

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT  
ARBORETUM**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**28 FEBRUARY 2017**

Registered Charity No. 1111939

Registered Company No: 05547805

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

**DIRECTORS' ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Harcourt Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 28 February 2017.

**LEGAL AND ADMINISTRATIVE INFORMATION**

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

**DIRECTORS**

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

Professor Richard Mayou, (Chairman to 1 May 2017)  
Mrs Jane Annett  
Mrs Mary Isaac  
Mrs Anna Nasmyth, Secretary  
Mrs Sarah Taylor (Chair from 1 May 2017)  
Dr Jennie Turner  
Mrs Hemlata Bountra, Treasurer  
Mrs Maura Allen  
Dr Rebecca Mather

The administrator to the Directors of The Friends of Oxford Botanic Garden and Harcourt Arboretum were Liz Woolley (to 27 March 2016) and Sally Jeffery (from 20 September 2016).

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**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

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

Richard Mayou, appointed 2005, is responsible for communications in addition to his role as Chairman. He is Emeritus Fellow at Nuffield College, Oxford. He is a member of the Visitors, the University Committee responsible for the Oxford Botanic Garden and Harcourt Arboretum from 1999-2013, and is Chairman of the Nuffield College Art Committee and of The Friends of St Mary Magdalene Church, Shabbington, Oxfordshire. He gardens in Shabbington and Wales.

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

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

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

Mary Isaac, appointed 2007, is responsible for volunteer management and, with Sarah Taylor, fund raising events. She worked as a physiotherapist first in London and then, after a career break to have a family, in Oxford. She has helped to run the Great Haseley Horticultural Society and in particular the annual Flower Show for many years.

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

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

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

Jennie Turner appointed in 2006, was Company Secretary from 2006-2013. She is responsible for the activities of the Bobarts Patron Group of members, which she established in 2004 to provide extra funds for the OBGHA. She worked as an immunologist in the field of allergic lung disease in London, Harvard and Oxford and since retirement has been involved with the Oxford University Newcomers' Club and is an Associate Fellow of Green Templeton College.

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**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

Prior to the incorporation as a company limited by guarantee in August 2005, the Friends was a registered charity and its affairs were managed by a Council. Timothy Walker (1991), Sarah Taylor (1997), Jennie Turner (1999), Mary Isaac (2000) and Richard Mayou (2002) were appointed to the Council of The Friends in the years shown.

### **AIMS**

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

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

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

The Garden participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its staff trainee scheme the Garden makes a major contribution to the creation of the next generation of horticulturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the year there were 135,079 (2016: 129,360) visitors to the two facilities, of which 19,616 (2016: 14,077) were children.

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

### **STRUCTURE, GOVERNANCE AND RISK MANAGEMENT**

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

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three year term of office. This post recently held by Mr Timothy Walker, formerly Director of the University of Oxford Botanic Garden and Harcourt Arboretum is now vacant



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**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

and we await a nomination by the University. The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year.

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

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

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

## **ACHIEVEMENTS AND PERFORMANCE**

The Friends celebrated their 25<sup>th</sup> anniversary with another successful year, continuing to increase their membership and providing financial and volunteer support to the Garden. They benefitted from close relationships with Garden and Arboretum staff and from enthusiastic help from many members.

### ***Fund raising:***

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

The Directors continue to make increasing subscription income a priority. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions are being increased. Membership rose during the year from 3,164 to 3,276

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

There were several very successful fund raising special events during the year, including the Plant Sale, Winter Lights and the annual New College Opera. The Friends also took over the organisation of the Winter Lecture series.

Over the last 10 years The Friends have raised £1.6m and made grants to the Garden totalling £1.3m.

### ***Grant making:***

All funds generated, net of costs, are transferred to the Botanic Garden to support the strategies and priorities of the Director of the Garden and the Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the Garden representatives from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Garden. During the year a total of £227,913 (2016: £164,466) was committed to the Garden for the following purposes:

	2017 £	2016 £
Improvement of facilities	114,300	17,357
Staff development	40,878	44,859
Plant collection management	52,600	90,350
Public educational programmes	9,960	0
Equipment & other items	10,145	11,900

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM  
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**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

The main grants were for the continuing major restoration and reordering of the Walled Garden, enhancement of the plant collections for research, teaching and visitor interest, redisplay of the arid and insectivorous glasshouses, a programme of new much admired interpretation at the Botanic Garden which will continue at the Arboretum. In addition a grant was given for a shade house at the Arboretum and support for professional development in relation to developing the garden strategy and collaborations with other botanic gardens. We also agreed a match grant for the conversion of the exhibition room to the Herbarium Room to display material from the remarkable historic collections.

