

for the year ended 31 March

2020

Trustees' report and accounts



SYLVA
FOUNDATION

trees and people together

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We welcomed 160 first-year architecture students from Oxford Brookes University to the Sylva Wood Centre when we were able to promote the use of home-grown timber in building design.

Front cover:
Aerial view of the Sylva Wood Centre in 2020. Front to back: Teaching Barn,
Potato Store, Tree Charter Pole, Future Forest, and the House of Wessex.
Original cover image: © Giles Luttrell

Trustees' Report

Reference and administrative details of the charity, its advisers and trustees.

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

Sylva Foundation is an environmental charity founded in 2009. The charity is active across Britain, with its headquarters in Oxfordshire.

Registration

Charity registered in England and Wales (1128516), and in Scotland (SC041892).

Company registration number 6589157.

Registered office

Sylva Wood Centre
Little Wittenham Road
Long Wittenham
Oxfordshire
OX14 4QT

Principal professional advisors

Banking

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Affirmative Deposit Fund
Epworth Investment Management
9 Bonhill Street
London
EC2A 4PE

Independent Examiner

Ajay Bahl
Wenn Townsend Chartered Accountants
30 St Giles'
Oxford
OX1 3LE

Insurance Brokers

NFU Mutual
Views Farm Barns
Windmill Hill
Great Milton
Oxfordshire
OX44 4NW

Legal Advisors

Freeths LLP
5000 Oxford Business Park South
Oxford
OX4 2BH

Trustee Board and Staff

Patrons

Lady Audrey Wood OBE

Sir Martin Wood FRS

Trustees

Chair of Trustees

Dr Peter Savill FICFor (retired 17/09/2019)

Mrs Sarah Taylor (appointed 17/09/2019)

Other Trustee Board members

Dr Robin Buxton

Lucius Cary OBE

Luke Hughes

Dr James Morison (appointed 17/09/2019)



Dr Peter Savill FICFor, 1939-2019

Peter sadly passed away in December. He was a founding trustee of the charity and made an immense contribution to our work, and to UK forestry.

Staff

Chief Executive

Dr Gabriel Hemery FICFor CEnv

Director of Operations

Paul Orsi MICFor

Other Staff members

George Kibble Web Developer

Joseph Bray Head of Wood School

Jen Hurst Head of Education

Richard Pigott Head of Web Development

Mariah Splawska Bookkeeper

Advisors and Associates

Dr Philip Koomen Furniture & Wood

Rob Penn Media

Dr Gill Petrokofsky Science

Alistair Yeomans Environmental Resilience

Structure, Governance and Management

Legal Structure

Sylva Foundation ('Sylva' or 'the charity') is a charity registered in England and Wales 1128516 and in Scotland SC041892, and a company limited by guarantee 06589157. The company (a private company not having a share capital) was established under a Memorandum of Association (dated 11th March 2009, updated by Special Resolution 28th March 2013).

The governing body of the charity is the Trustee Board ('the board'). Up to ten trustees may be appointed to the board. During 2019-20 no trustees retired, but Dr Peter Savill retired as Chair of the trustee board in September and sadly passed away in December. Mrs Sarah Taylor was appointed Chair in September, and we also appointed Dr James Morison to the board.

The day-to-day management of the charity is delegated by the Trustee Board to the Chief Executive and carried out by members of staff.

The charity's registered address is in Oxfordshire, and this is its sole headquarters. Sylva's activities extend across Britain, and occasionally internationally.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with FRS102 – The Financial Reporting Standard applicable in the UK and Republic of Ireland. The law applicable to charities in England, Wales, and Scotland requires the charity's trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the group for that period. In preparing these financial statements, the charity trustees are required to:

- select suitable accounting policies and to apply them consistently;
- observe the methods and principles in the Charities Statements of Recommended Practice (SORP);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and,

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The charity trustees are responsible for keeping adequate accounting records that:

- are sufficient to show and explain the charity's transactions;
- disclose with reasonable accuracy at any time the financial position of the charity; and,
- ensure that the financial statements comply with the reporting and legal regulations and the provisions of the charity's constitution as set out in the Articles of Association and Memorandum of Association.

They are also responsible for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

Policies and Procedures

The charity has an expanding number of policies and procedures, which are renewed at the end of each financial year or more frequently if required. Currently these include:

- anti-bribery policy
- complaints procedure
- data protection and terms (including GDPR)
- information security policy
- privacy policies and notices
- terms of supply
- environmental and sustainability policy
- equality and diversity policy
- grievance procedure
- health & safety policy
- safeguarding and child protection policy
- sickness and absence policy
- smoking policy
- stress management policy
- travel policy
- volunteer procedures
- whistleblowing policy

Risk management

The charity trustees are responsible for identifying and managing the major risks facing the charity. Risk management is well-established and is considered in every aspect of our work.

We maintain a Risk Register which provides a comprehensive view of the following areas of risk:

- financial risks, including contingency plans to deal with insufficient income;
- operational risks, including loss of key personnel, and data management;
- reputational risks, including failure of a project, maintaining high standards in the management of the charity's estate;
- external environment, including environmental change (e.g. pests, diseases);
- governance, including ensuring trustee experience and skills, fraud; and
- health and safety, for staff and visitors.

The Risk Register is scrutinised annually by the Trustee Board. Following the most recent review in March 2019, the charity trustees confirm that they are satisfied with such arrangements and identified a number of strategic risks which are explained in *Achievements, Challenges and Future Plans*.

