

Charity registration number 1081747

Company registration number 3777793 (England and Wales)

**PLANTNETWORK**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# PLANTNETWORK

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	R Burnley	
	S Herrington	
	P Horry	(Appointed 22 April 2021)
	A Crook	(Appointed 22 April 2021)
	H Birkett	(Appointed 22 April 2021)
	P Esseen	(Appointed 22 April 2021)
	N Thomas	(Appointed 28 April 2022)
	M Brent	(Appointed 28 April 2022)
	S Moss	(Appointed 9 May 2022)
	S Redstone	
	N Chivers	
	R Wilson	
	A Steele	
	D Murray	
	D Lupton	(Appointed 24 May 2022)
<b>Honorary president</b>	Matthew Jebb	
<b>Secretary</b>	R Slack	
<b>Charity number</b>	1081747	
<b>Company number</b>	3777793	
<b>Registered office</b>	Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP	
<b>Independent examiner</b>	Critchleys Audit LLP Beaver House 23-38 Hythe Bridge Street Oxford OX1 2EP	

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# PLANTNETWORK

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 5
Independent examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 16

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# PLANTNETWORK

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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The trustees present their annual report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's memorandum and articles of association, 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)" (effective 1 January 2019).

### **Objectives and activities**

#### **Public Benefit of the Charity**

This remains unchanged for PlantNetwork. The aims of PlantNetwork are for the public benefit, to both members and non-members alike. Supporting gardens and arboreta, and their staff, in managing, maintaining and developing their plant collections and publicising the value of horticulture to all, is a major benefit to the public. Public benefit operates through the provision of resources for education, conservation, biodiversity, and health and wellbeing. Without the existence of the network, this would be much more difficult to do. Membership is open to all, and access to the charity is not unfairly restricted by the membership charges, with many resources open to non-members through the website and non-members welcome to attend all PlantNetwork events. The aim is to continue to offer a range of membership fees to allow horticulturists at different stages of their career to join and making event fees as low as possible. Online delivery has made sharing of content much more accessible. Initiatives like the PlantNetwork podcast, which is free to all to access, helps promote horticulture and the work of horticulturists, with over 3,000 downloads by the end of 2021-22 period.

The PlantNetwork Board of Trustees continue to regularly review PlantNetwork activities and communication. The Board consists of a small group of board members led by the Chairs. The aim of the review is to ensure that the charity continues to maximise public benefit, provide good value and varied training to members, and maintains a sustainable business plan. A training session for all trustees was provided in January/February 2022 to ensure all were aware of their roles and responsibilities.

The Board has complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Website & Newsletter**

The website continues to provide a single, integrated platform for events bookings, membership subscription and information dissemination, particularly since the launch of the customer relationship management (CRM) platform in June/July 2020 which also integrates the weekly newsletter to members. Much of the information on the website is still freely available and acts as a valuable source of information to the public but the members resources area has also been developed over the last year with new tool box areas being developed in the area of sustainability in gardens. Social media platforms are used to publicise events and update followers on new resource availability. The weekly newsletter continues and has a growing readership as more individuals take up memberships as part of their garden/employing organisation's membership of PlantNetwork. A twice-yearly news update continues to be sent to non-members who have registered an interest in PlantNetwork.

#### **Membership**

Membership in the year 2021/22 totalled 70 institutional members (with each institutional membership representing from 1-200+ horticultural staff) and 132 individuals or personal members (including free membership for trainees on placements in gardens as part of the Historic and Botanic Garden Trainee Programme or the Professional Gardeners' Guild Traineeship). Institutional membership was the same as last year, with no further decline but no recovery to previous membership levels. Individual membership numbers slightly increased again. More staff are taking up membership as part of their employer's institutional membership with the newsletter mailing list exceeding 1000 individuals for the first time, up from 930 last year and 700 the year before

# PLANTNETWORK

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### **Sponsorship**

Our two silver sponsors, British Sugar TOPSOIL and Dragonfli, continued to provide sponsorship for much of 2021/22 providing much valued support to PlantNetwork: British Sugar TOPSOIL's sponsorship ended in February 2022 and decided not to renew while Dragonfli re-joined as bronze sponsors at the end of the 2021-22 period. Candide continued as our headline gold sponsor and provided considerable support for our two main events, the annual Plant Records Meeting and The Modern Garden Conference. IrisBG joined as our newest sponsor in September 2021: as bronze sponsors, IrisBG were invaluable for both their support of our online meetings but also creative in put into our ongoing podcast series and the development of 2022 into the PlantNetwork Year of Sustainability.

