



**International  
Tree Foundation**  
Founded 1922  
Patron, HRH the Prince of Wales

**Annual Report 2020**

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## About ITF

**Governing document:** Memorandum & Articles of Association

**Patron:** HRH The Prince of Wales

**Board of Trustees:** Mr T Hornsby CBE (resigned 18.6.2020), Ms M Grecna, Mr J Kimani, Ms M McBrien, Prof K Schreckenber, Ms M Reru, Ms L Rainbow (app. 9.7.2020), Ms R Wanyoike (app. 9.7.2020), Ms C MacQueen (app. 9.7.2020), Dr Stephen Vickers (co-opted. 14.8.2020)

**Registered office:** The Old Music Hall, 106—108 Cowley Road, Oxford, OX4 1JE

**Bankers:** CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

**Independent examiner:** Graham Cole FCA, Wenn Townsend, 30 St. Giles, Oxford, OX1 3LE

**Charity Number:** 1106269

**Company Number:** 5219549



## An introduction from our Chair, Dr Stephen Vickers



“He prayeth best, who loveth best,  
all things both great and small”,  
observes Coleridge’s narrator in  
*The Rime of the Ancient Mariner*.  
Those who feel such a respect  
for all life find a natural home  
in organisations devoted to trees.

Trees are a major anchor for terrestrial life. A single large tree can host thousands of individuals of hundreds of species. It can raise the humidity and lower the ambient temperature of its environment, create and stabilise soil, enhance fertility and ameliorate flooding.

These environmental services are augmented by values such as improved agricultural yield, shade, construction materials, fuel, community spaces and personal well-being. Since the Dance of the Trees

hosted by Njonjo and St Barbe Baker, Watu wa Miti, now the International Tree Foundation, has focussed upon the relationships between trees and people.

The essence of community-led forestry is that trees thrive when people in their locality value them. Whether raising rural incomes or regenerating forests, we work with local partners. The potential and responsibility of ITF projects to address gender imbalances, especially in leadership, is central for ITF.

2020 was a year of solid progress by a remarkable staff team based in Nairobi and Oxford in a year of unprecedented global challenges. As the world recovers from the pandemic, we must redouble our efforts. And as we head into our Centenary Year, I thank the ITF members, staff and trustees, without whose enthusiasm none of this would have been possible.



## What ITF and our partners achieved in 2020

We're proud to say that in 2020 we planted 805,873 trees with 41 partners in nine African countries and the UK. To have planted nearly twice as many trees as the year before, when dealing with an unprecedented pandemic, is a testament to the resilience and creativity of ITF partners and to our community of people growing trees. We'd like to express our gratitude to everyone who supports and delivers ITF's programme.

Of particular note is the Watu wa Miti programme in Kenya, which under Teresa Gitonga's leadership grew

to twelve active partnerships across ten counties. In 2020 the communities in our Kenya programme delivered improvements in ecosystem services, preserved biodiversity, and strengthened landscape resilience whilst creating economic opportunities and improving the livelihoods of 1,984 households. 2020 also marked the expansion for our gender integration activities in Kenya, resulting in an increase of women in leadership positions to 54%.

Our Mount Bamboutos Initiative entered its final stage in 2020. An ambitious three-year project designed to

### ENVIRONMENT



805,873 trees grown.



49,908 ha of forest conserved or restored.



18 projects reported an increase in biodiversity or ecosystem services.

### LIVELIHOODS



9,508 people participated in ITF projects over the year.



1,984 participants increased household income.



2,199 smallholder farmers increased their yield.

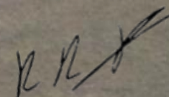
conserve one of the most important biodiversity hotspots of the world. A total of 266,608 agroforestry trees were planted in 2019 and 2020 on farms around Mount Bamboutos. 400,907 native forest trees were planted to restore approximately 2,849 hectares of degraded forest land, while dealing with heightened political instability and the impact of the pandemic.

In 2020, the Sustainable Community Forestry (SCF) programme had 25 active partnerships, 17 of which were funded by the Prince of Wales Charitable Fund. SCF projects grew 146,101 trees and restored

11,526 ha of degraded forest and farm land. 11,229 school children and teachers were trained in conservation and growing trees.