Fundraising activities

Our work bringing people and trees closer together is only possible because of the support of donors, funders, and other partners who contribute vital funding. Sylva Foundation is registered with the Fundraising Regulator. Alongside our own high standards in fundraising, we follow its Codes of Practice.

Volunteers

We receive important assistance from volunteers, without whom some of what we have achieved would be much diminished. During 2019-20 we benefited in particular from many volunteers in supporting our House of Wessex project, and welcomed a volunteer with legal expertise. The local community is very supportive of activities at the Sylva Wood Centre, including the annual Artweeks exhibition, plus the community woodland and orchard. New volunteers are always welcome. Please contact us direct or visit our website: sylva.org.uk.



Volunteers and members of the Carpenter's Fellowship working on the timber frame for the House of Wessex

Objectives, Activities and Public benefit

The charity's objects are set out in the company's memorandum of association. These are **to promote the conservation of the environment for the public benefit consistent with sustainable development principles** by:

- I. promoting and conducting research for the public benefit about effective sustainable forest management and the dissemination of the useful results of such research;
- II. advancing education for the public benefit in the theory and practice of sustainable forest management;
- III. supporting the development and application of sustainable forest management for the public benefit;
- IV. advancing education and business enterprise in the design and production of home-grown wood products for the public benefit.

The charity's trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing objectives and activities which are described in the section *Achievements, Challenges and Future plans*. Sylva has a range of activities for achieving these objectives and its public benefit, combining them to best effect. For the purposes of preparing Sylva's accounts, these activities are grouped under the following main headings:

Science

- We gather intelligence and insights about the challenges affecting woodlands to influence policy and change practice on the ground. Our *British Woodlands Survey* series is our main activity.
- We conduct independent research, often in partnership with others, to support sustainable development.

Education

- We undertake and support activities that help people understand why managing woodlands matters, and empower them to be active.
- We train educators, especially those delivering forest school sessions to young people.
- Our outreach activities often combine art and science to inform and inspire the general public.

Forestry

- Our *myForest Service* is used by some 6,000 woodland owners and professionals to care for more than 100,000 ha of woodland across Britain. We have embedded the UK Forestry Standard in our tools and services.
- We work widely in partnership with other organisations to support sustainable forest management.
- We underpin our delivery with our own research and development activities.

Wood

- At the Sylva Wood Centre, we enable 20 or more wood businesses to thrive, supporting rural employment and adding value to the local woodchain.
- Our business start-up facilities help new wood businesses to establish.
- A formal link with a further education college enables us to provide structured support for business enterprise.
- The Sylva Wood School aims to fill significant gaps which exist in formal wood education. Ultimately, we want to support a revival of Britain's wood culture through excellence in creativity and craftsmanship using home-grown timber.

Achievements, Challenges and Future plans

This section highlights the achievements, challenges and future plans for activities under our four main work programmes of **Science**, **Education**, **Forestry**, and **Wood**.

SCIENCE

Exploring the impact of, and solutions to, ash dieback

Our support of a scholarship in partnership with the Department of Plant Sciences at the University of Oxford (the **Oxford-Sylva Graduate Scholarship**) ended the previous year due to lack of funding, but a final paper was published in May 2019. Scholar Louise Hill had worked on the environmental impacts of ash dieback in Britain for her DPhil research co-supervised by our CEO Dr Gabriel Hemery. Her last paper attracted huge interest (200+ outlets) in the press, including The New Scientist, The Guardian, the Daily Mail and the BBC Radio 4 Today Programme. Government's Chief Plant Officer Nicola Spence responded on BBC Farming Today, stating that Councils and landowners would have to cover the costs of the clear up after ash dieback. Later in the year the same paper was cited by parliament's Environmental Audit Committee: <https://bit.ly/34o1v0o> and subsequently in the mainstream media.

- Hill, L, G Jones, N Atkinson, A Hector, G Hemery, and N Brown. 2019. The £15 Billion Cost of Ash Dieback in Britain. *Current Biology* 29 (9): R315–16. <https://doi.org/10.1016/j.cub.2019.03.033>

During the year we hosted a second Ash Summit for Oxfordshire, working with stakeholders to develop an Ash Dieback Action Plan for the county.

Influencing forestry policy and practice in the UK

Sylva staff continued to take a lead role in moving forward the **Action plan for climate change adaptation** in the forestry sector, attending meetings of the Forestry and Climate Change Working Group.

We were contracted to support Defra in exploring stakeholder behaviours under the **Resilient Treescapes project**, hosting a series of workshops with dozens of land managers and owners across England.



Sylva team members with colleagues from Forestry Commission, Forest Research, Defra, Fera, Countryside and Community Research Institute, and ADAS at a planning meeting in Oxford for the Resilient Treescapes project.

The **British Woodlands Survey (BWS)** is a series of surveys undertaken to gather evidence about the nations' woodlands and those who care for them, co-ordinated by Sylva Foundation www.sylva.org.uk/bws. A new survey has been commissioned by the Forestry Commission for 2020, aiming to explore changes over time in environmental awareness and action since the last report on the same theme in 2015. Outputs from previous surveys continue to support evidence-based policy making, including:

- Provided information to support work within Government developing guidance, communication and incentives to target better different kinds of owners, and influential in supporting the need for a 'climate change knowledge hub'.
- BWS2015/BWS2017 prompted research commissioned by Defra to develop responses to pest and disease outbreaks, and the new Environmental Land Management scheme under development.

