

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

**Financial Statements and Council of Association Report
for the year ended 31 December 2017**

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The British and Irish Association of Zoos and Aquariums

Financial statements for the year ended 31 December 2017

Chair of Council of the Association	Ms R. Willers
Vice Chairman of Council of the Association	Mr S. McKeown (until May 2017) Mr D. Richardson (from May 2017)
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 and Irish Association of Zoos and Aquariums

Council of the Association's report

Financial statements for the year ended 31 December 2017

The Council of the Association present their report and the financial statements for the year ended 31 December 2017 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 and 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 Annual Report and the financial statements in accordance with applicable law and regulations. Company Law requires the Council to prepare financial statements for each financial year. Under that law the Council must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under Company Law the Council 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 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 is responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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 the 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.

The British and Irish Association of Zoos and Aquariums

Council of the Association's report

For the year ended 31 December 2017

Statement of Council of the Association's responsibilities (contd.)

The Council confirms that so far as they are aware, there is no relevant audit information (as defined by section 418(3) of the Companies Act 2006) of which the charitable company's auditors are unaware. The have taken all the steps that they ought to have taken as the Council, in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Objectives

The British and 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 animals – 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.

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 (WAZA)
- Conservation Breeding Specialist Group (CBSG)
- International Union for the Conservation of Nature (IUCN)

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. In addition, the development of a sanctions policy and a whistleblowing complaints system has allowed BIAZA to work more closely with the members when they are facing problems. During 2017, BIAZA has worked further on establishing a strong strategy to take the Association forward to 2021.

The Association continues to work collaboratively with EAZA and the IUCN to achieve conservation goals. As a part of this, BIAZA continued to run the annual 'Grab That Gap' campaign. BIAZA also initiated a

The British and Irish Association of Zoos and Aquariums

Council of the Association's report

For the year ended 31 December 2017

Activities and achievements (contd.)

'Helping Habitats' campaign and the first project is continuing BIAZA's relationship with the World Land Trust (WLT) to fundraise for the protection and management of 20,000 hectares of lowland forest in Khe Nouc Trong in Vietnam.

BIAZA took strong action for conservation this year by supporting the IUCN Saola Working Group with a donation of £50,000 towards the establishment of the *in-situ* conservation breeding centre for this elusive and Critically Endangered species which is found in the lowland forests of Vietnam. In addition, the Association has provided an additional £10,550 to the operational costs of the IUCN Species Survival Commission.

BIAZA worked through its Communication working group to contract the research group Maurice Hargreaves McIntyre to carry out research to understand the size and make-up of the market for wildlife attractions. BIAZA contributed £32,320 towards the completion of this work.

BIAZA continued in its work as the professional body representing zoos with Defra and other government consultations. The Association has consulted on a number of projects including the updating of the Secretary of States Standards for Modern Zoo Practice, the guidance document for the implementation of the Zoo Licensing Act.

The Annual Report was produced and sent to members and other organizations; four editions of the quarterly membership magazine BIAZA News were produced and, as well as being distributed to members, were sent to other key stakeholders. The BIAZA website was re-developed and launched in the early part of 2017.

A successful Annual Conference and AGM was held at The Deep, Hull, with the theme of Zoos and Aquariums in UK and Irish Culture. Full details are in the Annual Report.

Financial Overview

The total Incoming Resources for the period amounted to £421,999 (2016: £386,834). Of this amount £389,563 (2016: £375,113) was derived from membership income, which is the principal funding source of the organization. Amounts received from events in the year was £31,840 (2016: £10,029). Investment income representing income from bank interest received was £584 (2016: £1,470).

The total Resources Expended in the year (in furtherance of the organization's objectives) amounted to £452,297 (2016: £357,924). Of this amount £376,026 (2016: £282,744) related to expenditure in respect of (Direct) Charitable Activities, £3,250 (2016: £3,250) for Governance Costs and £73,021 (2016: £71,930) spent for Management and Administrative expenses.

The net result of the above amounted to an excess of expenditure over income in the year in the sum of £30,298 (2016: Surplus of £28,910). The contributory factors as detailed in the Council's report and Notes 3 and 6 in the accounts, is the expenditure relating to Grants and Donations, Research Costs and Conservation Support Costs. The total of these costs amounted to £97,979 (2016: Nil) All of this resulting in a balance of funds carried forward (after transfers) of £503,183 (2016: £533,481).