We also launched an ambitious new UK and Ireland Programme in 2020, under the leadership of Sam Pearce. And relaunched our Schools Programme designed to encourage a sense of forest stewardship in school children - in our future.

Ricardo Romero, Programme Manager



EDUCATION AND AWARENESS



14,043 young people engaged in learning.



1,131 teachers and youth workers trained.



26,359 people reached through awareness campaigns.

CAPACITY BUILDING



114 community organisations increased forestry and agroforestry capacity.



1,182 community organisation staff and volunteers received training.



54% of leadership roles in partner organisations were held by women.

## About our centenary celebrations, by Christine MacQueen



2022 will be an exciting and historic year as we mark a century since our founding as *Watu wa Miti*. Since 1922, ITF has supported people planting trees across the world whilst keeping strong roots in Africa, and particularly Kenya.

In 2022 we will look back at the remarkable work of Richard St Barbe Baker and many dedicated ITF members, but above all we will look forward. More than ever our planet needs forest conservation and restoration. The role of trees in carbon capture came into focus this year, as awareness of the climate emergency sharpened and as governments and businesses reach for net zero. Though important, carbon capture is an outcome of tree planting, not an objective. ITF's approach is broader - encompassing the range of benefits to people and planet that ensure lasting

sustainability; to resilient landscapes and communities. We don't just plant trees, we share the knowledge and the love of them. Which means, literally, that the seeds we plant thrive and multiply.

2022 above all reminds us that to succeed, we must work together in strong relationships with our partners and supporters. While for many the experiences of lockdown revealed the benefits of trees to our sense of well-being. The pandemic also exposed the delicate balance between success and failure in the face of new and complex challenges.

We live in complicated times. We look to the continuing support, generosity and hardwork of our community - you - to make 2022 a year to remember, and to ensure that we will continue to grow trees for the next 100 years.



## With thanks to our donors

Space does not permit us to thank all of our generous donors and supporters who helped us to achieve so much under this year and under such challenging circumstances.

We would like, in particular, to thank Gill and Paul Withers, The Bannister Charitable Trust, The Henry Hoare Charitable Trust, Jtree, and everyone who donated to grow trees with us.

## Proud members of



## Financial review, 2020

### Performance

The organisation had a slight drop in income in 2020. Total income was £642,315 (2019: £739,827), an annual decrease of 13% year on year. Total reserves at the year-end were £411,201 (2019: £346,054) of which unrestricted reserves reduced to £120,432 (2019: £164,078).

### Notes on income and expenditure:

ITF has a varied funding stream, receiving grant income from several sources (43% of total), as well as donations from individual givers and fundraisers (55%) and corporate donors (2%).

ITF continues to benefit from legacies and we are extremely grateful to all supporters who kindly remember us in their wills.

The proportion of total expenditure that was spent on direct charitable activity was 88% (2019: 87%).

Expenditure on governance has increased significantly in 2020 to £48,856 (2019: £25,530) due to non-recurring termination benefits and associated legal costs. We expect governance expenditure to revert to its long term average levels this financial year.

### Key risks at the start of 2021 are:

#### 1. Medium and long-term funding

The full impacts of the Coronavirus pandemic are as yet unknown, but there has already been an economic downturn. The long-term impacts of Britain having left the EU are also unclear. Both of these are likely to have an effect on all areas of fundraising, in particular trust income and grant income. We observe increased competition from other organisations, especially tree planting charities.

Income from legacies is, by its nature, uncertain. It has made up a significant percentage of income in





previous years (average 25% between 2016 and 2020).

Actions to control/mitigate:

1. Increase focus on gaining new major funding from statutory bodies, trusts and foundations.
2. Nurture our existing key funder relationships.
3. Reduce reliance on legacy income by diversifying funding sources, particularly by engaging corporate donors. Investments into individual fundraising are already paying off.
4. Use unrestricted income to support the growth and sustainability of the charity.

**2. Fraud and misuse of charitable funds**

As digital communication and financial reporting becomes more widely adopted, ITF and other charities, including our partners, are exposed to risk from fraudulent activities. Additionally, ITF is aware that

there is the possibility of internal and external misappropriation of funds.