### **Grants**

PlantNetwork was successful in three grant proposals in 2021-22. At the start of the period, the Stanley Smith (UK) Horticultural Trust awarded a grant of £3,000 to support the development of PlantNetwork's online content and training delivery. A successful RHS Bursaries application led to the development of the Diversity in Gardening project which seeks to ensure that working in public gardens become more inclusive and welcoming. PlantNetwork also joined a number of organisations in Europe to become the UK representatives of the Erasmus+ funded project Craft Skills for Garden Conservation which develops training across Norway (lead), Sweden, Germany, the Netherlands and UK on traditional gardening skills and practices. Both these latter projects will run for the next few years.

### **Achievements and performance**

#### **25<sup>th</sup> Annual General Meeting**

The 25<sup>th</sup> AGM was held online for the second successive year, on Thursday 22<sup>nd</sup> April 2021. After the success of last year's AGM with the improved accessibility and ease of attending, it was felt that this would be an excellent approach going forward. Notification had been sent out to all members of PlantNetwork one month ahead of the meeting, as per usual practice. Nominations for Board members were invited. For the five board members whose term ended in April 2021, three stood for re-election (Ros Burnley, Don Murray and Natalie Chivers) and were duly re-elected. Two stood down: Rob Brett (Co-Treasurer) and Simon Toomer (Chair of PlantNetwork) were thanked for their considerable contributions during their terms of office. Four new nominations were received and were elected to the board: Heather Birkett, Alison Crook, Phil Esseen and Piers Horry. Ros Burnley and Stephen Herrington were nominated and elected as co-chairs.

Critchleys, of Beaver House, Oxford, was appointed as examiner for a further year.

The AGM reviewed activity for the period 2020-2021 which was a period of considerable disruption. To continue the PlantNetwork aim of supporting those working with gardens and plant collections in Britain and Ireland for conservation, knowledge and enjoyment during the COVID pandemic, it was highlighted that there was a rapid development of online delivery through weekly webinars, digital workshops and even an online conference. Despite a decline in membership due to financial uncertainty of lockdowns, membership was bolstered with the introduction of a customer relationship management system which allowed staff from membership organisations as well as individual members to create an online account with PlantNetwork to access member-only resources and to book events. Online content was also developed across the year. The AGM minutes are available.

### **PlantNetwork employee**

Rebecca Slack (RS) continues in the coordinator role (part-time) and acts as Company Secretary. The Board of Trustees have decided to expand the team to include a second part-time employee who will take over much of the administration to allow the coordinator to expand the range of activities and services provided to the membership. This role will be offered as a fixed-term appointment in the first instance and will recruit in 2022.

# PLANTNETWORK

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Meetings

Board of Trustees: two Board meetings (85<sup>th</sup> Board Meeting: 22<sup>nd</sup> September 2021; 86<sup>th</sup> Board Meeting: 10<sup>th</sup> February 2022), a strategy day to discuss PlantNetwork strategy and future development post-pandemic (22<sup>nd</sup> June 2021) and three teleconferences (13<sup>th</sup> April 2021; 14<sup>th</sup> July 2021; 11<sup>th</sup> November 2021) were held during the financial year. The coordinator, co-chairs and vice-chair met every fortnight to monitor activity and plan accordingly, very important with new chairs in role.

Monthly webinars were arranged throughout the 2021-22 period with a break in August. A variety of topics of interest to horticulturists working in public gardens were featured, including permaculture and gardening in zoos. Many were themed around sustainability to fit with 2022 being badged as the PlantNetwork Year of Sustainability in an effort to raise the importance of this topic. A full list of the webinars, with recordings available for members/participants, is available from the PlantNetwork website under the 'Meetings' tab.

Given continuing uncertainty regarding COVID, no in-person meetings were planned, with the annual Plant Records Meeting remaining online for a second year in October 2021 and the Annual Conference – called The Modern Garden – being planned as an online event in November and December 2021. Collaborative events were also developed including an online climate science event with Bgen and the Royal Meteorological Society in March 2022, and the launch of the independent Cheshire Gardens Network at Ness Gardens in September 2021.

A quarterly online coffee break series focusing on interpretation in gardens was also launched in autumn 2021, providing more of an informal information sharing session.

### Financial review

Since 2019/20, there has been a loss of income from membership and events but PlantNetwork finances have recovered due in part to reduced event overheads, grant income and recovery of the job market (through recruitment notices) as well as the continued support of PlantNetwork sponsors.

