THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

England & Wales · Charity number 1111939

Details

Other names	THE FRIENDS OF OXFORD BOTANIC GARDEN, THE FRIENDS OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM
Status	Registered
Legal form	Charitable company
Company number	05547805
Registered	2005-11-03
Register	View on the Charity Commission register

Contact

Address	University of Oxford Botanic Gardens High Street Oxford OX1 4AZ
Phone	01865 610303
Website	www.botanic-garden.ox.ac.uk/support-us-join-friends

Activities

Objects: TO SUPPORT AND ASSIST THE WORK OF THE OXFORD BOTANIC GARDEN (WHICH TERM SHALL CONNOTE THE UNIVERSITY OF OXFORD BOTANIC GARDEN, THE HARCOURT ARBORETUM AND ANY OTHER PARK OR GARDEN OWNED OR MANAGED BY THE OXFORD BOTANIC GARDEN) AND IN FURTHERANCE OF THAT PURPOSE:3.1 TO PROMOTE THE GATHERING, EXCHANGE AND DISSEMINATION OF INFORMATION CONCERNING THE OXFORD BOTANIC GARDEN;3.2 TO SEEK FINANCIAL SUPPORT BY WAY OF SUBSCRIPTION, VOLUNTARY CONTRIBUTION, SPONSORSHIP, GRANT, ADVERTISING, LEGACIES AND SUCH OTHER MEANS AS SHALL SEEM CONDUCIVE TO THE OBJECTS OF THE CHARITY;3.3 TO ORGANISE VISITS TO THE OXFORD BOTANIC GARDEN AND OTHER PARKS, GARDENS AND LANDSCAPES OF EDUCATIONAL, BOTANIC, HISTORIC OR AESTHETIC INTEREST;3.4 TO ARRANGE AND PROVIDE FOR EXHIBITIONS, TRAINING COURSES, CLASSES AND SEMINARS;3.5 TO PRINT, PUBLISH, SELL, SPONSOR AND DISTRIBUTE NEWSLETTERS, BOOKS, MAGAZINES AND OTHER PUBLICATIONS (INCLUDING ELECTRONIC COMMUNICATION) RELATING TO THE OXFORD BOTANIC GARDEN;3.6 TO PROMOTE AND PUBLISH RESEARCH INTO THE HISTORY AND DEVELOPMENT OF THE OXFORD BOTANIC GARDEN.

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Activities: TO SUPPORT & ASSIST THE WORK OF OXFORD BOTANIC GARDEN & HARCOURT ARBORETUM BY SEEKING FINANCIAL SUPPORT

Classification

- **How:** Makes Grants To Organisations
- **What:** Education/training, Environment/conservation/heritage
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** NOT DEFINED. IN PRACTICE. OXFORDSHIRE
- Oxfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£242,218	£169,403	-	-
2024-02-29	£226,046	£93,753	-	-
2023-02-28	£291,932	£137,454	-	-
2022-02-28	£283,912	£358,821	-	-
2021-02-28	£229,703	£119,571	-	-

Trustees

Name	Role	Appointed
Dr Janita Good		2024-09-24
John Percival Leighfield		2024-09-27
Marius Apetrei		2023-07-06
Professor John Geddes		2023-07-06
Professor Simon John Hiscock		2018-09-24

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THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

England & Wales - Charity number 1111939

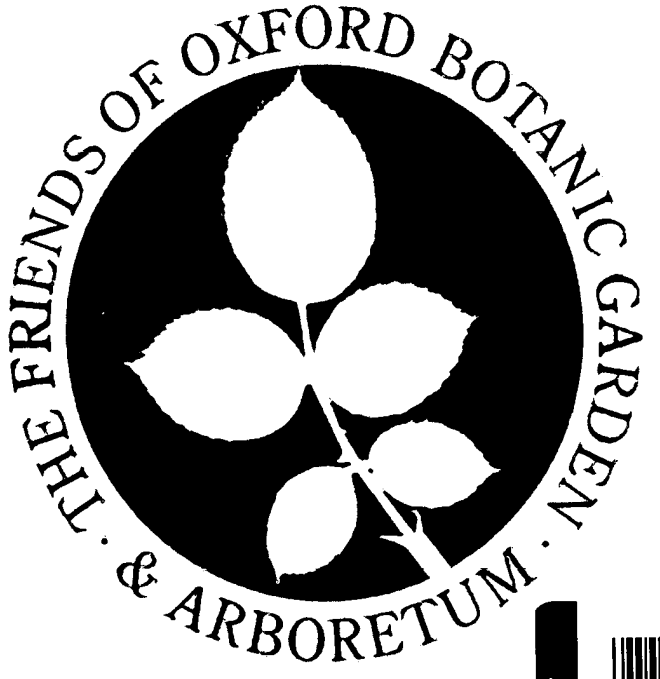
Accounts

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

31 March 2025



TUESDAY

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A20 16/12/2025 #89

COMPANIES HOUSE

Registered Charity No. 1111939

Registered Company No: 05547805

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

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THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT
FOR THE 13-MONTH PERIOD ENDED 31 MARCH 2025

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the 13-month period ended 31st March 2025.

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name:	The Friends of Oxford Botanic Garden and Arboretum
Charity number:	1111939
Patron:	His Royal Highness, King Charles III
President:	Lord Hague of Richmond
Constitution:	Memorandum and Articles of Association
Company registration number:	05547805
Registered and administrative office:	Oxford Botanic Garden Rose Lane Oxford OX1 4AZ Telephone: 01865 286690 Email: friends.administrator@obg.ox.ac.uk Web: www.botanic-garden.ox.ac.uk
Secretary:	Professor Simon Hiscock
Accountants:	Wenn Townsend, 30 St Giles', Oxford OX1 3LE
Bankers	CAF Bank Ltd, West Malling, Kent HSBC, Oxford

DIRECTORS

The Directors who served on the Board of the company during the year were as follows (note that changes to the Board were made at the AGM on 24th September 2024 – see below):

Professor Simon Hiscock, Director and Secretary (Appointed 7 July 2023 – active)
Professor John Geddes, Director and Acting Chair (Appointed 7 July 2023 – active)
Mr Marius Apetrei, Treasurer (Appointed 7 July 2023 – active)
Dr Janita Clare Good, Director (Appointed 22 September 2024 – active)
Mr John Percival Leighfield (Appointed 22 September 2024 – active)
Professor Sally Shuttleworth (Appointed 22 September 2024 – active)
Mr Richard George Deverell (Appointed 22 September 2024 – Resigned 8 October 2025)

The administrators to the Directors of The Friends of Oxford Botanic Garden & Harcourt Arboretum were:
Heidi El-Megrisi and Matthew Gill (March 2024 - June 2024)
Anne Marie Lo (June 2024 – Feb 2025)
Becky Don (June 2024 – active)

DIRECTORS' ANNUAL REPORT (continued)
FOR THE 13-MONTH PERIOD ENDED 31 MARCH 2025

Details of the Directors of The Friends are set out below:

Simon Hiscock, appointed in 2018, is Director of the Oxford Botanic Garden and Arboretum and since July 2023, has been serving as Company Secretary. Simon read Botany at Worcester College Oxford and gained his DPhil at Oxford in 1993. In 2000 he moved to the University of Bristol as a lecturer in Plant Sciences. He was subsequently promoted to Reader (2003) and Professor of Botany in 2007 and served as Director of the Bristol Botanic Garden from 2000-2015. He returned to Oxford in July 2015 to take up his current post and a Fellowship at Christ Church. Simon is a trustee and Scientific Secretary of the Linnean Society of London and a trustee of the New Phytologist Trust. He is Editor in Chief of Plants, People, Planet, an open-access interdisciplinary plant science journal.

John Geddes, appointed in July 2023 and served as Chairman until January 2025. He is WA Handley Professor of Psychiatry and a former Head of the Department of Psychiatry, University of Oxford, where his research focuses on the development and evaluation of treatments for people with bipolar and mood disorders. He is Director of Research and Development for Oxford Health NHS Foundation Trust, for which he has senior budgetary responsibility, provides strategic direction and is accountable to both University and Trust. He is Chair of the Visitors to Oxford Botanic Garden and Arboretum.

Marius Apetrei, appointed in July 2023, is since July 2023 responsible for financial administration as Treasurer. He is a Chartered Certified Accountant and currently works as Divisional Financial Controller (UAS & GLAM) for the University of Oxford.

Dr Janita Clare Good FRSB, appointed September 2024 is currently serving as a director; in January 2025 became Chairman. She is co-head of Fieldfisher's International Life Sciences and Healthcare Group, where she is a transactional lawyer advising on both corporate and IP deals, including: venture investment, joint ventures, pharma asset divestment and in particular cross-border structured M&A deals. In the transactional intellectual property field deals include: structured licensing, strategic partnering, co-operative research and development and drug supply. Previously, she spent 14 years at the international law firm Osborne Clarke, where she was head of their UK life science and healthcare group. She was educated at the University of Durham and studied for a biochemistry DPhil in the Department of Botany, University of Oxford. She has been a Friend of OBGA for many years and recently joined the Danby Group of patrons.

John Percival Leighfield CBE, appointed September 2024 is currently serving as a director. He is a British IT industry businessman and was previously chairman of RM plc from 1993 until 2011. Currently John Leighfield is a Director of Getmapping, a UK supplier of aerial photography, mapping products and data hosting solutions. He was educated at Magdalen College School and Exeter College Oxford. He holds Honorary Doctorates from the University of Central England, Birmingham, De Montfort University, Wolverhampton University and the University of Warwick. At the University of Warwick, he has been a member of council and chairman of the advisory board; he was pro-chancellor and chairman of the council from 2002 to 2011. He is a member of the Danby Group of patrons of Oxford Botanic Garden and Arboretum.

Sally Shuttleworth CBE FBA, appointed September 2024 is currently serving as a director. She is a Senior Research Fellow at St Anne's College, Oxford. Recently retired, Sally was Professor of English Literature at the University of Oxford specialising in Literature and Science. From 2006 to 2011, she was Head of the Humanities Division, University of Oxford. She has also held academic posts at the Universities of Princeton, Leeds and Sheffield, and fellowships at Harvard, Cornell, Otago, and the Max Planck Institute for the History of Science, Berlin. She is a Fellow of the British Academy, and has just stepped down from being Vice-President and Treasurer of the British Academy, and also as Chair of the Research Advisory Awards Committee of the Leverhulme Trust. From 2015-2021 Sally was Chair of the Board of Visitors of Oxford Botanic Garden and Arboretum. She is currently on the Advisory Board of the Science Museum, London.

Richard George Deverell CBE, appointed September 2024 served as a director until he resigned on 8th October 2025. He has been Director of the Royal Botanic Gardens, Kew since 2012. He was previously Controller of CBBC, the department within the BBC responsible for output aimed at children, which he revamped with a mission to raise the quality and impact of programming. He then became the BBC's programme director for the W12 project, responsible for the sale of the BBC's property in West London including Television Centre. Since joining Kew, he has led the refresh of Kew's strategy, bringing expertise from Kew's global science into sharper focus and more actively engaging the public with contemporary science and conservation in Kew's beautiful historic gardens. Richard was a member of the Board of Visitors of Oxford Botanic Garden and Arboretum from 2014-2024, advising on all aspects of the strategic development of the department.