Actions to control/mitigate:

1. ITF Key Management Personnel (KMP) and Board will continue to ensure that the Finance Policy is kept current and reviewed annually.
2. The procedures on transferring funds to external partners, particularly internationally, in order to mitigate the risk of fraud, will be followed by ITF staff and continually reviewed.

**3. Investment**

ITF may invest funds at the discretion of the Board (as per the Articles of Association and Standing Orders). The charity has not held any long-term investments during the year. Should the charity have funds to invest, it would abide by its Ethical and Environmental Policies which state:

1. ITF will seek to use the services of banks and other financial institutions that comply with ITF's ethical and environmental criteria.

2. ITF will wherever practicable avoid using the services of banks or other financial institutions that do not adhere to ITF's ethical and environmental criteria.

3. For savings and investments we will choose mutual societies and institutions that invest in socially and environmental responsible projects.

### **Reserves Policy**

The Trustees review the reserves policy of the charity annually. This review covers the nature of the income and expenditure streams of the charity, and the need to match variable income with fixed costs. Trustees recognise that the charity needs to have sufficient cash and reserves to absorb short term fluctuations in income. The level of unrestricted reserves needs to

consider both the plans of the charity and the wider economic climate.

The Trustees resolved that it is appropriate to maintain a policy of having a level of general unrestricted reserves equivalent to six months running costs.

### **Funds as at 31<sup>st</sup> December 2020:**

Restricted	£290,769
Designated	£0
General	£120,432
<b>Total</b>	<b>£411,201</b>

With general unrestricted reserves now standing at £120,432 (2019: £156,142) the reserves policy is met.



### **Significant Donations**

During 2020, we received a number of generous donations and grants. The list below details those above £3,000:

Banister Charitable Trust, Darwin Initiative  
(Department of Environment, Food and Rural Affairs),  
Guernsey Overseas Aid and Development Commission,  
Get Laid Beds, Henry C Hoare Charitable Trust, Malle  
London, Prince of Wales Charitable Fund, SueMe,  
Synchronicity Earth, and TreeSisters.

## Structure, governance and management

**International Tree Foundation was constituted as a company limited by guarantee and is governed by Articles of Association and Standing Orders.**

**The charity was registered with the Charity Commission in October 1965 (under former name ‘The Men of the Trees’).**

### **Appointment and Recruitment of Trustees**

The members of the Board are its Trustees for the purpose of charity law and are the Directors of the charitable company for the purpose of company law. Appointment of Trustees is governed by the Articles of Association of the charitable company. The Trustees have authority to co-opt new Trustees to fill casual vacancies arising during the year. The number of Trustees appointed should not be less than three and no more than twelve.

Three new Trustees were appointed at the AGM in July 2020 and a new Chair was co-opted in September 2020. He will be officially appointed at the 2021 AGM.

### **Organisational Structure**

The Trustees had five full formal meetings in 2020, and numerous ad hoc meetings. In addition to the full Board meetings, there are committees for Fundraising, People and Operations, and Programmes that meet regularly. A Committee has also been set up to plan for ITF’s centenary next year. Trustees are responsible for the strategic direction and policy of ITF.

### **Senior Staff**

The Senior Management Team (SMT) is responsible for the day to day running of the charitable company.





### **Pay and Remuneration**

ITF is an equal opportunities employer and applies objective criteria to assess merit. Pay reviews are held with staff annually. A benchmarking process is undertaken periodically.

### **Risk assessment and management**

The Trustees are aware of the major strategic, business and operational risks that ITF faces and are of the opinion that there are systems in place to minimise any perceived risks. Reports are regularly submitted to the Board on all issues that might affect the running of the organisation, and a risk register is maintained and reviewed regularly by the SMT, and bi-annually by the Trustees.

### **Public Benefit**

In deciding on which activities to undertake we have taken into consideration Charity Commission guidance on public benefit. The Trustees are satisfied that the charity meets these guidelines with regard to delivering public benefit.

Approved by the Board of Trustees on 27<sup>th</sup> May 2021 and signed on its behalf by:

A handwritten signature in blue ink, appearing to read 'Dr Stephen Vickers', positioned above a horizontal line.

Dr Stephen Vickers, Chair  
Company Number 5219549

## Independent Examiner's Report to the Trustees of International Tree Foundation

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> December 2020 which are set out on pages 16 to 35.

### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the ICAEW, which is one of the listed bodies.

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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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.

*Graham Cole*

Graham Cole BA FCA  
For and on behalf of Wenn Townsend  
Chartered Accountants  
Oxford, 27<sup>th</sup> May 2021

# Statement of financial activities

Statement of Financial Activities (including income and expenditure account) for the year ended 31<sup>st</sup> December 2020

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the period.

	Note	Unrestricted funds (£)	Restricted funds (£)	Total 2020 (£)	Unrestricted funds (£)	Restricted funds (£)	Total 2019 (£)
<b>Income from:</b>							
Donations and legacies	2	127,961	508,491	636,452	228,626	504,605	733,231
Membership subs, sponsorship, events		5,465	-	5,465	6,136	-	6,136
Investments	3	398	-	398	460	-	460
<b>Total income</b>		<b>133,824</b>	<b>508,491</b>	<b>642,315</b>	<b>235,222</b>	<b>504,605</b>	<b>739,827</b>
<b>Expenditure on:</b>							
Raising funds		68,599	-	68,599	81,118	-	81,118
Charitable activities	4	108,284	400,285	508,569	179,500	360,820	540,320
<b>Total expenditure</b>		<b>176,883</b>	<b>400,285</b>	<b>577,168</b>	<b>260,618</b>	<b>360,820</b>	<b>621,438</b>
Net income/(expenditure)		(43,059)	108,206	65,147	(25,396)	143,785	118,389
Transfers between funds	13	(587)	587	-	(305)	305	-
<b>Net movement in funds</b>		<b>(43,646)</b>	<b>108,793</b>	<b>65,147</b>	<b>(25,701)</b>	<b>144,090</b>	<b>118,389</b>
<b>Fund balances brought forward 01.01.2020</b>		<b>164,078</b>	<b>181,976</b>	<b>346,054</b>	<b>189,779</b>	<b>37,886</b>	<b>227,665</b>
<b>Funds balances carried forward 31<sup>st</sup> December 2020</b>		<b>120,432</b>	<b>290,769</b>	<b>411,201</b>	<b>164,078</b>	<b>181,976</b>	<b>346,054</b>





## Balance sheet 31<sup>st</sup> December 2020

	Note	£	2020	£	2019
<b>Fixed Assets</b>					
Tangible assets	9		1,805		3,276
<b>Current Assets</b>					
Debtors	10	34,941		37,213	
Cash at bank and in hand		422,476		334,638	
		<u>457,417</u>		<u>371,851</u>	
<b>Creditors: Amounts falling due within one year</b>	11	<u>(48,021)</u>		<u>(29,073)</u>	
<b>Net Current Assets</b>			409,396		342,778
<b>Total Assets less Current Liabilities</b>			411,201		346,054
<b>Net Assets</b>			411,201		346,054
<b>Funds</b>					
Restricted funds			290,769		181,976
Unrestricted funds					
General fund			120,432		156,142
Designated funds			-		7,936
<b>Total funds</b>	13		411,201		346,054

## Balance sheet 31<sup>st</sup> December 2020 (cont)

For the year ending 31<sup>st</sup> December 2020, the company 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 accounts 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 accounts.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board of Trustees on 27<sup>th</sup> May 2021 and signed on its behalf by

A handwritten signature in dark ink, appearing to be 'S. Vickers', written over a horizontal line.

Dr Stephen Vickers, Chair  
Company number: 5219549



# Statement of Cash Flows

For the year ended 31<sup>st</sup> December 2020

	Note	2020 (£)	2019 (£)
Net cash flow from operating activities	14	87,650	150,941
<b>Cash flows from investing activities</b>			
Interest received	398	460	
Purchase of fixed assets	(509)	(786)	
Proceeds from sale of fixed assets	299	-	
<b>Net cash flow from investing activities</b>		188	(326)
<b>Change in cash and cash equivalents in the period</b>		87,838	150,615
Cash and cash equivalents brought forward at 1st January 2020		334,638	184,023
<b>Cash and cash equivalents carried forward at 31st December 2020</b>		<b>442,476</b>	<b>334,638</b>

## Notes to the Accounts for the year ended 31<sup>st</sup> December 2020

### 1 Summary of significant accounting policies.

#### General information and basis of preparation.

International Tree Foundation is a charitable company limited by guarantee in the United Kingdom. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the charity information in these financial statements. The nature of the charity's operations and principal activities are detailed in the Trustees' Report. The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting 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) issued in October 2019, the Financial

Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

#### Fund accounting

Unrestricted funds comprise accumulated surpluses and deficits on general funds. They are available for use at the discretion of the Board of Directors in





furtherance of the charitable objectives of the charitable company.