***Volunteers***

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

***Administration and Communication:***

We had a very happy and fruitful working relationship with the new Director, Professor Simon Hiscock and have been pleased and excited to have been able to support the first stages of his ambitious plans for both the Botanic Garden and Arboretum. We are planning considerable support for numerous projects in the years to and beyond the 400<sup>th</sup> anniversary. Our excellent part time administrator based at the Garden office, Liz Woolley, resigned in March 2016. The Botanic Garden appointed a temporary replacement pending new administrative arrangements. To help reduce costs Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 86% of Friends now pay by Direct Debit instruction and 77% have authorised communication by email, including the e-bulletin, and 27% have elected to receive the Newsletters by email. The Friends continue to benefit from the very considerable voluntary work of members of Forum and other Friends.

***Benefits to Friends:***

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

**FINANCIAL REVIEW**

***Income:***

Subscription income, excluding Gift Aid tax refunds was £103,863 (2016: £96,376), up on the previous year due in the main to increased membership. The contribution from garden visits and special events of £31,703 (2016: £22,704) was £8,999 higher due to the plant sale which is held every two years. Other income included donations of £43,067 (2016: £58,302) and investment income of £601 (2016: £796).

***Expenditure:***

Grants totalling £227,913 (2016: £164,466) were made to the Garden. Governance and communication costs were £37,813 (2016: £20,901). Most of the costs of The Friends relate to the production and circulation of the Garden Newsletter to Friends three times a year and the administrative support.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM  
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**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

**Cash:**

The total cash held at 28 February 2017 was £417,146 (2016: £343,358). Of this amount £284,093 has been committed to the Gardens and will be spent in the coming year. In addition a minimum of £20,000 is maintained under the reserves policy as set out in the next paragraph.

**Reserves policy:**

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

**HISTORICAL RECORD**

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

	Membership	Funds raised (net of event costs)			Grants made
		Appeals £000	Other £000	Total £000	£000
		-			
2013	3,006	-	245	245	80
2014	3,011	-	150	150	96
2015	3,130	-	147	147	198
2016	3,164	-	200	200	164
2017	3,247	-	202	202	228

**FUTURE PLANS**

The Directors were pleased with the continued growth in membership. This is a net figure with new joiners being offset by non-renewal of existing members. Recent experience suggests that about 1 in 12 members (i.e. about 8%) do not renew at the end of their subscription year. Vigorous efforts will continue to be made to increase membership income. In 2010 the Directors set a tough financial target of increasing the amount available for regular distribution to the Garden, excluding appeals, legacy income and interest, by 10% each year, taking one year with another. This would allow grants to the Garden to double every 7 years. The new Director of the Botanic Garden and the Harcourt Arboretum is very keen to extend collaboration with The Friends. We believe that the realisation of present plans and a higher public profile will provide opportunities to increase our membership and income. We are working very closely with the Garden staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Garden and Arboretum. We are also planning to improve our paper and electronic communications with our members.

**GOING CONCERN**

The Directors are not aware of any reasons that the charitable company will not continue in its activities during the next 12 months.

**FRIENDS AND VOLUNTEERS**

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

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM  
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**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

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

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

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

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

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

**REPORTING ACCOUNTANTS**

At the Annual General Meeting held on 28 September 2016 Critchleys LLP were appointed to act as reporting accountants for the accounts to 28 February 2017.

**SMALL COMPANY PROVISIONS**

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

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

Signed by order of the Directors

  
Anna Nasmyth  
Company Secretary

Date: 11 May 2017



**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM**

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

I report on the accounts of the company for the year ended 28 February 2017 set out on pages 9 to 17.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS 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 charity's 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.

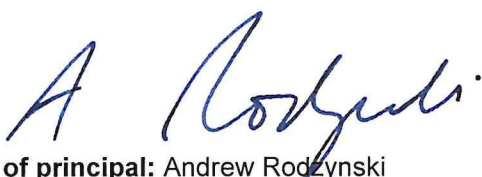
**BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes 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 the seeking of 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:

- which gives me reasonable cause to believe that, in any material respect, the requirements
  - a) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of SORP FRS102 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2015)
 have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Name of principal:** Andrew Rodzynski

