



**Annual Report
for the financial year ended
31st March 2016**

Companies House Registration No. 07087967

Charity Commissioner's Registration No. 1138417

Section A	Page
Administrative Information <ul style="list-style-type: none"> • Directors • Independent Examiners • Bankers 	A1 A1 A2 A2
Chairman’s Review	A3
Report by the Board of Directors <ul style="list-style-type: none"> • Our Aims, Objectives and Activities • Management of The Bishop’s Meadow Trust • Statement of Trustees’ Responsibilities Relating to Financial Statements • Internal Control • Reserves Policy • Risk Management Policy • Investment Powers, Policies and Performance • Loans and Grant Making Policy • Relationships with Strategic Partners • Strategic Partners include • Generally 	A4 A4 A4 A5 A5 A5 A5 A5 A6 A6 A6
Trustees Report <ul style="list-style-type: none"> • Introduction – Financial, Governance and Events • What We Are Trying to Achieve • Our Vision • Generally 	A7-A8 A8 A8 A9
Section B	
Independent Examiner’s Report to the Trustees of The Bishop’s Meadow Trust	B1
Financial Statements <ul style="list-style-type: none"> • Statement of Financial Activities for the Period Ending 31 March 2014 • Balance Sheet as at 31 March 2014 • Total Funds 	B2 B2 B3 B3
Notes to the Accounts <ul style="list-style-type: none"> • 1. Accounting Policies • 2. Incoming Resources • 3. Resources Expended • 4. Balance Sheet • 5. Taxation • 6. Statement of Funds • 7. Related Party Transactions • 8. In-Kind Support 	B4 B5-B6 B6-B7 B8 B8 B8 B9-B10 B10

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Administrative Information

The board of directors presents its report and independently examined financial statements for the period 1 April 2015 to 31 March 2016.

The Bishop's Meadow Trust is a registered charity, bound by The Companies Act 2006. The Company is limited by guarantee and does not have a share capital being incorporated on 26 November 2009.

Charity Name: The Bishop's Meadow Trust

Charity registration number: 1138417

Company registration number: 07087967

Registered Office address: Homeleigh, Alton Road, Farnham, Surrey, GU10 5EJ

Operational address: The Finance Director, Homeleigh, Alton Road, Farnham, Surrey, GU10 5EJ

Directors:

For the year ending 31 March 2016 there are 8 active Directors who are all Trustees (marked by an *).

Name	Appointed	Resigned	Re-elected	Resigned
Graham Aston*	22 May 2011	5 October 2014	5 October 2014	
Bill Dolan*	24 March 2010	10 October 2015	11 October 2015	
Vic Green*	22 May 2011	5 October 2014	5 October 2014	
Pippa Hoyland*	8 July 2012	10 October 2015	11 October 2015	
Brian Martin	Co-opted 27 June 2014	4 January 2016		
Ed Partridge*	11 October 2015			
Jeremy Ricketts*	11 October 2015			
Jim Munro*	8 July 2012	10 October 2015	11 October 2015	
Sheila Scrivens*	3 August 2013			
Tessa Trench	8 July 2012	10 October 2015		
Jo Aylwin	Co-opted 25 November 2015			

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Independent Examiners:

Branston Adams
Suite 2, Victoria House,
South Street,
Farnham,
Surrey,
GU9 7QU

Bankers:

The Co-operative Bank PLC,
P. O. Box 101,
1 Balloon Street,
Manchester,
M60 4EP

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Chairman's Review

By Vic Green

This is the third year into my period as Chairman of the Trust.

We have continued to undertake a great deal of maintenance and restoration work on the meadows and as usual none of the work we have done would have been possible without our volunteers and advisors.

We constructed two fenced Wildlife Protection Areas, and developed the Community Orchard further by the creation of a "Tree Nursery", which is used to bring on the immature trees provided to us by the Woodland Trust.

We have re-seeded our flower meadow this spring and hope that it will be ready in time to play its part in the Town Council's entry in the Farnham in Bloom competition. We planted more ornamental trees (kindly donated by Jon Durham) alongside the footpath going into town.

