



THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
29 FEBRUARY 2020

Registered Charity No. 1111939

Registered Company No: 05547805

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT
FOR THE YEAR ENDED 29 FEBRUARY 2020**

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Harcourt Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 29 February 2020.

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name:	The Friends of Oxford Botanic Garden and Arboretum
Charity number:	1111939
Patron:	His Royal Highness, Prince of Wales
Constitution:	Memorandum and Articles of Association
Company registration number:	05547805
Registered and administrative office:	Oxford Botanic Garden Rose Lane Oxford OX1 4AZ
	Telephone: 01865 286690 Email: friends.administrator@obg.ox.ac.uk Web: www.botanic-garden.ox.ac.uk
Secretary:	Mrs Anna Nasmyth
Accountants:	Critchleys Audit LLP, Oxford
Bankers	CAF Bank Ltd, West Malling, Kent HSBC, Oxford

DIRECTORS

The Directors who served on the Board of the company during the year were as follows:

Mrs Jane Annett
Mrs Anna Nasmyth, Secretary
Mrs Sarah Taylor, Chair
Dr Jennie Turner - resigned 3rd October 2019
Mrs Hemlata Bountra, Treasurer
Mrs Maura Allen
Dr Rebecca Mather
Mrs Harriet Bretherton
Professor Simon Hiscock
Mrs Helen Potts

The administrator to the Directors of The Friends of Oxford Botanic Garden & Harcourt Arboretum is Isabella Raeburn

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**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 29 FEBRUARY 2020**

Details of the Directors of The Friends are set out below:

Maura Allen, appointed 2014 is responsible for fundraising events. Maura trained as an art teacher at the University of Tasmania, Hobart and taught in both state and private sectors in Tasmania before moving first to New York then to London, where she ran a small business for eight years. She returned to teaching when her children were older and taught at The Dragon School for nine years. She recently retired to pursue her first love of botanical illustration and gardening. Maura also works for the charities Emmaus, Family Links and the Story Museum.

Jane Annett, appointed 2011, is responsible for organising a programme of fund-raising visits to gardens within reasonable reach of Oxford and has been doing this for the Friends since 2005. Jane trained as a teacher in Cambridge specialising in Biology/Botany and has taught 3 year olds to 90 year olds in her time. Her final role was heading a Field Study Centre in Headington Quarry. In 1995 the Study Centre brought students to the Botanic Gardens for joint lectures on plants and the environment and they still visit to this day.

Hemlata Bountra, appointed May 2013, is responsible for financial administration as Treasurer. She is a Chartered Accountant and currently works at St Hilda's College, Oxford. Before coming to Oxford, she had a similar role at Murray Edwards College in Cambridge. Previous finance roles included stints in the hospitality, e-commerce and manufacturing industry. She is also a trustee of Denville Hall.

Harriet Bretherton, appointed October 2017, is responsible for organising garden visits and the Forum. For most of her working life, Harriet was a Probation Officer in London. On moving to Oxford in 1993, as a manager, she moved to the Family Court Service, which in 2001 became the Children and Family Court Advisory and Support Service. Harriet ended her career as the CAFCASS Research Officer. Since her retirement, her main interest has been with the FOBGA. She is also a Trustee of Flexicare, a charity which provides babysitting for sick and disabled children.

Simon Hiscock, appointed in 2018, is Director of the Oxford Botanic Garden and Arboretum. Simon read Botany at Worcester College Oxford and gained his DPhil at Oxford in 1993. In 2000 he moved to the University of Bristol as a lecturer in Plant Sciences. He was subsequently promoted to Reader (2003) and Professor of Botany in 2007 and served as Director of the Bristol Botanic Garden from 2000-2015. He returned to Oxford in July 2015 to take up his current post and a Fellowship at Christ Church. Simon is a trustee and Scientific Secretary of the Linnean Society of London and a trustee of the New Phytologist Trust. He is Editor in Chief of Plants, People, Planet, an open-access interdisciplinary plant science journal.

Rebecca Mather, appointed in 2016, is responsible for membership recruitment. She has lived and worked in Oxford since 1971 where she trained as a doctor and was Consultant Psychiatrist for 23 years, retiring from clinical practice in 2013. She was Associate Dean at Oxford Deanery for Postgraduate Medical and Dental education until 2016 and is a Trustee for Rose Hill Junior Youth Club. She gardens in Oxford and Cornwall.