EDUCATION

Providing unique, practical resources to support primary & secondary education in sustainable forest management

With support from Forestry Commission England (now Forestry Commission) we launched a set of web resources and a film. **Fieldwork in the Forest** is England's first set of fieldwork resources designed for Geography students at secondary school. Response from both geography and forestry teaching communities has been very positive.

www.sylva.org.uk/fieldwork



Head of Education, Jen Hurst, instructs geography secondary school teachers during a Fieldwork in the Forest training day.

A second full year of funding was provided by The Ernest Cook Trust to deliver the **Forest Schools for All** project. The project has aimed to

develop and test new approaches to increasing and sustaining the provision of outdoor learning in Britain, particularly through Forest School. One of the main outputs of the project was a national survey of school and non-school educators active in outdoor education. The report was published in June.

myForest for Education is a free, easy-to-use online application that enables any environmental educator to generate straightforward woodland management plans, maps and ecological impact assessments for woodland sites and school grounds. By the end of the year more than 1,800 environmental educators across Britain—many of them Forest School Leaders—were using the service. www.sylva.org.uk/myforest/education

Raising the profile of sustainable forest management amongst the general public

During the year Sylva staff delivered talks across the country to large number of people. A wide range of media channels featured our work during the year.

Sylva Foundation remains a core supporter of the *Tree Charter*, an initiative led by the Woodland Trust. Our Chief Executive sits on the national Tree Charter Board.

FORESTRY

Supporting the development and application of sustainable forest management

The **myForest service** is a flagship project of Sylva Foundation. The service provides online mapping and management tools for woodland owners and managers, enabling them to bring their woodlands into good condition for the environment, society and the economy. Numbers using the service continued to grow, and by year-end we were supporting more than 6,000 woodland owners who manage woodland properties across Britain covering more than 100,000ha. Our collaboration with Forestry Commission and Scottish Forestry continued to ensure that woodland owners can draw-up management plans compliant with the UK Forestry Standard. With ongoing funding provided by the Dulverton Trust we continue to develop the core information technology of myForest.

www.myforest.org.uk

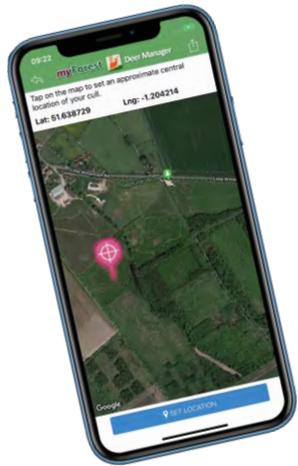
We won a contract with Defra to develop a new suite tools to support woodland creation. Submitted under the 'Tests and Trials' phase of the new Environmental Land Management System (under the replacement for the Common Agricultural Policy), we were successful in gaining funding for the two-year research and development project. In March we started working with partners (Forestry Commission and Woodland Trust) and stakeholders in the Northern Forest to co-design and test the new tools.

www.sylva.org.uk/woodland-creation



Work continued with the Woodland Trust supporting sustainable woodland management in Oxfordshire. Together with support from Oxfordshire County Council, this partnership helped deliver the Oxfordshire Ash Summit (see Science).

The first Oxfordshire Ash Summit hosted at the Sylva Wood Centre.



Through a partnership with the Deer Initiative, we continued to help landowners and managers manage their populations of wild deer. This included the launch of a new app for the **myForest Deer Manager**.

The myForest Deer Manager mobile app.

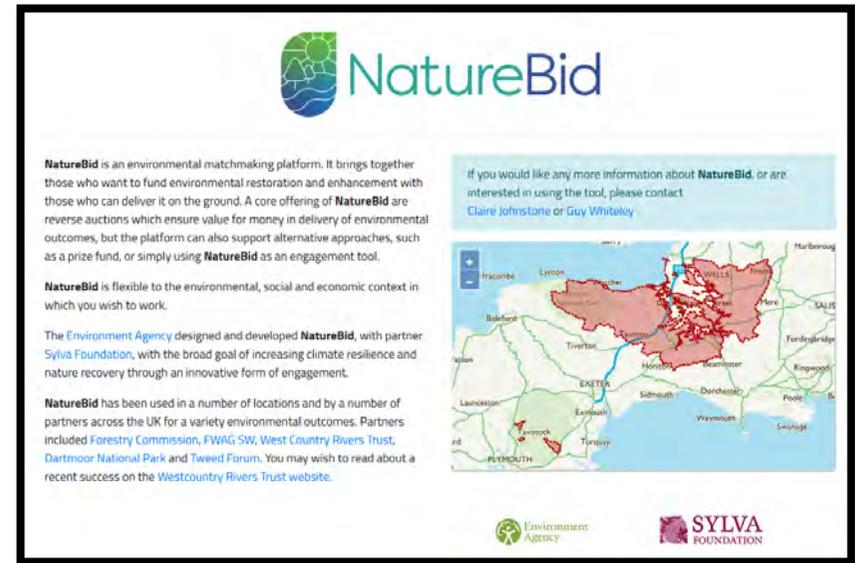
The **Woodland Wildlife Toolkit**—developed with funding from the RSPB and Woodland Trust—continued to provide woodland management advice to enhance woodland biodiversity, providing species-specific advice for a locality. www.woodlandwildlifetoolkit.sylva.org.uk

Developing a marketplace for ecosystem services

NatureBid is an environmental matchmaking platform that we've developed in partnership with the Environment Agency with funding from Defra. It brings those who fund environmental restoration and enhancement together with landowners who are in a position to deliver it on the ground. A core offering of NatureBid are reverse auctions which ensure value for money in delivery of environmental outcomes.

