

Charity Registration No. 1082163

Company Registration No. 03963387 (England and Wales)

NATIONAL BIODIVERSITY NETWORK TRUST
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

NATIONAL BIODIVERSITY NETWORK TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr A Wood Dr R Fairley Ms H Wilkinson Ms M Rudd Mrs W Harper Mr N Hodges (Chair) Mr M Postles Mrs E Proctor Dr B Howell
Secretary	Dr J Judge
Charity number	1082163
Company number	03963387
Registered office	Unit F 14-18 St Mary's Gate Lace Market Nottingham NG1 1PF
Independent examiner	Rogers Spencer Newstead House Pelham Rd Nottingham NG5 1AP
Bankers	National Westminster Bank Plc 51 Market Place Long Eaton Nottingham NG10 1 JP

NATIONAL BIODIVERSITY NETWORK TRUST

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NATIONAL BIODIVERSITY NETWORK TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their report and financial statements for the year ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

Purpose of the charity

The purposes of the Charity are to advance, formally and informally, public participation in and public understanding and enjoyment of the conservation of biological resources, together with their sustainable and wise use by providing public access to biological records, data or information pertaining to the UK, the Channel Islands and the Isle of Man.

Aims of the charity

The National Biodiversity Network Trust (the Trust or NBN Trust) is a membership organisation built on principles of collaboration and sharing.

The Trust was set up as an independent charity in 2000 to oversee and facilitate the development of the National Biodiversity Network (NBN or the Network). The Trust is supported by a wide range of biodiversity data contributors and users and through a membership scheme. It has a Board of Trustees selected via an interview process.

The Network is made up of a range of data providers and users including Government agencies, Local Environmental Records Centres, National Schemes and Societies, research and commercial organisations.

Our vision is that; Biological data collected and shared openly by the Network are central to the UK's learning and understanding of its biodiversity and are critical to all decision making about nature and the environment.

The NBN Atlas, the digital data sharing infrastructure developed and managed by the Trust, holds the UK's largest collection of biodiversity data. It is a collaborative project that aggregates biodiversity data from multiple sources and makes it available for use online.

In line with our current five year strategy which runs from 2015-2020 we have the following five strategic aims:

1. Record, collect, diversify, enhance and mobilise biological data.
2. Make biological data and information available to everyone.
3. Captivate and engage people about wildlife.
4. Provide the best biological information management infrastructure.
5. Support the development of the NBN Trust, its Board and its members.

By achieving the above aims the Network will grow its capacity and capability to record and collect high quality biological data. It will continue to collaborate to embed the Network's collective data and knowledge creation at the heart of biodiversity learning and environmental decision making. It will promote the natural world, the enjoyment and importance of observing nature and biological recording and the utility and power of the Network's shared data. The NBN Trust will ensure stability, security and usability for an increasing mature data management infrastructure. The NBN Trust will support and grow the Network as an indispensable partnership for nature and in the successful implementation of this strategy.

NATIONAL BIODIVERSITY NETWORK TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Strategies for achieving aims and objectives

The NBN Action Plan 2016-2020 which runs alongside the five year strategy, sets out the commitment the Trust, NBN members and data partners will make to deliver the NBN strategy. This plan describes the actions that the NBN Secretariat and Network members have proposed are necessary to achieve the Network's vision, aims and objectives. Working groups have been created to oversee delivery of objectives and actions and a Stakeholder group has been devised to provide an opportunity for network members to present the opinion of their organisations and groups to the board and contribute to achieving the Trust's strategy.

Criteria the Trust uses to measure success

The Trust produces a business plan for each financial year, which sets out the key activities for each strategic aim as detailed in the action plan. Key performance indicators, milestones and time frames for each activity are also set out in the business plan.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

Significant activities undertaken and how they contribute to the achievement of the strategy

Strategic Aim 1 - Record, collect, diversify, enhance and mobilise biological data

- a) Data Verification and Online Recording Working Groups – Groups were convened throughout the year and decisions taken on showing the verification status of records on the NBN Atlas.
- b) Scotland's Biodiversity Information Forum (SBIF) Review – NBN was closely involved in the review of the biological recording infrastructure in Scotland. A "Review of the Biological Infrastructure in Scotland" was published on 14 November 2018.

Strategic Aim 2 - Make biological data and information available to everyone

- a) The NBN Atlas currently holds over 222 million species records covering 71,980 species in 805 datasets provided by 141 data partners;
- b) Just under 27 million records in 462 datasets are available on Open (CC0, CC-BY or OGL) licence and 192 million records in 349 datasets are available on a Shared (CC-BY-NC) licence.