AIMS

The aims of The Friends of Oxford Botanic Garden and Arboretum are to support and assist the work of the Oxford Botanic Garden and Arboretum (OBGA, sometimes 'The Garden'). OBGA/The Garden, part of Oxford University, has objectives which benefit both the University, the wider academic community, international plant conservation and the general public. These are to make the plant collections:

- a focus for research, teaching and collections-based scholarship within the University;
- a research resource for a wide range of external scholarly users, nationally and internationally;
- a facility for communication and interaction between the University and the public;
- an educational resource for schools and for tertiary educational institutions;
- a focus for plant conservation, both nationally and internationally in accordance the Garden's commitment to the Global Strategy for Plant Conservation;
- a catalyst for lifelong learning and cultural recreation in the immediate region, and for national and international visitors; and
- an active contributor to the cultural and economic development of the region.

The Garden was formed as a 'Physic Garden' in 1621 and is the oldest botanic garden in the UK. It has a long history of serving both the University and the public with its research, teaching, plant conservation, educational and recreational themes. The Arboretum at Nuneham Courtenay became part of Oxford Botanic Garden in 1963, hence the department is known as Oxford Botanic Garden and Arboretum (OBGA).

OBGA participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum, the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its apprenticeship scheme OBGA makes a major contribution to the creation of the next generation of horticulturalists and arboriculturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the period Mar-24 to Mar-25 there were 241,402 visitors to the two facilities (2023/24: 231,774) – an increase of (4%) and above pre-pandemic highs. Since March, visitor numbers have continued to increase at both the Garden and Arboretum.

The Directors (Trustees) have a duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance in section 17(5) of the 2011 Charities Act, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty.

STRUCTURE, GOVERNANCE AND RISK MANAGEMENT

The Friends of the Oxford Botanic Garden and Arboretum is a registered charity and a company limited (by guarantee. The Friends are governed by a Memorandum and Articles of Association and managed by a Board of Directors. The Directors are charity trustees as defined by Section 177 of the Charities Act 2011.

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three-year term of office. Since September 2018, this post is held by Professor Simon Hiscock; Director of the University of Oxford Botanic Garden and Arboretum. Under the Articles of Association, other Directors shall include the officers of The Friends, namely Professor John Geddes (Chairman until January 2025) and Mr Marius Apetrei (Treasurer). At the September 2024 AGM new Directors Dr Janita Good, John Leighfield, Professor Sally Shuttleworth, and Richard Deverell were elected.

The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year. Management of membership recruitment and publicity, special events and visits to private gardens is delegated to small groups of volunteers. During the year all the members of these small groups met three times with the Directors as the Forum of The Friends. An administrator who is a University employee supports The Friends on a full time or part time basis.

The accounts are examined each year by an independent firm of chartered accountants. The major risks to which the charity is exposed have been reviewed. The Directors are satisfied that procedures are in place to mitigate the risks so far as is possible.

ACHIEVEMENTS AND PERFORMANCE

It has been a successful year for the Friends with preparation and planning for the merger of the Charity's operations with those of OBGA/Oxford University proceeding smoothly. At the EGM held March on 24th 2025 (see Future Plans below) members voted unanimously for the merger and subsequent transfer of the Charity's assets to OBGA/Oxford University.

The Friends continued to provide financial and volunteer support to the Botanic Garden and Arboretum during the year and benefit from close relationships with OBGA staff and from enthusiastic help from many members.

Friends funding has supported the development and enhancement of the collections of both the Botanic Garden and the Arboretum. Friends funding has also supported the educational activities of the Education Officers in their work with schools (both primary and secondary) and with the Public Education Programme (PEP).

Friends membership has remained stable at approx. 3000 members. The decision to appoint a new Friends and Patrons Manager as part of post-merger operations was taken with a view to developing a new strategic approach to grow the membership, especially by attracting younger members and diversifying the membership.

Programme and events

Friends of OBGA receive membership benefits unrivalled by other UK botanic gardens. Over the past years all of the normal activities, including events for the Friends and Patrons' groups, garden visits and fund-raising activities and events such as May Morning, an opera, and seasonal parties, as well as drinks receptions linked to botanical highlights were well-supported by the members.

Administration

Since the Friends of OBGA charity merged with the University, all active memberships have been transferred to the University CRM, where membership communications and sales are now managed to ensure GDPR and financial compliance. The former Raiser's Edge database is maintained solely as an archive and will be phased out over time.

Fund-raising
The Friends raise funds from membership subscriptions, special events, visits to third party gardens, legacy donations and from occasional appeals for specific OBGA projects for which alternative funding is not available.

During 2019 the Friends launched an appeal to improve the paths at the Arboretum to make this more accessible for all. This appeal was launched to mark the 400th anniversary of the Botanic Garden, which was celebrated under pandemic restrictions in 2021 (including a visit from the Patron, HRH Prince Charles, now King Charles III) and celebrated fully in 2022. The appeal also supports the Garden and Arboretum's wider strategy for a visitor centre at the Arboretum. To date the appeal has raised £610,424 (including £87,205 raised through the University of Oxford's Development Office) towards its target of £750,000. As well as asking Friends for donations, applications have been and are being made to grant making trusts for funds.

The Directors continue to make increasing subscription income a priority. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions, are being increased.

Visits to other gardens by members of The Friends and by the Bobarts Patrons' Group are very popular with many being fully booked and there is often a waiting list. May Morning and New College Opera are also well supported.

Grant making
Funds generated, net of costs, are transferred to OBGA to support the strategies and priorities of the Director and the Board of Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the OBGA Senior Team from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Botanic Garden and Arboretum. During the year 2024/2025, new grants were awarded to OBGA in the amount of £55,000 (2023/2024: £0) and awards made in previous years are still active and used to support collections development at the Botanic Garden and Arboretum and in support of education.

Volunteers
In addition to the considerable voluntary input to the work of The Friends, volunteers play an increasingly large role at both the Botanic Garden and Arboretum in gardening and other tasks.

Administration and Communication:
The Friends Charity has a very happy and fruitful working relationship with the Director of OBGA, Professor Simon Hiscock and has been pleased and excited to support his ambitious plans for both the Botanic Garden and Arboretum. To help reduce costs, Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 74% of Friends now pay by Direct Debit and 90% have authorised communication by email, including the e-bulletin. The Friends continue to benefit from the very considerable work of its volunteers.

Benefits to Friends:
Friends benefit from unlimited access to the Botanic Garden and Arboretum as well as the opportunity to join specially organised visits. Three high quality, 16-page A4 Newsletters are sent to the Friends each year, electronically and/or in hardcopy. Whilst these Newsletters are produced primarily for the Friends, they are also available to the public in hard copy at the Garden shop and through The Friends' website. Those Friends who have registered their email address with the Garden office receive e-bulletins three times a year between issues of the Newsletters. The Friends' website is part of the Garden website and continues to be enhanced. The Friends also have reciprocal visiting rights at certain other UK gardens. The monthly Coffee Mornings incorporating tours of the Garden or Arboretum led by OBGA staff are very popular and attract 60-80 people per session depending on the weather.

FINANCIAL REVIEW

Income:
Subscription income, excluding Gift Aid tax refunds, amounted to £143,117 (2023-24: £122,386). Revenue from garden visits and special events, excluding running costs, was £47,919 (2023-24: £54,158). Other income, including donations and claimable Gift Aid, totalled £27,130 (2023-24: £28,702). Additionally, investment income was £24,052 (2023-24: £20,800).

Expenditure:
Governance and communication costs were £92,892 (2023-24: £66,183) for the year. Material items include £63,998 relating to administrative support services provided by OBGA for the Friends, of which £25,055 represents professional fees to provide counsel on the merger between the Friends Charity and the University, £10,900 in independent examiner's fees, while £12,178 supported the IT functions and £3,070 to produce and circulate the Friends Newsletters to its members three times a year.

Grants:
£55,000 of new pledged funds were agreed to the Oxford Botanical Garden and Arboretum during the course of the financial period. £20,000 was awarded to each curator along with £15,000 to the Education team.

Cash:
The total cash held at the time of the merger (31 March 2025) was £938,004 (2023-24: £849,067) of which £523,219 continues to be ringfenced to fund the Arboretum Paths while a further £119,366 is expected to match-fund costs incurred by OBGA that is associated with various OBGA activities. As agreed, The Friends maintain a minimum of £30,000 under the reserves policy as set out in the next paragraph.

Reserves policy:
It is the policy of The Friends to maintain unrestricted general funds, which are the free reserves of the company, in excess of £30,000 at all times. The minimum level of these reserves should be available as accessible cash deposits. This allows The Friends to be able to respond immediately to requests by OBGA for grants in order that the it may secure third party matching funds. This minimum level of unrestricted funds should also allow all commitments to be met in the unlikely event of The Friends ceasing to exist. Unrestricted funds were maintained above this level throughout the year.

FUTURE PLANS

At the July 2023 AGM members voted that it would be in the best interests of the Friends (and OBGA) for the Friends Charity to merge its operations with OBGA/The University of Oxford. It was considered that this move, in line with previous decisions taken by the Friends of the Ashmolean Museum and Bodleian Library, would improve the efficiency and effective operations of the Friends for the benefit of the membership and its core objectives in support of OBGA. At that meeting new University Directors Professor John Geddes and Marius Apetrei were elected to join Professor Simon Hiscock.

Since then, and through 2024, the Directors have overseen preparations for the merger and eventual transfer of the assets of the Friends Charity to OBGA/The University of Oxford taking legal advice on behalf of the Friends Charity from BDB Pitmans LLP to ensure that the merger proceeds in line with Charity Commission and Companies House rules and in the interests of the membership. At the same time OBGA/the University of Oxford took legal advice from University Legal Services to ensure the merger proceeds in the interests of the University. Based on this legal advice new 'independent' Directors (i.e. non-University employees) Dr Janita Good, Professor Sally Shuttleworth, John Leighfield and Richard Deverell were elected at the AGM in September 2024. In the months that followed both legal teams agreed on a process for the merger and on that basis the Directors called for an EGM to be held in early 2025 to vote on the transfer of Friends assets to OBGA/the University of Oxford.

The EGM was held on March 24th 2025 and members of the Friends of OBGA voted in favour of entering into the agreement to transfer its assets to OBGA/the University of Oxford ("Asset Transfer Agreement"). The transaction was completed on 31st March 2025 and the membership scheme transferred to OBGA/the University of Oxford who now fully administer the Friends of OBGA membership scheme. As a consequence, the Friends Charity became a 'shell company' but its constitution (Memorandum and Articles of Association ("Articles") remained unchanged. The Articles require that an AGM is held this year (2025). This AGM is scheduled to take place on December 1st 2025 at which under the terms of the Asset Transfer Agreement the Friends Charity will vote to adopt new Articles in line with it being a 'shell company'. The new articles are in very similar format to those adopted by the Friends of the Bodleian in March 2018 and remove the requirement for holding AGMs going forward and that the only members are the Directors/Trustees. Like the Friends of the Bodleian shell company OBGA will continue to receive legacies in the name of the Friends charity.

