

The British and Irish Association of Zoos and Aquariums
(A Company Limited by Guarantee)

Company No. 6789783

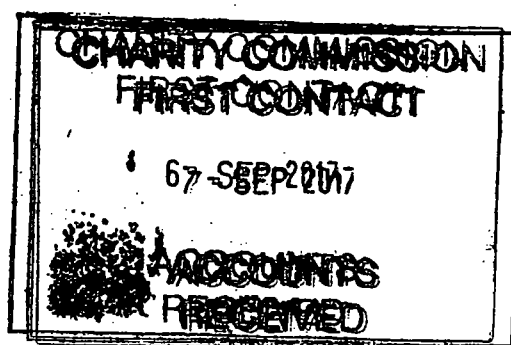
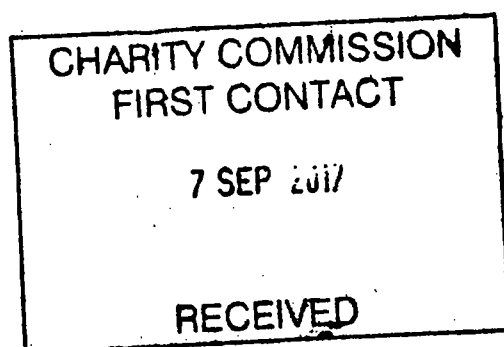
Charity Commission No. 1128168

Financial Statements and Council of Association Report
for the year ended 31 December 2016



BIAZA

BRITISH & IRISH ASSOCIATION
OF ZOOS & AQUARIUMS



**The British & Irish Association of Zoos and Aquariums (A Company
Limited by Guarantee)**

**Financial Statements and Council of Association Report
for the year ended 31 December 2016**

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The British & Irish Association of Zoos and Aquariums

Financial statements for the year ended 31 December 2016

Chair of Council of the Association	Ms R. Willers
Vice Chairman of Council of the Association	Mr S. McKeown
Treasurer of Council of the Association	Mr M. Bird
Executive Director	Dr K. Pullen
Secretary	Ms Z. Williamson
Company number	6789783
Charity numbers	1128168 (England and Wales) SC040783 (Scotland)
Registered Office	Regent's Park London NW1 4RY
Independent Auditors	Anthony Joseph & Co Limited Chartered Certified Accountants & Statutory Auditors Business & Technology Centre Bessemer Drive Stevenage Herts. SG1 2DX
Principal address	Regent's Park London NW1 4RY
Website Address	www.biaza.org.uk
Bankers	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling ME19 4JQ

The British & Irish Association of Zoos and Aquariums
Council of the Association's report
Financial statements for the year ended 31 December 2016

The Council of the Association present their report and the financial statements for the year ended 31 December 2016 which have been prepared to meet the requirements for a director's report and financial statements for Companies Act 2006. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 (FRS 102) (effective 1 January 2015).

Legal and administrative details

The British & Irish Association of Zoos and Aquariums is a charitable company limited by guarantee and registered in England and Wales and governed by its Memorandum and Articles of Association. The Council of the Association are also the Trustees of the Charity, and the Board of Directors of the Company. The Charitable Company was incorporated on 13 January 2009 and commenced its operations on 1 February 2009. Prior to these dates the activities of the organization were carried out by an unincorporated charity. On commencement of the charitable company's operations, all of the assets, liabilities and activities of the unincorporated charity were transferred to this charitable company to enable the organization to carry out its objectives.

Statement of Council of the Association's responsibilities

The members of the Council (who are also directors of BIAZA for the purposes of company law) are responsible for preparing the Council's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Council to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the Council is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in business.

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

The Council is responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

In so far as the Council is aware, there is no relevant audit information of which the organization's auditors are unaware and the Council has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The British & Irish Association of Zoos and Aquariums

Council of the Association's report

For the year ended 31 December 2016

Objectives

The British & Irish Association of Zoos and Aquariums (BIAZA) is a conservation, education and scientific wildlife charity, representing the interests of 117 zoological and wildlife collections; it is the umbrella organization for the responsible zoo community in Britain and Ireland.