Designated funds comprise funds set aside by the Board of Directors out of unrestricted funds for specific future purposes or projects.

Restricted funds comprise monies raised for, and their use restricted to, a specific purpose, or donations subject to conditions imposed by the donor or through the terms of an appeal.

### **Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example, the amount the charity would be willing to pay on the open market for such facilities and services. A corresponding amount is recognised in expenditure. No amount

## 1 Summary of significant accounting policies (cont.)

is included in the financial statements for volunteer time in line with the SORP (FRS 102).

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity, however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Investment income and bank interest receivable is fully accrued at the balance sheet date.

### **Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive

obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

The costs of raising funds consist of investment management fees and merchandising costs.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.



Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on the basis of estimates of the proportion of time spent by staff on those activities.

### **Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation. Tangible fixed assets are depreciated at rates calculated to write off the cost of each asset over its estimated useful life as follows:

Office equipment, furniture and fittings  
25% Straight line basis

### **Debtors and creditors receivable/payable within 1yr**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

### **Operating leases**

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

### **Employee benefits**

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

### **Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is

## **1 Summary of significant accounting policies (cont.)**

considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

### **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. In performing this review, the trustees have factored in the anticipated impact of COVID-19 on its global operations. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

## Notes to the Accounts (cont.)

### 2. Donations and legacies

	2020 (£)	2019 (£)
Donations including related gift aid	117,833	121,164
Appeals	13,950	18,516
Legacies	230,767	160,000
Grants	273,902	433,551
<b>Total</b>	<b>636,452</b>	<b>733,231</b>

### 3. Investment income and interest

	2020 (£)	2019 (£)
Bank interest receivable	398	460
<b>Total</b>	<b>398</b>	<b>460</b>

### 4. Charitable Activities

	2020 (£)	2019 (£)
<b>Planting, protection, preservation of trees</b>		
UK	3,286	7,998
International	230,782	231,824
Other direct costs	25,757	21,733
Staff costs	150,475	131,312
Office support costs	12,326	25,571
	<b>422,626</b>	<b>418,438</b>
<b>Raising awareness of importance of trees</b>		
Newsletter, journal publication and website	600	-
Staff costs	27,139	55,276
Office support costs	6,163	12,785
	<b>37,087</b>	<b>96,352</b>
Governance costs	48,856	25,530
<b>Total Charitable Activities</b>	<b>508,569</b>	<b>540,320</b>

<b>5. Total expenditure</b>	<b>Planting, grants payable (£)</b>	<b>Other direct costs (£)</b>	<b>Staff costs (£)</b>	<b>Office costs (£)</b>	<b>2020 (£)</b>	<b>2019 (£)</b>
Cost of generating funds	-	20,016	39,339	9,244	68,599	81,118
Tree planting, protection, and preservation	234,068	25,757	150,475	12,326	422,626	418,438
Promotion of tree awareness	-	3,785	27,139	6,163	37,087	96,352
Governance costs	-	5,135	27,113	16,608	48,856	25,530
<b>Total</b>	<b>234,068</b>	<b>54,693</b>	<b>244,066</b>	<b>44,341</b>	<b>577,168</b>	<b>621,438</b>
<b>Support costs comprise:</b>					<b>2020 (£)</b>	<b>2019 (£)</b>
Accountancy and payroll					3,332	1,849
Bank charges					2,367	2,023
Computer maintenance and services					2,216	855
Depreciation of fixed assets					1,039	1,052
Director meetings, travel expenses and insurance					476	1,783
Miscellaneous expenses					505	413
Professional fees					16,584	19,223
Office insurance, light, heat and cleaning					535	2,621
Office rent and rates					14,026	20,286
Staff recruitment, training and travel					2,528	8,848
Telephone, printing, postage and stationery					676	1,591
Volunteer expenses					-	3,354
Exchange rate loss					2	29
Losses on disposal of fixed assets					55	-
<b>Total</b>					<b>44,341</b>	<b>63,927</b>

Support costs are allocated on the basis of estimates of the proportion of time spent by staff on those activities.