Instead of a formal AGM in subsequent years the members of the Friends (now administered by OBGA/the University of Oxford) will be invited to an informal meeting to share feedback and ideas to develop the membership and the patron groups.

The Directors continue to be pleased with the fundraising campaign to raise £750k towards improvements to the paths (see above) at the Arboretum and former Director and Chair of the Board, Sarah Taylor, will continue to lead the campaign to its completion.

Vigorous efforts continue to be made to increase membership income. The realisation of present plans and a higher public profile will provide opportunities to increase membership and income. Directors are working very closely with OBGA staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Botanic Garden and Arboretum.

GOING CONCERN

The Directors of The Friends of Oxford Botanic Garden & Arboretum transferred the operational activities of the charity to the Chancellor, Masters and Scholars of the University of Oxford ("the University") on 31 March 2025. The Directors expect to transfer the charity's remaining assets and liabilities to the University within the next 12 months. After this transfer, the charity will be dormant, without ongoing activities, save for potentially receiving future legacies.

As the charity has ceased its operations and will not continue as a going concern, the Directors consider that the going-concern basis of preparation is not appropriate. However, no adjustments have been made to the carrying values of assets and liabilities, as these are expected to be transferred at their existing book values, with no fair value adjustments required. Details of the transfer, which will take place for £nil consideration, are provided in Note 20.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORTING ACCOUNTANTS

At the Annual General Meeting held on 24th September 2024, Wenn Townsend were appointed to act as reporting accountants for the accounts to 31 March 2025.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Registered office:
Oxford Botanic Garden and Arboretum
Rose Lane
Oxford
OX1 4AZ

Signed by order of the Directors



Professor Simon Hiscock
Director and Secretary

Date: 12 December 2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF OXFORD BOTANICAL GARDEN & ARBORETUM

I report to the charity trustees on my examination of the accounts of the company for the period ended 31 March 2025 which are set out on pages 13 to 20.

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

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, other than the disclosures within note 20.

A Rodzynski

Andrew Rodzynski ACA
Wenn Townsend
Institute of Chartered Accountants in England and Wales
30 St Giles
Oxford
OX1 3LE

15 December 2025

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES
For the 13-month period ended 31 March 2025

(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Income and endowments from:					
Donations and subscriptions	2	167,660	20,401	**188,062**	**151,088**
Charitable activities	4	13,126	16,978	**30,104**	**54,158**
Investment income	5	-	24,052	**24,052**	**20,800**
Total income		180,786	61,432	**242,218**	**226,046**
Expenditure on:					
Raising funds	6	(14,633)	(6,877)	**(21,510)**	**(27,570)**
Charitable activities	7	(55,000)	-	**(55,000)**	**-**
Other	8	(92,892)	-	**(92,892)**	**(66,183)**
Total		(162,525)	(6,877)	**(169,403)**	**(93,753)**
Net income / (expenditure) before transfers		18,261	54,555	**72,816**	**132,293**
Transfers between funds		(10,800)	10,800	**-**	**-**
Transfer of net assets to: **The Chancellor Masters and Scholars of the University of Oxford**	20	(291,064)	(223,219)	**(514,283)**	
Net income / (expenditure) for the period		(283,602)	(157,865)	**(441,467)**	**132,293**
Net movement in funds		(283,602)	(157,865)	**(441,467)**	**132,293**
Reconciliation of Funds					
Funds brought forward at 1 March 2024		283,602	157,865	**441,467**	**309,173**
Funds carried forward at 31 March 2025		-	-	**-**	**441,466**

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

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL POSITION
For the 13-month period ended 31 March 2025

The Friends of Oxford Botanic Gardens & Arboretum

Balance sheet

As at 31 March 2025

	Notes	2025 £	2025 £	2024 £	2024 £
Current assets					
Debtors	10	-		56,883	
Cash at bank and in hand		-		849,067	
		-		905,950	
Liabilities					
Creditors: Amounts falling due within one year	11	-		(435,210)	
Net current assets			-		470,741
Total assets less current liabilities			-		470,741
Creditors: Amounts falling due after more than one year	12		-		(29,274)
Net assets			-		441,467
Total net assets			-		441,467
Funds:	13				
Restricted funds			-		157,865
Unrestricted funds			-		283,602
Total funds	20		-		441,467

For the 13 month period ended 31 March 2025, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
No members have required the company to obtain an audit of its accounts for the period in question in accordance with section 476 of the Companies Act 2006.
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

These accounts 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 and authorised for issue on 12 December 2025 and are signed on their behalf by:

Janita Good

Dr Janita Clare Good
Director

Professor Simon Hiscock
Director and Secretary

The Friends of Oxford Botanic Gardens & Arboretum

Notes to the accounts
For the 13-month period ended 31 March 2025

1 Statement of Accounting Policies

Basis of accounting
The financial statements have been prepared in accordance with United Kingdom Accounting Standards, in particular 'FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).

The Friends are a public benefit entity for the purposes of FRS 102 and a registered charity and have therefore also prepared the financial statements in accordance with 'The Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with FRS 102' (The Charity SORP (FRS 102)).

The financial statements have been prepared on a going concern basis and on the historical cost basis; the principal accounting policies adopted are set out below and have been applied consistently throughout the year.

Cash Flow Statement
The Trustees are exempt from producing a cash flow statement under section 7 of FRS 102.

Incoming resources
Incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified within reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers or donated facilities. Fees received for life membership are released in equal amounts to incoming resources over 20 years, commencing in the year of receipt of the subscription.

Other membership fees are recognised in the year of receipt. Income and expenditure related to fund raising activities are recognised in the year that the activity occurred.

Interest receivable for the year on bank deposits is based on accrued interest during the financial year. Tax refunds are included on the basis of the gift aid claim submitted to HMRC after the end of the year for which the accounts are being prepared.

Resources expended
All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Fixed assets and depreciation
The Charity has no fixed assets.

Taxation
The Friends is a registered charity and is exempt from tax on income and gains. It is not registered for Value Added Tax (VAT).

Funds accounting
General funds are classed as unrestricted which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and have not been designated for other purposes. Designated funds comprise of unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of any designated fund is set out in the notes to the financial statements. Restricted funds are to be used in accordance with specific restrictions imposed by donors or have been raised by the charity for particular purposes.

Notes to the accounts (continued)
For the 13-month period ended 31 March 2025

2 Income from donations and legacies

	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Donations	627	18,260	**18,887**	**5,053**
Legacies	2,000	-	**2,000**	**-**
Membership subscriptions (excl gift aid)	143,117	-	**143,117**	**122,386**
Gift aid	21,917	2,141	**24,058**	**23,649**
	167,660	20,401	**188,062**	**151,088**

The membership subscriptions include an additional month's subscription due to the extended financial period. Restricted donations include £14,815 received from the *Horticulture and Harmony* event and £3,000 donation towards the Opera.

3 Membership

	Total 2025 number	Total 2024 number
Single	**1,023**	**1,093**
Joint	**1,536**	**1,518**
Single + 1	**43**	**42**
Bobart Single	**30**	**38**
Bobart Joint	**48**	**44**
Life Single	**100**	**99**
Life Joint	**96**	**98**
Danby Single	**4**	**4**
Danby Joint	**10**	**10**
	2,890	**2,946**

4 Charitable activities

	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Visits to gardens	12,920	-	**12,920**	**30,983**
Concerts, opera	-	8,214	**8,214**	**13,320**
Other activities	206	8,764	**8,970**	**9,855**
	13,126	16,978	**30,104**	**54,158**

5 Income from investments

	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Bank interest	-	24,052	**24,052**	**20,800**

Notes to the accounts (continued)
For the 13-month period ended 31 March 2025

6 Raising funds

	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Visits to gardens	14,633	-	**14,633**	**16,908**
Concerts, opera	-	5,257	**5,257**	**5,618**
Other activities	-	1,620	**1,620**	**5,003**
Plant sale	-	-	**-**	**41**
Danby Group	-	-	**-**	**-**
Paths appeal	-	-	**-**	**-**
	14,633	6,877	**21,510**	**27,570**

7 Other expenditure

Grants to Oxford Botanic Garden & Arboretum	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Curator of the Garden	20,000	-	**20,000**	**-**
Curator of the Arboretum	20,000	-	**20,000**	**-**
Education team	15,000	-	**15,000**	**-**
	-	-	**-**	**-**
	55,000	-	**55,000**	**-**

8 Other costs

	Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Total 2024 £
Newsletters	3,070	-	**3,070**	**4,385**
General postage	141	-	**141**	**3**
Printing and stationery	2,605	-	**2,605**	**3,723**
Software fees and IT support	12,178	-	**12,178**	**7,015**
Administration & other costs	63,998	-	**63,998**	**49,177**
Governance - independent examination fee	10,900	-	**10,900**	**1,880**
	92,892	-	**92,892**	**66,183**

9 Staff Costs

Staff costs during the period were:	2025 £	2024 £
Wages and salaries	**-**	**-**
Social security costs	**-**	**-**
Defined contribution pension costs	**-**	**-**
	-	**-**

The trustees neither received nor waived any remuneration during the year (2024: £0).

Notes to the accounts (continued)
For the 13-month period ended 31 March 2025

10 Debtors

	2025 £	2024 £
Gift aid debtor	-	23,411
Other debtors	-	432
Other Prepayments and accrued income	-	33,040
	-	56,883

11 Creditors: amounts falling due within one year

	2025 £	2024 £
Grants payable	-	410,686
Accruals and deferred income	-	24,523
	-	435,210

12 Creditors: amounts falling due in greater than one year

	2025 £	2024 £
Life membership subscriptions	-	29,274
	-	29,274

13 Funds

	Balance at 1 March 2024	Income	Expenditure	Gains, losses and transfers	Balance at 31 Mar 2025 (before merger)	Funds transferred to Oxford University	Balance at 31 Mar 2025 (after merger)
	£	£	£	£	£	£	£
Restricted funds							
Arboretum Paths	147,865	61,432	(6,877)	20,800	**223,219**	(223,219)	-
Rock garden	10,000			(10,000)	-	-	-
	157,865	**61,432**	**(6,877)**	**10,800**	**223,219**	(223,219)	-
Unrestricted funds							
Unrestricted funds	283,603	180,786	(162,525)	(20,800)	**281,064**	(281,064)	-
Transfer between funds	-			10,000	**10,000**	(10,000)	-
	283,603	**180,786**	**(162,525)**	**(10,800)**	**291,064**	(291,064)	
Total funds	**441,467**	**242,218**	**(169,403)**	-	**514,283**	(514,283)	-

Notes to the accounts (continued)
For the 13-month period ended 31 March 2025

Comparative funds

	Balance at 1 Mar 2023 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28 Feb 2024 £
Restricted funds					
Arboretum Paths	131,166	23,622	(6,923)	-	**147,865**
Rock Garden	10,000	-	-	-	**10,000**
					-
	141,166	**23,622**	**(6,923)**	**-**	**157,865**
Unrestricted funds					
Unrestricted funds	168,007	202,424	(86,830)		**283,602**
					-
	168,007	202,424	(86,830)	-	**283,602**
Total funds	**309,173**	**226,046**	**(93,753)**	**-**	**441,467**

Arboretum fund includes specific donations received to support the work of the Arboretum.