Besides the very considerable amount of physical work carried out by the Directors, we had working parties of volunteers on the meadow during last year, undertaking everything from litter picking to tree felling and planting; plus ragwort pulling prior to the hay-cut.

In addition, our volunteers provided a great deal of support in other areas of our work, delivering letters and leaflets, cake making and helping out at the Garden Party and organising and running the Bridge Tea.

During the fiscal year the Trust has received either advice and money; and/or grants from many individuals, companies and organisations who have helped us with our projects, governance and repaying our loan; and this has been very much appreciated by our membership, trustees and directors. Those who gave advice in 2015/2016 include Surrey Wildlife Trust, the Environment Agency, the Woodland Trust and the Floodplains Meadow Partnership; those who gave us grants are Farnham Institute Charity, Ashgate Publishing, Farnham Town Council, Tesco Charity Trust, British Car Auctions, Tindle Newspapers and Surrey County Council; those who gave us free services include amongst others, Branston Adams [our accountants] and many others who have donated assistance by contributing time or money.

Donations continue to arrive, and more members now donate regularly through standing orders, providing us with a more regular income. We have continued to reduce our loan with the Farnham Buildings Preservation Trust [from a start figure of £75,000 down to £53,500 at the end of our financial year] due to the benevolence of several devoted members, and we are very grateful for their continuing support.

We attended a meeting of the Crosby Way Residents Association when we gave a now annual short talk on the meadows and the work of the Trust.

There has been a continuing increase in the numbers of people actually using the meadow, as opposed to those simply using it for access. Power walking, fishing, dog walking, many people just with their children, some in the river, some collecting logs and woodchip, picking blackberries, visiting the flower meadow and the orchard, painting etc., some simply strolling, or sitting on the grass or on one of our benches – relaxing in their surroundings.

We look forward to the coming year, and on behalf of the Board extend our sincere gratitude to all who have looked after this wonderful green space in the heart of Farnham.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Board Report -By the Directors

Our Aims, Objectives and Activities

Our purposes, as set out in our memorandum and articles of association, are as follows.

To acquire, manage and maintain land known as Bishop's Meadow for the benefit of the inhabitants of Farnham, Surrey, and the surrounding area:

- a) as a public open space for the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants and/or
- b) to promote the conservation protection and improvement of the physical and natural environment including by promoting biological diversity.

Management of the Bishop's Meadow Trust

The Trustees are empowered to take such steps as are necessary to achieve the Trust's objects including making appropriate arrangements for the sound management of its business. It does this with the assistance of conservation organisations such as Surrey Wildlife Trust, the Environment Agency and the Floodplains Meadow Partnership and through gaining expertise from its membership of national bodies such as the National Council of Voluntary Organisations.

The Bishop's Meadow Trust developed its first 3 year Strategic Plan in January 2016 which will assist in guiding its activities into the future. Strategic aims were identified both for the management of the Meadow and to strengthen the Trust overall in areas of governance and fundraising and increasing the involvement of members and volunteers.

Management of the land and conservation issues are delegated by the Trustees to directors Vic Green, Jim Munro and Ed Partridge. With their environmental and local knowledge they have created a sustainable management programme. This is a rolling plan which is kept under constant review. A revised plan which will be based on the results of research and guidance from Surrey Wildlife Trust is due in 2017.

The Board of the Bishop's Meadow Trust continues to seek ways to improve its governance and to attract new expertise to the Board and new supporters for its work.

Fund raising continues to be a key activity for the trust and fundraising events and institutional funding applications for the fiscal year were co-ordinated by Vic Green, Pippa Hoyland, Jim Munro, Jo Aylwin, and Tessa Trench with assistance from other directors, members and volunteers.

Statement of Trustees' Responsibilities Relating to Financial Statements

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the incoming resources and the application of such resources during the year and of its state of affairs at the end of each year. In preparing financial statements giving a true and fair view, the Trustees follow best practice. We:

1. select suitable accounting policies and then apply them consistently;
2. make judgements and estimates that are reasonable and prudent;
3. state whether applicable accounting standards and statements of recommended practice have been followed especially those recommended by the Charity Commission; and
4. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Internal Control

The Trustees appoint the directors to take overall responsibility to ensure that the Trust has an appropriate system of controls, a Health & Safety Plan, carry out Risk Assessments etc. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain its financial position and to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2011 and the trust deed.