The Association was first established as an unincorporated charitable organization in 1966, out of a mutual desire to see sound principles of animal management and codes of practice widely adopted within the zoo community throughout the British Isles.

The Association and its members participate in cooperative conservation and education work, particularly through coordinated conservation breeding programmes for endangered and threatened species of animal – known as *ex situ* conservation – and through the provision of valuable support for habitat and species conservation in the wild, known as *in situ* conservation.

Furthermore, the Association has also sought to improve welfare standards amongst its membership as new scientific information and animal husbandry techniques have become available. It also plays a significant role in reviewing zoo licensing, working closely with the Zoos Expert Committee (a DeFRA advisory body); a process to which it is pleased to contribute its expertise and experience. BIAZA was pleased to assist with the production of the World Zoo and Aquarium Conservation Strategy, which was published in May 2015.

In furtherance of its objects the charity is affiliated to the following organizations:

- European Association of Zoos and Aquaria (EAZA)
- World Association of Zoos and Aquariums
- Conservation Breeding Specialist Group
- IUCN: the International Union for the Conservation of Nature

The members of the Council continue to carry out the Association's aims for the public benefit within the definition of its objectives and the Charity Commission's guidance on Charity Trustees public benefit duties. As illustrated by this and the annexed annual report, the members of the Council have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

Activities and achievements

BIAZA continued to lead and support its members in their important conservation, education and research initiatives. With data collected and analyzed from annual questionnaires, the Association was able to present information which shows the extent of the conservation work of Member organizations and their importance to the economy of the regional areas. The category of Provisional Member is enabling the Association to assist those collections, which are not quite up to BIAZA standards, to achieve them through mentoring. The BIAZA strategy for 2014-2016 provided the Association clear objects and goals to achieve for 2016.

The Association assisted EAZA in its conservation campaigns, working with the 'Let it Grow' native species campaign which was initiated in January 2016 and will continue into the current year. The Association is signed up for the UN Decade of Biodiversity UK. In order to fulfill this commitment, BIAZA runs a 'Grab That Gap' campaign and entered a partnership with the Wildlife Trusts. The organization continued with its work in conservation and animal management, with the production of position statements, codes of practice and guidelines and assisting and promoting field conservation programmes. BIAZA continued in its work as the professional body representing zoos with DeFRA and other government

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Council of the Association's report
For the year ended 31 December 2016

consultations. The field conservation project in Argentina, and other parts of the world, in partnership with the World Land Trust continues.

The Annual Report was produced and sent to members and other organizations; four editions of the newsletter Lifelines were produced and, as well as being distributed to members, were sent to over 100 other organizations. Our website which was launched in February 2012 is currently undergoing a rebuild and will be launched during the first part of 2017.

A successful Annual Meeting was held at Marwell Wildlife on the theme of the 50th anniversary of BIAZA. Full details are in the Annual Report.

Financial Overview

The total Incoming Resources for the period amounted to £386,834 (2015: £376,313). Of this amount £375,113 (2015: £361,438) was derived from membership income, which is the principal funding source of the organization. Amounts received from events in the year was £10,029 (2015: £13,215). Investment income representing income from bank interest received was £1,470 (2015: £1,638).

The total Resources Expended in the year (in furtherance of the organization's objectives) amounted to £357,924 (2015: £330,830). Of this amount £282,744 (2015: £265,544) related to expenditure in respect of (Direct) Charitable Activities, £3,250 (2015: £3,000) for Governance Costs and £71,930 (2015: £62,286) spent for Management and Administrative expenses.

The net result of the above amounted to net income for the year of £28,910 (2015: £45,483). All of this resulting in a balance of funds carried forward (after transfers) of £533,481 (2015: £504,590).

Reserves policy

Council has agreed a reserves policy, in the light of the current and future needs of the charity, to keep a minimum of six months expenditure as reserves, with every effort being made to keep the reserves higher than this. At 31 December 2016 the unrestricted fund reserves amounted £459,866 against the annual unrestricted fund expenditure of £321,385, which covers eight months expenditure. As detailed in accounting policies note, Council has considered material uncertainties in respect of the organisation's status as a going concern and have concluded that there are no material uncertainties that affect the organisation's status as a going concern. The period covered in this review is 12 months from the date of the annual report.