Cost allocation includes an element of judgement and the charity has had to consider the cost benefit of detailed calculations and record keeping. Therefore the support costs shown above are a best estimate of the costs that have been so allocated.

## 6. Staff costs and numbers

	2020 (£)	2019 (£)
Gross pay	206,983	225,237
Employer's NI	13,370	15,463
Employer's pension contributions	8,956	9,691
Life assurance and other employee benefits	14,757	1,448
<b>Total staff costs</b>	<b>244,066</b>	<b>251,839</b>

Total termination benefits during the year amounted to £14,000 (2019: £nil). The average number of

employees analysed by function was:

	# 2020	FTE	# 2019	FTE
Planting, protection, preservation and promotion of trees	6	5	8	5
Fundraising and income generation	2	2	3	2
<b>Total</b>	<b>8</b>	<b>7</b>	<b>11</b>	<b>7</b>

No employees received total employee benefits (excluding employer pension costs) exceeding £60,000 during the current period (2019: one).

## 7. Trustees' and key management personnel remuneration and expenses

The Trustees neither received nor waived any remuneration during the period (2019: £nil).

The total amount (including employer pension costs) received by key management personnel is £134,207 (2019: £163,862). The Trust considers its key management personnel comprise the Programmes

Manager, Head of Fundraising and Finance and Facilities Manager. In the prior year this also included the Chief Executive until his departure.

No (2019: three) Trustees were reimbursed for directly incurred out of pocket expenses during the period totalling £nil (2019: £1,270).

## 8. Net income/(expenditure)

	2020 (£)	2019 (£)
Net income/(expenditure) stated after charging		
Examiner's remuneration	2,640	2,040
Depreciation of fixed assets	1,416	1,963

## 9. Tangible Fixed Assets - office equipment, furniture and fittings

Cost	£
At 1 <sup>st</sup> January 2020	8,738
Additions	509
Disposals	(1,315)
<b>At 31<sup>st</sup> December 2020</b>	<b>7,932</b>
<b>Depreciation</b>	
At 1 <sup>st</sup> January 2020	5,462
Charge for the period	1,416
Eliminated on disposal	(751)
<b>At 31<sup>st</sup> December 2020</b>	<b>6,127</b>
<b>Net book value</b>	
<b>At 31<sup>st</sup> December 2020</b>	<b>1,805</b>
At 31 <sup>st</sup> December 2019	3,276





## 10. Debtors: amounts falling due within one year

	2020 (£)	2019 (£)
Trade debtors	-	833
Other debtors	15,882	19,728
Prepaid expenditure	1,574	6,215
Accrued income	17,485	10,437
<b>Total</b>	<b>34,941</b>	<b>37,213</b>

## 11. Creditors: amounts falling due within one year

	2020 (£)	2019 (£)
Trade creditors	42,465	13,040
Accrued expenditure	2,986	9,989
Employers pension contribution	2,135	1,738
Other tax and social security	435	34
Deferred income	-	4,272
<b>Total</b>	<b>48,021</b>	<b>29,073</b>

## 12. Analysis of net assets between total funds

Fund balance as of 31.12.20 represented by:	Unrestricted funds (£)	Restricted funds (£)	Total (£)
Tangible fixed assets	1,051	754	1,805
Cash at bank and in hand	117,044	305,432	422,476
Other net current assets	2,337	(15,417)	(13,080)
<b>Total</b>	<b>120,432</b>	<b>290,769</b>	<b>411,201</b>

Fund balance as of 31.12.19 represented by:	Unrestricted funds (£)	Restricted funds (£)	Total (£)
Tangible fixed assets	2,444	832	3,276
Cash at bank and in hand	153,347	181,291	334,638
Other net current assets	8,287	(147)	8,140
<b>Total</b>	<b>164,078</b>	<b>181,976</b>	<b>346,054</b>