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 2017 the unrestricted fund reserves amounted £436,855 against the annual unrestricted fund expenditure of £405,663, which is over a year's expenditure. As detailed in accounting policies note, Council has considered material uncertainties in respect of the organization's status as a going concern and

have concluded that there are no material uncertainties that affect the organization's status as a going concern. The period covered in this review is 12 months from the date of the annual report.

The British and Irish Association of Zoos and Aquariums

Council of the Association's report

For the year ended 31 December 2017

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.

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 organization'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

Shepreth Wildlife Park	Ms R. Willers	Chair
Fota Wildlife Park	Mr S. McKeown	Vice-Chair (until May 2017)
RZSS Highland Wildlife Park	Mr D. Richardson	Vice-Chair (from May 2017)
Bristol Zoo Gardens	Dr. J.B. Carroll	Chair Membership & Licensing Committee
	Mr M.Bird	Hon. Treasurer
Bristol Zoo Gardens	Mr D. Naish	Chair Conservation Education Committee (until December 2017)
Tayto Park	Mrs J. Harley	Chair Research Committee
Shaldon Wildlife Trust	Mr N. Dunn	Chair Living Collections Committee
Chester Zoo	Dr S. Wilson	Chair Field Programmes Committee
Chester Zoo	Mr J. Christon	Chair Mission Enabling Committee
ZSEA Banham Zoo	Mr G. Batters	
Living Coasts	Mrs C. Rugg	
Chester Zoo	Dr M. Pilgrim (until May 2017)	
The Deep	Mrs K. Duke	
Paradise Wildlife Park	Mrs L. Whitnall	
RZSS Highland Wildlife Park	Mr. D. Richardson (until May 2017)	
Fota Wildlife Park	Mr S. McKeown (from May 2017)	
Colchester Zoo	Ms S. Forsyth	
Newquay Zoo	Mr S. Muir (until May 2017)	
Jersey Zoo	Dr L. Dickie (from May 2017)	
Twycross Zoo	Dr C. MacDonald (until May 2017)	
Folly Farm	Mr T. Morpew (from May 2017)	
ZSL London Zoo	Prof D. Field (from May 2017, until November 2017)	
Associate Representative	Mr M. Ford	
BVA Representative	Dr F. Molenaar	

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

Approved by the Council of the Association on xx April 2018
and signed on their behalf by:

Council Member

Ms R. Willers, Chair of Council

Independent auditor's report to the Council of the British and Irish Association of Zoos and Aquariums for the year ended 31 December 2017

Opinion

We have audited the financial statements of the British and Irish Association of Zoos and Aquariums (BIAZA) (the 'charitable company') for the year ended 31 December 2017, which comprise the Statement of Financial Activities and Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2017 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Use of our report

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 charitable company and the charitable company's Council as a body, for our audit work, for this report, or for the opinions we have formed.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Council's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Council have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Council is responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our

Independent auditor's report to the Council of the British and Irish Association of Zoos and Aquariums for the year ended 31 December 2017 (Continued).

knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Council's report, which includes the directors' report prepared for company law purposes, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the Council's report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Council's report.

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

- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Council's 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 to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Council's report and from the requirement to prepare a strategic report.

Responsibilities of the Council

As explained more fully in the Council's responsibilities statement set out on page 3, the Council (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council is responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually

Independent auditor's report to the Council of the British & Irish Association of Zoos and Aquariums for the year ended 31 December 2017 (Continued).

or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's 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: April 2018

The British and Irish Association of Zoos and Aquariums
Statement of Financial Activities (including Income & Expenditure Account)
For the year ended 31 December 2017

	Note	Unrestricted	Restricted	2017	2016
		Fund £	Fund £	Total £	Total £
Income					
Donations		12		12	222
<i>Income from charitable activities:</i>					
Membership income	2	354,080	35,483	389,563	375,113
Income from activities	2	31,840		31,840	10,029
<i>Investment Income:</i>					
Bank interest		584		584	1,470
		<u>386,516</u>	<u>35,483</u>	<u>421,999</u>	<u>386,834</u>
Expenditure					
<i>Expenditure on charitable activities:</i>					
Delivery of activities and services	3	405,663	46,634	452,297	357,924
Total expenditure		<u>405,663</u>	<u>46,634</u>	<u>452,297</u>	<u>330,830</u>
Net Income/Expenditure		(19,147)	(11,151)	(30,298)	28,910
Transfers in funds	11	(3,864)	3,864		
Total Funds Brought Forward at 1 January 2017	11	459,866	73,615	533,481	504,590
Total Funds Carried Forward at 31 December 2017	11	<u>436,855</u>	<u>66,328</u>	<u>503,183</u>	<u>533,481</u>

The notes on pages 12 to 21 form part of these accounts.