Risk management

The Council of the Association have examined the significant risks to which the charity is exposed, and are satisfied that systems are in place or are being introduced to monitor and control these risks and to mitigate any impact they may have on the charity. The key risk to the organization relates to advisory services to members covering operational procedures and guidelines. The procedures in place ensures the clarity of documentation and advice provided.

The British & Irish Association of Zoos and Aquariums

Council of the Association's report

For the year ended 31 December 2016

Council of the Association

Council members are elected by the full membership via ballot at the Annual General Meeting, as per the Memorandum and Articles of Association. Council members considered for election to serve in the Council should have, as a pre-requisite the relevant skills and experience to further the organisation's objectives. The Council is the governing and decision making body of the Association. The Council of the Association members set out in the table below have held office during the whole of the period from 1 January 2016 to the date of this report unless otherwise stated.

Council

ZSL London Zoo	Prof. D. Field	Chair (until June 2016)
Shepreth Wildlife Park	Ms R. Willers	Chair (from June 2016)
Fota Wildlife Park	Mr S. McKeown	Vice-Chair
NZW-Welsh Mountain Zoo	Mr. N.L. Jackson (until June 2016)	Chair Membership & Licensing Committee
Bristol Zoo Gardens	Dr. J.B. Carroll (from June 2016)	Chair Membership & Licensing Committee
Bristol Zoo	Mr M.Bird	Hon. Treasurer
ZSL London Zoo	Mr D. Naish	Chair Learning and Volunteers Committee
Paignton Zoo EP	Mrs. R Blanchard	Chair Communications and Development
Tayto Park	Dr A. Plowman (until December 2016)	Chair Research Committee
Flamingo Land	Mrs J. Harley (from December 2016)	Chair Research Committee
Shaldon Wildlife Trust	Mr R. Snipp (until June 2016)	Chair Living Collections Committee
	Mr N. Dunn (from June 2016)	Chair Living Collections Committee
Chester Zoo	Dr S. Wilson	Chair Field Programmes Committee
Belfast City Zoo	Mr M. Challis (until September 2016)	
Blackpool Zoo	Mr D. Webster (until June 2016)	
ZSEA	Mr G. Batters (from June 2016)	
Bristol Zoo Gardens	Dr B. Carroll (until June 2016)	
Living Coasts	Mrs C. Rugg (from June 2016)	
Chester Zoo	Dr M. Pilgrim	
Isle of Wight Zoo	Ms C. Corney (until June 2016)	
The Deep	Mrs K. Duke (from June 2016)	
Paradise Wildlife Park	Mrs L. Whitnall	
RZSS Highland Wildlife Park	Mr. D. Richardson	
Colchester Zoo	Ms S. Forsyth	
Newquay Zoo	Mr S. Muir	
Shepreth Wildlife Park	Ms R. Willers (until June 2016)	
Twycross Zoo	Dr C. MacDonald (from June 2016)	
Associate Representative	Mr M. Ford	
BVA Representative	Dr N. Masters (until November 2016)	
BVA Representative	Dr F. Molenaar (from November 2016)	

Approved by the Council of the Association on 30 March 2017
and signed on their behalf by:

Council Member



Ms R. Willers, Chair of Council

Independent auditor's report to the Council of the British & Irish Association of Zoos and Aquariums for the year ended 31 December 2016

We have audited the financial statements of the British & Irish Association of Zoos and Aquariums ((BIAZA) for the year ended 31 December 2016 on pages 8 to 19. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

This report is made solely to the Council as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Association's Council those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Council as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Council of Association and Auditors

As explained more fully in the Statement of Council's Responsibilities (set out on page 3) the Council members (who are also the directors of the charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the council; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, the information given in the Council's Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept ;
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- council were not entitled prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in exemption from the requirement to prepare a strategic report or in preparing the Council's Annual Report.