None of the unrestricted funds have been designated for specific projects.

14 Analysis of net assets between funds

Fund balances at 31 March 2025 are represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	-	-	-
Current liabilities	-	-	-
Non-current liabilities	-	-	-
Total net assets	**-**	**-**	**-**

15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2024: £nil).

16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2024: £nil).

Notes to the accounts (continued)
For the 13-month period ended 31 March 2025

17 Contingent liabilities

There are no contingent liabilities that require disclosure.

18 Members liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

19 Related party transactions

There are no related party transactions during the period (2024: £ nil).
The Charity received £0 donations from trustees during the year (2024: £ nil).

20 Transfer of Activities

	Value reported by transferring company	Transfer out recognised
	£	£
Current assets		
Debtors	48,213	48,213
Cash at bank and in hand	938,004	938,004
Liabilities		
Creditors: Amounts falling due within one year	(445,278)	(445,278)
Creditors: Amounts falling due after more than one year	(26,656)	(26,656)
Net assets	**514,283**	**514,283**
Net Assets Analysis		
Restricted funds	223,219	223,219
Unrestricted funds	291,064	291,064
	514,283	**514,283**

On 31 March 2025, the Friends of the Oxford Botanic Garden and Arboretum charity transferred its assets and liabilities to the Chancellor, Masters and Scholars of the University of Oxford. The assets and liabilities were transferred with no fair value adjustments, as shown in the table above, for £nil consideration.

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

England & Wales - Charity number 1111939

Accounts

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

29 FEBRUARY 2024



Registered Charity No. 1111939

Registered Company No: 05547805

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

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THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT
FOR THE YEAR ENDED 29 FEBRUARY 2024

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 29 February 2024

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name:	The Friends of Oxford Botanic Garden and Arboretum
Charity number:	1111939
Patron:	His Royal Highness, King Charles III
President:	Lord Patten of Barnes
Constitution:	Memorandum and Articles of Association
Company registration number:	05547805
Registered and administrative office:	Oxford Botanic Garden Rose Lane Oxford OX1 4AZ Telephone: 01865 286690 Email: friends.administrator@obg.ox.ac.uk Web: www.botanic-garden.ox.ac.uk
Secretary:	Professor Simon Hiscock
Accountants:	Wenn Townsend, 30 St Giles', Oxford OX1 3LE
Bankers	CAF Bank Ltd, West Malling, Kent HSBC, Oxford

DIRECTORS

The Directors who served on the Board of the company during the year were as follows (note that changes to the Board were made at the AGM on July 6 2023 – see below):

Mrs Anna Nasmyth, Secretary (March 1 2023 – July 6 2023)
Professor Simon Hiscock, Acting Secretary (July 7 2023 – February 29 2024)
Sarah Taylor, Chair (March 1 2023 – July 6 2023)
Professor John Geddes, Acting Chair (July 7 2023 – February 29 2024)
Mrs Hemlata Bountra, Treasurer (March 1 2023 – July 6 2023)
Mr Marius Apetrei, Treasurer (July 7 2023 – February 29 2024)
Dr Rebecca Mather (March 1 2023 – July 6 2023)
Mrs Helen Potts (March 1 2023 – July 6 2023)
Mrs Seonaid Danziger (March 1 2023 – July 6 2023)
Ms Diana Naumann (March 1 2023 – July 6 2023)

The administrator to the Directors of The Friends of Oxford Botanic Garden & Harcourt Arboretum was Miss Grace Denton-Spalding (March 1 2023 - 31 October 2023) and Mr Christopher Shakespeare (from November 21 2023).

Details of the Directors of The Friends are set out below:

Marius Apetrei, appointed in July 2023, is since July 2023 responsible for financial administration as Treasurer. He is a Chartered Accountant and currently works as Divisional Financial Controller (UAS & GLAM) for the University of Oxford.

Hemlata Bountra, appointed in 2013, was responsible for financial administration as Treasurer for the period March 1 2023 – July 6 2024. She is a Chartered Accountant and currently works at St Hilda's College, Oxford. Before coming to Oxford, she had a similar role at Murray Edwards College in Cambridge. Previous finance roles included stints in the hospitality, e-commerce and manufacturing industry.

Seonaid Danziger, appointed in 2020, is a mathematician and keen photographer who moved from teaching maths, chemistry and computer science to working in IT for the NHS. She served for 20 years as a lay Magistrate on the Oxford bench with a specialist role in Youth Courts. When she retired from the bench, she was appointed a School Governor, and subsequently became a trustee of the Northern House Schools Academy Board. She was for many years editor of the Friends' e-bulletin. She has now taken on the role of managing the volunteers for the Friends, recruiting and organising and matching volunteers to roles for events.

John Geddes, appointed in July 2023 is currently serving as Acting Chairman. He is WA Handley Professor of Psychiatry and a former Head of the Department of Psychiatry, University of Oxford, where his research focuses on the development and evaluation of treatments for people with bipolar and mood disorders. He is Director of Research and Development for Oxford Health NHS Foundation Trust, for which he has senior budgetary responsibility, provides strategic direction and is accountable to both University and Trust. He is Chair of the Visitors to Oxford Botanic Garden and Arboretum.

Simon Hiscock, appointed in 2018, is Director of the Oxford Botanic Garden and Arboretum and since July 2023, has been serving as acting Company Secretary. Simon read Botany at Worcester College Oxford and gained his DPhil at Oxford in 1993. In 2000 he moved to the University of Bristol as a lecturer in Plant Sciences. He was subsequently promoted to Reader (2003) and Professor of Botany in 2007 and served as Director of the Bristol Botanic Garden from 2000-2015. He returned to Oxford in July 2015 to take up his current post and a Fellowship at Christ Church. Simon is a trustee and Scientific Secretary of the Linnean Society of London and a trustee of the New Phytologist Trust. He is Editor in Chief of Plants, People, Planet, an open-access interdisciplinary plant science journal.

Rebecca Mather, appointed in 2016, is responsible for membership recruitment. She has lived and worked in Oxford since 1971 where she trained as a doctor and was Consultant Psychiatrist for 23 years, retiring from clinical practice in 2013. She was Associate Dean at Oxford Deanery for Postgraduate Medical and Dental education until 2016 and is a Trustee for Rose Hill Junior Youth Club. She gardens in Oxford and Cornwall.

Anna Nasmyth, appointed in 2009, was Company Secretary until July 2023. After a career in publishing in the UK and USA, Anna moved with her family to Vienna and became involved in the Mendel Centre in Brno, Czech Republic, first as Project Manager and then as the Chief Executive Officer. The Mendel Centre established the Mendel Museum of Genetics in Brno and set up an annual lecture series, The Mendel Lectures. She is also a trustee of Mila.

Diana Nauman, appointed in 2021 has been actively involved in the Friends since 2014 as a member of the Garden Visits team. Diana trained as a drama teacher and spent her early career teaching in London. More recently she spent 15 years co-ordinating key University events.

Helen Potts, appointed in 2019, is responsible for the Bobarts' Patron group. She moved to Oxford in 2007 and has been a trustee of the Rose Hill Advice Centre and Chairman of the Friends of St Mary's, Iffley. She joined the Worshipful Company of Gardeners in 2014, taking Livery in 2015. As a Court Assistant, she sits on two committees: Communications & External Affairs and Election & Membership Affairs. She has opened her garden as part of Iffley Village's NGS day each year since 2009.

Sarah Taylor, appointed in 2005, served as Chairman from 2017 – July 2023. She helps with activities for the Danby Group and is a member of the Visitors. She studied biochemistry at Oxford then worked as a fund manager for Phillips and Drew and Union Bank of Switzerland. She retired in 1991 to become a mother. Since 2000 she and her husband have restored the Tudor house at Rycote, near Thame, and have created a new garden there. Her other charity involvements include the League of Friends of Thame Community Hospital and Sylva Foundation, which she chairs, The Oxfordshire Victoria County History Trust and Oxford Lieder festival of which she is a trustee. She was High Sheriff of Oxfordshire 2016-2017.

Prior to the incorporation as a company limited by guarantee in August 2005, The Friends was a registered charity and its affairs were managed by a Council. Sarah Taylor (1997), Jennie Turner (1999), Mary Isaac (2000) and Richard Mayou (2002) were appointed to the Council of The Friends in the years shown.

AIMS

The aims of The Friends of Oxford Botanic Garden and Arboretum are to support and assist the work of the Oxford Botanic Garden and Arboretum (OBGA, sometimes 'The Garden'). OBGA/The Garden, part of Oxford University, has objectives which benefit both the University, the wider academic community, international plant conservation and the general public. These are to make the plant collections:

- a focus for research, teaching and collections-based scholarship within the University;
- a research resource for a wide range of external scholarly users, nationally and internationally;
- a facility for communication and interaction between the University and the public;
- an educational resource for schools and for tertiary educational institutions;
- a focus for plant conservation, both nationally and internationally in accordance the Garden's commitment to the Global Strategy for Plant Conservation;
- a catalyst for lifelong learning and cultural recreation in the immediate region, and for national and international visitors; and
- an active contributor to the cultural and economic development of the region.

The Garden was formed as a 'Physic Garden' in 1621 and is the oldest botanic garden in the UK. It has a long history of serving both the University and the public with its research, teaching, plant conservation, educational and recreational themes. The Arboretum at Nuneham Courtenay became part of Oxford Botanic Garden in 1963, hence the department is known as Oxford Botanic Garden and Arboretum (OBGA).

OBGA participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum, the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its apprenticeship scheme OBGA makes a major contribution to the creation of the next generation of horticulturalists and arboriculturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the year 2023/24 there were 231,774 visitors to the two facilities (2022/23: 204,403) – an increase of 27,371 (14%) and above pre-pandemic highs. Since February, visitor numbers have continued to increase at both the Garden and Arboretum.

The Directors (Trustees) have a duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance in section 17(5) of the 2011 Charities Act, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty.

STRUCTURE, GOVERNANCE AND RISK MANAGEMENT

The Friends of the Oxford Botanic Garden and Arboretum is a registered charity and a company limited (by guarantee. The Friends are governed by a Memorandum and Articles of Association and managed by a Board of Directors. The Directors are charity trustees as defined by Section 177 of the Charities Act 2011.

