

COMPANY REGISTRATION NUMBER: 04046886
CHARITY REGISTRATION NUMBER: 1095859

**RECORD, THE BIODIVERSITY INFORMATION SYSTEM
FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL**

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2021

AGP

Chartered accountants
Sycamore House
Sutton Quays Business Park
Sutton Weaver
Runcorn
Cheshire
WA7 3EH

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2021

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RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2021

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

Reference and administrative details

Registered charity name RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR
CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Charity registration number 1095859

Company registration number 04046886

Principal office Cedar House
Chester Zoological Gardens
Upton
Chester
Cheshire
CH2 1LH

Registered office Sycamore House
Sutton Quays Business Park
Sutton Weaver
Runcorn
Cheshire
WA7 3EH
UK

The trustees

Mr A Parker
Miss S Bird
Mrs H Bradshaw
Mr D Stone
Dr M Geary
Mr J Buchanan

Secretary Mr A Parker

Independent examiner Rachel Palombella FCA
Sycamore House
Sutton Quays Business Park
Sutton Weaver
Runcorn
Cheshire
WA7 3EH

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Structure, governance and management

The company has been established to bring biological recording and the needs of the community and a range of organisations together as an information resource.

The organisation is a charitable company limited by guarantee, incorporated on 3 August 2000 and registered as a charity on 6 February 2003. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles, the members of the Board of Management are elected at the AGM.

Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while he/she is a member or within one year after he/she ceases to be a member.

Members of the board of management

Members of the board of management, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Under the requirements of the Memorandum and Articles of Association the members of the management committee are elected to serve for a period of 3 years after which they must be re-elected at the next annual general meeting.

Objectives and activities

The objectives of the company are to benefit the public through the advancement of education in all areas relating to biodiversity in Cheshire, Halton, Warrington and Wirral by all or any of the following means: - the collating, storage, management and dissemination of biodiversity information; - conducting, encouraging and promoting research into biodiversity and disseminating the results of such research; - offering training and awareness raising programmes relating to biodiversity within the area of benefit. The company reviews its aims, objectives and activities each year ensuring they remain focused on the stated purposes of the charity. The Trustees refer to the guidance given by the Charity Commission on public benefit during this process and assess how successful each activity has been and what benefits have been brought to the groups of people the charity is set up to help.

Achievements and performance

RECORD's main income source for the year came through commercial data enquiries, service level agreements and project work. 2020 proved to be a challenging year; adjusting to a remote working environment, due to the Covid-19 restrictions and a server failure that resulted in considerable disruption to core services.

The main achievements for the year are:

Partnerships, Training & Public Engagement

- Due to the Covid-19 restrictions all face to face public engagement activities had to be postponed or cancelled. The Wildlife Exchange Sessions have achieved huge success being delivered via the web; attendance figures have been way above what was achieved through the in-person events.
 - Two new recording initiatives were launched in 2020, My Patch; a social media focused
-

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

recording project aimed at encouraging the public to record wildlife in their own gardens/local area, whilst on their daily walk and the Forgotten Spaces initiative that highlights areas where records are sparse and encourages recorders to visit and record the wildlife they see.

- The new RECORD Monitoring Officer successfully completed a year's site monitoring, despite the Covid-19 restrictions. The monitoring work picked up some new species for the site including a number of notable finds.
- RECORD continued work on implementation of Swift; the new RECORD online wildlife recording app. The new app provides a vastly improved user experience over the old system and allows greater flexibility when applying improvements.
- Online coffee afternoons were set up as a way of maintaining a connection with the RECORD volunteer community. The events have proven valuable for maintaining the sense of community during the periods of isolation.
- New online training opportunities were developed for volunteers to fill the training need created by the remote working environment.
- Existing remote volunteering opportunities were improved and new opportunities developed to answer the growing need.
- Volunteer numbers more than tripled over the course of 2020; increasing from just under thirty to over a hundred.

Investment in RECORD Staffing, Infrastructure, Products and Services

- RECORD remains committed to staff development even during the lockdown period. Training, survey opportunities and specialist species identification training continued, mainly in a remote capacity, throughout the lockdown. This was achieved thanks to existing links with partners in the Tanyptera Trust and World Museum Liverpool.
- RECORD staff successfully transitioned to a remote working environment with very little issue.
- Work continued on the Ancient Woodland Inventory Update for the Cheshire area.
- Despite the Covid-19 restrictions, data search requests increased. Invoiced work increased by over twenty percent.

Financial review

In the year ended 31 March 2021 the Charity's outgoing resources exceeded its incoming resources by £3,874 leaving the reserves in surplus by £129,442. The Trustees are satisfied with the results for the year. The trustees have continued with the development of their financial systems, so that monitoring and reporting is readily available to all interested parties.