Income from subscription amounted to £18,785, with total unrestricted income from charitable activities (including conferences and job advertisements) and donations amounting to a total of £45,611. An additional grant income of £23,057 was awarded for the delivery of three projects (restricted funding). Total income, including grants, was £68,668.

Total expenditure was largely consistent with 2020/21 as events remained online, with most costs decreasing except for salary and associated costs. Total expenditure was £35,880, with £34,814 spent on charitable activities (including salary, governance etc.) and £1,066 on grant-related activity.

A surplus of £10,797 was generated from charitable activities with a further £21,991 remaining for the operation of the grant-funded projects. As the financial landscape going forward is expected to be increasingly difficult, this surplus will ensure that PlantNetwork will continue to provide, if not grow, support of gardens and plant collections.

Total funds carried forward at year end March 2022 amounted to £98,630 (of which £23,991 is restricted), which remains above the £60,000 range of reserves sought by the Board.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

### Plans for future periods

PlantNetwork continues to support gardens and plant collections for the public benefit. We are constantly monitoring our activity to ensure that we provide relevant and timely support, training and information to members and non-members alike, and are always seeking improvements to our core activities as external factors such as rising costs and continuing COVID uncertainty ensure that operating conditions are suboptimal. In 2022, we will be recruiting an additional part-time staff member to help improve our administration processes and improve the experience and service provided to the membership. Increased staff hours will also allow PlantNetwork to expand activities into a more varied programme of events, training, information exchange and online support. We are also looking to develop collaborations with other organisations to maximise effort across the horticultural and wider environmental sectors.

# PLANTNETWORK

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### Structure, governance and management

PlantNetwork: The Plant Collections Network of Britain & Ireland is a company limited by guarantee, registered in England 3777793; registered charity 1081747. The charity is governed by its Memorandum and Articles of Association.

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:

W Ritchie	(Resigned 28 April 2022)
R Burnley	
S Herrington	
R Brett	(Resigned 22 April 2021)
S Toomer	(Resigned 22 April 2021)
P Horry	(Appointed 22 April 2021)
A Crook	(Appointed 22 April 2021)
H Birkett	(Appointed 22 April 2021)
P Esseen	(Appointed 22 April 2021)
C Weddell	(Resigned 28 April 2022)
N Lightfoot	(Resigned 28 April 2022)
N Thomas	(Appointed 28 April 2022)
M Brent	(Appointed 28 April 2022)
S Moss	(Appointed 9 May 2022)
S Redstone	
N Chivers	
R Wilson	
A Steele	
D Murray	
D Lupton	(Appointed 24 May 2022)

An open recruitment process is operated by PlantNetwork. Trustees join the board for a period of three years and then either step down or stand for re-election. The recruitment process is outlined in the PlantNetwork Memorandum and Articles of Association and is enacted every year once those trustees whose terms are ending have determined whether they are stepping down or standing for re-election. When places become available on the board, they are advertised via all PlantNetwork channels two months before the AGM. Potential trustees are invited to contact the coordinator and arrange to speak with the co/chair of PlantNetwork prior to completing a nomination form. Trustees are drawn from the PlantNetwork membership although adverts are also placed with trustee recruitment agencies such as Trustees Unlimited to ensure that a range of expertise and experience is obtained for the board. Adverts usually specify particular skills sets but is open to anyone interested in committing at least three years to supporting and developing PlantNetwork. Co-option has also been utilised in the past when it has proven to be difficult to recruit. When more applicants apply than there are places, decisions are made in discussion with the applicants, considering criteria such as geographic location, skills and experience, and willingness to take on specific roles (such as IT support or treasurer). All new trustees are elected at the AGM with nomination papers made available to the membership in advance of the meeting.

# PLANTNETWORK

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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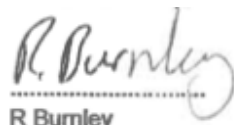
The board of trustees is overseen by a chair (or co-chair) who has responsibility for overall governance. A treasurer (or co-treasurer) provides oversight of all financial information from strategy to day-to-day banking. The remaining trustees take responsibility for key areas of PlantNetwork: marketing & communications; technology and website; fundraising and sponsorship; membership; and, activities and engagement. Providing oversight and strategy development in these areas, all trustees direct the activities of the operational staff, currently the coordinator. The coordinator's role involves the delivery of the strategy across the key areas of activity, acts as the main point of contact for PlantNetwork and ensures effective day-to-day management of all PlantNetwork undertakings.