**Name of firm:** Critchleys LLP

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

**Address:** Greyfriars Court, Paradise Square, Oxford, OX1 1BE

**Date:** 29/06/17



**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

	Note	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
<b>INCOME</b>					
Donations and subscriptions	2	127,548	40,000	167,548	174,872
Legacies	3	-	-	-	2,000
Charitable activities	4	53,797	-	53,797	43,309
Investments	5	<u>601</u>	<u>-</u>	<u>601</u>	<u>796</u>
<b>TOTAL INCOME</b>		<u>181,946</u>	<u>40,000</u>	<u>221,946</u>	<u>220,977</u>
<b>EXPENDITURE ON:</b>					
Raising funds	6	(22,094)	-	(22,094)	(20,605)
Charitable activities	7	(187,913)	(40,000)	(227,913)	(164,466)
Other	7	<u>(37,813)</u>	<u>-</u>	<u>(37,813)</u>	<u>(20,901)</u>
<b>TOTAL EXPENDITURE</b>		<u>(247,820)</u>	<u>(40,000)</u>	<u>(287,820)</u>	<u>(205,972)</u>
<b>NET INCOME/EXPENDITURE</b>		(65,874)	-	(65,874)	15,005
<b>MOVEMENT OF FUNDS</b>					
<b>FUNDS BROUGHT FORWARD</b>		<u>191,408</u>	<u>-</u>	<u>191,408</u>	<u>176,403</u>
<b>FUNDS CARRIED FORWARD</b>		<u>125,534</u>	<u>-</u>	<u>125,534</u>	<u>191,408</u>

The notes on pages 11 to 16 form part of these financial statements.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM**

**BALANCE SHEET  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

	Note	2017		2016	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Debtors	10	20,917		27,233	
Cash at bank		<u>417,146</u>		<u>343,358</u>	
		438,063		370,591	
<b>CREDITORS: Amounts falling due within one year</b>	11	<u>(290,648)</u>		<u>(160,382)</u>	
<b>NET CURRENT ASSETS</b>			<u>147,415</u>		<u>210,209</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			147,415		210,209
<b>CREDITORS: Amounts falling due after more than one year</b>	12		<u>(21,881)</u>		<u>(18,801)</u>
<b>NET ASSETS</b>			<u>125,534</u>		<u>191,408</u>
<b>FUNDS</b>					
Restricted funds			-		-
Unrestricted funds	13		<u>125,534</u>		<u>191,408</u>
<b>TOTAL FUNDS</b>			<u>125,534</u>		<u>191,408</u>

The notes on pages 11 to 16 form part of these financial statements.

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

Directors' responsibilities:

- i. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006;
- ii. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

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

The financial statements were approved and authorised for issue by the Board on 11 May 2017 and signed on its behalf by:



Sarah Taylor  
Chair



Anna Nasmyth  
Company Secretary

## THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 28 FEBRUARY 2017

#### 1 ACCOUNTING POLICIES

##### **Basis of accounting**

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

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

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

##### **Cash flow statement**

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

##### **Incoming resources**

Incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

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

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

Interest receivable for the year on bank deposits is based on interest received during the year adjusted for the amount of interest received after the year end that related to the year just ended.

Tax refunds are included on the basis of the claim submitted after the end of the year for which the accounts are being prepared.

##### **Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category..

##### **Fixed assets and depreciation**

The Charity has no fixed assets

##### **Taxation**

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

##### **Funds accounting**

General funds are unrestricted funds, which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of any designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

## THE FRIENDS OF OXFORD BOTANIC GARDEN &amp; HARCOURT ARBORETUM

NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**2 DONATIONS**

	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Donations	3,067	40,000	43,067	56,302
Subscriptions (excluding gift aid tax returns)	103,863	-	103,863	96,376
Gift aid tax refunds	<u>20,618</u>	<u>-</u>	<u>20,618</u>	<u>22,194</u>
	<u>127,548</u>	<u>40,000</u>	<u>167,548</u>	<u>174,872</u>

**3 LEGACIES**

No legacies were received in the year (2016: £2,000).

**4 CHARITABLE ACTIVITIES**

	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Visits to gardens	21,567	-	21,567	18,762
Concerts, including opera	11,403	-	11,403	13,909
Other activities	1,654	-	1,654	1,621
Plant sale	11,132	-	11,132	-
Winter lectures	<u>8,041</u>	<u>-</u>	<u>8,041</u>	<u>9,017</u>
	<u>53,797</u>	<u>-</u>	<u>53,797</u>	<u>43,309</u>

**5 INVESTMENTS**

	2017 £	2016 £
Bank interest receivable	<u>601</u>	<u>796</u>

**6 RAISING FUNDS**

	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
Visits to gardens	9,876	-	9,876	8,108
Concerts, including opera	5,776	-	5,776	7,307
Other activities	458	-	458	1,100
Plant sale	637	-	637	-
Winter lectures	<u>5,347</u>	<u>-</u>	<u>5,347</u>	<u>4,090</u>
	<u>22,094</u>	<u>-</u>	<u>22,094</u>	<u>20,605</u>