Investment of powers and restrictions

Under the Memorandum and Articles of Association the company may undertake any investment which the trustees see fit.

Reserves policy

It is the policy of the board of management to build up unrestricted reserves to provide working capital to enable the activities of the charity to continue in the event of a significant drop in funding and to enable contracted commitments to be met. Unrestricted reserves have increased from the previous year.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2021

Plans for future periods

The members do not foresee any significant changes to the charity's activities and operations.

Responsibilities of the board of management

The trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' Report (incorporating the director's report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

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

The trustees' annual report was approved on 7 December 2021 and signed on behalf of the board of trustees by:

Anthony R. Parker

Mr A Parker
Trustee

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL *(continued)*

Year ended 31 March 2021

I report to the trustees on my examination of the financial statements of RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL ('the charity') for the year ended 31 March 2021.

Responsibilities and basis of report

As the trustees of the company (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 accounts of the company 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 accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the 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:

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 accounts to be reached.



Rachel Palombella FCA
Independent Examiner
Sycamore House
Sutton Quays Business Park
Sutton Weaver
Runcorn
Cheshire
WA7 3EH
7 December 2021

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
Income and endowments					
Charitable activities	5	97,765	—	97,765	80,772
Total income		<u>97,765</u>	<u>—</u>	<u>97,765</u>	<u>80,772</u>
Expenditure					
Expenditure on charitable activities	6,7	101,639	—	101,639	84,364
Total expenditure		<u>101,639</u>	<u>—</u>	<u>101,639</u>	<u>84,364</u>
Net expenditure and net movement in funds		<u>(3,874)</u>	<u>—</u>	<u>(3,874)</u>	<u>(3,592)</u>
Reconciliation of funds					
Total funds brought forward		133,314	2	133,316	136,908
Total funds carried forward		<u>129,440</u>	<u>2</u>	<u>129,442</u>	<u>133,316</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 8 to 15 form part of these financial statements.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Statement of Financial Position *(continued)*

31 March 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible fixed assets	13	3,484	3,112
Current assets			
Debtors	14	18,169	7,210
Cash at bank and in hand		112,976	132,457
		<u>131,145</u>	<u>139,667</u>
Creditors: amounts falling due within one year	15	4,916	8,856
Net current assets		<u>126,229</u>	<u>130,811</u>
Total assets less current liabilities		<u>129,713</u>	<u>133,923</u>
Creditors: amounts falling due after more than one year	16	271	607
Net assets		<u>129,442</u>	<u>133,316</u>
Funds of the charity			
Restricted funds		2	2
Unrestricted funds		129,440	133,314
Total charity funds	18	<u>129,442</u>	<u>133,316</u>

For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 7 December 2021, and are signed on behalf of the board by:

Anthony R. Parker

Mr A Parker
Trustee

The notes on pages 8 to 15 form part of these financial statements.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2021

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Sycamore House, Sutton Quays Business Park, Sutton Weaver, Runcorn, Cheshire, WA7 3EH, UK.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

The impact of the Covid-19 pandemic has been detailed in note 22 to the accounts and whilst the Charity has been severely impacted by the consequences of the virus, the Trustees remain confident that the Charity remains a going concern and therefore the financial statements have been prepared on that basis.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectation of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

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 classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Computer Equipment	- 33% straight line
Equipment	- 20% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Deferred capital grants

Deferred capital grants in respect of capital expenditure are treated as deferred income and are credited to the profit and loss account over the estimated useful life of the assets to which they relate.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

3. Accounting policies *(continued)*

Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

4. Limited by guarantee

Every member of the Company undertakes to contribute such amount as may be required (not exceeding £1) to the Company's assets if it should be wound up while he/she is a member or within one year after he/she ceases to be a member.

If, upon winding up or the dissolution of the company, there remains, after satisfaction of all debts and liabilities, any property whatsoever, the surplus shall be given or transferred to some other charitable institution having charitable objects similar to the objects of the Company.

5. Charitable activities

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Grants	26,130	26,130	18,513	18,513
Contract income	71,634	71,634	61,210	61,210
Other income	1	1	1,049	1,049
	<u>97,765</u>	<u>97,765</u>	<u>80,772</u>	<u>80,772</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Provision of an information resource	<u>101,639</u>	<u>101,639</u>	<u>84,364</u>	<u>84,364</u>

7. Expenditure on charitable activities by activity type

	Activities undertaken directly	Total funds 2021	Total fund 2020
	£	£	£
Provision of an information resource	<u>101,639</u>	<u>101,639</u>	<u>84,364</u>

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

8. Net expenditure

Net expenditure is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	1,998	2,095

9. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	2,413	2,347

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	84,535	68,530
Social security costs	3,426	2,473
	87,961	71,003

The average head count of employees during the year was 3 (2020: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of staff	3	3