Both Trustees and Directors are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reserves Policy

The Bishop's Meadow Trust policy has set aside funds to meet future financial risks associated with uncertainties and other contingencies that are identified. Currently, all funds not donated for specified purposes are set aside for the following:

1. the purchase, servicing and running of equipment for maintaining the meadows;
2. funding programmes aimed at enabling the growth of funding available to Bishop's Meadow Trust
3. funding for major development projects and
4. funding the repayment of the outstanding loan covering the purchase of the final part of the Meadow.

The system of creating "restrictive funds" for various development and maintenance projects has been in place for 12 months. Our considered opinion is that this has improved the clarity of the regular reports received by the Board on the financial situation of the Trust. It also gives a better picture of the current and anticipated commitments which we have to keep in mind as part of our strategic planning. A further benefit is that we can now easily demonstrate to current and prospective donors that funds donated for a specific purpose have been and will be properly used for that purpose.

Risk Management Policy

The Bishop's Meadow Trust is committed to a policy to identify, monitor and manage the risks that might adversely affect the activities in which it is involved. In this context, risk is defined as the potential for loss, financial and reputation, inherent in the business capitalisation environment in which the Bishop's Meadow Trust operates and in the nature of the transactions undertaken. The Trustees are satisfied that risk profiles are continually compiled and assessed, are kept under continuous review and that appropriate action is identified to mitigate the consequences of the risks. A Health & Safety Plan is continually being reviewed and important items are prioritised.

We have both Public Liability insurance and Employee Liability insurance for both sub-contractors and volunteers. We also have Trustee Liability insurance for the protection of the directors.

Investment Powers, Policies and Performance

The Trustees have wide investment powers and adopt investment policies appropriate to the nature of the funds for which the investments are held. Currently, we do not have any monetary investments

Loans and Grant making Policy

The Trustees consider philanthropic loans and grants are essential for work on the Meadows and encourage philanthropic individuals, businesses and organisations to provide loan and grant opportunities to the Trust.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Relationships with Strategic Partners

Trustees learn from and are guided by independent ecological experts both nationally and locally.

The Bishop's Meadow Trust has links and relationships with a number of organisations who provide a range of educational, administrative and environmental services and it has benefited from significant support from local authorities including Farnham Town Council.

Strategic Partners include:

- Surrey Wildlife Trust
- Nature Watch
- Environment Agency
- Open Spaces Society
- Floodplain Meadows Partnership
- Bourne Conservation Group
- The Wild Trout Trust
- Woodland trust
- Friends of the Earth

Generally

This report is prepared in accordance with the special provision of the Companies Act relating to small companies (Section 419(2) of the Companies Act 2006).

Signed on behalf of the board of directors on *22nd February 2017*

by:

Graham Aston

Vic Green

Graham Aston

Vic Green

(Director)

(Director)

James Munro

Pippa Hoyland

James Munro

Pippa Hoyland

(Director)

(Director)

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Trustees Report

By Graham Aston – Finance Director

Introduction – Financial, Governance and Events

2015-2016 has been a year that followed similar fortunes to the previous year, although gross income was down from circa £23,000 in 2014-15 to circa £22,000 in 2015-16.

In finance, the Trust has reduced the loan with The Farnham (Preservation Building) Trust Ltd., [originally £75,000] down to £53,500. We continue to receive grant monies that have enabled us to move forwards with our various projects and to accumulate monies for new projects. All are to be thanked for supporting the Trust for its work on behalf of the people of Farnham and the visitors to the town.

Our fund raising activities brought in a gross income of £3,448 [including £600 for the hay-cut] which was circa £100 less than the previous year. However, this has not prevented us from spending monies on three of our projects – namely, wildlife protection areas [£3,340], dog and litter bins [£780] and website development [£2,475]. Our total expenditure was up from circa £5,500 in 2014-15 to circa £10,700 in 2015-16.