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three-year term of office. Since September 2018, this post is held by Professor Simon Hiscock; Director of the University of Oxford Botanic Garden and Arboretum. Under the Articles of Association, other Directors shall include the officers of The Friends, namely the Chairman (Professor John Geddes) and the Treasurer (Mr Marius Apetrei).

The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year. Management of membership recruitment and publicity, special events and visits to private gardens is delegated to small groups of volunteers. During the year all the members of these small groups met three times with the Directors as the Forum of The Friends. An administrator who is a University employee supports The Friends on a full time or part time basis.

The accounts are examined each year by an independent firm of chartered accountants. The major risks to which the charity is exposed have been reviewed. The Directors are satisfied that procedures are in place to mitigate the risks so far as is possible.

ACHIEVEMENTS AND PERFORMANCE

It was a successful year for the Friends.

The Friends continue to provide financial and volunteer support to the Botanic Garden and Arboretum. They benefit from close relationships with OBGA staff and from enthusiastic help from many members.

Friends' funding has supported the installation of parkland rail fencing at the Arboretum and the ongoing restoration of the Serpentine Ride, as well as new plants and interpretation at the Botanic Garden.

There appeared to be a small decrease in membership from 3,218 to 2,946, which, following a thorough membership audit, appears to reflect past overcounting, because in previous years people were counted rather than memberships (i.e. one joint membership = two people). We are now rationalising the membership scheme with a view to increase numbers in line with other botanic gardens.

Programme and events

Friends of OBGA receive membership benefits unrivalled by other UK botanic gardens. Over the past years all of the normal activities, including events for the Friends and Patrons' groups, garden visits and fund-raising activities and events such as May Morning, an opera, and seasonal parties, as well as drinks receptions linked to botanical highlights (such as the night-flowering cactus) were well-supported by the members.

Administration

The database (RaisersEdge) installed in 2020 makes compliance with GDPR easier, gives flexibility in communication with and administration of members and allows the purchase of membership online; it also allows for booking garden visits online. However, it is not a database used by the other institutions in GLAM/the University so is not compatible with University systems. When the charity is merged with the University, the University's systems will be used to improve the operational efficiency for the Friends membership and allow simpler accounting processes.

Fund-raising
The Friends raise funds from membership subscriptions, special events, visits to third party gardens, legacy donations and from occasional appeals for specific OBGA projects for which alternative funding is not available.

During 2019 the Friends launched an appeal to improve the paths at the Arboretum to make this more accessible for all. This appeal was launched to mark the 400th anniversary of the Botanic Garden, which was celebrated under pandemic restrictions in 2021 (including a visit from the Patron, HRH Prince Charles, now King Charles III) and celebrated fully in 2022. The appeal also supports the Garden and Arboretum's wider strategy for a visitor centre at the Arboretum. To date the appeal has raised £538,184 towards its target of £750,000. As well as asking Friends for donations, applications have been and are being made to grant making trusts for funds.

The Directors continue to make increasing subscription income a priority. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions, are being increased.

Visits to other gardens by members of The Friends and by the Bobarts Patrons' Group are very popular with many being fully booked and there is often a waiting list. May Morning and New College Opera are also well supported.

Grant making
Funds generated, net of costs, are transferred to OBGA to support the strategies and priorities of the Director the Board of Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the OBGA Senior Team from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Botanic Garden and Arboretum. During the year 2023/2024, there were no new grants awarded to OBGA (2022/2023: £73,397), but awards made in previous years were still active and used to support collections development at the Botanic Garden and Arboretum and in support of education.

Volunteers
In addition to the considerable voluntary input to the work of The Friends, volunteers play an increasingly large role at both the Botanic Garden and Arboretum in gardening and other tasks.

Administration and Communication:
The Friends Charity has a very happy and fruitful working relationship with the Director of OBGA, Professor Simon Hiscock and has been pleased and excited to support the first stages of his ambitious plans for both the Botanic Garden and Arboretum. We are planning considerable support for numerous projects in the coming years. To help reduce costs, Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 82% of Friends now pay by Direct Debit and 86% have authorised communication by email, including the e-bulletin, and 29% have elected to receive the Newsletters by email. The Friends continue to benefit from the very considerable voluntary work of members of Forum and other Friends.

Benefits to Friends:
Friends benefit from unlimited access to the Botanic Garden and Arboretum as well as the opportunity to join specially organised visits. Three high quality, 16-page A4 Newsletters are sent to the Friends each year, electronically and/or in hardcopy. Whilst these Newsletters are produced primarily for the Friends, they are also available to the public in hard copy at the Garden shop and through The Friends' website. Those Friends who have registered their email address with the Garden office receive e-bulletins three times a year between issues of the Newsletters. The Friends' website is part of the Garden website and continues to be enhanced. The Friends also have reciprocal visiting rights at certain other UK gardens. The monthly Coffee Mornings incorporating tours of the Garden or Arboretum led by OBGA staff are very popular and attract 60-80 people per session depending on the weather.

FINANCIAL REVIEW

Income:
Subscription income, excluding Gift Aid tax refunds, amounted to £122,386 (2023: £134,085). Revenue from garden visits and special events, excluding running costs, was £54,158 (2023: £50,330). Other income, including donations and claimable Gift Aid, totalled £28,702 (2023: £104,704). Additionally, investment income was £20,800 (2023: £2,813).

Expenditure:
Governance and communication costs were £66,182 (2023: £40,985) for the year. Material items include £39,789 relating to administrative support services provided by OBGA for the Friends, £9,240 legal fees to provide counsel on the merger between the Friends Charity and the University while £7,015 supported the IT functions and £8,258 to produce and circulate the Friends Newsletters to its members three times a year.

Cash:
The total cash held at 29 February 2024 was £849,067 (2023: £815,664) of which £300k continues to be ringfenced to fund the Arboretum Paths while a further £106k is expected to match-fund costs incurred by OBGA that is associated with various OBGA activities. As agreed, The Friends maintain a minimum of £30,000 under the reserves policy as set out in the next paragraph.

Reserves policy:
It is the policy of The Friends to maintain unrestricted general funds, which are the free reserves of the company, in excess of £30,000 at all times. The minimum level of these reserves should be available as accessible cash deposits. This allows The Friends to be able to respond immediately to requests by OBGA for grants in order that the it may secure third party matching funds. This minimum level of unrestricted funds should also allow all commitments to be met in the unlikely event of The Friends ceasing to exist. Unrestricted funds were maintained above this level throughout the year.

FUTURE PLANS
It was agreed at the AGM on July 6th 2023 that it would be in the best interests of the Friends (and OBGA) for the Friends Charity to merge its operations with OBGA/The University of Oxford. It was considered that this move, in line with previous decisions taken by the Friends of the Ashmolean Museum and Bodleian Library, would improve the efficiency and effective operations of the Friends for the benefit of the membership and its core objectives in support of OBGA. At that meeting, then Directors: Sarah Taylor, Anna Nasmyth, Hemlata Bountra, Helen Potts, Rebecca Mather, Seonaid Danziger and Diana Naumann resigned and new University Directors Professor John Geddes and Marius Apetrei were elected to join Professor Simon Hiscock.

Since then, the new Directors have been overseeing the merger of the Friends into OBGA/The University of Oxford administrative framework. To this end, they have been taking legal advice on behalf of the Friends Charity from BDB Pitmans LLP to ensure that the merger proceeds in line with Charity Commission and Companies House rules and in the interests of the membership. At the same time OBGA/the University has been receiving legal advice from University Legal Services to ensure the merger proceeds in the interests of

the University. Both legal teams have agreed on a process for the merger and the Directors are following this agreed process.

The Directors continue to be pleased with the fundraising campaign to raise £750k towards improvements to the paths (see above) at the Arboretum and former Director and Chair of the Board, Sarah Taylor, will continue to lead the campaign to its completion.

Vigorous efforts continue to be made to increase membership income. The realisation of present plans and a higher public profile will provide opportunities to increase membership and income. Directors are working very closely with OBGA staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Botanic Garden and Arboretum.

GOING CONCERN
The Directors are not aware of any reasons that the charitable company will not continue in its activities during the next 12 months albeit under the full administration of OBGA as part of the GLAM division of the University of Oxford (see above).

FRIENDS AND VOLUNTEERS
The Friends Charity depends upon the continuing financial generosity of its members. That support is valued and appreciated and allows The Friends to help the Garden to continue to develop for the benefit of the University and the general public. The Friends also relies on the time and effort given by its many voluntary helpers. The response to the request for new volunteers has been very positive and we are most grateful to those who have stepped forward. The Directors of The Friends and the OBGA management and staff are indebted to all those who give their time freely in support of the activities of The Friends.

STATEMENT OF DIRECTORS' RESPONSIBILITIES
The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

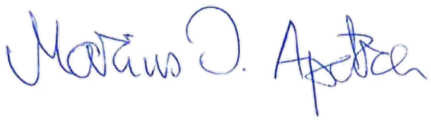
REPORTING ACCOUNTANTS
At the Annual General Meeting held on 6 July 2023 Wenn Townsend Audit LLP were appointed to act as reporting accountants for the accounts to 29 February 2024

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Registered office:
Oxford Botanic Garden and Arboretum
Rose Lane
Oxford
OX1 4AZ

Signed by order of the Directors



Marius Apetrei
Company Treasurer

Date: 24 September 2024

THE FRIENDS OF OXFORD BOTANIC GARDENS & ARBORETUM

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF FRIENDS OF OXFORD BOTANICAL GARDEN & ARBORETUM

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2024 which are set out on pages 11 to 18.

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

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.

A Rodzynski

Andrew Rodzynski ACA
Wenn Townsend
Institute of Chartered Accountants in England and Wales
30 St Giles
Oxford
OX1 3LE

24 September 2024

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 29 February 2024

(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Income and endowments from:					
Donations and subscriptions	2	150,439	649	**151,088**	**238,789**
Charitable activities	4	31,185	22,973	**54,158**	**50,330**
Investment income	5	20,800	-	**20,800**	**2,813**
Total income		202,424	23,622	**226,046**	**291,932**
Expenditure on:					
Raising funds	6	(20,647)	(6,923)	**(27,570)**	**(23,072)**
Charitable activities	7	-	-	**-**	**(73,397)**
Other	8	(66,183)	-	**(66,183)**	**(40,985)**
Total		(86,830)	(6,923)	**(93,753)**	**(137,454)**
Net income / (expenditure) before transfers		115,595	16,699	**132,293**	**154,478**
Transfers between funds			-	**-**	**-**
Net income / (expenditure) for the period		115,595	16,699	**132,293**	**154,478**
Net movement in funds		115,595	16,699	**132,293**	**154,478**
Reconciliation of Funds					
Funds brought forward at 1 March 2023		168,007	141,166	**309,173**	**154,695**
Funds carried forward at 29 February 2024		283,602	157,865	**441,466**	**309,173**

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

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL POSITION
For the year ended 29 February 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Current assets					
Debtors	10	**56,883**		**35,533**	
Cash at bank and in hand		**849,067**		**815,664**	
		905,950		**851,197**	
Liabilities					
Creditors: Amounts falling due within one year	11	**(435,209)**		**(513,265)**	
Net current assets			**470,741**		**337,932**
Total assets less current liabilities			**470,741**		**337,932**
Creditors: Amounts falling due after more than one year	12		**(29,274)**		**(28,759)**
Net assets			**441,467**		**309,173**
Total net assets			**441,467**		**309,173**
Funds:	13				
Restricted funds			**157,865**		**141,166**
Unrestricted funds			**283,602**		**168,007**
Total funds			**441,467**		**309,173**

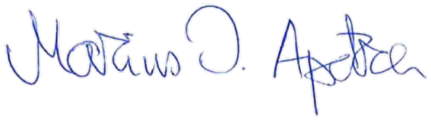
For the financial year ended 29 February 2024, the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge the responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of the accounts.