Strategic Aim 3 - Captivate and engage people about wildlife

- a) The Trust staff presented at numerous events around the UK to raise the profile of the Trust, Network and NBN Atlas.
- b) The Captivating and Engaging working group has met once in the year.
- c) A new overarching communication strategy for media including social media is being developed.

Strategic Aim 4 - Provide the best biological information management infrastructure

- a) The Sensitive Species Enhanced Access functionality has been developed and implemented on the NBN Atlas and associated country portals. This allows data partners to provide approved users access to high resolution data on sensitive species. A species is deemed sensitive if the release of information detailing its location could cause it to be damaged, or cause other related environmental harm.
- b) A significant focus for the year was the further development, enhancement and management of the NBN Atlas. This included a process to allow approved users to access high resolution data for sensitive species and a bespoke Invasive Non Native Species (INNS) portal for the Welsh Government.
- c) Additionally, development work was undertaken for the NBN Atlas Northern Ireland (to be launched in May 2019) and a bespoke portal for one of our partners, Caring for God's Acre's Beautiful Burial Ground project which will be launched later in 2019.

NATIONAL BIODIVERSITY NETWORK TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Strategic Aim 5 - Support the development of the NBN, its Board and its members

a) NBN Conference – On 21 and 22 November 2018, 161 delegates from biodiversity organisations, local environmental records centres, recording schemes, government bodies, students and individuals all concerned with biodiversity data and biological recording came together at the Albert Hall, Nottingham for the 18th NBN Conference.

b) NBN Awards – The Trust wants to recognise significant achievement and celebrate success in wildlife recording and information sharing. To do this, the Trust set up a national award scheme, in 2015, in partnership with the Biological Records Centre and the National Forum for Biological Recording. These awards are made annually to individuals, groups of people or organisations that are making outstanding contributions to wildlife recording and improving our understanding of the natural world. In 2018 we received a total of 35 nominations.

c) NBN Governance – A review of the Board of Trustees was carried out during the year with a newly constituted Board in place from 1 March. These Board members are a mix of existing Trustees and new members who were interviewed and selected based on their skills which are of key importance to our current needs. Our Chair Professor Michael Hassell announced his retirement at the NBN Conference in November after a successful period as Chair from 1 March 2012. Thanks were given for his valued time spent as Chair of the Trust.

Use of volunteers

NBN Trust raises money through membership subscriptions and other funding from members; by entering into contracts for specific deliverables and through securing grant funding from government and charitable funders.

We rely on our Trustee volunteers who are not paid.

The Network also relies heavily on the volunteer recorders who collect and share their data and thanks is given to them for their time and contribution towards the Network.

Achievements and performance

Please refer to the Significant Activities Undertaken section above for details of the Trust's main achievements.

NATIONAL BIODIVERSITY NETWORK TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Financial review

The Trust has delivered a balanced budget, broadly on target, through use of reserves to supplement core income. This mirrors the situation in recent years. We anticipate that the budget for the coming year is balanced to avoid further drain on the reserves.

The Trust has a surplus of £76,641 this year compared to a surplus of £9,855 in the previous year. This is largely due to the funding received from The National Lottery Heritage Grant Fund with the majority of the resources to be expended during 2019-2020. Budget control has been a priority as always throughout the year.

In February 2019, the Trust was awarded a grant of £190,500 from the Heritage Lottery Fund under their Resilient Heritage Grant (£95,250 was received during the year ended 31 March 2019). The grant, which runs until December 2020, is to build resilience and sustainability for the Trust and includes approved purposes such as employing a new NBN Atlas Project Manager and System Developer along with an NBN Atlas Support Officer. Some funding has been received in March 2019 but the majority of the activity will be taking place from April 2019.

A Medium Term Financial Strategy (MTFS) was drafted in 2017/18 and included plans to diversify the funding received. The aim of the MTFS was to bring together all the known factors affecting the financial position of the Trust for the period 2018-2020. The MTFS balances the financial implications of fulfilling our strategic aims and objectives against constraints in resources and sets out the options for increasing and diversifying the funding for the Trust. It is important that the Trust develops alternative funding to ensure its continued resilience and sustainability in order to be able to grow the organisation and fulfil its strategic aims and action plan objectives.

Trust reserves

The unrestricted funds not committed or invested in tangible fixed assets ('the free reserve') held by the Trust will be £141,349. The Finance and Management Committee (FMC) believes this amount would enable the Trust to sustain its current activities for three months.