Stanley Francis-Joseph FCCA, Senior Statutory Auditor
For and Behalf of Anthony Joseph & Co Limited
Chartered Certified Accountants & Statutory Auditors
Business & Technology Centre
Bessemer Drive, Stevenage, Herts. SG1 2DX
Date: 30 March 2017

The British & Irish Association of Zoos and Aquariums
Statement of Financial Activities (including Income & Expenditure Account)
For the year ended 31 December 2016

	Note	Unrestricted	Restricted	2016	2015
		Fund	Fund	Total	Total
		£	£	£	£
Income					
Donations		222		222	22
<i>Income from charitable activities:</i>					
Membership income	2	344,489	30,624	375,113	361,438
Income from activities	2	10,029		10,029	13,215
<i>Investment Income:</i>					
Bank interest		1,470		1,470	1,638
		<u>356,210</u>	<u>30,624</u>	<u>386,834</u>	<u>376,313</u>
Expenditure					
<i>Expenditure on charitable activities:</i>					
Delivery of activities and services	3	321,385	36,539	357,924	330,830
Total expenditure		<u>321,385</u>	<u>36,539</u>	<u>357,924</u>	<u>330,830</u>
Net Income/Expenditure		34,825	(5,915)	28,910	45,483
Transfers in funds			(19)	(19)	
Total Funds Brought Forward at 1 January 2016		425,041	79,549	504,590	459,107
Total Funds Carried Forward at 31 December 2016		<u>459,866</u>	<u>73,615</u>	<u>533,481</u>	<u>504,590</u>

The notes on pages 10 to 19 form part of these accounts.

The British & Irish Association of Zoos and Aquariums
Balance Sheet
As at 31 December 2016

	Notes	£	2016 £	£	2015 £
Fixed Assets	7		2,347		2,596
Current Assets					
Debtors	8	12,222		11,465	
Cash at Bank and in Hand		582,748		548,129	
		<u>594,970</u>		<u>559,594</u>	
Current Liabilities					
Creditors falling due in one year	9	63,836		57,600	
Net Current Assets			<u>531,134</u>		<u>501,994</u>
Net assets			<u>533,481</u>		<u>504,590</u>
Represented by:					
Unrestricted fund	10		459,866		425,041
Restricted fund	10		<u>73,615</u>		<u>79,549</u>
Total Funds	11		<u>533,481</u>		<u>504,590</u>

The financial statements on pages 8 to 19 were authorized for issue by the Council of Association on 30 March 2017 and were signed on its behalf by:



Ms R. Willers- Chair of Council



M. Bird – Hon. Treasurer

The notes on pages 10 to 19 form part of these accounts.

The British & Irish Association of Zoos and Aquariums

Notes to the financial statements for the year ended 31 December 2016

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are as follows:

(a) Basis of preparation

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

In preparing the financial statements the council members have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102, the restatement of comparative items was required. After due consideration, it was concluded that no restatement of the comparatives was required.

The financial statements have been prepared on a going concern basis. In arriving at this conclusion the council members have taken into account any material uncertainties that may affect the charity's ability to continue as a going concern. Council has concluded that there are no uncertainties that affect the charity's ability to continue as a going concern. The period covered by this assessment is at a minimum twelve months from the date of the approval of the accounts.

The charity has taken advantage of the exemption, not to prepare a Statement of Cash Flows as conferred by FRS 102 (September 2015 version) and Bulletin 1.

(b) Incoming resources

As for most elements of incoming resources, donations are recognized when received. However, membership subscriptions are accounted for in the year to which they relate. Investment income is recognized on a receivable basis.

(c) Resources expended

Expenditure is recognized on an accrual basis as a liability is incurred and is reported as part of the expenditure to which it relates.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis which is derived from the staff costs associated with each activity as follows:

Communication & Publicity	10%
Conservation and management	35%
Education	10%
Membership services	15%
Management and administration	30%

(d) Depreciation

Depreciation is provided on all tangible fixed assets at the following rates:

Furniture and fittings	25% on written down value basis
Computer and electronic equipment	25% on written down value basis
Capitalization of items of a fixed asset nature is based on the nature of the expenditure.	

The British & Irish Association of Zoos and Aquariums

Notes to the financial statements for the year ended 31 December 2016

(e) Taxation status

The Association is registered for VAT. The Association produces and sells literature, principally to its own members, in accordance with its objective to encourage the proper care of wild animals in captivity. HM Revenue & Customs have accepted that there is not a liability to tax on any surplus which may be generated by this activity.