For 2021/22, the board structure was:

The Charity is administered by an Executive Board of Trustees, comprising 2021-22:

Chair (shared role)	Ros Burnley and Stephen Herrington
Vice-Chair	Nick Lightfoot
Treasurer	Christopher Weddell
Co-Treasurer	Phil Esseen, Piers Horry (from autumn 2021)
Board Members	Rupert Wilson, Donald Murray, Sara Redstone, Natalie Chivers, Will Ritchie, Ann Steele, Alison Crook, Heather Birkett
Coordinator	Rebecca Slack (an employee appointed by the Board, not a Trustee)
Honorary President	Matthew Jebb

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



R Burnley

**Co-Chairperson: Ros Burnley and Stephen Herrington**



S Herrington

**Co-Chairperson: Ros Burnley and  
Stephen Herrington**

Date: ..... **17/10/2022** .....



**INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF PLANTNETWORK**

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I report to the trustees on my examination of the financial statements of PlantNetwork (the charity) for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

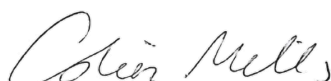
Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



**Colin Mills FCA**  
**Critchleys Audit LLP**

Beaver House  
23-38 Hythe Bridge Street  
Oxford  
OX1 2EP

Dated: 10 November 2022  
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# PLANTNETWORK

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
<b>Income from:</b>							
Donations and legacies	3	150	23,057	23,207	377	-	377
Charitable activities	4	45,457	-	45,457	41,179	-	41,179
Investments	5	4	-	4	27	-	27
<b>Total income</b>		<u>45,611</u>	<u>23,057</u>	<u>68,668</u>	<u>41,583</u>	<u>-</u>	<u>41,583</u>
<b>Expenditure on:</b>							
Charitable activities	6	<u>34,814</u>	<u>1,066</u>	<u>35,880</u>	<u>41,164</u>	<u>-</u>	<u>41,164</u>
<b>Net income for the year/ Net movement in funds</b>		10,797	21,991	32,788	419	-	419
Fund balances at 1 April 2021		<u>63,842</u>	<u>2,000</u>	<u>65,842</u>	<u>63,423</u>	<u>2,000</u>	<u>65,423</u>
<b>Fund balances at 31 March 2022</b>		<u>74,639</u>	<u>23,991</u>	<u>98,630</u>	<u>63,842</u>	<u>2,000</u>	<u>65,842</u>

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.

# PLANTNETWORK

## BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
<b>Fixed assets</b>					
Tangible assets	10		-		263
<b>Current assets</b>					
Debtors	11	-		1,510	
Cash at bank and in hand		108,073		77,690	
		108,073		79,200	
<b>Creditors: amounts falling due within one year</b>	12	(9,443)		(13,621)	
Net current assets			98,630		65,579
<b>Total assets less current liabilities</b>			98,630		65,842
<b>Income funds</b>					
Restricted funds	14		23,991		2,000
Unrestricted funds			74,639		63,842
			98,630		65,842

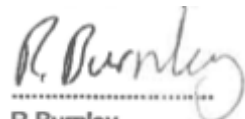
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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 17/10/2022



R Burnley  
Trustee



S Herrington  
Trustee

Company registration number 3777793

# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies

##### Charity information

PlantNetwork is a private company limited by guarantee incorporated in England and Wales. The registered office is Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 2019). 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 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.

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.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 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:

Office Equipment

Straight line basis over four years

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 the statement of financial activities.

#### 1.7 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).

#### 1.8 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.

#### 1.9 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.

# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

(Continued)

#### **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.

#### 1.10 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.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 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
	2022 £	2022 £	2022 £	2021 £
Donations and gifts	150	-	150	377
Grants receivable	-	23,057	23,057	-
	<u>150</u>	<u>23,057</u>	<u>23,207</u>	<u>377</u>

# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 3 Donations and legacies (Continued)

#### Grants receivable for core activities

Erasmus	-	10,657	10,657	-
Royal Horticultural Society Bursaries	-	9,400	9,400	-
Stanley Smith (UK) Horticultural Trust	-	3,000	3,000	-
	-	23,057	23,057	-

### 4 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Subscriptions	18,785	17,711
Conferences	3,157	10,529
Workshops and forums	1,125	1,256
Sponsorship	5,388	4,840
Miscellaneous (ads & mailing)	17,002	6,843
	45,457	41,179

### 5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	4	27

# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 6 Charitable activities

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Forum work groups and conferences	1	6,448
Share of support costs (see note 7)	32,061	32,015
Share of governance costs (see note 7)	3,818	2,701
	<u>35,880</u>	<u>41,164</u>
<b>Analysis by fund</b>		
Unrestricted funds	34,814	41,164
Restricted funds	1,066	-
	<u>35,880</u>	<u>41,164</u>