Anna Nasmyth, appointed 2009, is Company Secretary. After a career in publishing in the UK and USA, Anna moved with her family to Vienna and became involved in the Mendel Centre in Brno, Czech Republic, first as Project Manager and then as the Chief Executive Officer. The Mendel Centre established the Mendel Museum of Genetics in Brno and set up an annual lecture series, The Mendel Lectures.

Sarah Taylor, appointed 2005, helps with activities for Bobarts and is a member of the Visitors. She studied biochemistry at Oxford then worked as a fund manager for Phillips and Drew and Union Bank of Switzerland. She retired in 1991 to become a mother. Since 2000 she and her husband have restored the Tudor house at Rycote, near Thame, and have created a new garden there. Her other charity involvements include the League of Friends of Thame Community Hospital, which she chairs, The Oxfordshire Victoria County History Trust and Oxford Lieder festival of which she is a trustee. She was High Sheriff of Oxfordshire 2016-2017.

Jennie Turner appointed in 2006, (resigned 3rd October 2019) was Company Secretary from 2006-2013. She is responsible for the activities of the Bobarts Patron Group of members, which she established in 2004 to provide extra funds for the OBGHA. She worked as an immunologist in the field of allergic lung disease in London,

Harvard and Oxford and since retirement has been involved with the Oxford University Newcomers' Club and is an Associate Fellow of Green Templeton College.

Helen Potts, appointed in 2019, is responsible for the Bobarts Patron group. She moved to Oxford in 2007 and has been a trustee of the Rose Hill Advice Centre and Chairman of the Friends of St Mary's, Iffley. She joined the Worshipful Company of Gardeners in 2014, taking Livery in 2015. As a Court Assistant, she sits on two committees: Communications & External Affairs and Election & Membership Affairs. She has opened her garden as part of Iffley Village's NGS day each year since 2009.

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**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 29 FEBRUARY 2020**

Prior to the incorporation as a company limited by guarantee in August 2005, The Friends was a registered charity and its affairs were managed by a Council. Sarah Taylor (1997), Jennie Turner (1999), Mary Isaac (2000) and Richard Mayou (2002) were appointed to the Council of The Friends in the years shown.

AIMS

The aims of The Friends of Oxford Botanic Garden and Arboretum are to support and assist the work of the Oxford Botanic Garden and Harcourt Arboretum ('the Garden'). The Garden, part of Oxford University, has objectives which benefit both the University and the general public. These are to make the plant collections:

- a focus for research, teaching and collection based scholarship within the University;
- a research resource for a wide range of external scholarly users, nationally and internationally;
- a facility for communication and interaction between the University and the public;
- an educational resource for schools and for tertiary educational institutions;
- a catalyst for lifelong learning and cultural recreation in the immediate region, and for national and international visitors; and
- an active contributor to the cultural and economic development of the region.

The Garden was formed in 1621 and is the oldest botanic garden in the UK. It has a long history of serving both the University and the public with conservation, educational and recreational themes.

The Garden participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its staff trainee scheme the Garden makes a major contribution to the creation of the next generation of horticulturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the year there were 216,684 (2019:186,444) visitors to the two facilities, of which 21,050 (2019: 16,669) were children.

The Trustees are mindful of their duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance in section 17(5) of the 2011 Charities Act, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty.

STRUCTURE, GOVERNANCE AND RISK MANAGEMENT

The Friends of the Oxford Botanic Garden and Arboretum is a registered charity and a company limited (by guarantee). The Friends are governed by a Memorandum and Articles of Association and is managed by a Board of Directors. The Directors are charity trustees as defined by Section 177 of the Charities Act 2011.

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three-year term of office. Since September 2018, this post is held by Mr Simon Hiscock; Director of the University of Oxford Botanic Garden and Arboretum.

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**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 29 FEBRUARY 2020**

The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year.

Management of membership recruitment and publicity, special events and visits to private gardens is delegated to small groups of volunteers. During the year all the members of these small groups met three times with the Directors as the Forum of The Friends.

An administrator who is a University employee supports The Friends on a part time basis.

The accounts are examined each year by an independent firm of chartered accountants. The major risks to which the charity is exposed have been reviewed. The Directors are satisfied that procedures are in place to mitigate the risks so far as is possible.