Risk management

The Finance Management Committee (FMC) has reviewed the major risks to the Trust, and has systems designed to manage them.

NATIONAL BIODIVERSITY NETWORK TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

The principal risks and uncertainties are:

- Financial – inadequate funding; funders withdraw, not enough subscribers, reduction in government funding
- Staffing – loss of key staff members
- Diverging views within the Network – lack of consensus about access, visibility and usability leading to withdrawal of data
- Engagement – lack of popular support leading to disengagement, reduced membership and lack of sponsorship; wider network do not feel their concerns are being heard or are unable to fully engage with the strategy; new audiences not being engaged
- Technology - not keeping up with technological advances; insufficient investment in technology and development of the Atlas
- Wholeness of database and competition – NBN Atlas has an insufficiently comprehensive dataset to fulfil the Trust's objectives; transition to more open data results in less, or lower resolution, data on NBN Atlas, competing databases with access controls or niche initiatives may appear

These risks are presented to the FMC at every meeting complete with a brief report on the areas of note. The Trust Risk Register reflects an assessment by management of their likelihood and potential impact and explains how these risks are to be mitigated. The Trust Risk Register is then presented at the following Board meeting for review and comment.

The main internal financial risks are minimised through procedures for delegation and appropriate authorisation of all transactions and projects and by ensuring consistent quality for all the Trust's operations.

Plans for future periods

A work plan setting out the planned actions in support of the NBN strategy 2015-2020 has been drafted. The plan incorporates work related to the HLF funded project to build the resilience and sustainability of the Trust that will be performed in 2019/20. Additionally, time will be devoted to the development of the strategy post 2020.

Structure, governance and management

The National Biodiversity Network Trust is a charitable company limited by guarantee, incorporated on 3 April 2000 and registered as a charity on 25 August 2000.

The company was set up under a Memorandum of Association, which established the objectives and powers of the charitable company and is governed under its Articles of Association.

The current Board of Trustees consist of 9 Trustees who are appointed based on the mix of skills and experience required by the Trust. They meet three times a year. The AGM is at the NBN Conference in November each year.

The terms of reference for the Board are laid out in the Rules and Standing Orders.

The (FMC) which includes the CEO, meet three times a year in advance of the Board meetings. It is made up of a small group of Trustees and chaired by the Treasurer of the Board. The terms of reference for FMC are laid out in the Rules and Standing Orders.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr A Wood

Prof. M Hassell CBE FRS

(Retired 13 February 2019)

Dr A Clements

(Retired 21 November 2018)

Dr R Fairley

Ms H Wilkinson

Ms M Rudd

NATIONAL BIODIVERSITY NETWORK TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

Mrs W Harper
Mr N Hodges (Chair)
Mr M Postles
Mrs E Proctor
Dr B Howell

Recruitment and appointment of Trustees

Following a board governance review in December 2017 a new process for selecting trustees was implemented. Trustee vacancies are advertised and anyone is eligible to apply. A shortlist of applicants are invited to interview and appointed based on the skills and experience they can bring to the Board.

Trustees may serve a three-year term, with the potential for a further three years at the discretion of the Chair and other Trustees.

Organisational structure

The organisational structure of the NBN Trust is as follows:

1. NBN Membership
2. Board of Trustees - Chair (Professor Michael Hassell until February 2019 when Neil Hodges took over this position)
3. Finance and Management Committee (a committee of the Board) - Treasurer Andrew Wood
4. NBN Trust Secretariat - CEO Dr Jo Judge

The Board delegated day to day management and advice to the following people during the period:

- CEO and Company Secretary – Dr Jo Judge
- Finance and Business Officers - Sarah Hyslop and Giselle Sterry

Arrangements for setting pay and remuneration of key management personnel

All Trustees give their time freely and no director has received remuneration in the year. Details of all Trustee expenses are detailed within the financial accounts.

The pay of the Trust staff is reviewed annually as part of the performance review.

Trustee induction and training

Any Trustees who feel they require training or where there are gaps in the required competencies will be invited to attend necessary training organised by the Trust.

The Board may co-opt members to meet particular gaps in representation or competencies. These co-opted members may be put through the new Trustee interview process should there be a gap on the Board.

Relationships with related parties and any other charities and organisations

To calculate donated services the main consideration was whether the NBN would have paid for the work or services had it not been carried out by another party. Based on these criteria donated services during 2018 – 19 included items such as room hire, provision of refreshments, claims not made by Trustees for travel.