### 7 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Staff costs	29,840	-	29,840	29,549	-	29,549
Depreciation	263	-	263	262	-	262
Office and other costs	1,958	-	1,958	2,019	-	2,019
Travel, Liaison and meeting	-	-	-	185	-	185
Audit fees	-	1,575	1,575	-	1,500	1,500
Other professional fees	-	1,038	1,038	-	38	38
Other fees to independent examiners/auditor	-	1,205	1,205	-	1,163	1,163
	<u>32,061</u>	<u>3,818</u>	<u>35,879</u>	<u>32,015</u>	<u>2,701</u>	<u>34,716</u>
Analysed between						
Charitable activities	<u>32,061</u>	<u>3,818</u>	<u>35,879</u>	<u>32,015</u>	<u>2,701</u>	<u>34,716</u>

Governance costs includes payments to the auditors of £1,575 (2021- £1,500) for independent examination fees.

### 8 Trustees

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



# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 9 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Administrator/coordinator	1	1

#### Employment costs

	2022 £	2021 £
Wages and salaries	28,045	27,773
Other pension costs	1,795	1,776
	29,840	29,549

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

### 10 Tangible fixed assets

	Office Equipment £
<b>Cost</b>	
At 1 April 2021	1,524
At 31 March 2022	1,524
<b>Depreciation and impairment</b>	
At 1 April 2021	1,261
Depreciation charged in the year	263
At 31 March 2022	1,524
<b>Carrying amount</b>	
At 31 March 2021	263

### 11 Debtors

	2022 £	2021 £
<b>Amounts falling due within one year:</b>		
Trade debtors	-	1,510

# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 12 Creditors: amounts falling due within one year

	Notes	2022 £	2021 £
Deferred income	13	7,788	10,571
Accruals		1,655	3,050
		<u>9,443</u>	<u>13,621</u>

### 13 Deferred income

	2022 £	2021 £
Arising from subscriptions and income in advance	<u>7,788</u>	<u>10,571</u>

Deferred income is included in the financial statements as follows:

	2022 £	2021 £
Deferred income is included within:		
Current liabilities	<u>7,788</u>	<u>10,571</u>
Movements in the year:		
Deferred income at 1 April 2021	10,571	24,130
Released from previous periods	(10,571)	(24,130)
Resources deferred in the year	<u>7,788</u>	<u>10,571</u>
Deferred income at 31 March 2022	<u>7,788</u>	<u>10,571</u>

Deferred income includes amounts relating to conference & forum income in advance, membership subscriptions and sponsorship income in advance.

All income is released to income in the following financial year.

# PLANTNETWORK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 14 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		Movement in funds			
	Balance at 1 April 2020	Income	Balance at 1 April 2021	Income	Expenditure	Balance at 31 March 2022
	£	£	£	£	£	£
Database project	2,000	-	2,000	-	-	2,000
Online project	-	-	-	3,000	(1,066)	1,934
RHS Bursaries	-	-	-	9,400	-	9,400
Craft skills for Garden Conservation	-	-	-	10,657	-	10,657
	<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>23,057</u>	<u>(1,066)</u>	<u>23,991</u>

The balance on the database project represents monies which will be spent on the project in future years.

PlantNetwork received three grants in 2021/22. The Stanley Smith (UK) Horticultural Trust awarded £3,000 to support the development on PlantNetwork's online resources including ongoing webinar programme development, podcast and training resources. RHS Bursaries awarded £9,400 for the development of the Diversity in Gardening (DiG) project which will develop training on equity, equality, diversity and inclusion for PlantNetwork members aimed at creating a more inclusive workforce and providing support across the garden sector. PlantNetwork is also a partner in the Erasmus+ funded project Craft Skills for Garden Conservation, led by Vea in Norway, which seeks to share training on traditional skills and approaches needed to conserve heritage gardens: the project takes place over a three year period and involves the co-generation of webinars, workshops and learning resources. In the first year, PlantNetwork was awarded £10,657 to lead on webinars and workshop in heritage gardening and participate in projects at partners gardens/organisations.

### 15 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	-	-	-	263	-	263
Current assets/(liabilities)	74,639	23,991	98,630	63,579	2,000	65,579
	<u>74,639</u>	<u>23,991</u>	<u>98,630</u>	<u>63,842</u>	<u>2,000</u>	<u>65,842</u>

### 16 Related party transactions

No Trustee received any remuneration in the year (2021: £NIL). No Trustees received any reimbursement of expenses in the year (2021: £NIL).

There were no related party transactions or payments to key management personnel in either year.