During the year we supported the delivery of environmental outcomes across England, ranging from natural flood management in Somerset, reduction of nitrate fertilisers in Northumberland, and the delivery of the Woodland Carbon Code. Partners have included Forestry Commission, FWAG south-west, Dartmoor National Park, West Country Rivers Trust, and the Tweed Forum. www.naturebid.org.uk

The Naturebid website



WOOD

Supporting enterprise and innovation in home-grown wood

The **Sylva Wood Centre** now supports 15+ small businesses that are permanently based at the centre, including those taking advantage of our 'hot bench' or start-up facilities. Our formal collaboration with Activate Learning continued with the appointment of a new 'craftsperson-in-residence'.

Since the launch of the **Sylva Wood School** last year, and the opening of the Teaching Barn, we have been able to hold dozens of short training courses in woodworking. We welcomed a group of students from China for a multi-day experience, delivered courses for home-schooled students, and held regular courses for adults. In collaboration with Grown in Britain (GiB) and Rycotewood Furniture Centre, we welcomed five young craftspeople to a summer school to design and make with under-utilised home-grown timbers Douglas-fir and alder. Outcomes were shared widely during national GiB Week.



Work converting another of the former semi-derelict buildings at the Sylva Wood Centre began during the year. We invested the funds remaining in our Capital Development Fund to match-fund a successful application to Oxfordshire LEADER to support the development. The former Grain Store has been boarded with novel thermally-modified hardwood cladding (ash, poplar, and sycamore) with support from Vastern Timber. Two small units in the building have been dedicated to support business incubation, and one medium-sized unit will be let commercially. The remaining half of the Grain Store will provide a large unit to support plans to expand the Sylva Wood School to deliver training in commercial woodworking, for example in batch production using industrial machines. www.sylva.org.uk/woodschoo

We continue to explore the potential to further develop the site at the Sylva Wood Centre to support business enterprise, education and training. We will need to fundraise to meet these costs. www.sylva.org.uk/wood

ESTATE

The charity owns 12 ha (20 acres) of land at the Sylva Wood Centre in south Oxfordshire. During the year we continued work enhancing the landscape, working closely with the local community, in line with our charitable objects.

Future Forest

The three-hectare woodland, comprising 7,500 trees, was planted in 2017 with help from volunteers. The **Future Forest** allows us to communicate the challenges that trees face from environmental change. Our 'Forest Friends' sponsorship scheme is supporting ongoing management, through volunteer engagement. A Forest School site created in this woodland continues to be used regularly by a local primary school, and by a local Forest School Leader educator to train new Forest School leaders.

Community Orchard

Our new **Community Orchard** continues to establish well. We welcomed local people to celebrate Apple Day, during which hundreds of bottles of juice were pressed from apples collected from local gardens.

House of Wessex

With support from the Heritage Lottery Fund we worked with more than 100 volunteers to design, construct, and raise a replica of an Anglo-Saxon building discovered on our land at the Sylva Wood Centre. The timber frame, which was made entirely by hand with axes and wedges, was raised in June and its thatched roof and hazel walls completed later in the year. The **House of Wessex** was opened by Her Royal Highness, The Countess of Wessex on Wednesday 27th November.



The House of Wessex during a public open day.

Financial Review

This section is prepared by our trustees to offer a summary of the charity's finances, with Notes referenced from the accounts, which form the following section of this report. The accounts comply with the requirements of FRS102 – The Financial Reporting Standard, applicable in the UK.

The finances of the charity are overseen by the trustees, together with senior staff. The Board oversees a Financial Strategy and an annual Financial Plan, which are reviewed at board meetings.

Reserves Policy

Sylva Foundation holds funds to be applied to support future activities in the form of a 'Reserve Fund', and Restricted funds:

- The Reserve Fund is maintained to ensure that operational expenditure can be supported for at least three months, this represents funds sufficient to meet contingency exit costs. This fund was £83,500 at the end of FY 2019-20.
- The Reserves Policy was reviewed by trustees in March 2020 and it was agreed that a reserves target of a maximum of 50% of budgeted annual expenditure remained prudent.
- Restricted funds are maintained to ensure that specific purposes intended by the donor can be met. Our main fund is a Capital Development Fund relating to the development of land and buildings at the Wood Centre which has now been used in full.
- Funds related to specific funded projects are also maintained as restricted and designated funds.

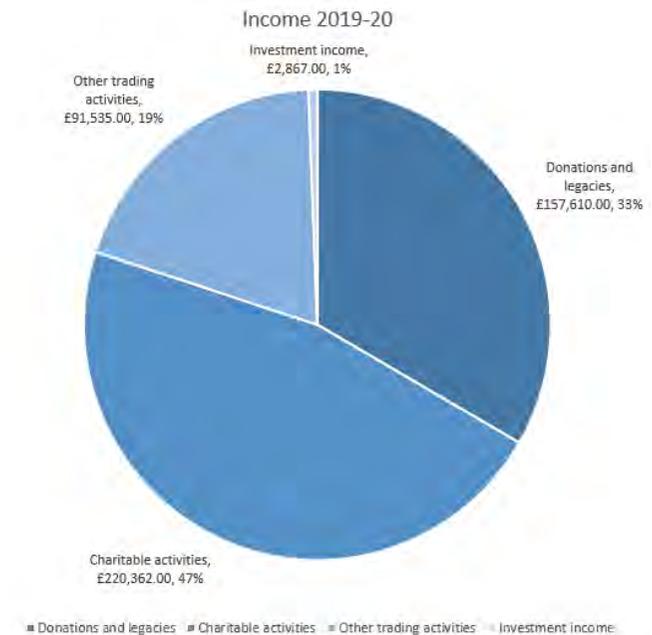
Financial report for 2019-20

Introduction

During the year Sylva continued to diversify its income streams. We have been successful in attracting funding from trusts and foundations for several projects and core activities. Our business-minded approach, whereby we seek to win contracts for work that delivers our charitable objects while earning us much-needed core income, continues to prove effective. The Sylva Wood Centre is producing valuable revenue arising from business tenancies to supplement these activities.