In previous years the majority of the donated services related to the support of the NBN Gateway (the predecessor to the NBN Atlas) by the Joint Nature Conservation Committee (JNCC). This included staff and infrastructure costs such as IT services and web hosting, data loading and website development. With the launch of the NBN Atlas on 1 April 2017 this donated service ceased leading to the significant drop in donated services.

NATIONAL BIODIVERSITY NETWORK TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2019

The trustees' report was approved by the Board of Trustees.



Mr N Hodges (Chair)

Dated: 29/7/2019

NATIONAL BIODIVERSITY NETWORK TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NATIONAL BIODIVERSITY NETWORK TRUST

I report on the financial statements of the charity for the year ended 31 March 2019, which are set out on pages 9 to 24.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of National Biodiversity Network Trust for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of Chartered Association of Certified Accountants.

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:

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

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Rogers Spencer

Chartered Association of Certified Accountants
Newstead House
Pelham Rd
Nottingham
NG5 1AP

Dated:

NATIONAL BIODIVERSITY NETWORK TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

Current financial year

		Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
	Notes				
<u>Income and endowments from:</u>					
Donations and legacies	3	190,632	254,415	445,047	390,581
Investments	4	1,409	-	1,409	846
Other income	5	20,576	-	20,576	24,791
Total income		212,617	254,415	467,032	416,218
<u>Expenditure on:</u>					
Raising funds	6	392	-	392	149
Charitable activities	7	196,769	193,230	389,999	406,213
Total resources expended		197,161	193,230	390,391	406,362
Net income for the year/ Net movement in funds		15,456	61,185	76,641	9,856
Fund balances at 1 April 2018		126,002	33,369	159,371	149,515
Fund balances at 31 March 2019		141,458	94,554	236,012	159,371

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

NATIONAL BIODIVERSITY NETWORK TRUST

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2019

Prior financial year

		Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
	Notes			
<u>Income and endowments from:</u>				
Donations and legacies	3	201,875	188,706	390,581
Investments	4	846	-	846
Other income	5	24,791	-	24,791
Total income		227,512	188,706	416,218
<u>Expenditure on:</u>				
Raising funds	6	149	-	149
Charitable activities	7	196,945	209,268	406,213
Total resources expended		197,094	209,268	406,362
Net income for the year/ Net movement in funds		30,418	(20,562)	9,856
Fund balances at 1 April 2017		95,584	53,931	149,515
Fund balances at 31 March 2018		126,002	33,369	159,371

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

NATIONAL BIODIVERSITY NETWORK TRUST

BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	13		107		1,676
Investments	14		2		2
			<u>109</u>		<u>1,678</u>
Current assets					
Debtors	16	30,523		35,946	
Cash at bank and in hand		226,360		170,787	
		<u>256,883</u>		<u>206,733</u>	
Creditors: amounts falling due within one year	17	(20,980)		(49,040)	
Net current assets			235,903		157,693
Total assets less current liabilities			<u>236,012</u>		<u>159,371</u>
Income funds					
Restricted funds	19	94,554		33,369	
Unrestricted funds		141,458		126,002	
		<u>236,012</u>		<u>159,371</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2019.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 10 July 2019



Mr N Hodges (Chair)
Trustee

Company Registration No. 03963387

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

Charity information

National Biodiversity Network Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit F, 14-18 St Mary's Gate, Lace Market, Nottingham, NG1 1PF.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacy income is received by way of donations, grants and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market.

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

Investment income is included when receivable.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

1.5 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, 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 for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

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 an appropriate basis, as set out in the notes to the accounts.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	two years straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

(Continued)

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charitable company. The annual contributions payable are charged to the statement of financial activities.

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2019 £	2019 £	2019 £	2018 £	2018 £	2018 £
Donations and gifts	1,777	-	1,777	400	-	400
Grants receivable	-	254,415	254,415	-	188,706	188,706
Subscriptions	188,855	-	188,855	201,475	-	201,475
	<u>190,632</u>	<u>254,415</u>	<u>445,047</u>	<u>201,875</u>	<u>188,706</u>	<u>390,581</u>
Grants receivable for core activities						
Natural England	-	55,000	55,000	-	70,000	70,000
Scottish Natural Heritage	-	14,700	14,700	-	22,500	22,500
Manx Natural Heritage	-	-	-	-	1,716	1,716
Natural Resources Wales & Welsh Government	-	23,990	23,990	-	22,490	22,490
National Museums Northern Ireland	-	26,250	26,250	-	57,000	57,000
Scottish Natural Heritage - Scottish Project Officer	-	16,710	16,710	-	15,000	15,000
Scottish Natural Heritage - Scottish Development Officer	-	22,515	22,515	-	-	-
Heritage Lottery Fund	-	95,250	95,250	-	-	-
	<u>-</u>	<u>254,415</u>	<u>254,415</u>	<u>-</u>	<u>188,706</u>	<u>188,706</u>