These accounts 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 and authorised for issue on 24 September 2024 and are signed on their behalf by: Marius Apetrei, Company Treasurer



The Friends of Oxford Botanic Gardens & Arboretum

Notes to the accounts
For the year ended 29 February 2024

1 Statement of Accounting Policies

Basis of accounting
The financial statements have been prepared in accordance with United Kingdom Accounting Standards, in particular 'FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).

The Friends are a public benefit entity for the purposes of FRS 102 and a registered charity and have therefore also prepared the financial statements in accordance with 'The Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with FRS 102' (The Charity SORP (FRS 102)).

The financial statements have been prepared on a going concern basis and on the historical cost basis; the principal accounting policies adopted are set out below and have been applied consistently throughout the year.

Cash Flow Statement
The Trustees are exempt from producing a cash flow statement under section 7 of FRS 102.

Incoming resources
Incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified within reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers or donated facilities. Fees received for life membership are released in equal amounts to incoming resources over 20 years, commencing in the year of receipt of the subscription.

Other membership fees are recognised in the year of receipt. Income and expenditure related to fund raising activities are recognised in the year that the activity occurred.

Interest receivable for the year on bank deposits is based on accrued interest during the financial year. Tax refunds are included on the basis of the gift aid claim submitted to HMRC after the end of the year for which the accounts are being prepared.

Resources expended
All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Fixed assets and depreciation
The Charity has no fixed assets.

Taxation
The Friends is a registered charity and is exempt from tax on income and gains. It is not registered for Value Added Tax (VAT).

Funds accounting
General funds are classed as unrestricted which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and have not been designated for other purposes. Designated funds comprise of unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of any designated fund is set out in the notes to the financial statements. Restricted funds are to be used in accordance with specific restrictions imposed by donors or have been raised by the charity for particular purposes.

Notes to the accounts (continued)
For the year ended 29 February 2024

2 Income from donations and legacies

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Donations	4,404	649	**5,053**	**75,827**
Legacies	-	-	**-**	**600**
Membership subscriptions (excl gift aid)	122,386	-	**122,386**	**134,085**
Gift aid	23,649	-	**23,649**	**28,277**
	150,439	649	**151,088**	**238,789**

3 Membership

	Total 2024 number	Total 2023 number
Single	**1,093**	**1,207**
Joint	**1,518**	**1,668**
Single + 1	**42**	**45**
Bobart Single	**38**	**39**
Bobart Joint	**44**	**46**
Life Single	**99**	**99**
Life Joint	**98**	**94**
Danby Single	**4**	**6**
Danby Joint	**10**	**14**
	2,946	**3,218**

4 Charitable activities

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Visits to gardens	30,983	-	**30,983**	**23,805**
Concerts, opera	-	13,320	**13,320**	**13,241**
Other activities	202	9,653	**9,855**	**13,284**
	31,185	22,973	**54,158**	**50,330**

5 Income from investments

	Total 2024 £	Total 2023 £
Bank interest	**20,800**	**2,813**

Notes to the accounts (continued)
For the year ended 29 February 2024

6 Raising funds

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Visits to gardens	16,908	-	**16,908**	**13,903**
Concerts, opera	-	5,618	**5,618**	**5,211**
Other activities	3,739	1,264	**5,003**	**743**
Plant sale	-	41	**41**	**51**
All about trees	-	-	**-**	**2,879**
Paths appeal	-	-	**-**	**285**
	20,647	6,923	**27,570**	**23,072**

7 Other expenditure

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Grants to Oxford Botanic Garden & Arboretum	-	-	**-**	**73,397**
	-	-	**-**	**-**
	-	-	**-**	**73,397**

**There were no new grants awarded to OBGA during the 2023/24 financial year.*

8 Other costs

	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £	Total 2023 £
Newsletters	4,385	-	**4,385**	**13,202**
General postage	3	-	**3**	**1,037**
Printing and stationery	3,723	-	**3,723**	**3,145**
Software fees and IT support	7,015	-	**7,015**	**7,344**
Administration & other costs	49,177	-	**49,177**	**14,697**
Governance - independent examination fee	1,880	-	**1,880**	**1,560**
	66,183	-	**66,183**	**40,985**

9 Staff Costs

	2024 £	2023 £
Staff costs during the period were:		
Wages and salaries	**-**	**-**
Social security costs	**-**	**-**
Defined contribution pension costs	**-**	**-**
	-	**-**

The trustees neither received nor waived any remuneration during the year (2023: £0).

Notes to the accounts (continued)
For the year ended 29 February 2024

10 Debtors

	2024	2023
	£	£
Gift aid debtor	**23,411**	**28,260**
Other debtors	**432**	**1,200**
Other Prepayments and accrued income	**33,040**	**6,073**
	56,883	**35,533**

11 Creditors: amounts falling due within one year

	2024	2023
	£	£
Grants payable	**410,686**	**506,570**
Accruals and deferred income	**24,523**	**6,695**
	435,209	**513,265**

12 Creditors: amounts falling due in greater than one year

	2024	2023
	£	£
Life membership subscriptions	**29,274**	**28,759**
	29,274	**28,759**

13 Funds

	Balance at 1 March 2023	Income	Expenditure	Gains, losses and transfers	Balance at 29-Feb 2024
	£	£	£	£	£
Restricted funds					
Arboretum Paths	131,166	23,622	(6,923)		**147,865**
Rock garden	10,000				**10,000**
	141,166	**23,622**	**(6,923)**	**-**	**157,865**
Unrestricted funds					
Unrestricted funds	168,007	202,424	(86,830)		**283,602**
Transfer between funds	-			-	**-**
	168,007	**202,424**	**(86,830)**	**-**	**283,602**
Total funds	**309,173**	**226,046**	**(93,753)**	**-**	**441,467**

Comparative funds

	Balance at 1 Mar 2022 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28 Feb 2023 £
Restricted funds					
Arboretum Paths	19,996	82,760	(9,169)	37,579	**131,166**
Rock Garden	10,000	-	-	-	**10,000**
					-
	29,996	**82,760**	**(9,169)**	**37,579**	**141,166**
Unrestricted funds					
Unrestricted funds	124,699	209,172	(128,285)	(37,579)	**168,007**
					-
	124,699	209,172	(128,285)	(37,579)	**168,007**
Total funds	**154,695**	**291,932**	**(137,454)**	**-**	**309,173**

The Arboretum Paths fund includes specific donations received to support the work of the Arboretum.

None of the unrestricted funds have been designated for specific projects.

14 Analysis of net assets between funds

Fund balances at 29 February 2024 are represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	337,399	568,551	**905,950**
Current liabilities	(24,523)	(410,686)	**(435,209)**
Non-current liabilities	(29,274)	-	**(29,274)**
Total net assets	**283,602**	**157,865**	**441,467**

15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2023: £nil).

16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2023: £nil).

17 Contingent liabilities

There are no contingent liabilities that require disclosure.

18 Members liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

19 Related party transactions

There are no related party transactions during the period (2023: £ nil).

The Charity received £0 donations from trustees during the year (2023: £45,000). No conditions were attached to these donations.

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

England & Wales - Charity number 1111939

Accounts

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

28 FEBRUARY 2023

Registered Charity No. 1111939

Registered Company No: 05547805

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

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THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2023

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 28 February 2023

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name:	The Friends of Oxford Botanic Garden and Arboretum
Charity number:	1111939
Patron:	His Royal Highness, King Charles III
President:	Lord Patten of Barnes
Constitution:	Memorandum and Articles of Association
Company registration number:	05547805
Registered and administrative office:	Oxford Botanic Garden Rose Lane Oxford OX1 4AZ Telephone: 01865 286690 Email: friends.administrator@obg.ox.ac.uk Web: www.botanic-garden.ox.ac.uk
Secretary:	Mrs Anna Nasmyth
Accountants:	Wenn Townsend, Oxford
Bankers	CAF Bank Ltd, West Malling, Kent HSBC, Oxford

DIRECTORS

The Directors who served on the Board of the company during the year were as follows:

Mrs Anna Nasmyth, Secretary
Mrs Sarah Taylor, Chair
Mrs Hemlata Bountra, Treasurer
Dr Rebecca Mather
Professor Simon Hiscock
Mrs Helen Potts
Mrs Seonaid Danziger
Ms Diana Naumann

The administrator to the Directors of The Friends of Oxford Botanic Garden & Harcourt Arboretum is Grace Denton-Spalding.

Details of the Directors of The Friends are set out below:

Hemlata Bountra, appointed in 2013, is responsible for financial administration as Treasurer. She is a Chartered Accountant and currently works at St Hilda's College, Oxford. Before coming to Oxford, she had a similar role at Murray Edwards College in Cambridge. Previous finance roles included stints in the hospitality, e-commerce and manufacturing industry.

Seonaid Danziger, appointed in 2020, is a mathematician and keen photographer who moved from teaching maths, chemistry and computer science to working in IT for the NHS. She served for 20 years as a lay Magistrate on the Oxford bench with a specialist role in Youth Courts. When she retired from the bench, she was appointed a School Governor, and subsequently became a trustee of the Northern House Schools Academy Board. She was for many years editor of the Friends' e-bulletin. She has now taken on the role of managing the volunteers for the Friends, recruiting and organising and matching volunteers to roles for events.

Simon Hiscock, appointed in 2018, is Director of the Oxford Botanic Garden and Arboretum. Simon read Botany at Worcester College Oxford and gained his DPhil at Oxford in 1993. In 2000 he moved to the University of Bristol as a lecturer in Plant Sciences. He was subsequently promoted to Reader (2003) and Professor of Botany in 2007 and served as Director of the Bristol Botanic Garden from 2000-2015. He returned to Oxford in July 2015 to take up his current post and a Fellowship at Christ Church. Simon is a trustee and Scientific Secretary of the Linnean Society of London and a trustee of the New Phytologist Trust. He is Editor in Chief of Plants, People, Planet, an open-access interdisciplinary plant science journal.

Rebecca Mather, appointed in 2016, is responsible for membership recruitment. She has lived and worked in Oxford since 1971 where she trained as a doctor and was Consultant Psychiatrist for 23 years, retiring from clinical practice in 2013. She was Associate Dean at Oxford Deanery for Postgraduate Medical and Dental education until 2016 and is a Trustee for Rose Hill Junior Youth Club. She gardens in Oxford and Cornwall.