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

**7 COSTS OF CHARITABLE ACTIVITIES**

	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £	Total 2016 £
<b>Grants to Oxford Botanic Garden and Harcourt Arboretum for:</b>				
<i><u>Improvement of facilities</u></i>				
- Propagation Unit	-	-	-	(85,554)
- Family Beds	8,000	-	8,000	8,000
- Arboretum shade frame	31,250	-	31,250	-
- Morecot Qtr	-	-	-	5,500
- Refurbishment of conservatory	-	-	-	10,000
- Feasibility study Garden & Arboretum	11,400	-	11,400	47,310
- Interpretation Project	17,180	-	17,180	17,000
- Literary Garden	8,500	-	8,500	7,400
- Ornamental display walled Garden	-	-	-	7,700
- Herbarium room	38,000	-	38,000	
<i><u>Staff development</u></i>				
- Exchange visits, professional development	878	-	878	-
- Horticultural Trainee	-	40,000	40,000	44,860
<i><u>Plant collection management</u></i>				
- Seasonal displays	-	-	-	2,000
- Enhancing collections	52,600	-	52,600	48,100
- Bulb planting	-	-	-	9,900
- Plants that changed the world project	-	-	-	9,350
- Japan project	-	-	-	21,000
<i><u>Public education and communication</u></i>				
- Teaching facilities	9,960	-	9,960	-
<i><u>Other</u></i>				
- Branded clothing	1,976	-	1,976	-
- Small equipment	8,169	-	8,169	-
- Administrator	-	-	-	11,900
	<u>187,913</u>	<u>40,000</u>	<u>227,913</u>	<u>164,466</u>
<b>Communication and other costs</b>				
Newsletters	12,550	-	12,550	12,847
General postage	2,487	-	2,487	2,852
Printing and stationery	4,293	-	4,293	1,860
Software fees and IT support	1,242	-	1,242	370
Administrator & other costs	16,131	-	16,131	1,862
Governance - Independent examination fee	<u>1,110</u>	-	<u>1,110</u>	<u>1,110</u>
	<u>37,813</u>	-	<u>37,813</u>	<u>20,901</u>



**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

<b>8</b>	<b>STAFF COSTS AND EMOLUMENTS</b>	<b>2017</b> £	<b>2016</b> £
	Salaries, including employer's national insurance and pension contributions	<u>-</u>	<u>-</u>
	No remuneration is paid to the Directors. Expenses relating primarily to event costs and totalling £2,500 were reimbursed to the six Directors during the year (2016: £1,634).		
<b>9</b>	<b>DEBTORS</b>	<b>2017</b> £	<b>2016</b> £
	Income tax recoverable	20,618	22,194
	Other debtors and prepayments	<u>299</u>	<u>5,039</u>
		<u>20,917</u>	<u>27,233</u>
<b>10</b>	<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	<b>2017</b> £	<b>2016</b> £
	Other creditors	<u>290,648</u>	<u>160,382</u>
<b>11</b>	<b>CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR</b>	<b>2017</b> £	<b>2016</b> £
	Life membership subscriptions	<u>21,881</u>	<u>18,801</u>

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

**12 RESTRICTED FUNDS**

	Balance at 29 February 2016 £	Incoming resources £	Outgoing resources £	Balance at 28 February 2017 £
Restricted funds	-	40,000	(40,000)	-

Restricted funds comprise;

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

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

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible Fixed assets £	Net current assets £	Long term liabilities £	Total £
<b>At 28 February 2016</b>				
Unrestricted funds	-	210,209	(18,801)	191,408
Restricted funds	-	-	-	-
Total funds	<u>-</u>	<u>210,209</u>	<u>(18,801)</u>	<u>191,408</u>
<b>At 28 FEBRUARY 2017</b>				
Unrestricted funds	-	147,415	(21,881)	125,534
Restricted funds	-	-	-	-
Total funds	<u>-</u>	<u>147,415</u>	<u>(21,881)</u>	<u>125,534</u>

**15 COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee. In the event of the company being wound-up during the period of membership or within one year afterwards, every member undertakes to contribute to the assets of the company an amount not exceeding £1 for the payment of debts contracted up to the date of cessation of membership, together with the costs of winding-up.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM**

**NOTES TO THE FINANCIAL STATEMENTS (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2017**

**16 MEMBERSHIP**

The number of fee paying members at 28 February 2017 was 3,247 (2016: 3,164). The analysis by membership category is as follows:

	<b>2017</b>	<b>2016</b>
	£	£
Single	1,246	1,203
Joint	1,718	1,688
Bobart Single	44	45
Bobart Joint	46	42
Life Single	101	96
Life Joint	<u>92</u>	<u>90</u>
Total	<u><b>3,247</b></u>	<u><b>3,164</b></u>

**17 RELATED PARTY TRANSACTIONS**

There were no related party transactions which required disclosure.