Income

Income (£472,374) was 38% less compared to the last financial year (£766,420) [Statement of Financial Activities, p.15].



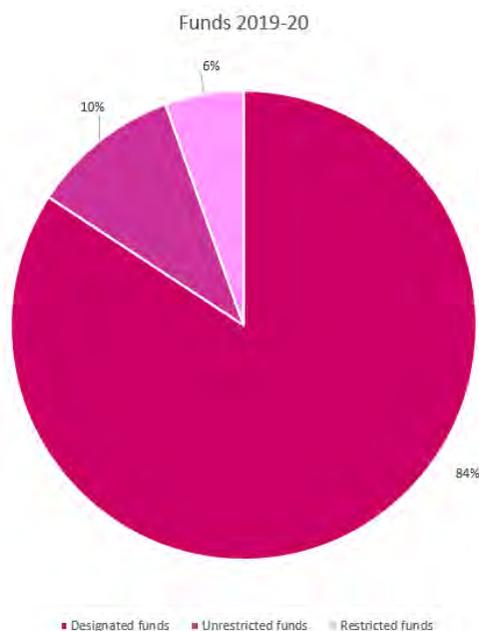
Income was derived from several sources including:

- £157,610 or 33% of total income was received in donations, the majority (67%) of which were restricted in their application [Note 5].

- Incoming resources from charitable activities was £220,362 or 47% [Note 6]. This consisted of £37,860 from the sale of goods and services; £69,380 of performance-related grants; and £113,122 of contractual payments for work.
- Other trading activities totalled £91,535 or 19%, the majority (67%) of which was rental income from the Sylva Wood Centre [Note 7].
- Bank interest totalled £2,867 representing less than one percent of total income [Note 8].

Fixed Assets

The value of fixed assets (after depreciation) increased by £219,835 to £1,519,529, following further investment of £253,775 in the development of the Sylva Wood Centre [Note 16] which was supported by a restricted fund (see Designated Funds below).



Restricted funds

Total Restricted Funds stand at £189,468 [Note 20], following the transfer of funds totalling £1,419,356 to 'Designated Funds' (see below). Restricted Funds are derived from donations and grants with specific conditions attached, and these are accounted for separately in our operational accounts.

Unrestricted funds

The Unrestricted Funds are comprised of Designated Funds (including *Operational Fixed Assets* totalling £1,511,129) and General Funds (£94,020) arising from fundraising, consultancy, grants, rental income from the Sylva Wood Centre, and our day-to-day operations. These funds are used by Sylva Foundation to achieve its strategic objectives. The balance at the end of the year was £1,605,149 [Note 20].

Designated funds

The charity's tangible fixed assets at the Sylva Wood Centre have been developed mostly with support from grants and donations. In a change from previous financial reporting, these assets have been transferred from *Restricted Funds* (£1,419,356) and *General Funds* (£91,773) to *Designated Funds* where they are termed '*Operational Fixed Assets*', meaning that the charity may use the assets acquired on an unrestricted basis for any charitable purpose. The transfer of a total of £1,511,129 is shown in Note 20.

Expenditure

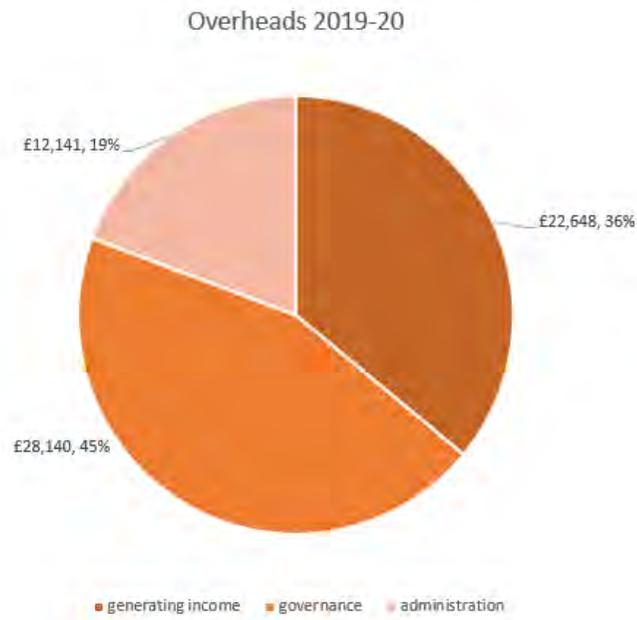
Total resources expended¹ was £502,777 [Statement of Financial Activities, p.14]. Delivery of the charity's strategic objectives cost £495,430 [Note 9]: £211,330 (43%) in unrestricted funds and £284,100 (57%) in restricted funds. Support costs expended on the governance of the charity were £7,347 [Note 11], an increase on the previous year due to a requirement for additional specialist advice.