Anna Nasmyth, appointed in 2009, is Company Secretary. After a career in publishing in the UK and USA, Anna moved with her family to Vienna and became involved in the Mendel Centre in Brno, Czech Republic, first as Project Manager and then as the Chief Executive Officer. The Mendel Centre established the Mendel Museum of Genetics in Brno and set up an annual lecture series, The Mendel Lectures. She is also a trustee of Mila.

Diana Naumann, appointed in 2021 has been actively involved in the Friends since 2014 as a member of the extraordinarily productive and creative Garden Visits team. Diana trained as a drama teacher and spent her early career teaching in London. More recently she spent 15 years co-ordinating key University events. Her involvement with the Friends came from a chance conversation with Timothy Walker.

Helen Potts, appointed in 2019, is responsible for the Bobarts Patron group. She moved to Oxford in 2007 and has been a trustee of the Rose Hill Advice Centre and Chairman of the Friends of St Mary's, Iffley. She joined the Worshipful Company of Gardeners in 2014, taking Livery in 2015. As a Court Assistant, she sits on two committees: Communications & External Affairs and Election & Membership Affairs. She has opened her garden as part of Iffley Village's NGS day each year since 2009.

Sarah Taylor, appointed in 2005, helps with activities for the Danby Group and is a member of the Visitors. She studied biochemistry at Oxford then worked as a fund manager for Phillips and Drew and Union Bank of Switzerland. She retired in 1991 to become a mother. Since 2000 she and her husband have restored the Tudor house at Rycote, near Thame, and have created a new garden there. Her other charity involvements include the League of Friends of Thame Community Hospital and Sylva Foundation, which she chairs, The Oxfordshire Victoria County History Trust and Oxford Lieder festival of which she is a trustee. She was High Sheriff of Oxfordshire 2016-2017.

Prior to the incorporation as a company limited by guarantee in August 2005, The Friends was a registered charity and its affairs were managed by a Council. Sarah Taylor (1997), Jennie Turner (1999), Mary Isaac (2000) and Richard Mayou (2002) were appointed to the Council of The Friends in the years shown.

AIMS

The aims of The Friends of Oxford Botanic Garden and Arboretum are to support and assist the work of the Oxford Botanic Garden and Arboretum ('the Garden'). The Garden, part of Oxford University, has objectives which benefit both the University and the general public. These are to make the plant collections:

- a focus for research, teaching and collection based scholarship within the University;
- a research resource for a wide range of external scholarly users, nationally and internationally;
- a facility for communication and interaction between the University and the public;
- an educational resource for schools and for tertiary educational institutions;
- a catalyst for lifelong learning and cultural recreation in the immediate region, and for national and international visitors; and
- an active contributor to the cultural and economic development of the region.

The Garden was formed in 1621 and is the oldest botanic garden in the UK. It has a long history of serving both the University and the public with conservation, educational and recreational themes.

The Garden participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum, the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its staff trainee scheme the Garden makes a major contribution to the creation of the next generation of horticulturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the year there were 204,403 (2022:181,330) visitors to the two facilities. Visitor numbers have continued to increase at both the Garden and Arboretum.

The Trustees are mindful of their duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance in section 17(5) of the 2011 Charities Act, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty.

STRUCTURE, GOVERNANCE AND RISK MANAGEMENT

The Friends of the Oxford Botanic Garden and Arboretum is a registered charity and a company limited (by guarantee. The Friends are governed by a Memorandum and Articles of Association and managed by a Board of Directors. The Directors are charity trustees as defined by Section 177 of the Charities Act 2011.

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three-year term of office. Since September 2018, this post is held by Mr Simon Hiscock; Director of the University of Oxford Botanic Garden and Arboretum.

The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year.

Management of membership recruitment and publicity, special events and visits to private gardens is delegated to small groups of volunteers. During the year all the members of these small groups met three times with the Directors as the Forum of The Friends.

An administrator who is a University employee supports The Friends on a full time basis.

The accounts are examined each year by an independent firm of chartered accountants. The major risks to which the charity is exposed have been reviewed. The Directors are satisfied that procedures are in place to mitigate the risks so far as is possible.

ACHIEVEMENTS AND PERFORMANCE

It was a good year for the Friends, with all of the normal activity, of garden visits and fund-raising events. These were well supported by the members. In addition, both the Garden and Arboretum had increased visitors numbers. There was as a small decrease in membership from 3,470 to 3,218 which is disappointing and we are hopeful for a swift return to pre-Covid levels.

The Friends continue to provide financial and volunteer support to the Garden. They benefit from close relationships with Garden and Arboretum staff and from enthusiastic help from many members.

The database installed in 2020 makes compliance with GDPR easier, gives far more flexibility in communication with and administration of members and allows the purchase of membership online. It will in due course also allow for booking garden visits online.

Fund raising

The Friends raise funds from membership subscriptions, visits to third party gardens, special events, legacy donations and from occasional appeals for specific Garden projects for which alternative funding is not available.

During 2019 the Friends launched an appeal to improve the paths at the Arboretum to make this more accessible for all. This appeal was launched to mark the 400th anniversary of the Botanic Garden, which was to be celebrated in 2021. The appeal also supports the Garden and Arboretum's wider strategy for a visitor centre. To date the appeal has raised £431,166. In addition £54,639 has been received directly by the University development office. The target is £750,000. As well as asking Friends for donations, applications are being made to grant making trusts for funds.

The Directors continue to make increasing subscription income a priority. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions, are being increased.

Visits to other gardens by members of The Friends and by the Bobarts Group are hugely popular and many are fully booked and there is often a waiting list. May morning and New College Opera are also well supported.

Over the last 10 years, The Friends have raised £2.52m and made grants to the Garden totalling £1.75m.

Grant making
Funds generated, net of costs, are transferred to the Botanic Garden to support the strategies and priorities of the Director of the Garden and the Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the Garden representatives from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Garden. During the year, a total of £73,397 (2022: £358,821) was committed to the Garden for the following purposes:

	2023 £	2022 £
Improvement of facilities	29,040	305,800
Staff development	3,411	-
Plant collection management	17,398	7,601
Public educational programmes	-	19,520
Equipment & other items	23,548	25,900

The main grants were for park railing at the Arboretum, continuing enhancement of the plant collections for research and staff professional development. In addition, The Friends supported the costs of the 400th anniversary celebrations.

Volunteers
In addition to the considerable voluntary input to the work of The Friends, volunteers play an increasingly large role at both the Garden and Arboretum in gardening and other tasks.

Administration and Communication:
We have a very happy and fruitful working relationship with the Director, Professor Simon Hiscock and have been pleased and excited to have been able to support the first stages of his ambitious plans for both the Botanic Garden and Arboretum. We are planning considerable support for numerous projects in the years beyond the 400th anniversary. To help reduce costs Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 82% of Friends now pay by Direct Debit and 86% have authorised communication by email, including the e-bulletin, and 29% have elected to receive the Newsletters by email. The Friends continue to benefit from the very considerable voluntary work of members of Forum and other Friends.

Benefits to Friends:
Friends benefit from the opportunity to join specially organised visits, as well as priority booking for special events and Garden adult education programmes. Three Newsletters are sent to the Friends each year. Whilst these Newsletters are produced primarily for the Friends, they are also available to the public in hard copy at the Garden shop and through The Friends' website. Those Friends who have registered their email address with the Garden office receive e-bulletins three times a year between issues of the Newsletters. The Friends' website is part of the Garden website and continues to be enhanced. The Friends also have reciprocal visiting rights at certain other UK gardens. The monthly Coffee Mornings with Garden tours are very popular.

FINANCIAL REVIEW

Income:
Subscription income, excluding Gift Aid tax refunds was £134,085 (2022: £123,037), Contribution from garden visits and special events was £27,258 (2022: £11,788). Other income included donations of £62,635 (2022: £100,668). Most of these donations were for the paths appeal. In addition, there was investment income of £2,813 (2022: £91).

Expenditure:
Grants totalling £73,397 (2022: £358,821) were made to the Garden. Governance and communication costs were £40,985 (2022: £55,232). The costs in 2022 were higher as a new database was introduced to manage the membership and streamline the administrative processes. Most of the costs of The Friends relate to the production and circulation of the Garden Newsletter to Friends three times a year and administrative support.

Cash:
The total cash held at 28 February 2023 was £814,664 (2022: £349,926). The large increase in cash is due to donations to the paths appeal held on deposit by The Friends, until the project starts and the funds are drawn down by the university. In addition £189,000 has been committed to the Gardens and will be spent in the coming year. As agreed, The Friends maintain a minimum of £30,000 under the reserves policy as set out in the next paragraph.

Reserves policy:
It is the policy of The Friends to maintain unrestricted general funds, which are the free reserves of the company, in excess of £30,000 at all times. The minimum level of these reserves should be available as accessible cash deposits. This allows The Friends to be able to respond immediately to requests by the Garden for grants in order that the Garden may secure third party matching funds. This minimum level of unrestricted funds should also allow all commitments to be met in the unlikely event of The Friends ceasing to exist. Unrestricted funds were maintained above this level throughout the year.

HISTORICAL RECORD
The growth in membership and financial record of The Friends over the last five years is set out below:

	Membership	Funds raised (net of event costs)			Grants made
		Appeals	Other	Total	
		£000	£000	£000	£000
2018	3,317	-	220	220	176
2019	3,537	-	199	199	192
2020	3,402	163	136	299	133
2021	3,302	64	119	183	120
2022	3,470	110	97	207	358
2023	3,218	120	108	228	74

FUTURE PLANS
The Directors were pleased with the fundraising appeal for the paths at the Arboretum to support the Garden's 400th anniversary. Vigorous efforts will continue to be made to increase membership income. The Director of the Botanic Garden & Arboretum is very keen to extend collaboration with The Friends. We believe that the realisation of present plans and a higher public profile will provide opportunities to increase our membership and income. We are working very closely with the Garden staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Garden and Arboretum.

GOING CONCERN
The Directors are not aware of any reasons that the charitable company will not continue in its activities during the next 12 months.

FRIENDS AND VOLUNTEERS

The Friends depends upon the continuing financial generosity of its members. That support is appreciated greatly and allows The Friends to help the Garden to continue to develop for the benefit of the University and the general public. The Friends also relies on the time and effort given by its many voluntary helpers. The response to the request for new volunteers has been very positive and we are most grateful to those who have stepped forward. The Directors of The Friends and the Garden management and staff are indebted to all those who give their time freely in support of the activities of The Friends.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORTING ACCOUNTANTS

At the Annual General Meeting held on 30 September 2021 Wenn Townsend were appointed to act as reporting accountants for the accounts to 28 February 2022.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Registered office:
Oxford Botanic Garden and Arboretum
Rose Lane
Oxford
OX1 4AZ

Signed by order of the Directors

Anna Nasmyth
Company Secretary

Date: 6 June 2023

THE FRIENDS OF OXFORD BOTANIC GARDENS & ARBORETUM

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF OXFORD BOTANICAL GARDEN & ARBORETUM

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2023 which are set out on pages 9 to 18.

