



FRIENDS OF SWANSEA BOTANICAL GARDENS

Registered Charity Number: 1052032

Annual Report and financial statements for the 12 months ended 31st December 2024

<u>Contents</u>	<u>Page</u>
General information	2
Trustees' report	3
Independent examiner's report	7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10



FRIENDS OF SWANSEA BOTANICAL GARDENS

General Information for the 12 months ended 31st December 2024

Reference and administration details

Charity name Friends of Swansea Botanical Gardens

Working name FSBG

Charity Number 1052032

Charity's principal address Botanical Gardens
Singleton Park
Swansea SA2 9DU

Trustees

Beth Winkley	Chairperson- retired 29 th May 2024
Sonja Olsen	Chairperson- appointed 29 th May 2024
Susan Barker	Treasurer
Gaynor Clatworthy	Secretary- retired 29 th May 2024
Wendy Owen	Secretary – appointed 29 th May 2024
Ceri Davies	
Janet Leach	
Howard Morgan	Retired 29 th May 2024
Emilie Short	
Jeff Thomas	Retired 17 th January 2024
Amanda White	
Stephen Kidwell	
Jane Terrett	Appointed 29 th May 2024
Pamela Morgan	Appointed 1 st August 2024

Independent examiner Stephen Kent & Company
Chartered Accountants
456 Gower Road
Killay
Swansea SA2 7AL

Bankers Lloyds Bank plc
Oxford Street
Swansea SA1 3AF



FRIENDS OF SWANSEA BOTANICAL GARDENS

Trustees Annual Report for the 12 months ended 31st December 2024

The Trustees present their report along with the financial statements for the twelve months ended 31 December 2024. The financial statements comply with the Charities Act 2011 and SORP and with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS102).

Structure, Governance & Management

Friends of the City of Swansea Botanical Complex was established in 1994 in order to promote the Botanical Gardens in Singleton Park, Clyne Gardens and Plantasia. In 2021 the organisation was renamed as Friends of Swansea Botanical Gardens (FSBG) to reflect that the organisation now only supports the Botanical Gardens in Singleton Park. The organisation was registered as a charity in 1995 with a Constitution which has subsequently had small amendments.

Its income is generated from the sale of plants at a well-established shop, which has been trading for twenty-eight years. Additional income is acquired through grant funding for specific projects. FSBG has no assets other than cash at the bank, its plant stock and the goodwill of the volunteers.

FSBG is based in two polytunnels within the Botanical Gardens in Singleton Park. FSBG operates under a three-year Licence & Agreement with City & County of Swansea which was last renewed in October 2017. The Legal Department of the City & County of Swansea is now looking into the renewal of the Licence. All projects undertaken in the Gardens are either initiated by the Council or with the agreement of the Council. FSBG is an affiliated society of the Royal Horticultural Society [RHS]. Annual insurance with public liability up to £10million is in place.

The affairs of FSBG are managed by a Board of Trustees consisting of up to thirteen members (ten at present) to include three Office Bearers – Chair, Honorary Secretary and Honorary Treasurer. Included in the thirteen is a representative of the City Council. All Officers are elected annually and the Chair may not serve more than three consecutive years without the approval of the AGM. All other members are elected annually for a period of three consecutive years. All give their time voluntarily and receive no remuneration or other benefits other than documented expenses. The Committee meets five times each year with the intention of acting in the best interests of the Charity. The AGM is held in May.

Documentation is in place to cover financial policy, equality and diversity, safeguarding, volunteering, environment and grievances. All volunteers have copies of these documents. They are updated as needed to keep pace with legislation.

FSBG is run entirely by volunteers and offers volunteering opportunities for a diverse section of the local community. These volunteering opportunities offer roles for people of various abilities. Without willing volunteers generously giving their time and their skills the charity would not exist.



FRIENDS OF SWANSEA BOTANICAL GARDENS

Volunteer numbers have remained steady this year with a strong core of regular volunteers. A growing number of enquiries have been received through our website for both the polytunnel and horticultural volunteering opportunities and induction sessions are arranged on a regular basis.

Trading

Income is achieved through trading in the community Plant Shop and from grant funding for specific projects. 2024 has been a successful trading year in the shop. Takings were 5% less than the previous year.

Stock for the Shop comes from three sources: purchased from reputable suppliers, propagated by volunteers from seed and existing stock or donated by the Council and supporters. Stock levels are reviewed regularly to ensure that an adequate range is offered for sale.

Supplies of plants and compost improved this year again, although prices have risen. Building on the success of recent years we continue to place more reliance on propagating our own stock, ensuring that we are more resilient to market fluctuations.

Objectives & Activities

The overall aims and objectives of FSBG are to preserve, conserve, restore and maintain the gardens and grounds in the Botanical Gardens for the benefit and enjoyment of the public.