We now have sufficient monies to commence our notice boards project [£4,900] and commence a sinking fund [£750] for the purchase of new equipment and repairs to fencing, as well as £500 set-a-side for Phase 2 of the Orchard Project.

Our AGM was held on 11th October 2015 at the Pentecostal Church in Red Lion Lane, and the number of attendees was up slightly on the previous year. Those who did attend supported the directors in their efforts on behalf of the membership, the major item being the proposed amendments to the Articles of Association [AofA].

The AofA required bringing up to date due to revisions having been made by the Charity Commission to the AofA template to incorporate the Charities Act 2011. This gave BMT the opportunity to bring in its own amendments concerning membership, voting rights, and a number of items concerning the running of the Trust including the “powers” of the Trustees being reduced so that the membership had the right to discuss, amend and approve such issues. All of this was supported by those in attendance thus enabling the Trustees to submit a new document to the Charity Commission and Companies House with the proviso that nothing could be instigated until such approval had been obtained.

The new farmer contracted for the hay-cut in 2015 was a great success, although a lot of volunteer work was required to remove Ragwort before the cut took place.

From a publicity point of view, we must put in more effort as we have over the few years we have been going, won a number of prestigious “Awards”, the most recent being a Certificate of Excellence from South & South East In Bloom.

During the year, the Trust has continued to build links with like-minded organisations and to strengthen relationships with Surrey Wildlife Trust, the Environment Agency, Farnham Town Council, Surrey County Council and the Floodplains Meadow Partnership to name but five. We are members of the Farnham Rivers Partnership Group and have continued to establish links with other organisations such as the Woodland Trust and some volunteer groups. These bodies give invaluable support to the Trust, for which it is very grateful.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

BMT hopes to get more people and organisations aware and energized about what it is achieving. We expect:

- i. sustainable ecological enhancements to the Meadows;
- ii. individuals to exert themselves and care about Bishop's Meadow Trust philosophy of sustainable community open spaces and perhaps make further charitable contributions to the Trust; and
- iii. to support them to achieve our joint aims of a better environment for our beautiful town of Farnham.

Assisting individuals to become volunteers to improve The Bishop's Meadow helps people develop self-confidence, improve skills and realise the true worth of the environment we all live in. We do our utmost to assist individuals through our connections and our network of experienced Environmental Mentors, Partners and Affiliates.

We believe individuals with a passion to improve the environment and a quest for developing knowledge and skills should be given the opportunity to become involved with the work of the Trust.

What we are trying to achieve

The Trust aims to enrich the lives of residents of Farnham and the surrounding areas through the medium of maintaining and enhancing a vibrant floodplain meadow, a living space in the heart of the town that benefits people and wildlife.

We focus our thinking on our meadow activities as we consider a healthy water meadow is our primary reason for what we are here to achieve. We look to create a strong working relationship with all societies in Farnham who share our aims with the environment. We determine what actions and programmes we need for all of the people and organisations we work with.

Anyone donating their time and/or money to Bishop's Meadow Trust is able to see exactly where their donation has been employed, from simply looking at our financial statement(s), to becoming directly involved in a Bishop's Meadow Trust event or being engaged with the Trust on a linked programme or project. We hope to identify a clear path toward long-term sustainable success whilst helping individuals feel a sense of achievement through their contributions, and enable corporate donors to add value through their generosity.

Bishop's Meadow Trust wants to influence and be influenced by Donors or Friends of the Bishop's Meadow. We offer excellent philanthropic partnership opportunities specially designed for individuals who lead busy business lives.

Through our orchard projects, we are involving young people from local schools with the Meadows, what they mean, and how they are run. Our aim is that they will grow to know them as places not only of great beauty, but also as somewhere where they can have fun and learn about wildlife and the natural world.

Our Vision

Our Mission is: To maintain the Bishop's Meadow as a floodplain offering the people of Farnham an open space in the heart of the town which is also part of the wildlife corridor of the River Wey.

Our Vision of the Trust is: A sustainable future for the Bishop's Meadow, its flora and fauna through sound stewardship from a strong and well supported Bishop's Meadow Trust.