<b>13. Statement of funds</b>	<b>Balance at 1/1/20 (£)</b>	<b>Income (£)</b>	<b>Expenditure (£)</b>	<b>Transfers (£)</b>	<b>Balance at 31/12/20 (£)</b>
<b>Restricted funds</b>					
International Programmes:					
Africa Drylands	3,704	-	(1,297)	-	2,407
Sustainable Community Forestry	105,639	112,389	(112,190)	(1,183)	104,655
Watu wa Miti (previously Centenary Campaign)	49,853	94,288	(94,122)	(777)	49,242
Mount Bamboutos Initiative	17,396	107,436	(92,942)	(1,134)	30,756
Save Kafuga Forest	-	160	(2)	-	158
UK Programmes:					
Community Tree Planting	2,102	4,218	(3,292)	-	3,028
Susan Cooke Legacy	-	190,000	(92,342)	-	97,658
Tree Power	2,865	-	-	-	2,865
Trees Journal	-	-	(3,681)	3,681	-
UK Well-being in the Woods	417	-	(417)	-	-
	<b>181,976</b>	<b>508,491</b>	<b>(400,285)</b>	<b>587</b>	<b>290,769</b>
<b>Unrestricted funds</b>					
General fund	156,142	132,470	(167,722)	(458)	120,432
Designated funds					
Watu wa Miti (previously Centenary Campaign)	7,805	1,354	(9,159)	-	-
Sustainable Community Forestry	131	-	(2)	(129)	-
	<b>164,078</b>	<b>133,824</b>	<b>(179,883)</b>	<b>(587)</b>	<b>120,432</b>
<b>Total funds</b>	<b>346,054</b>	<b>642,315</b>	<b>(577,168)</b>	<b>-</b>	<b>411,201</b>

<b>13. Statement of funds (cont)</b>	<b>Balance at 01.01.19 (£)</b>	<b>Income (£)</b>	<b>Expenditure (£)</b>	<b>Transfers (£)</b>	<b>Balance at 31.12.19 (£)</b>
<b>Restricted funds</b>					
International Programmes:					
Africa Drylands	3,704	-		-	3,704
Sustainable Community Forestry	19,035	128,527	(41,923)	-	105,639
The Nkhata Bay Natural Way	(7,492)	7,187	-	305	-
Watu wa Miti (previously Centenary Campaign)	(53)	159,117	(107,711)	(1,500)	49,853
Mount Bamboutos Initiative	(6,358)	167,535	(142,111)	(1,670)	17,396
UK Programmes:					
Community Tree Planting	3,944	3,514	(5,356)	-	2,102
Tree Power	22,909	-	(18,544)	(1,500)	2,865
Trees Journal	20	-	(6,490)	6,470	-
UK Fruit-full	2,177	18,741	(19,418)	(1,500)	-
UK Well-being in the Woods	-	19,984	(19,267)	(300)	417
	<b>37,886</b>	<b>504,605</b>	<b>(360,820)</b>	<b>305</b>	<b>181,976</b>
<b>Unrestricted funds</b>					
General fund	163,317	232,238	(242,878)	3,465	156,142
Designated funds					
Watu wa Miti (previously Centenary Campaign)	22,828	2,701	(17,724)	-	7,805
Sustainable Community Forestry	80	54	(3)	-	131
Tree Power	2,576	-	-	(2,576)	-
Save Kafuga Forest	978	229	(13)	(1,194)	-
	<b>189,779</b>	<b>235,222</b>	<b>(260,618)</b>	<b>(305)</b>	<b>164,078</b>
<b>Total funds</b>	<b>227,665</b>	<b>739,827</b>	<b>(621,438)</b>	<b>-</b>	<b>346,054</b>

### **13. Statement of funds (cont)**

#### **International Programmes**

##### **Africa Drylands**

A bequest from the Estate of the late Mrs MM Gare in 1999, to be utilised in the environmental regeneration of the Sahara region through the establishment of community tree planting projects.

##### **Watu wa Miti (previously Centenary Campaign)**

Supporting the planting of trees in Kenya by local community-based organisations. Funders include: TreeSisters, Guernsey Overseas Aid and Development Commission, Big Give Christmas Challenge, Just One Tree, Paul and Gill Withers, individual and corporate donors.

##### **Mount Bamboutos Initiative**

Funds to restore the degraded mountain ecosystem of Mount Bamboutos in Cameroon, while improving the quality of lives for local communities. Funded

by DEFRA – Darwin Initiative, and TreeSisters.