The British & Irish Association of Zoos and Aquariums
Balance Sheet
As at 31 December 2017

	Notes	£	2017 £	£	2016 £
Fixed Assets	8		2,438		2,347
Current Assets					
Debtors	9	14,656		12,222	
Cash at Bank and in Hand		<u>516,608</u>		<u>582,748</u>	
		531,264		594,970	
Current Liabilities					
Creditors falling due in one year	10	<u>30,519</u>		<u>63,836</u>	
Net Current Assets			<u>500,745</u>		<u>531,134</u>
Net Assets			503,183		533,481
			<u><u>503,183</u></u>		<u><u>533,481</u></u>
Represented by:					
Unrestricted fund	11		436,855		459,866
Restricted fund	11		<u>66,328</u>		<u>73,615</u>
Total Funds	11		<u><u>503,183</u></u>		<u><u>533,481</u></u>

The financial statements on pages 10 to 21 were authorized for issue by the Council of Association on xx April 2018 and were signed on its behalf by:

Ms R. Willers - Chair of Council

Mr M. Bird – Hon. Treasurer

The notes on pages 12 to 21 form part of these accounts.

The British and Irish Association of Zoos and Aquariums

Notes to the financial statements for the year ended 31 December 2017

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 Council has 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 and Irish Association of Zoos and Aquariums

Notes to the financial statements for the year ended 31 December 2017

(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 that 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 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 and Irish Association of Zoos and Aquariums
Notes to the financial statements
For the period year ended 31 December 2017

2 Income from charitable activities

		2017	2016
		£	£
Membership Income:			
Associate Members Subscriptions -	- Unrestricted	17,485	18,645
Non Associate Members Subscriptions	- Unrestricted	336,595	325,844
Non Members Fees	- Unrestricted	-	-
Other Membership Services	- Restricted	35,483	30,624
		<u>389,563</u>	<u>375,113</u>

Income from other activities: Unrestricted

	2017	2016
	£	£
Parliamentary Reception	1,900	-
Promotions	15,281	9,612
Seminars & Symposiums	600	417
Market Research Fees	13,792	-
Training and Sundry Income	267	-
	<u>31,840</u>	<u>10,029</u>

The British and Irish Association of Zoos and Aquariums
Notes to the financial statements for the year ended 31 December 2017

3 Charitable Activities

	Communication and Publicity	Conservation and Animal Management	Education	Membership Services- Unrestricted/ Designated	Membership Services- Restricted	Total	2016
	£	£	£	£	£	£	£
<i><u>Unrestricted</u></i>							
Staff Costs	20,156	70,547	20,156	30,234		141,093	125,341
Grants and Donations (Note 6)				55,109		55,109	
Research Costs (Note 6)		32,320				32,320	
Conservation Support Costs (Note 6)		10,550				10,550	
Premises Expenses	524	1,834	524	786		3,668	2,766
General Office Expenses	581	2,034	581	872		4,068	4,012
Ref. Materials, Publicity, PR etc	6,535	16,995				23,530	35,680
Depreciation	72	253	72	109		506	485
Computer and Website support costs	625	2,188	625	938		4,376	16,231
Travel, Subsistence & Subscriptions	1,429	18,844	1,429	2,143		23,845	31,703
Events, Promotions & Conferences		3,916	11,441	13,761		29,118	26,355
Recruitment Costs			120			120	238
Consultancy		434				434	1,892
Governance Costs (Refer Note 4)	465	1,625	465	695		3,250	3,250
Support Costs (Refer Note 5)	10,442	36,511	10,442	15,626		73,021	71,930
Other Costs	104	292	104	155		655	1,502
<i><u>Designated & Restricted</u></i>							
Specific member services:							
- Restricted (Refer Note 11)					46,634	46,634	36,539
-Designated		-				-	-
	40,933	198,343	45,959	120,428	46,634	452,297	357,924

4 Governance Costs -Unrestricted

	2017	2016
	£	£
Auditors Remuneration	3,250	3,250
	<u>3,250</u>	<u>3,250</u>

5 Management and Administrative Costs - Unrestricted

Management and Administration - Staff Costs	60,469	53,717
Premises Costs	1,572	1,186
General Office Expenses	1,974	2,393
Depreciation	217	208
Bank Charges	451	264
Training Costs	50	2,425
Computer and Website Support Costs	1,876	6,956
Other Costs	4,983	4,781
Consultancy Fees	1,429	
	<u>73,021</u>	<u>71,930</u>

6 Details of Grants and Donations, Research Costs and Conservation Support Costs

The Grants and Donations of £55,109 includes a donation of £50,000 to the International Union for Conservation of Nature (IUCN) Saola Working Group for their conservation project, a £5,000 conservation grant to RZSS Edinburgh Zoo and a donation of £109 to the World Land Trust and the Reptile & Amphibian Working Group.