We hope in the coming year that more individuals with a passion to improve the environment and a quest for developing knowledge and skills will become involved with the work of the Trust.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Generally

The Trustees have complied with the duty in section 4 of the 2011 Charities Act to have due regard to guidance published by the Charity Commission. The Charity's aims and objectives, as stated in the Directors' Report, identify how our activities are for the public benefit.

Signed on behalf of the Trustees on *22nd February 2017*

by

Graham Aston

Graham Aston
(Director)

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Independent Examiner's Report to the Trustees of The Bishop's Meadow Trust (a Charitable Company)

I report on the accounts of the company for the year ended 31 March 2016, which are set out on pages B1 to B10.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts, and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

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 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 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, 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 by: *Paul Adams*

Dated: *9th February 2017*

Paul B Adams

Paul B Adams FCCA
Branston Adams
Suite 2
Victoria House
South Street
Farnham
Surrey
GU9 7QU

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Financial Statements

Total funds as at 31 March 2016 were £177,286; this being the sixth year of activity.

Statement of Financial Activities for the Period Ending 31 March 2016

	Notes 2016	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income – subscriptions and donations	1	5,759	12,755	18,514	18,734
Activities for generating funds	2	3,448	0	3,448	4,139
Investment income		0	0	0	0
Incoming resources from charitable activities		0	0	0	0
Total Incoming Resources		9,207	12,755	21,962	22,873
Resources expended					
Costs of generating funds:					
Costs of generating voluntary income	4	981	0	981	1,519
Fundraising trading: cost of goods sold and other costs		0	0	0	0
Investment management costs		0	0	0	0
Charitable activities		1,856	0	1,856	
Governance costs	5	3,545	0	3,545	1,149
Other resources expended	6		7,146	7,146	5,474
Depreciation	7	25	1,000	1,025	1,170
Total Resources Expended		[6,407]	[8,146]	[14,553]	[9,312]
Net Incoming Resources for the Year		<u>2,800</u>	<u>4,609</u>	<u>7,409</u>	<u>13,561</u>
Reconciliation of Funds					
Total funds brought forward		21,759	148,118	169,877	156,316
Total Funds Carried Forward		<u>£24,559</u>	<u>£152,727</u>	<u>£177,286</u>	<u>£169,877</u>

The statement of financial activities incorporates the income and expenditure account. The results for the year derive from continuing activities and there are no gains or losses other than those shown above.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Balance Sheet as at 31 March 2016

	Notes	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £
Fixed Assets							
Tangible Assets at NBV	7	25	200,000	200,025	50	201,000	201,050
TOTAL FIXED ASSETS		<u>25</u>	<u>200,000</u>	<u>200,025</u>	<u>50</u>	<u>201,000</u>	<u>201,050</u>
Current Assets							
Debtors	8	599	0	599	721	0	721
Cash at bank and in hand	9	23,935	6,227	30,162	20,988	6,618	27,606
TOTAL CURRENT ASSETS		<u>24,534</u>	<u>6,227</u>	<u>30,761</u>	<u>21,709</u>	<u>6,618</u>	<u>28,327</u>
TOTAL FIXED AND CURRENT ASSETS		24,559	206,227	230,786	21,759	207,618	229,377
Less current liabilities		0	53,500	53,500	0	(59,500)	(59,500)
NET ASSETS		<u>£24,559</u>	<u>£152,727</u>	<u>£177,286</u>	<u>£21,759</u>	<u>£148,118</u>	<u>£169,877</u>

Funds of the Charity

Restricted – Plant & machinery fund	0
Restricted – Land purchase & land loan repayment fund	152,727
Unrestricted	24,559
TOTAL FUNDS	<u>177,286</u>

- These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 2006 relating to small entities.
- For the period ended 31 March 2016 the company was entitled to the exemption under s477 of the Companies Act 2006.
- The members have not required the company to obtain an audit of its accounts for the year in accordance with s476; and
- The directors acknowledge their responsibilities for:

Ensuring that the company keeps accounting records which comply with the Companies Act 2006; and
 Preparing accounts which give a true and fair view of the state of the company's affairs at the end of the financial year and of its profit or loss for the period in accordance with the requirements on the Companies Act 2006 relating to accounts so far as applicable to the company.