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Taxation

The company is a registered charity and as such is exempt from Income and Corporation Taxes under the provision of the Income and Corporation Taxes Act 1988. The cost of Value Added Tax incurred by the company has been included in the Income and Expenditure Account.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

13. Tangible fixed assets

	Plant and machinery £	Equipment £	Total £
Cost			
At 1 April 2020	39,902	6,302	46,204
Additions	2,370	—	2,370
At 31 March 2021	<u>42,272</u>	<u>6,302</u>	<u>48,574</u>
Depreciation			
At 1 April 2020	38,656	4,436	43,092
Charge for the year	1,375	623	1,998
At 31 March 2021	<u>40,031</u>	<u>5,059</u>	<u>45,090</u>
Carrying amount			
At 31 March 2021	<u>2,241</u>	<u>1,243</u>	<u>3,484</u>
At 31 March 2020	<u>1,246</u>	<u>1,866</u>	<u>3,112</u>

14. Debtors

	2021 £	2020 £
Prepayments and accrued income	7,955	—
Other debtors	10,214	7,210
	<u>18,169</u>	<u>7,210</u>

15. Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	327	60
Accruals and deferred income	2,018	6,346
Social security and other taxes	1,615	1,820
Other creditors	956	630
	<u>4,916</u>	<u>8,856</u>

16. Creditors: amounts falling due after more than one year

	2021 £	2020 £
Accruals and deferred income	271	607

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

17. Deferred income

	2021 £	2020 £
At 1 April 2020	6,191	6,191
Amount released to income	(5,920)	(5,584)
At 31 March 2021	<u>271</u>	<u>607</u>

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
General funds	133,314	97,765	(101,639)	129,440

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
General funds	136,906	80,772	(84,364)	133,314

Restricted funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
Restricted Fund	2	—	—	2

	At 1 April 2019 £	Income £	Expenditure £	At 31 March 2020 £
Restricted Fund	2	—	—	2

19. Transfers

During the year, no transfers have been made from the restricted fund to the unrestricted fund in respect of project management and delivery and the purchase of fixed assets.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

20. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	3,484	—	3,484
Current assets	131,143	2	131,145
Creditors less than 1 year	(4,916)	—	(4,916)
Creditors greater than 1 year	(271)	—	(271)
Net assets	129,440	2	129,442

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	3,112	—	3,112
Current assets	139,665	2	139,667
Creditors less than 1 year	(8,856)	—	(8,856)
Creditors greater than 1 year	(607)	—	(607)
Net assets	133,314	2	133,316

21. Related parties

No transactions with related parties were undertaken such as are required to be disclosed under FRS102.

22. Impact of the covid-19 pandemic

Due to the C19 crisis, 2020 has been a very uncertain time and resulted in RECORD changing focus, albeit for the short term - hopefully, from our usual public engagement work to more of a remote delivery system of engagement and other core work/projects.

Our main income source (commercial data searches) has seen some fluctuations during the pandemic and this follows decreases in invoiced work over the last two years. As a result, financial planning has been more challenging than usual.

Despite the negative impact of C19 on core operations, RECORD continues to operate and has recruited an extra staff member to cover work on a new business opportunity.

**RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR
CHESHIRE, HALTON, WARRINGTON AND WIRRAL**

Company Limited by Guarantee

Management Information

Year ended 31 March 2021

The following pages do not form part of the financial statements.

RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR CHESHIRE, HALTON, WARRINGTON AND WIRRAL

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 March 2021

	2021 £	2020 £
Income and endowments		
Charitable activities		
Grants	26,130	18,513
Contract income	71,634	61,210
Other income	1	1,049
	<u>97,765</u>	<u>80,772</u>
 Total income	 <u>97,765</u>	 <u>80,772</u>
 Expenditure		
Expenditure on charitable activities		
Provision of an information resource		
Activities undertaken directly		
Administrative staff salaries	84,535	68,530
Employers Pension	3,426	2,473
Rent	3,360	3,360
Subscriptions and memberships	2,746	939
Conference expenses	—	305
Public relations expenses	—	437
Insurance	537	540
Traps, nets, handbooks etc	32	557
Travel and subsistence	—	375
Telephone and internet	1,438	1,772
Printing, postage and stationery	76	428
Amortisation of government grants	(336)	(355)
Direct charitable activity 8 - depreciation	1,998	2,095
Sundry expenses	970	519
Bank charges	444	42
Accountancy fees	2,413	2,347
	<u>101,639</u>	<u>84,364</u>
 Expenditure on charitable activities	 <u>101,639</u>	 <u>84,364</u>
 Net expenditure	 <u>(3,874)</u>	 <u>(3,592)</u>

**RECORD, THE BIODIVERSITY INFORMATION SYSTEM FOR
CHESHIRE, HALTON, WARRINGTON AND WIRRAL**

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2021
