prepayments:** These are services that the charity has paid for in advance, but not used during the accounting period.