Dated: 22nd February 2017

Approved on behalf of the Trustees by:

Graham Aston

Vic Green

James Munro

Pippa Hoyland

Graham Aston

Vic Green

James Munro

Pippa Hoyland

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

NOTES TO THE ACCOUNTS

1. Accounting Policies

a) Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" [SORP (FRSSE)] and the Charities Act 2011.

The statements are prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective 2015).

b) 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. Funds designated for a particular purpose are shown as restricted funds.

There are nine restricted funds, which are designated for the purposes of paying off the loan we have with Farnham Preservation Trust for the purchase of the Meadows, a new orchard project, notice boards, dog and litter bins, website development, wildlife protection areas, meadow maintenance, raffle prizes and a sinking fund for replacement of mechanical equipment and fence repairs. These funds consist of donations, subscriptions and grants. These funds are held as cash at our bank, available with immediate access.

c) Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Donations from individuals and charitable organisations are recognised on a receipts basis.

Legacies are regarded as receivable when the money is received. Grants are accounted for on an accruals basis. Income from activities for generating funds is recognised on an accruals basis.

d) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated based on the estimated amount attributable to that activity.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

e) Investments

Any investments will be capitalised and included at market value. At present there are no investments.

f) Unpaid Volunteers

The Trustees are all unpaid volunteers. The value of their services is not reflected in the statement of financial activities.

g) Asset Policy Note

Fixed assets with a cost below £1,000 are not capitalised.

Tangible Fixed Assets.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- Plant and machinery at 25% on cost
- Land is not depreciated i.e. at nil%

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

2. Incoming Resources

Note No.		2016			2015		
		Restricted Amount No. 2 A/c £	Unrestricted Amount No.1 A/c £	Total £	Restricted Amount £	Unrestricted Amount £	Total £
1	Voluntary Income						
	Subscriptions & Donations	0	2,073	2,073	0	12,948	12,948
	On Line Giving	0	1,349	1,349	0	0	0
	Loan Donations	12,500	0	12,500	5,000	0	5,000
	Bank Interest	0	14	14	0	25	25
	Gift Aid – Y/E 31/03/14	0	0	0	0	2	2
	Gift Aid – Y/E 31/03/15	0	703	703	0	735	735
	Gift Aid – Y/E 31/03/16	0	395	395	0	0	0
	Orchard Project	500	0	500	20	0	20
	Notice Boards	4,901	0	4,901	0	0	0
	Dog & Litter Bins	750	0	750	0	0	0
	Wildlife Protection Areas	4,080	0	4,080	0	0	0
	Sinking Fund	750	0	750	0	0	0
	Website Development	2,750	0	2,750	0	0	0
	Prizes	125	0	125	0	0	0
	Sundries	0	0	0	0	4	4
	Meadow Maintenance	700	0	700	0	0	0
	TOTAL	<u>27,056</u>	<u>4534</u>	<u>31,590</u>	<u>£5,020</u>	<u>£13,714</u>	<u>£18,734</u>
	LESS transfers from No.1 account	[14,301]	0	[14,301]	0	0	
	ADD transfers to/ from No.2 account		1,225	1,225	0	0	
	FINAL TOTALS	<u>£12,755</u>	<u>£5,759</u>	<u>£18,514</u>	<u>£5,020</u>	<u>£13,714</u>	<u>£18,734</u>
2	Activities Generating Funds	Restricted Amount No.2 A/c £	Unrestricted Amount No.1 A/c £	Total £	Restricted Amount £	Unrestricted Amount £	Total £
	Flag Day	0	0	0	0	361	361
	Hay Cut	0	600	600	0	708	708
	Garden Fete	0	1,985	1,985	0	2,530	2,530
	Bridge/Tea	0	863	863	0	540	540
	FINAL TOTALS	<u>£0</u>	<u>£3,448</u>	<u>£3,448</u>	<u>£0</u>	<u>£4,139</u>	<u>£4,139</u>

The maximum donation received from any one individual or party was £5,000.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Note No. 3 Loan Agreement

A sum of £75,000 was the subject of a mortgage agreement between The Farnham (Building Preservation) Trust and The Bishop's Meadow Trust whereby the sum was paid to Sir Ray Tindle (the beneficiary) for the second (and final) tranche of land in the sum of £70,000, plus the outstanding sum of £5,000 from the purchase of the first tranche of land. This sum did not go through the accounts of The Bishop's Meadow Trust, but through their solicitor's account held by Kidd Rapinet.