(f) Pensions

The charity operates a defined contribution scheme. The pension charge recorded in the accounts is the amount of contributions payable in the accounting year.

(g) Fund accounting

Unrestricted funds comprise the accumulated reserves of the charity. They are available for use at the discretion of the council in furtherance of the general objectives of the charity. Designated funds are also unrestricted funds, but represent funds set aside for a specific purpose by the council. Transfers between funds are carried out only on the Board's approval.

Restricted funds are not unrestricted funds, they represent funds that are to be used for a specific purpose.

(h) Debtors

Trade and other debtors are recognized at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(g) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments in deposits or similar accounts.

(g) Creditors and provisions

Creditors and provisions are recognized where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognized at their settlement amount after allowing for any trade discounts due.

The British & Irish Association of Zoos and Aquariums
Notes to the financial statements
For the period year ended 31 December 2016

2 Income from charitable activities

		2016	2015
		£	£
Membership Income:			
Associate Members Subscriptions -	- Unrestricted	18,645	18,709
Non Associate Members Subscriptions	- Unrestricted	325,844	305,537
Non Members Fees	- Unrestricted	-	500
Other Membership Services	- Restricted	30,624	36,692
		<u>375,113</u>	<u>361,438</u>

Income from other activities: Unrestricted

	2016	2015
	£	£
Parliamentary Reception	-	1,280
Promotions	9,612	9,028
Seminars & Symposiums	417	2,907
	<u>10,029</u>	<u>13,215</u>

The British & Irish Association of Zoos and Aquariums
Notes to the financial statements for the year ended 31 December 2016

3 Charitable Activities

	Communication & Publicity	Conservation & Animal Management	Education	Membership Services- Unrestricted/ Designated	Membership Services- Restricted	Total	2015
	£	£	£	£	£	£	£
<u>Unrestricted</u>							
Staff Costs	17,906	62,670	17,906	26,859		125,341	115,428
Premises Expenses	395	1,383	395	593		2,766	4,402
General Office Expenses	573	2,006	573	860		4,012	4,874
Ref. Materials, Publicity, PR etc	11,772	23,908				35,680	37,631
Depreciation	69	243	69	104		485	713
Computer and Website support costs	2,319	8,115	2,319	3,478		16,231	3,427
Travel, Subsistence & Subscriptions	1,410	26,768	1,410	2,115		31,703	31,970
Events, Promotions & Conferences		1,000	1,364	23,991		26,355	16,858
Recruitment Costs			238			238	1,197
Consultancy		1,892				1,892	10,466
Governance Costs (Refer Note 4)	465	1,625	465	695		3,250	3,000
Support Costs (Refer Note 5)	10,286	35,965	10,286	15,393		71,930	62,286
Other Costs	224	718	224	336		1,502	911
<u>Designated & Restricted</u>							
Specific member services:							
- Restricted (Refer Note 10)					36,539	36,539	37,667
-Designated							
	45,419	166,293	35,249	74,424	36,539	357,924	330,830

4 Governance Costs -Unrestricted

	2016	2015
	£	£
Auditors Remuneration	3,250	3,000
	<u>3,250</u>	<u>3,000</u>

5 Management & Administrative Costs - Unrestricted

Management and Administration - Staff Costs	53,717	49,565
Premises Costs	1,186	1,886
General Office Expenses	2,393	1,924
Depreciation	208	66
Bank Charges	264	296
Training Costs	2,425	1,546
Computer and Website Support Costs	6,956	1,468
Other Costs	4,781	5,535
	<u>71,930</u>	<u>62,286</u>

The British & Irish Association of Zoos and Aquariums
Notes to the financial statements
For the year ended 31 December 2016

6 Staff costs

	2016	2015
Salaries	156,961	143,028
Social security	12,223	10,858
	<u>169,184</u>	<u>153,886</u>
Pension contribution	9,874	11,107
	<u>179,058</u>	<u>164,993</u>

	2016	2015
The number of employees receiving total employment benefits of more than £60,000 are as follows:	<u>No.</u>	<u>No.</u>
£60,000 - £70,000	<u>1</u>	<u>1</u>

The average number of employees during the period was 6 (2015: 5). This being categorized into: Management & Administration – 2 (2015: 2), Conservation & Animal Management – 2 (2015: 2) and Communications & Members Services – 2 (2015: 1). Both the payroll and pension costs are allocated to activities in the proportions as detailed in accounting policies note and are wholly charged to unrestricted funds. The pay for all members of staff are reviewed annually and set/increased as appropriate with agreed levels at the finance panel meeting of the Council.