ACHIEVEMENTS AND PERFORMANCE

The Friends had a good year. Although there was a small decline in the number of members, the Friends continued to provide financial and volunteer support to the Garden. They benefitted from close relationships with Garden and Arboretum staff and from enthusiastic help from many members.

The Danby Group of patrons which was established last year in collaboration with the department of Plant Sciences has been very successful. Half of the monies raised from the Danby Group subscriptions will go to support the work of Plant Sciences and half will go to the Garden.

Fund raising:

The Friends raise funds from membership subscriptions, visits to third party gardens, special events, legacy donations and from occasional appeals for specific Garden projects for which alternative funding is not available.

During the year, the Friends launched an appeal to improve the paths at the Arboretum to make this more accessible for all. This appeal was launched to mark the 400th anniversary of the Botanic Garden, which will be celebrated in 2021. The appeal also supports the Garden and Arboretum wider strategy for a visitor centre.

The Directors continue to make increasing subscription income a priority. Membership fell during the year from 3,537 to 3,402. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions, are being increased.

Visits to other gardens by members of The Friends and by the Bobarts Group continued to be very well supported and raised record funds for The Friends.

There were several very successful fund raising special events during the year, including May Morning and the annual New College Opera. The Friends also assisted the Garden and Arboretum in their Autumn and Christmas Fairs.

Over the last 10 years, The Friends have raised £2.06m and made grants to the Garden totalling £1.59m.

Grant making:

All funds generated, net of costs, are transferred to the Botanic Garden to support the strategies and priorities of the Director of the Garden and the Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the Garden representatives from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Garden. During the year a total of £132,509 (2019: £192,398) was committed to the Garden for the following purposes:

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**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 29 FEBRUARY 2020**

	2020	2019
	£	£
Improvement of facilities	34,021	75,611
Staff development	28,750	-
Plant collection management	63,215	85,237
Public educational programmes	3,523	10,610
Equipment & other items	3,000	20,940

The main grants were for the continuing enhancement of the plant collections for research, teaching and visitor interest. A programme of new much admired interpretation at the Botanic Garden, will continue at the Arboretum. In addition, a grant was given to fund a generator for the glasshouses at the Garden during inclement weather. The Friends also continued to support a programme of education events.

Volunteers

In addition to the considerable voluntary input to the work of the Friends, volunteers play an increasingly large role at both the Garden and Arboretum in gardening and other tasks. A task force planted many thousands of spring bulbs at the Arboretum. Peter Girling, a Friend continues to organise the recruitment and training of volunteers to provide garden tours. The first tours were highly successful and the programme is being expanded.

Administration and Communication:

We have a very happy and fruitful working relationship with the Director, Professor Simon Hiscock and have been pleased and excited to have been able to support the first stages of his ambitious plans for both the Botanic Garden and Arboretum. We are planning considerable support for numerous projects in the years to and beyond the 400th anniversary. To help reduce costs Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 82% of Friends now pay by Direct Debit and 77% have authorised communication by email, including the e-bulletin, and 29% have elected to receive the Newsletters by email. The Friends continue to benefit from the very considerable voluntary work of members of Forum and other Friends.

Benefits to Friends:

Friends benefit from the opportunity to join specially organised visits, as well as priority booking for special events and Garden adult education programmes. Three Newsletters are sent to the Friends each year. Whilst these Newsletters are produced primarily for the Friends, they are also available to the public in hard copy at the Garden shop and through The Friends' website. Those Friends who have registered their email address with the Garden office receive e-bulletins three times a year between issues of the Newsletters. The Friends' website is part of the Garden website and continues to be enhanced. The Friends also have reciprocal visiting rights at certain other UK gardens. The monthly Coffee Mornings with Garden tours are very successful and continue to be very well attended.

FINANCIAL REVIEW

Income:

Subscription income, excluding Gift Aid tax refunds was £119,527 (2019: £119,284), up on the previous year due in the main to increase in membership fee. The contribution from garden visits and special events was £32,464 (2019: £30,327). This increase was due in part to the "Evening of Delights" which was a fundraiser for

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**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 29 FEBRUARY 2020**

the paths for the Arboretum. Other income, included donations of £151,793 (2019: £3,258) £148,615 of these donations were for the paths appeal. In addition, there was investment income of £601 (2019: £252).