3. Resources Expended

Costs of charitable activities represent direct charitable expenditure. Charitable expenditure during the year was as follows:

Note No.		2016			2015			
		Restricted Amount No.2 A/c £	Unrestricted Amount No.1 A/c £	Total £	Restricted Amount £	Unrestricted Amount £	Total £	
4	Event Expenditure							
	Flag Day	0	0	0	0	113	113	
	Bridge/Tea	0	0	0	0	74	74	
	Garden Fete	0	981	981	0	1,332	1,332	
	TOTAL	£0	£981	£981	0	£1,519	£1,519	
5	Governance Costs							
	Insurances	0	1,028	1,028	0	866	866	
	Waverley License Fees	0	20	20	0	110	110	
	Gift Aid Service Charge	0	173	173	0	173	173	
	Independent Examiners Fee	0	0	0	0	0	0	
	Minute Taking	0	585	585	0	0	0	
	Storage facilities	0	50	50	0	0	0	
		TOTALS	£0	£1,856	£1,856	£0	£1,149	£1,149

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

3. Resources Expended [Continued]

Note No.		2016			2015		
		Restricted Amount No.2 A/c £	Unrestricted Amount No.1 A/c £	Total £	Restricted Amount £	Unrestricted Amount £	Total £
6	Other Resources Expended						
	Reports	0	0	0	0	385	385
	Legal & Land Registry Fees	0	13	13	0	53	53
	IT Expenses	0	0	0	0	48	48
	Printing / Stationery /Stamps	0	836	836	0	837	837
	Protective Clothing	0	0	0	0	34	34
	Plant / Machinery / Consumables	0	1,156	1,156	799	715	1,514
	Orchard Project	0	0	0	1,412	0	1,412
	Meadow Maintenance	700	1203	1,903	0	1,156	1,156
	Membership / Sundries	0	145	145	0	35	35
	Wildlife Protection Areas	3,340	0	3,340	0	0	0
	Dog & Litter Bins	588	192	780	0	0	0
	Website Development	2,475	0	2,475	0	0	0
	Payment for Prizes	43	0	43	0	0	0
	TOTAL	<u>£7,146</u>	<u>£3,545</u>	<u>£10,691</u>	<u>£2,211</u>	<u>£3,263</u>	<u>£5,474</u>

The Trustees neither received nor waived any emoluments during the year. The charity employed no staff, hence incurred no staffing costs during the period.

The cost of generating funds is not part of direct charitable activities but is carried out in order to generate incoming resources to support those activities, and include all fund raising expenditure. For example, insurance for a specific event is included in the figures above, if applicable.

The Trustees neither received nor waived any emoluments during the year. The charity employed no staff, hence incurred no staffing costs during the period.

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

4. Balance Sheet

Note 7 Tangible Fixed Assets

	2016			
	Restricted Plant / Equipment £	Unrestricted Plant / Equipment £	Restricted Land £	Total £
Costs brought forward from 31.03.2014	4,580	100	200,000	204,680
Additions for year ending 31.03.2016	0	0	0	0
Costs as at 31.03.2016	<u>4,580</u>	<u>100</u>	<u>200,000</u>	<u>204,680</u>
Depreciation brought forward 31.03.2015	3,580	50	0	3,630
Charge for year ending 31.03.2016	1,000	25	0	1,025
Depreciation as at 31.03.2015	<u>£4,580</u>	<u>£75</u>	<u>£0</u>	<u>£4,655</u>
Net Book Value as at 31.03.2015	<u>£0</u>	<u>£25</u>	<u>£200,000</u>	<u>£200,025</u>