Achievements & Performance

In 2024 FSBG used £20,436 funds generated by the legacy of Shirley Margaret Dean to repaint and repair outbuildings in the Botanical Gardens. The £18,700 grant from The Postcode Lottery awarded at the end of 2023, was used to erect wooden benches around a number of trees, in shady areas.

Also, another decorative metal entrance gate was purchased at a cost of £7,000

An Awards for All Community Fund grant of £4,985 was used to equip all volunteer groups who work in the historic gardens and Singleton Park, Swansea with the necessary tools to carry out their work more effectively.

An Austin Bailey Foundation grant was used to help purchase a Defibrillator, its waterproof cabinet and 7year care package plus training for volunteers. The Defibrillator is sited conspicuously within the Botanical Gardens.

Plants and other materials for the gardens costing £9,395 were purchased by FSBG.

We have replaced the staging in the Orchid Greenhouse to enable the parks staff to increase their stock of exotic plants.



FRIENDS OF SWANSEA BOTANICAL GARDENS

Due to the damage caused by Storm Darragh in December 2024 we lost our shop polytunnel. We have had to transfer as much as we could, cupboards, stationary, reference books, tools, sales equipment, compost, plant feed, plants, workstations, seating etc, in fact everything needed to work, prepare and pot up plants, to our second polytunnel normally used for storage. Our volunteers worked tirelessly all through January to enable the shop to be reopened safely for the public and for our volunteers.

Future Plans

FSBG will fund the Wildflower and Wellbeing Garden to be planted with fruit trees and perennials as the soil, we have now discovered, does not support the wildflowers previously planted. With the new planting in the 26 quadrangle flower beds, we plan to use botanical labels with QR codes to inform the visitors what is growing in each bed.

We are introducing work-shops for our volunteers to enhance their knowledge and interest. These workshops include planting procedures, understanding soil type, propagation, seed growing, pruning times and and general plant care.

FSBG will arrange for the repair and renovation of all the seating around the quadrangle and in the Wellbeing and Wildflower Garden approx. 70 seats.

FSBG will fund the new planting of the Herb Garden with wheelchairs in mind to enable everyone to enjoy the aromas around new pathways.

We have an ageing group of knowledgeable people, who need to pass on their knowledge to the next generation. But there is a serious problem in finding younger volunteers, not only to carry on the work of FSBG, but also to become trustees and eventually take on officer responsibilities. Succession is a very serious problem for the future of the Friends of Swansea Botanical Gardens. The Trustees are giving close attention to this matter.

Financial Review and Reserves Policy

Unrestricted funds: Incoming resources amounted to £60,411 (2023: £40,202) and expenditure of £52,428 (2023: £48,263) was incurred. There was therefore net incoming resources of £7,983 (2023: outgoing £8,061) Adding the surplus to opening unrestricted funds of £76,473 (2022: £84,534) results in unrestricted funds carried forward at 31st December 2024 were £84,456 (2023: £76,473). These unrestricted funds will be utilised on future projects.

Restricted funds: There was incoming resources of £6,028 (2023: £19,200) and expenditure of £24,855 (2023: £373) was incurred. There was therefore net outgoing resources of £18,827 (2023: incoming £18,827) Balances brought forward were £18,827. Restricted funds carried forward are Nil.



FRIENDS OF SWANSEA BOTANICAL GARDENS

Reserves Policy

FSBG managing Committee has resolved to set aside a sum of money to provide financial stability and the means for the development of our principal activities. It is intended to maintain the reserves at £20,000 for the coming year, in order to meet any unforeseen requirements or emergencies. This does not include the cost of operating stocks of plants and consumables, without which the charity cannot function.

In addition of being able to cover potential risks and contingencies that may arise from time to time, the Reserves Policy aims to maintain sufficient level of reserves to enable normal operating activities to continue over a period of up to 12 months should a shortfall in income occur.

The managing Committee annually reviews the amount of reserves required to ensure that they are adequate to fulfil continuing obligations.

Investment Policy

The funds held by the Charity are invested with the objective of obtaining the highest interest rates available with the minimum of risk.

Trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustees to prepare financial statements for each financial year showing the incoming resources and application of resources of the Charity for that period. In preparing these financial statements the Trustees are required to: select suitable accounting policies and then apply them consistently, make judgements and estimates that are reasonable and prudent; and prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 2011 (FRS 102), and the Charity SORP Regulations.

They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees' report was approved by the trustees on 14th May 2025 and signed on their behalf by:

Sonja Olsen

Chair

14th May 2025



FRIENDS OF SWANSEA BOTANICAL GARDENS

Independent Examiners Report to the Trustees of The Friends of Swansea Botanical Gardens.

I report on the accounts of the Friends of the Swansea Botanical Gardens for the 12 months ended 31st December 2024 which are set out on pages 7 to 10.