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

4 Investments

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
Interest receivable	1,409	846

5 Other income

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
Other income	2,856	6,206
Donated services and facilities	2,850	2,450
Conference income	14,870	16,135
	20,576	24,791

6 Raising funds

	Unrestricted funds	Unrestricted funds
	2019 £	2018 £
<u>Fundraising and publicity</u>		
Other fundraising costs	392	149
	392	149

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

7 Charitable activities

	2019 £	2018 £
Donated services and facilities	2,850	2,449
Project costs	46,423	96,932
Website development	1,504	3,952
NBN Atlas Project	153,310	194,268
Bad debts	3,349	-
	<u>207,436</u>	<u>297,601</u>
Share of support costs (see note 8)	174,203	102,399
Share of governance costs (see note 8)	8,360	6,213
	<u>389,999</u>	<u>406,213</u>
Analysis by fund		
Unrestricted funds	196,769	196,945
Restricted funds	193,230	209,268
	<u>389,999</u>	<u>406,213</u>

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Support costs

	Support costs £	Governance costs £	2019 £	Support costs £	Governance costs £	2018 £
Staff costs	147,481	-	147,481	84,546	-	84,546
Depreciation	1,784	-	1,784	2,567	-	2,567
Premises	11,321	-	11,321	14,968	-	14,968
Insurance	1,230	-	1,230	1,242	-	1,242
Travelling expenses	12,374	-	12,374	9,247	-	9,247
Legal & professional	-	-	-	2,398	-	2,398
Communications & IT	7,455	-	7,455	12,818	-	12,818
Postage, printing & stationery	3,273	-	3,273	2,804	-	2,804
Meeting & conference costs	12,423	-	12,423	15,674	-	15,674
Finance costs	994	-	994	1,135	-	1,135
Management fees	(24,132)	-	(24,132)	(45,000)	-	(45,000)
Accountancy	-	196	196	-	690	690
Auditors remuneration	-	3,588	3,588	-	2,100	2,100
Trustees expenses	-	3,943	3,943	-	2,923	2,923
Board meeting expenses	-	633	633	-	500	500
	<u>174,203</u>	<u>8,360</u>	<u>182,563</u>	<u>102,399</u>	<u>6,213</u>	<u>108,612</u>
Analysed between						
Charitable activities	<u>174,203</u>	<u>8,360</u>	<u>182,563</u>	<u>102,399</u>	<u>6,213</u>	<u>108,612</u>

Governance costs includes payments to the examiners of £2,100 (2018- £2,100) for examination fees.

9 Net movement in funds

	2019 £	2018 £
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	<u>1,784</u>	<u>2,567</u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration from the charity during the year.

During the year, expenses of £2,791 (2018: £2,017) were reimbursed to six trustees (2018: 4 trustees).

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
Management	1	1
Technical	1	1
Officers	7	7
	<u>9</u>	<u>9</u>

Employment costs

	2019 £	2018 £
Wages and salaries	209,430	187,539
Social security costs	18,784	13,596
Other pension costs	15,010	17,604
	<u>243,224</u>	<u>218,739</u>

There were no employees whose annual remuneration was £60,000 or more.

12 Donated services and facilities

The Trust currently receives donated services, mainly in the form of meeting rooms provided free of charge. Also included is the average cost for unclaimed Trustee travel in relation to attending Board of Trustee and Finance and Management Committee meetings along with attending the NBN conference and Annual General Meeting.