The majority of expenditure (54%; £270,809) was on staff salaries [Note 14]. Staff salary costs include direct project delivery costs as well as staff time attributed to overhead costs. From our own operational accounts, we calculate overheads² to be £62,929 or 25%, comprising:

- generating income £22,648 (11%);
- governance £28,140 (11%);
- administration £12,141 (5%).

¹ Note that 'expenditure' in financial reporting terms excludes capital investment. During 2019-20, £253,755 was invested in the Sylva Wood Centre – see *Tangible fixed assets* [Additions; Note 16].

² Percentages calculated against total of expenditure (£502,777) less investment in fixed assets (£253,775) [Additions; Note 16].



Outcome for the future

The trustees are conscious of the difficult fundraising environment for small charities. We have an important environmental message to deliver to a wide-range of stakeholders in a complex political and social landscape. Raising funds continues to be a difficult task, and we aim to raise additional unrestricted funds to contribute towards our core costs.

In the coming year, the charity may need to rely again on its reserve funds to maintain operational capacity. Impacts of the global Covid-19 pandemic on the activities of the charity are already significant and its implications have been considered in the Risk Register which is reviewed regularly by the trustee board.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 16th July 2020 and signed on behalf of the board of trustees by:

Sarah Taylor

Sarah Taylor
Chair

Independent Examiner's Report to the Trustees of Sylva Foundation

I report on the accounts of the company for the year ended 31st March 2020 which are set out on pages 15 to 26.

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.

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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

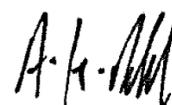
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ajay Bahl FCA
Wenn Townsend
Chartered Accountants
Oxford



7th September 2020

Statement of Financial Activities

for the year ended 31st March 2020

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 2020 £	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Income and endowments								
Donations and legacies	5	52,024	-	105,586	157,610	37,118	353,864	390,982
Charitable activities	6	41,338	-	179,024	220,362	89,218	200,804	290,022
Other trading activities	7	91,535	-	-	91,535	81,248	2,210	83,458
Investment income	8	2,867	-	-	2,867	1,958	-	1,958
Total income		187,764	-	284,610	472,374	209,542	556,878	766,420
Expenditure								
Expenditure on charitable activities	9, 10	218,677	-	284,100	502,777	209,897	188,049	397,946
Total expenditure		218,677	-	284,100	502,777	209,897	188,049	397,946
Net (expenditure) / income		(30,913)	-	510	(30,403)	(355)	368,829	368,474
Transfer between funds		(91,773)	1,511,129	(1,419,356)	-	-	-	-
Net movement in funds		(122,686)	1,511,129	(1,418,846)	(30,403)	(355)	368,829	368,474
Reconciliation of funds								
Total funds brought forward		216,706	-	1,608,314	1,825,020	217,061	1,239,485	1,456,546
Total funds carried forward	21	94,020	1,511,129	189,468	1,794,617	216,706	1,608,314	1,825,020

All activities are continuing.

There are no other gains or losses recognised during the year.

The notes on pages 17 to 26 form part of these financial statements.

Balance Sheet

	Note	2020		2019	
		£	£	£	£
Fixed assets					
Tangible fixed assets	16		1,519,529		1,299,694
Current assets					
Debtors	17	34,339		26,928	
Cash at bank and in hand		<u>281,613</u>		<u>530,576</u>	
		315,952		557,504	
Creditors: amounts falling due within one year	18	<u>(40,864)</u>		<u>(32,178)</u>	
Net current assets			<u>275,088</u>		<u>525,326</u>
Total assets less current liabilities			<u>1,794,617</u>		<u>1,825,020</u>
Net assets			<u>1,794,617</u>		<u>1,825,020</u>
Funds of the charity					
Unrestricted funds	20		94,020		216,706
Designated Funds	20		1,511,129		-
Restricted Funds	20		<u>189,468</u>		<u>1,608,314</u>
Total charity funds	21		<u>1,794,617</u>		<u>1,825,020</u>

For the year ending 31st March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The trustees have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16th July 2020 and are signed on behalf of the board by:


Sarah Taylor
Chair of Trustees

The notes on pages 17 to 26 form part of these financial statements.

Notes to the Financial Statements

1. General information

The charity is a private company limited by guarantee, registered in England and Wales, and a registered charity in England and Wales (1128516), and in Scotland (SC041892). The address of the registered office is Sylva Wood Centre, Little Wittenham Road, Long Wittenham, Abingdon, Oxfordshire, OX14 4QT.

2. Statement of compliance

These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure. The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, including a revision of expectations for the potential impact of COVID-19 on the charity. They have concluded that the budgeted income and expenditure is sufficient with the level of reserves held for the charity to be able to continue as a going concern.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for a particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Income

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.

3. Accounting policies (continued)

Income (continued)

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	4% straight line
Equipment	-	25% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

3. Accounting policies (continued)

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The company is limited by guarantee and does not have a share capital. The trustees undertake to contribute a sum, not exceeding £1 each, to the assets of the company in the event of it being wound up.