Expenditure:

Grants totalling £132,509 (2019: £192,398) were made to the Garden. Governance and communication costs were £34,991 (2019: £39,843). Most of the costs of the Friends relate to the production and circulation of the Garden Newsletter to Friends three times a year and administrative support.

Cash:

The total cash held at 29 February 2020 was £456,469 (2019: £290,468). Of this amount £204,832 has been committed to the Gardens and will be spent in the coming year. In addition, a minimum of £20,000 is maintained under the reserves policy as set out in the next paragraph.

Reserves policy:

It is the policy of The Friends to maintain unrestricted general funds, which are the free reserves of the company, in excess of £20,000 at all times. The minimum level of these reserves should be available as accessible cash deposits. This allows The Friends to be able to respond immediately to requests by the Garden for grants in order that the Garden may secure third party matching funds. This minimum level of unrestricted funds should also allow all commitments to be met in the unlikely event of The Friends ceasing to exist. Unrestricted funds were maintained above this level throughout the year.

HISTORICAL RECORD

The growth in membership and financial record of The Friends over the last five years is set out below:

	Membership	Funds raised (net of event costs)			Grants made £000
		Appeals £000	Other £000	Total £000	
2015	3,130	-	147	147	198
2016	3,164	-	200	200	164
2017	3,247	-	202	202	228
2018	3,317	-	220	220	176
2019	3,537	-	199	199	192
2020	3,402	163	136	299	133

FUTURE PLANS

The Directors were pleased with the fund raising appeal for the paths at the Arboretum to support the Gardens 400th anniversary. Vigorous efforts will continue to increase membership income. The Director of the Botanic Garden and the Arboretum is very keen to extend collaboration with The Friends. We believe that the realisation of present plans and a higher public profile will provide opportunities to increase our membership and income. We are working very closely with the Garden staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Garden and Arboretum.

GOING CONCERN and COVID-19

In response to the COVID-19 pandemic, and in line with government guidance, the Garden and Arboretum closed in March 2020 and remained closed until July. The Friends had to cancel all planned garden visits and events until September 2020.

As a result, of this income for 20/21 will be significantly reduced and there has been some impact on the membership. However, there are sufficient resources available to meet our liabilities. The directors only approve

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**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 29 FEBRUARY 2020**

grants to the Garden and Arboretum if funds are available. We also hold a reserve, which would cover the cost of the administrator in the event the charity could not continue.

The Directors are of the opinion that the charitable company can continue in its activities during the next 12 months although the activities will be limited.

FRIENDS AND VOLUNTEERS

The Friends depends upon the continuing financial generosity of its members. That support is appreciated greatly and allows The Friends to help the Garden to continue to develop for the benefit of the University and the general public. The Friends also relies on the time and effort given by its many voluntary helpers. The response to the request for new volunteers has been very positive and we are most grateful to those who have stepped forward. The Directors of The Friends and the Garden management and staff are indebted to all those who give their time freely in support of the activities of The Friends.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
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**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 29 FEBRUARY 2020**

REPORTING ACCOUNTANTS

At the Annual General Meeting held on 25 September 2018 Critchleys Audit LLP were appointed to act as reporting accountants for the accounts to 29 February 2020

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Registered office:
Oxford Botanic Garden and Arboretum
Rose Lane
Oxford
OX1 4AZ

Signed by order of the Directors



**Anna Nasmyth
Company Secretary**

Date: 7.10.20

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
INDEPENDENT EXAMINER'S REPORT TO
THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

I report to the charity trustees on my examination of the accounts of The Friends of Oxford Botanic Garden & Arboretum (the Company) for the year ended 29 February 2020.

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 Institute of Chartered Accountants in England and 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.

Name: Andrew Rodzynski FCA

Relevant professional qualification or body: Institute of Chartered Accountants in England and Wales

Address: Critchleys Audit LLP, Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP

Date:

The Friends of Oxford Botanic Gardens & Arboretum
Statement of Financial Activities
For the year ended 29 February 2020
(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Income and endowments from:					
Donations and subscriptions	2	146,792	154,610	301,402	146,077
Charitable activities	4	44,521	14,390	58,911	45,942
Investment income	5	601		601	252
Total income		191,914	169,000	360,914	192,271
Expenditure on:					
Raising funds	6	(20,720)	(5,728)	(26,448)	(15,615)
Charitable activities	7	(103,759)	(28,750)	(132,509)	(192,398)
Other	8	(34,991)		(34,991)	(39,843)
Total		(159,470)	(34,478)	(193,948)	(247,856)
Net income / (expenditure) before transfers		32,444	134,522	166,966	(55,585)
Transfers between funds				-	-
Net income / (expenditure) for the period		32,444	134,522	166,966	(55,585)
Net movement in funds		32,444	134,522	166,966	(55,585)
Reconciliation of Funds					
Funds brought forward at 1 March 2019		46,977	28,750	75,727	131,312
Funds carried forward at 29 February 2020		79,421	163,272	242,693	75,727

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

The Friends of Oxford Botanic Gardens & Arboretum
Balance sheet
As at 29 February 2020

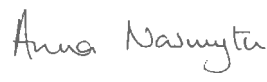
Company number:
05547805

	Notes	2020 £	2020 £	2019 £	2019 £
Current assets					
Debtors	10	34,387		24,243	
Cash at bank and in hand		456,469		290,468	
		<u>490,856</u>		<u>314,711</u>	
Liabilities					
Creditors: Amounts falling due within one year	11	(225,832)		(216,700)	
Net current liabilities			<u>265,024</u>		<u>98,011</u>
Total assets less current liabilities			<u>265,024</u>		<u>98,011</u>
Creditors: Amounts falling due after more than one year	12		(22,331)		(22,284)
Net assets excluding pension liability			<u>242,693</u>		<u>75,727</u>
Defined benefit pension scheme liability					
Total net assets			<u>242,693</u>		<u>75,727</u>
Funds:					
Restricted funds	13		163,272		28,750
Unrestricted funds			79,421		46,977
Total funds			<u>242,693</u>		<u>75,727</u>

The Directors are satisfied that the company was entitled to exemption under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the Companies Act 2006.

The financial statements were approved by the trustees and authorised for issue on 27.10.20 and are signed on their behalf by:


Sarah Taylor
 Chair


Anna Nasmyth
 Company Secretary

1 Statement of Accounting Policies

Basis of accounting

The financial statements have been prepared in accordance with United Kingdom Accounting Standards, in particular 'FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).

The Friends are a public benefit entity for the purposes of FRS 102 and a registered charity and have therefore also prepared the financial statements in accordance with 'The Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with FRS 102' (The Charity SORP (FRS 102)).

The financial statements have been prepared on a going concern basis and on the historical cost basis; the principal accounting policies adopted are set out below and have been applied consistently throughout the year.

Cash Flow Statement

The Trustees have taken advantage of the exemption in section 7 of FRS 102 from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources

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. No amounts are included in the financial statements for services donated by volunteers or donated facilities. Fees received for life membership are released in equal amounts to incoming resources over 20 years, commencing in the year of receipt of the subscription.

Other membership fees are recognised in the year of receipt. Income and expenditure related to fund raising activities are recognised in the year that the activity occurred.

Interest receivable for the year on bank deposits is based on interest received during the year adjusted for the amount of interest received after the year end that related to the year just ended. Tax refunds are included on the basis of the claim submitted after the end of the year for which the accounts are being prepared.

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..

Fixed assets and depreciation

The Charity has no fixed assets.

Taxation

The Friends is a registered charity and is exempt from tax on income and gains. It is not registered for Value Added Tax (VAT).

Funds accounting

General funds are unrestricted funds, which are available for use at the discretion of the Directors 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 Directors for particular purposes. The aim and use of any 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 or which have been raised by the charity for particular purposes.

The Friends of Oxford Botanic Gardens & Arboretum
Notes to the financial statements
For the year ended 29 February 2020

2 Income from donations and legacies

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Donations	3,178	148,615	151,793	3,258
Membership subscriptions (excl gift aid)	119,527	-	119,527	119,284
Gift aid	24,087	5,995	30,082	23,535
	<u>146,792</u>	<u>154,610</u>	<u>301,402</u>	<u>146,077</u>

3 Membership

	Total 2020 number	Total 2019 number
Single	1,322	1,360
Joint	1,790	1,886
Bobart Single	39	44
Bobart Joint	50	44
Life Single	91	95
Life Joint	92	92
Danby Single	8	6
Danby Joint	10	10
	<u>3,402</u>	<u>3,537</u>