##### **Nkhata Bay Natural Way**

Embedding community stewardship of natural resources in the Nkhata Bay North district of Malawi. Funded by the Big Lottery Fund.

##### **Save Kafuga Forest**

Strengthening communities' natural resources access and management in Kafuga Forest, Uganda.

##### **Sustainable Community Forestry**

Supporting local community-based organisations to raise and plant trees and to manage and restore local forests. Major funders include: Prince of Wales Charitable Trust, Guernsey Overseas Aid and Development Commission, Charles Haywood Foundation, John Lally Foundation, Synchronicity Earth, Plant for the Planet, New North London Synagogue, individual donors.



## **UK Programmes**

### **Community Tree Planting**

Helping local communities in the UK plant trees.  
Funded by the Orentreich Family Foundation  
and individual donors.

### **Susan Cooke legacy**

A bequest from the Estate of the late Susan Cooke,  
to carry out work in Northern Ireland.

### **Tree Power**

Education programme supporting teachers and  
schools to inspire new generations about the local  
and global importance of trees and forests.

### **Trees Journal**

The production of ITF's annual publication.  
Contributions to the costs of this are made by our  
other programmes.

## **UK Fruitful Communities**

Bringing together partners to support young people  
across England to develop community orchards.  
Funded by the Big Lottery Fund through Learning  
through Landscapes.

## **UK Well-being in the Woods**

Engaging young people in woodland activities to  
improve their well-being and mental health. Funded  
by the Postcode Local Trust.

### 13. Statement of funds (cont.)

From	To	Notes
Restricted Mount Bamboutos Initiative	Restricted Trees Journal	A contribution from the Mount Bamboutos Initiative to the Trees Journal.
Restricted Sustainable Community Forestry	Restricted Trees Journal	A contribution from the Sustainable Community Forestry to the Trees Journal.
Restricted Watu wa Miti (previously Centenary Campaign)	Restricted Trees Journal	A contribution from Watu wa Miti (previously Centenary Campaign) to the Trees Journal.
Unrestricted funds	Restricted Trees Journal	A contribution from unrestricted funds to the Trees Journal.
Designated funds: Sustainable Community Forestry	Restricted Sustainable Community Forestry	Movement of designated to restricted funds, to close the designated fund account.

### 14. Reconciliation of net movement in funds to net cash flow from operating activities

	2020 (£)	2019 (£)
Net income for period	65,147	118,389
Depreciation charge	1,416	1,963
Loss on disposal of fixed assets	265	-
Interest receivable	(398)	(460)
Decrease in debtors	2,272	26,072
Increase in creditors	18,948	4,977
<b>Net cash flow from operating activities</b>	<b>87,650</b>	<b>150,941</b>

### 15. Lease commitments

At 31<sup>st</sup> December 2020 total future minimum lease payments under non-cancellable operating leases were as follows:

Land and buildings	2020 (£)	2019 (£)
<b>Due within one year</b>	<b>6,380</b>	<b>4,320</b>



## **16. Related party transactions**

International Tree Foundation Kenya, a charity, was incorporated under Kenyan law during the year ending 31<sup>st</sup> December 2019, to enable Kenyan donors to make donations to help ITF meet its objectives.

The Board of Trustees of ITF Kenya is a subset of the full ITF Board of Trustees, therefore ITF Kenya is viewed as being controlled by ITF and therefore a subsidiary for accounting purposes.

For the year ending 31<sup>st</sup> December 2020, ITF was entitled to exemption from preparing consolidated accounts as the parent and the group headed by it qualify as small under section 383 of the Companies Act 2006 and the parent and the group are considered eligible for the exemption as determined by reference to sections 384 and 399(2A) of the Companies Act 2006.

ITF Kenya is deemed a dormant entity as no transactions took place during the year.

There were no other related party transactions to disclose in 2020 (2019: none).

## **17. Contingent assets**

At the year end the charity was entitled to legacy income on a share of a residuary estate that had not yet been received. The amount of the payment is unknown, and thus the criteria for income recognition are not met.

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# International Tree Foundation

Founded 1922

Patron, HRH the Prince of Wales



[www.internationaltreefoundation.org](http://www.internationaltreefoundation.org)