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

13 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2018	16,117
Additions	215
	<hr/>
At 31 March 2019	16,332
	<hr/>
Depreciation and impairment	
At 1 April 2018	14,441
Depreciation charged in the year	1,784
	<hr/>
At 31 March 2019	16,225
	<hr/>
Carrying amount	
At 31 March 2019	107
	<hr/>
At 31 March 2018	1,676
	<hr/>

14 Fixed asset investments

	Other investments
Cost or valuation	
At 1 April 2018 & 31 March 2019	2
	<hr/>
Carrying amount	
At 31 March 2019	2
	<hr/>
At 31 March 2018	2
	<hr/>

	Notes	2019 £	2018 £
Other investments comprise:			
Investments in subsidiaries	24	2	2
		<hr/>	<hr/>

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

15 Financial instruments	2019	2018
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	21,798	33,781
	<u> </u>	<u> </u>
Carrying amount of financial liabilities		
Measured at amortised cost	15,920	45,954
	<u> </u>	<u> </u>
16 Debtors	2019	2018
	£	£
Amounts falling due within one year:		
Trade debtors	21,798	33,781
Prepayments and accrued income	8,725	2,165
	<u> </u>	<u> </u>
	<u>30,523</u>	<u>35,946</u>
17 Creditors: amounts falling due within one year	2019	2018
	£	£
Other taxation and social security	5,060	3,086
Trade creditors	1,341	554
Other creditors	3,990	4,550
Accruals and deferred income	10,589	40,850
	<u> </u>	<u> </u>
	<u>20,980</u>	<u>49,040</u>
18 Retirement benefit schemes		

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £15,010 (2018: £17,604).

NATIONAL BIODIVERSITY NETWORK TRUST
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Balance at	Movement in funds		Balance at	Movement in funds		Balance at
	Incoming	Resources	1 April 2017	Incoming	Resources	1 April 2018	Incoming	Resources	31 March 2019
	resources	expended	£	resources	expended	£	resources	expended	£
NBN Atlas Project	173,706	(194,268)	53,931	119,940	(153,309)	33,369	22,515	(22,515)	-
SBIF Development Officer	15,000	(15,000)	-	-	-	-	16,710	(16,710)	-
Scottish Project Officer	-	-	-	-	-	-	95,250	(696)	-
Resilience Fund	-	-	-	-	-	-	-	-	94,554
	<u>188,706</u>	<u>(209,268)</u>	<u>53,931</u>	<u>254,415</u>	<u>(193,230)</u>	<u>33,369</u>	<u>94,554</u>	<u>(94,554)</u>	<u>94,554</u>

NBN Atlas Project

These figures relate to contributions from the respective countries to the development of the core NBN Atlas and the respective country specific portals where applicable (see expanded list on page 14).

SBIF Development Officer

The SBIF Development Officer funding runs from October 2017 to March 2018 and is a fully funded post.

Scottish Project Officer

The Scottish Project Officer funding covers part of this post within the NBN Trust. The remainder of the post is covered by the NBN Trust.

Resilience Fund

The NBN Trust was awarded a total of £190,500 from the Heritage Lottery fund in February 2019. This grant is to be used for building resilience and sustainability from the NBN Trust. The majority of expenditure will take place during 2019-20. To date the only resources expended has been the cost to recruit the new members of staff which will be funded via this grant.

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

20 Analysis of net assets between funds

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:						
Tangible assets	107	-	107	1,676	-	1,676
Investments	2	-	2	2	-	2
Current assets/ (liabilities)	141,349	94,554	235,903	124,324	33,369	157,693
	<u>141,458</u>	<u>94,554</u>	<u>236,012</u>	<u>126,002</u>	<u>33,369</u>	<u>159,371</u>

21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Between two and five years	<u>27,500</u>	<u>33,500</u>

Lease payments recognised as an expense during the year amounted to £6,000 (2018: £8,904).

22 Related party transactions

The Trustees believe there is no controlling party of the charitable company.

BioD Services Limited is a 100% subsidiary of National Biodiversity Network Trust. It is a company limited by shares incorporated in England and Wales, company number 04178674.

During the year, company expenses were paid by BioD Services Limited amounting to £nil (2018: £12,888). As at 31 March 2019 a balance of £4 (2018: £2,026) remained outstanding to BioD Services Limited and is included within other creditors.

23 Company limited by guarantee

National Biodiversity Network Trust is a company limited by guarantee and accordingly does not have a share capital. There were 9 members of the company at the year end (2018: 11 members). Every member promises, if the charitable company is dissolved while he or she remains a member or within 12 months afterwards, to pay up to £10 towards the cost of dissolution and the liabilities incurred by the Charity while the contributor was a member.

NATIONAL BIODIVERSITY NETWORK TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

24 Subsidiaries

These financial statements are separate charity financial statements for National Biodiversity Network Trust.

Details of the charity's subsidiaries at 31 March 2019 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held	
				Direct	Indirect
BioD Services Limited	United Kingdom	Project management	Ordinary shares	100.00	