5. Donations and Legacies

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
Donations – capital development of the Sylva Wood Centre	-	-	-	-	231,764
Donations – other	52,024	-	105,586	157,610	159,218
	<u>52,024</u>	<u>-</u>	<u>105,586</u>	<u>157,610</u>	<u>390,982</u>

6. Charitable activities

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
Sale of goods/services as part of direct charitable activities	14,158	-	23,702	37,860	15,945
Performance-related grants		-	69,380	69,380	198,090
Other income from charitable activities - contractual payments	27,180	-	85,942	113,122	75,987
	<u>41,338</u>	<u>-</u>	<u>179,024</u>	<u>220,362</u>	<u>290,022</u>

7. Other trading activities

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
Shop income	3,470	-	-	3,470	4,229
Wood Centre courses	22,542	-	-	22,542	15,822
Rental income	61,090	-	-	61,090	53,202
Other activities for generating funds	4,433	-	-	4,433	10,205
	<u>91,535</u>	<u>-</u>	<u>-</u>	<u>91,535</u>	<u>83,458</u>

8. Investment income

	Unrestricted Funds	Total 2020	Total 2019
	£	£	£
Bank interest receivable	2,867	2,867	1,958
	<u>2,867</u>	<u>2,867</u>	<u>1,958</u>

9. Expenditure on charitable activities by fund type

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£	£
Science, Education, Forestry, & Wood Programmes	211,330	-	284,100	495,430	393,054
Support costs	7,347	-	-	7,347	4,892
	<u>218,677</u>	<u>-</u>	<u>284,100</u>	<u>502,777</u>	<u>397,946</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total 2020	Total 2019
	£	£	£	£
Science, Education, Forestry, & Wood Programmes	495,430	-	495,430	393,054
Governance costs	-	7,347	7,347	4,892
	<u>495,430</u>	<u>7,347</u>	<u>502,777</u>	<u>397,946</u>

11. Analysis of support costs

	Support costs	Total 2020	Total 2019
	£	£	£
Finance costs	7,347	7,347	4,892
	<u>7,347</u>	<u>7,347</u>	<u>4,892</u>

12. Net income

Net income is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation of tangible fixed assets	33,940	27,137
	<u>33,940</u>	<u>27,137</u>

13. Independent examination fees

Fees payable to the independent examiner for:

	2020	2019
	£	£
Independent examination of the financial statements	698	698
Other financial services	2,074	1,870
	<u>2,772</u>	<u>2,568</u>

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	238,123	209,362
Social security costs	20,688	20,980
Employer contributions to pension plans	11,998	9,805
	<u>270,809</u>	<u>240,147</u>

The average head count of employees during the year was 8 (2019: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
All staff	<u>8</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2019: £Nil).

15. Trustee remuneration and expenses

No trustee received any remuneration during the year.

No expenses were reimbursed to trustees during the year.

16. Tangible fixed assets

	Land and buildings £	Equipment £	Total £
Cost			
At 1 st April 2019	1,359,589	26,313	1,385,902
Additions	253,775	-	253,775
At 31st March 2020	<u>1,613,364</u>	<u>26,313</u>	<u>1,639,677</u>
Depreciation			
At 1 st April 2019	69,695	16,513	86,208
Charge for the year	32,540	1,400	33,940
At 31st March 2020	<u>102,235</u>	<u>17,913</u>	<u>120,148</u>
Carrying amount			
At 31 st March 2020	<u>1,511,129</u>	<u>8,400</u>	<u>1,519,529</u>
At 31 st March 2019	<u>1,289,894</u>	<u>9,800</u>	<u>1,299,694</u>

17. Debtors

	2020 £	2019 £
Trade debtors	32,152	16,730
Prepayments and accrued income	2,187	10,198
	<u>34,339</u>	<u>26,928</u>

18. Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	25,886	20,659
Accruals and deferred income	3,973	3,939
Social security and other taxes	10,149	7,210
Other creditors – pension	856	370
	<u>40,864</u>	<u>32,178</u>

19. Pensions and other post-retirement benefits**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £11,998 (2019: £9,805).

20. Analysis of charitable funds

Unrestricted funds

	At 1 st April 2019	Income	Expenditure	Transfer	At 31 st March 2020
	£	£	£	£	£
General Funds	216,706	187,764	(218,677)	(91,773)	94,020
Designated Funds					
Operational Fixed Assets	-	-	-	1,511,129	1,511,129
	<u>216,706</u>	<u>187,764</u>	<u>(218,677)</u>	<u>1,419,356</u>	<u>1,605,149</u>

Restricted funds

Forestry/Information Technology	56,376	128,295	(73,654)	-	111,017
Wood School	33,512	29,551	(28,657)	-	34,406
Education	64,117	58,650	(86,172)	-	36,595
Wood Centre	1,454,309	60,364	(95,317)	(1,419,356)	-
Science	-	7,750	(300)	-	7,450
	<u>1,608,314</u>	<u>284,610</u>	<u>(284,100)</u>	<u>(1,419,356)</u>	<u>189,468</u>

Unrestricted funds

	At 1 st April 2018	Income	Expenditure	Transfer	At 31 st March 2019
	£	£	£	£	£
General Funds	217,061	209,542	(209,897)	-	216,706

Restricted funds

Forestry/Information Technology	11,818	60,000	(15,442)	-	56,376
Wood School	-	48,800	(15,288)	-	33,512
Education	24,286	123,460	(83,629)	-	64,117
Fundraising	15,966	9,400	(25,366)	-	-
Wood Centre	1,187,415	315,218	(48,324)	-	1,454,309
	<u>1,239,485</u>	<u>556,878</u>	<u>(188,049)</u>	<u>-</u>	<u>1,608,314</u>

21. Analysis of net assets between funds

2020	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	8,400	1,511,129	-	1,519,529
Current assets	126,484	-	189,468	315,952
Creditors less than 1 year	(40,864)	-	-	(40,864)
	<u>94,020</u>	<u>1,511,129</u>	<u>189,468</u>	<u>1,794,617</u>
2019	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	52,914	-	1,246,780	1,299,694
Current assets	195,970	-	361,534	557,504
Creditors less than 1 year	(32,178)	-	-	(32,178)
	<u>216,706</u>	<u>-</u>	<u>1,608,314</u>	<u>1,825,020</u>

How you can help Sylva Foundation

Sylva Foundation relies on the help of many people and organisations. This section outlines some of the ways we currently receive support. You may choose whatever route you prefer if you choose to support our work.