Respective responsibilities of trustees and examiner: -

The charity's trustees 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. 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 Commissioners under section 145(5)(b) of the 2011 Act; and
- ~ state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen Kent, FCA

15.5.2025.....date

Stephen Kent & Company
456 Gower Road
Killay, Swansea SA2 7AL



FRIENDS OF SWANSEA BOTANICAL GARDENS

Statement of financial activities for the 12 months to 31st December 2024

		Unrestricted Funds	Restricted Funds	Total Funds 31/12/2024	Total Funds 31/12/2023
	Note	£	£	£	£
Incoming Resources					
Donations & Grants		21,541	6,028	27,569	19,532
Trading Income		37,135	0	37,135	39,029
Interest on Investments		1,735	0	1,735	841
Total Incoming Resources		60,411	6,028	66,439	59,402
Resources Expended					
Charitable Activities	3	40,777	24,855	65,632	36,967
Plants & Materials for Resale		9,581	0	9,581	9,456
Other Trading Materials		1,270	0	1,270	1,505
Administration		800	0	800	708
Total Resources Expended		52,428	24,855	77,283	48,636
NET INCOMING/OUTGOING RESOURCES		7,983	-18,827	-10,844	10,766
Balances brought forward as at 1st January 2024		76,473	18,827	95,300	84,534
Balances carried forward as at 31st December 2024		84,456	0	84,456	95,300

The Statement of Financial activities includes all gains and losses recognised in the year

All incoming resources and resources expended derive from continuing activities



FRIENDS OF SWANSEA BOTANICAL GARDENS

Balance Sheet as at 31st December 2024

	Note	31st December 2024 £	31st December 2023 £
Current Assets			
Stock	5	6,190	4,936
Cash at Bank		78,432	91,161
Cash in Hand		50	50
Prepayments		184	199
Total Current Assets		<u>84,856</u>	<u>96,346</u>
Current Liabilities			
Accruals		400	1,046
NET TOTAL ASSETS		<u>84,456</u>	<u>95,300</u>
Funds			
Unrestricted	6	84,456	76,473
Restricted	6	0	18,827
TOTAL FUNDS		<u>84,456</u>	<u>95,300</u>

The Financial Statements were approved by the trustees on 14th May 2025 and signed on their behalf by:-

Sonja Olsen
Chair
14th May 2025

S Olsen



FRIENDS OF SWANSEA BOTANICAL GARDENS

Notes to the financial statements for the year ended 31st December 2024

1. Accounting policies

The accounts have been prepared on a going concern basis under the historical cost convention, and in accordance with the Charities Act 2011 and with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS102). Also, the Charities SORP (FRS 102).

The following accounting policies have been used:

- (a) Interest receivable is accounted for in the year in which it falls due.
- (b) Donations receivable and Trading Income are accounted for in the year in which they are received.
- (c) Funds accounting - Funds held by the charity are: Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
Restricted funds - these are funds which can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
Further explanation of the nature and purpose of each fund is included in the notes to the accounts.
- (e) Resources expended - All expenditure is accounted for on an accrual accounting basis and has been classified under headings that aggregate all costs related to the category.

2. Taxation

FSBG is a registered charity and, accordingly, is exempt from taxation on its income and gains where they are applied for charitable purposes.



FRIENDS OF SWANSEA BOTANICAL GARDENS

3. Direct Charitable Expenditure

	Unrestricted Funds	Restricted Funds	Total to 31/12/2024	Total 2023
	£	£	£	£
Repainting And Refurbishment of Outbuildings	20,436	0	20,436	0
Wooden Tree Benches		18,700	18,700	0
Plants and Materials for New Planting Schemes	9,395	0	9,395	33,960
Gate	7,000	0	7,000	0
Gardening Tools for Volunteers/Gardeners	775	4,985	5,760	0
Staging for Plants in glasshouses	2,040	0	2,040	0
Defibrillator	975	1,000	1,975	0
Specimen Tree Signs		170	170	0
Web-site/ NewsLetter & other Communications	156	0	156	192
	40,777	24,855	65,632	34,152

4. Trustees' remuneration

None of the trustees were paid any remuneration or expenses by the Charity during the year (2023 none). There have been no related party transactions in the reporting period.

5. Stock

Stock of plants, compost, pots and other materials, used for trading, are valued at the lowest of cost or net realisable value.



FRIENDS OF SWANSEA BOTANICAL GARDENS

6. Funds

< Movement in Resources >				
	Balance 1st January 2024	Incomin g	Outgoing	Balance 31st December 2024
	£	£	£	£
RESTRICTED FUNDING				
Postcode Lottery Grant for Tree Seats	18,700	0	18,700	0
Donation in Memory of Heilig Jones	127	43	170	0
Awards For All: Gardening Tools	0	4,985	4,985	0
Austin Bailey Foundation – Defibrillator	0	1,000	1,000	0
TOTAL RESTRICTED FUNDS	18,827	6,028	24,855	0
UNRESTRICTED FUNDING				
General Funds	76,473	60,411	52,428	84,456
TOTAL FUNDS	95,300	66,439	77,283	84,456