4 Charitable activities

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Visits to gardens	31,434	-	31,434	22,018
Concerts, opera	10,896	-	10,896	11,651
Other activities	2,191	-	2,191	2,778
Plant sale	-	-	-	9,495
Evening of delights	-	14,390	14,390	
	<u>44,521</u>	<u>14,390</u>	<u>58,911</u>	<u>45,942</u>

5 Income from investments

	Total 2020 £	Total 2019 £
Bank interest	<u>601</u>	<u>252</u>

The Friends of Oxford Botanic Gardens & Arboretum
Notes to the financial statements
For the year ended 29 February 2020

6 Raising funds

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Visits to gardens	13,849	-	13,849	8,839
Concerts, opera	5,562	-	5,562	5,544
Other activities	1,309	-	1,309	884
Plant sale	-	-	-	348
Evening of delights	-	4,234	4,234	-
Paths appeal	-	1,494	1,494	-
	20,720	5,728	26,448	15,615

7 Other expenditure

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Grants to Oxford Botanic Garden & Arboretum				
Improvement of facilities				
Glasshouse propagation facilities	14,221		14,221	
Heating Glasshouses				46,181
Interpretation Project				14,600
Water fountains				7,500
Arboretum paths -feasibility				7,330
Re configure rock garden	19,800		19,800	
Staff development				
professional development		28,750	28,750	
Plant collection management				
Enhancing collections	63,215		63,215	85,237
Public education and communication				
Education programme support	3,523		3,523	10,610
Other				
Small equipment	3,000		3,000	20,940
	103,759	28,750	132,509	192,398

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8 Other costs

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Newsletters	12,898		12,898	14,140
General postage	1,261		1,261	1,748
Printing and stationery	391		391	3,110
Software fees and IT support	354		354	359
Administration & other costs	18,508		18,508	18,986
Governance - independent examination fee	1,580		1,580	1,500
	<u>34,991</u>	-	<u>34,991</u>	<u>39,843</u>

9 Staff Costs

The trustees neither received nor waived any remuneration during the year (2019: £Nil). Expenses relating primarily to event costs and totalling £5,164 were reimbursed to four Trustees during the year (2019: £1,660)

10 Debtors

	2020 £	2019 £
Gift aid debtor	30,082	23,546
Other debtors	4,305	697
	<u>34,387</u>	<u>24,243</u>

11 Creditors: amounts falling due within one year

	2020 £	2019 £
Grants payable	212,338	204,831
Accruals and deferred income	15,801	12,126
Life membership subscriptions	(2,307)	(257)
	<u>225,832</u>	<u>216,700</u>

12 Creditors: amounts falling due in greater than one year

	2020 £	2019 £
Life membership subscriptions	22,331	22,284
	<u>22,331</u>	<u>22,284</u>

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13 Funds

	Balance at 1 March 2019 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 29-Feb 2020 £
Restricted funds					
Horticultural trainee funding	28,750		(28,750)	-	-
Arboretum Paths	-	169,000	(5,728)	-	163,272
	28,750	169,000	(34,478)	-	163,272
Unrestricted funds					
Unrestricted funds	46,977	191,914	(159,470)	-	79,421
	46,977	191,914	(159,470)	-	79,421
Total funds	75,727	360,914	(193,948)	-	242,693
Comparative funds					
	Balance at 1 March 2018 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28-Feb 2019 £
Restricted funds					
Horticultural trainee funding	28,750			-	28,750
	28,750	-	-	-	28,750
Unrestricted funds					
Unrestricted funds	95,777	192,271	(241,071)	-	46,977
	95,777	192,271	(241,071)	-	46,977
Total funds	124,527	192,271	(241,071)	-	75,727

Horticulture fund donations were for the purpose of employing a horticulture trainee.

Arboretum fund includes specific donations received to support the work of the Arboretum.

None of the unrestricted funds have been designated for specific projects.

14 Analysis of net assets between funds

Fund balances at 29 February 2020 are represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	327,584	163,272	490,856
Current liabilities	(225,832)	-	(225,832)
Non-current liabilities	(22,331)	-	(22,331)
Total net assets	79,421	163,272	242,693

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15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2019: £nil).

16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2019: £nil).

17 Contingent liabilities

There are no contingent liabilities that require disclosure.

18 Members liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

19 Related party transactions

There are no related party transactions during the period (2019: £ nil).

The Charity received £375 donations from trustees during the year (2019: £500). No conditions were attached to these donations.