Donate

There are a number of ways you can donate to support Sylva. We offer specific opportunities, such as helping towards a new building, or sponsoring a bench for a start-up business. We also benefit from regular small donations from people who believe in the importance of our work. Find out more: sylva.org.uk/support

Remember Sylva in your Will

Leaving a Legacy to Sylva is a powerful way to make your support for the charity live on. We believe that trees and forests underpin life on Earth, especially if cared for as part of a dynamic living landscape. Your Legacy will support our ongoing work to achieve a sustainable society and environment. We offer a number of ways to help you leave a legacy, including a home visit with our partners The Goodwill Partnership, and in England a free online Will writing service. You can read more at sylva.org.uk/legacy or contact us to discuss at: **01865 408018** or legacy@sylva.org.uk.

Campaigns and appeals

Support our campaigns and appeals, and you can help our work helping people and trees grow closer together. Subscribe to our enews at sylva.org.uk/subscribe so that you are kept up-to-date.

Training

We offer an exciting range of courses at the Sylva Wood Centre. By attending a paid course your fee will help support our work bridging significant gaps which exist in formal wood education. Find out more at sylva.org.uk/woodschoo

Shopping

We have a small online shop which helps us raise much-needed income. sylva.org.uk/shop

Get involved

There are a wide range of options for you to get involved in our work. For example, this year we held workshops across Britain asking for help in developing our next national survey, and these were attended by professionals and woodland owners alike. At the local level we enjoy support from the public caring for our small estate, and promoting our work through events at the Sylva Wood Centre.

Fundraise

Sylva is not a membership charity, so is without the regular income this provides many charities. We therefore need to raise funds for specific projects and build a strong foundation of income to support our core costs. We don't have teams of individuals fundraising for us but if you can help promote our work, especially our campaigns and appeals, you will make a difference.

Local groups

Sylva tends to work in partnership with other organisations to achieve its reach across Britain. We are most active locally via the Sylva Wood Centre in Oxfordshire, where local people can help support our Future Forest, Community Orchard, and arts events.

Volunteering

If you are looking for an exciting and interesting way to make a difference to our environment, please consider volunteering with Sylva. We have recently benefited volunteers helping with school visits, data entry, visitor welcoming, tree planting, and even a business angel. You don't have to know anything about trees, forestry or wood to volunteer with Sylva. Find out more at sylva.org.uk/volunteer

Acknowledgements 2019-20

We are very grateful for all the support offered this year by so many individuals and organisations. We keep a list of organisational supporters on our website at: sylva.org.uk/partners

Volunteers and community groups

Alex Abbott
Alistair Yeomans
Andrew Lea
Brian Hempsted
David and Karon Whenmouth
Gillian Petrokofsky
Harriet Child
Philip Koomen
Pietermel Overweel
Robert Penn
Sally Duff
Sheila Phillips
Steve Ash
Sylva Foundation Forest Friends
South Chilterns Beekeeping Association
SODC and VWHDC environmental volunteers
Sylva Wood Centre tenants
Wittenham Community Orchard cropsharers

Charitable trusts and individual donors

Aspen Trust
Chapman Charitable Trust
D'Oyly Carte
Dulverton Trust
Ernest Cook Trust
Garfield Weston Foundation
Henry C Hoare Charitable Trust
Heritage Lottery Fund
John Ellerman Foundation
Oxfordshire Local Economic Partnership
Rowse Family Trust
Sir Martin and Lady Wood
Trust for Oxfordshire's Environment
Wild Oxfordshire

Business supporters

Axminster Tools
Blenheim Palace
Carpenter's Fellowship
Festool
Forest Holidays LLP
Grown In Britain
Martin Glynn
Nicholsons
Pembrokeshire Thatch and Carpentry Services
Rural Development Initiatives
The Old Bakehouse Ltd
Vastern Timber
Webmart UK
Where The Fruit Is
Workshop heaven
Woodlands.co.uk

Statutory sector and other public bodies

Defra
Environment Agency
Forest Research
Forestry Commission
Natural England
Natural Resources Wales
Oxfordshire County Council
Rural Development Programme for England
Scottish Forestry
Scottish Natural Heritage

NGOs

Activate Learning, Rycotewood
Bangor University
Berks, Bucks, and Oxon Wildlife Trust
Confor
Country Land and Business Association
Cumbria Woodlands
Deer Initiative
Dept. Continuing Education
Dorchester Abbey
Earth Trust
Evenlode Catchment Partnership
Forest Education Network England
Forest School Association
Forest Stewardship Council UK
Forestry Skills Forum England
Future Trees Trust
Institute of Chartered Foresters
Long Wittenham C&F Primary School
National Forest
Oxford Brookes University
Plunkett Foundation
Royal Forestry Society
Royal Scottish Forestry Society
Royal Society for the Protection of Birds
Small Woodland Owners Group
Small Woods
University of Oxford, Dept. Education
University of Oxford, Dept. Plant Sciences
University of Oxford, Dept. Zoology

...

University of Oxford, Harcourt Arboretum
University of Oxford, Inst. of Archaeology
Wild Oxfordshire
Woodland Trust
Wulfheodenas Living History Society



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