Note 8: Debtors

Gift Aid 2015	£599
TOTAL	<u>£599</u>

Note 9 Cash at Bank and In Hand

Amount recorded on Co-op bank statement for No.1 account as at 31.03.2016: [unrestricted]	£14,889
Amount recorded on Co-op bank statement for No.2 account as at 31.03.2016: [restricted]	£15,248
Petty Cash account [unrestricted]	£ 25
TOTALS	<u>£30,162</u>

Unrestricted sum is	<u>£14,914</u>
Restricted sum is	<u>£15,248</u>

5. Taxation

The Trust, having charitable status, is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992, to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

6. Statement of Funds

Movements in funds:	As at 31.03.2015 £	Incoming Resources £	Outgoing Resources £	Totals as at 31.03.2016 £
Restricted	148,118	12,755	(8,146)	152,727
Unrestricted	21,759	9,207	(6,407)	24,559
TOTALS	<u>£169,877</u>	<u>£21,962</u>	<u>£(14,553)</u>	<u>£177,286</u>

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

7. Related Party Transactions

During the year no Trustees were reimbursed for mileage, 'phone calls, use of computer and printing facilities, paper, and the like for general expenses.

The following Trustees were reimbursed for invoices that they had paid on behalf of the Trust:

Co-op No.1 Account

Person	Chq No.	Description	Amount
GA	079	Goods supplied by Viking [stationary]	96.79
VG	081	Surveyor's tapes and heavy duty twine	27.79
GA	082	Poppy seed	25.00
VG	084	Fencing materials for Central Hedge	154.00
VG	085	Water containers & saw	30.96
VG	086	Pressure sprayer knapsack	26.88
VG	087	Handcart from Machine Mart	99.98
VG	088	Trees, Weldmesh, posts and fixings for Avenue of trees	636.05
VG	089	Rice [to be mixed with flower seed] and 2 anvil loppers	41.94
VG	092	Plastic boxes	45.84
VG	093	Safety equipment	97.75
GA	096	Fireproof storage box	68.69
VG	098	Herbicide, dye and record book	451.98
PH	101	First aid kit	24.40
VG	103	Padlock; cylinder key and rings	11.60
VG	106	Padlock, etc	30.29
VG	107	Plastic disposable pots	37.05
GA	108	Goods supplied by Viking [stationary]	57.52
GA	109	Goods supplied by Bookers for garden party	187.12
JM	110	Petrol & Padlock	37.91
VG	111	Supplies for garden party	34.70
VG	112	4 pint jugs for garden party	62.32
VG	113	Eyelets, leaflet dispensers and cool box for garden party	83.96
BM	115	Cash box, dust bin boxes and leaflets for garden party	127.28
VG	116	Printer inks and paper for AGM	188.83
JM	117	Printed labels and "mail merge USB supplied by KallKwik	102.00
JM	118	Petrol	11.31
GA	121	Printer cartridges	45.82
VG	123	Plastic boxes	21.97
GA	125	Postage stamps	147.00
GA	126	Companies House fee & ABE books	20.09
GA	129	Zurich insurance payment	881.43
VG	130	Tree lopping	70.00
GA	131	Payment to Synapse UK Ltd	14.40

The Bishop's Meadow Trust
Annual Report for the year ending 31 March 2016

Co-op No.2 Account

Person	Chq No.	Description	Amount
VG	007	Herbicide	685.84
VG	009	Herbicide	14.16
GA	013	Materials for Wildlife protection areas	1,454.32
VG	014	Materials for Wildlife protection areas	56.27
TT	015	Raffle prizes	43.00
GA	016	Materials for Wildlife protection areas	333.63
VG	053	Materials for Wildlife protection areas	94.70

8. In-Kind Support

In-kind support was provided as follows.

- Branston Adams - accountancy services.
- Surrey Wildlife Trust, the Environment Agency, the Woodland Trust, the Floodplains Meadow Partnership, and other similar organisations – general advice on flora, fauna, rivers and trees.
- All Trustees have given computer and printing facilities, paper, telephone charges, mileage and other general expenses, free of charge.