The Research Costs of £32,320 is a contribution towards the completion of specific research work commissioned as detailed in the Council's report.

The Conservation Support Costs of £10,550 represents contributions towards the operational costs of the Conservation Breeding Specialist Group and the International Union for Conservation of Nature.

The British and Irish Association of Zoos and Aquariums
Notes to the financial statements
For the year ended 31 December 2017

7 Staff costs

	2017	2016
Salaries	180,104	156,961
Social security	14,717	12,223
	<u>194,821</u>	<u>169,184</u>
Pension contribution	6,741	9,874
	<u>201,562</u>	<u>179,058</u>
	2017	2016
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 5 (2016: 6). This being categorized into: Management & Administration – 2 (2016: 2), Conservation & Animal Management – 2 (2016: 2) and Communications & Members Services – 1 (2016: 2). 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 (2016: Nil). No council member received payment for professional or other services supplied to the charity (2016: 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 £62,830 (2016: £65,152).

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8 Fixed Assets

	Fixtures and Fittings £	Computer Equipment £	Total £
Cost			
At 1 January 2017	173	8,932	9,105
Additions in the year	462	353	815
At 31 December 2017	<u>635</u>	<u>9,285</u>	<u>9,920</u>
Accumulated depreciation			
At 1 January 2017	173	6,585	6,758
Charge for the period	116	608	724
At 31 December 2017	<u>289</u>	<u>7,193</u>	<u>7,482</u>
Net Book Value			
At 31 December 2017	<u>346</u>	<u>2,092</u>	<u>2,438</u>
At 31 December 2016	<u>-</u>	<u>2,347</u>	<u>2,347</u>

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9 Debtors

	2017	2016
	£	£
Trade Debtors	4,853	2,658
Other Debtors	-	2,543
Prepayments	9,803	7,021
	<hr/>	<hr/>
	14,656	12,222
	<hr/>	<hr/>

10 Creditors

	2017	2016
	£	£
Trade Creditors	9,793	8,721
Other Taxation and Social Security	406	-
Other Creditors	816	-
Accruals	19,504	54,757
	<hr/>	<hr/>
	30,519	63,478
	<hr/>	<hr/>

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11 Restricted funds

	Movement in year			Restricted Funds
	Balance at 1 Jan. 2017	Incoming Resources/ Transfers	Resources Expended/ Transfers	Balance at 31 Dec 2017
	£	£	£	£
Zoo Animal Management Course	43,353	-	16,165	27,188
Elephant Project	13,034	-	1,905	11,129
World Land Trust	-	8,987	8,987	-
Aquariums Fund	12,176	20,259	15,774	16,661
Amphibian Fund	224	2,215	1,172	1,267
Working Group Funds	4,828	3,046	1,655	6,219
Just Giving Funds	-	976	976	-
Conservation Conference Fund		3,864		3,864
	73,615	39,347	46,634	66,328
Unrestricted and Designated Funds	Balance at 1 January 2017	Incoming Resources	Resources Expended/ Transfers	Balance at 31 December 2017
Unrestricted Funds	459,866	386,516	409,527	436,855
	459,866	386,516	409,527	436,855
Total Funds				503,183

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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 used for an aquatic project; the NSWG (Native Species Working Group) 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. The Conservation Conference Fund was set up to provide funding for the conference costs. The transfer in the year from Unrestricted Funds relates to the funding requirements.

12 Net assets held by funds

	Unrestricted Fund £	Designated Fund £	Restricted Funds £	2017 Total £
Fixed assets	2,438			2,438
Cash at bank and in hand	450,280		66,328	516,608
Other net current assets/(liabilities)	(15,863)			(15,863)
	<u>436,855</u>		<u>66,328</u>	<u>503,183</u>

13 Financial commitments and contingent liabilities

There were no financial commitments nor contingent liabilities at the year ended 31 December 2017.