The council members were not paid or received any other benefit from the charity, neither were they reimbursed expenses during the year (2015: Nil). No council member received payment for professional or other services supplied to the charity (2015: Nil).

The key management personnel of the charity, comprise the council members and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £65,152 (2015: £63,562).

The British & Irish Association of Zoos and Aquariums
Notes to the financial statements
For the year ended 31 December 2016

7 Fixed Assets

	Fixtures & Fittings £	Computer Equipment £	Total £
Cost			
At 1 January 2016	173	8,487	8,660
Additions in the year		445	445
At 31 December 2016	<u>173</u>	<u>8,932</u>	<u>9,105</u>
Accumulated depreciation			
At 1 January 2015	173	5,891	6,064
Charge for the period	-	694	694
At 31 December 2015	<u>173</u>	<u>6,585</u>	<u>6,758</u>
Net Book Value			
At 31 December 2015	-	2,347	2,347
At 31 December 2014	<u>-</u>	<u>2,596</u>	<u>2,596</u>

The British & Irish Association of Zoos and Aquariums
Notes to the financial statements
For the year ended 31 December 2016

8 Debtors

	2016	2015
	£	£
Trade Debtors	2,658	1,919
Other Debtors	2,543	-
Prepayments	7,021	9,546
	<hr/>	<hr/>
	12,222	11,465

9 Creditors

	2016	2015
	£	£
Trade Creditors	8,721	8,970
Other Taxation and Social Security	-	9,878
Other Creditors	-	5,025
Accruals	54,757	33,727
	<hr/>	<hr/>
	63,478	57,600

The British & Irish Association of Zoos and Aquariums
Notes to the financial statements
For the year ended 31 December 2016

10 Restricted funds

	Movement in year			Restricted Funds
	Balance at 1 Jan. 2016	Incoming Resources/ Transfers	Resources Expended/ Transfers	Balance at 31 Dec 2016
	£	£	£	£
Zoo Animal Management Course	45,121	-	1,768	43,353
Elephant Project	14,207	-	1,173	13,034
World Land Trust	-	10,974	10,974	-
Aquariums Fund	14,447	17,037	19,308	12,176
Amphibian Fund	224			224
Working Group Funds	5,531	2,613	3,316	4,828
Just Giving Funds	19		19	-
	79,549	30,624	36,558	73,615
Unrestricted and Designated Funds	Balance at 1 January 2016	Incoming Resources	Resources Expended	Unrestricted/ Funds at 31 December 2016
Unrestricted Funds	425,041	356,210	321,385	459,866
	425,041	356,210	321,385	459,866
Total Funds				533,481

The British & Irish Association of Zoos and Aquariums
Notes to the financial statements
For the year ended 31 December 2016

The Zoo Animal Management Course (Diploma in the Management of Zoo and Aquarium Animals) fund is set up to further the educational objectives of the charity. The Elephant Project represents donations from Member collections holding elephants for elephant welfare research. The Amphibian Fund receives funds in support of the WAZA and EAZA Amphibian Campaigns. The Aquariums Fund is money collected from non-BIAZA aquarium members and is used for an aquatic project; the NSWG fund is for native species work; and the Working Group Funds is funds held for other BIAZA Working Groups. The World Land Trust is money donated by members to the BIAZA conservation projects overseas in partnership with the World Land Trust.

11 Net assets held by funds

	Unrestricted Fund £	Designated Fund £	Restricted Funds £	2016 Total £
Fixed assets	2,347			2,347
Cash at bank and in hand	509,133		73,615	582,748
Other net current assets/(liabilities)	(51,614)			(51,614)
	<u>459,866</u>		<u>73,615</u>	<u>533,481</u>

12 Financial commitments and contingent liabilities

There were no financial commitments nor contingent liabilities at the year ended 31 December 2016.