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 institute of Chartered Accountants, 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.

Andrew Rodzynski ACA
Wenn Townsend
Institute of Chartered Accountants in England and Wales
30 St Giles
Oxford
OX1 3LE

06/06/2023

The Friends of Oxford Botanic Gardens & Arboretum
Statement of Financial Activities
For the year ended 28 February 2023
(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Income and endowments from:					
Donations and subscriptions	2	176,154	62,635	238,789	250,816
Charitable activities	4	30,205	20,125	50,330	33,005
Investment income	5	2,813	-	2,813	91
Total income		209,172	82,760	291,932	283,912
Expenditure on:					
Raising funds	6	(13,903)	(9,169)	(23,072)	(21,217)
Charitable activities	7	(73,397)	-	(73,397)	(358,821)
Other	8	(40,985)	-	(40,985)	(55,232)
Total		(128,285)	(9,169)	(137,454)	(435,270)
Net income / (expenditure) before transfers		80,887	73,591	154,478	(151,358)
Transfers between funds		(37,579)	35,579	-	-
Net income / (expenditure) for the period		43,308	111,170	154,478	(151,358)
Net movement in funds		43,308	111,170	154,478	(151,358)
Reconciliation of Funds					
Funds brought forward at 1 March 2022		124,699	29,996	154,695	306,053
Funds carried forward at 28 February 2023		168,007	141,166	309,173	154,695

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

The Friends of Oxford Botanic Gardens & Arboretum

Balance sheet
As at 28 February 2023

Company number: 05547805

	Notes	2023 £	2023 £	2022 £	2022 £
Current assets					
Debtors	10	35,533		25,391	
Cash at bank and in hand		815,664		349,926	
		851,197		375,317	
Liabilities					
Creditors: Amounts falling due within one year	11	(513,265)		(189,241)	
Net current assets			337,932		186,076
Total assets less current liabilities			337,932		186,076
Creditors: Amounts falling due after more than one year	12		(28,759)		(31,381)
Net assets excluding pension liability			309,173		154,695
Defined benefit pension scheme liability					
Total net assets			309,173		154,695
Funds:	13				
Restricted funds			141,166		29,996
Unrestricted funds			168,007		124,699
Total funds			309,173		154,695

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts 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 and authorised for issue on .....2023 and are signed on their behalf by:

Sarah Taylor

Sarah Taylor
Chair

Anna Nasmyth

Anna Nasmyth
Company Secretary

Notes to the accounts
For the year ended 28 February 2023

1 Statement of Accounting Policies

Basis of accounting
The financial statements have been prepared in accordance with United Kingdom Accounting Standards, in particular 'FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).

The Friends are a public benefit entity for the purposes of FRS 102 and a registered charity and have therefore also prepared the financial statements in accordance with 'The Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with FRS 102' (The Charity SORP (FRS 102)).

The financial statements have been prepared on a going concern basis and on the historical cost basis; the principal accounting policies adopted are set out below and have been applied consistently throughout the year.

Cash Flow Statement
The Trustees have taken advantage of the exemption in section 7 of FRS 102 from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources
Incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers or donated facilities. Fees received for life membership are released in equal amounts to incoming resources over 20 years, commencing in the year of receipt of the subscription.

Other membership fees are recognised in the year of receipt. Income and expenditure related to fund raising activities are recognised in the year that the activity occurred.

Interest receivable for the year on bank deposits is based on interest received during the year adjusted for the amount of interest received after the year end that related to the year just ended. Tax refunds are included on the basis of the claim submitted after the end of the year for which the accounts are being prepared.

Resources expended
All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category..

Fixed assets and depreciation
The Charity has no fixed assets.

Taxation
The Friends is a registered charity and is exempt from tax on income and gains. It is not registered for Value Added Tax (VAT).

Funds accounting
General funds are unrestricted funds, which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of any designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

Notes to the accounts (continued)
For the year ended 28 February 2023

2 Income from donations and legacies

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Donations	15,205	60,622	75,827	98,606
Legacies	600	-	600	-
Membership subscriptions (excl gift aid)	134,085	-	134,085	123,037
Gift aid	26,264	2,013	28,277	29,173
	176,154	62,635	238,789	250,816

3 Membership

	Total 2023 number	Total 2022 number
Single	1,207	1,303
Joint	1,668	1,874
Single + 1	45	-
Bobart Single	39	38
Bobart Joint	46	46
Life Single	99	94
Life Joint	94	92
Danby Single	6	7
Danby Joint	14	16
	3,218	3,470

4 Charitable activities

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Visits to gardens	23,805	-	23,805	18,921
Concerts, opera	-	13,241	13,241	10,211
Other activities	6,400	6,884	13,284	3,873
	30,205	20,125	50,330	33,005

5 Income from investments

	Total 2022 £	Total 2021 £
Bank interest	2,813	91

6 Raising funds

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Visits to gardens	13,903	-	13,903	14,123
Opera	-	5,211	5,211	4,088
Other activities	-	743	743	104
Plant sale	-	51	51	-
Evening of delights	-	-	-	80
All about trees	-	2,879	2,879	-
Paths appeal	-	285	285	2,822
	13,903	9,169	23,072	21,217

7 Other expenditure

Grants to Oxford Botanic Garden & Arboretum	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Tota 202 £
Improvement of facilities				
Paths repair				300,00(
Literary Garden				4,00(
Walled Garden				1,80(
Arboretum parkland railing	29,040	-	29,040	
Staff development				
Support for staff costs	3,411	-	3,411	
Plant collection management				
Enhancing collections	17,398	-	17,398	7,60
Public education and communication				
Education programme support	-	-	-	19,52(
Other				
Small equipment	2,985	-	2,985	
400th Anniversary support	19,305	-	19,305	
Danby funds				5,90(
Digital marketing	1,258	-	1,258	20,00(
	73,397	-	73,397	358,82

8 Other costs

	Unrestricted 2023 £	Restricted 2023 £	Total 2023 £	Total 2022 £
Newsletters	13,202	-	13,202	11,366
General postage	1,037	-	1,037	1,017
Printing and stationery	3,145	-	3,145	1,958
Software fees and IT support	7,344	-	7,344	6,997
Administration & other costs	14,697	-	14,697	32,334
Governance - independent examination fee	1,560	-	1,560	1,560
	40,985	-	40,985	55,232

9 Staff costs

The trustees neither received nor waived any remuneration during the year (2022: £Nil). Expenses relating primarily to event costs and totalling £2,881 were reimbursed to four Trustees during the year (2022: £2,320)

10 Debtors

	2022 £	2021 £
Gift aid debtor	28,260	25,391
Other debtors	1,200	-
Prepayments and accrued income	6,073	-
	35,533	25,391

11 Creditors: amounts falling due within one year

	2023	2022
	£	£
Grants payable	489,000	174,629
Accruals and deferred income	26,999	22,104
Life membership subscriptions	(2,734)	(7,492)
	513,265	189,241

12 Creditors: amounts falling due in greater than one year

	2022	2021
	£	£
Life membership subscriptions	28,759	31,381
	28,759	31,381

13 Funds

	Balance at 1 March 2022 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28-Feb 2023 £
Restricted funds					
Arboretum Paths	19,996	82,760	(9,169)	37,579	131,166
Rock garden	10,000	-	-	-	10,000
	29,996	82,760	(9,169)	37,579	141,166
Unrestricted funds					
Unrestricted funds	124,699	209,172	(128,285)	(37,579)	168,007
	124,699	209,172	(128,285)	(37,579)	168,007
Total funds	154,695	291,932	(137,454)	-	309,173

Comparative funds

	Balance at 1 March 2021 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28-Feb 2022 £
Restricted funds					
Arboretum Paths	226,866	110,224	(307,094)	-	29,996
Rock Garden	-	10,000	-	-	10,000
	226,866	110,224	(307,094)	-	29,996
Unrestricted funds					
Unrestricted funds	79,187	173,688	(128,176)	-	124,699
	79,187	173,688	(128,176)	-	124,699
Total funds	306,053	283,912	(435,270)	-	154,695

Arboretum fund includes specific donations received to support the work of the Arboretum.

None of the unrestricted funds have been designated for specific projects.

14 Analysis of net assets between funds

Fund balances at 28 February 2023 are represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	221,031	630,166	851,197
Current liabilities	(24,265)	(489,000)	(513,265)
Non-current liabilities	(28,759)	-	(28,759)
Total net assets	168,007	141,166	309,173

15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2022: £nil).

16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2022: £nil).

17 Contingent liabilities

There are no contingent liabilities that require disclosure.

18 Members liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

19 Related party transactions

There are no related party transactions during the period (2022: £ nil).

The Charity received £45,000 donations from trustees during the year (2022: £2,500).

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

England & Wales - Charity number 1111939

Accounts

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

28 FEBRUARY 2022

Registered Charity No. 1111939

Registered Company No: 05547805

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

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THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2022

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 28 February 2022

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name:	The Friends of Oxford Botanic Garden and Arboretum
Charity number:	1111939
Patron:	His Royal Highness, Prince of Wales
President:	Lord Patten of Barnes
Constitution:	Memorandum and Articles of Association
Company registration number:	05547805
Registered and administrative office:	Oxford Botanic Garden Rose Lane Oxford OX1 4AZ Telephone: 01865 286690 Email: friends.administrator@obg.ox.ac.uk Web: www.botanic-garden.ox.ac.uk
Secretary:	Mrs Anna Nasmyth
Accountants:	Wenn Townsend, Oxford
Bankers	CAF Bank Ltd, West Malling, Kent HSBC, Oxford

DIRECTORS

The Directors who served on the Board of the company during the year were as follows:

Mrs Jane Annett – resigned 18.05.2021
Mrs Anna Nasmyth, Secretary
Mrs Sarah Taylor, Chair
Mrs Hemlata Bountra, Treasurer
Dr Rebecca Mather
Mrs Harriet Bretherton – resigned 30.09.2021
Professor Simon Hiscock
Mrs Helen Potts
Mrs Seonaid Danziger
Ms Diana Nauman—appointed 30.09.2021

The administrator to the Directors of The Friends of Oxford Botanic Garden & Harcourt Arboretum is Grace Denton-Spalding.

Details of the Directors of The Friends are set out below:

Jane Annett, appointed in 2011, is responsible for organising a programme of fund-raising visits to gardens within reasonable reach of Oxford and has been doing this for the Friends since 2005. Jane trained as a teacher in Cambridge specialising in Biology/Botany and has taught 3 year olds to 90 year olds in her time. Her final role was heading a Field Study Centre in Headington Quarry. In 1995 the Study Centre brought students to the Botanic Gardens for joint lectures on plants and the environment and they still visit to this day.

Hemlata Bountra, appointed in 2013, is responsible for financial administration as Treasurer. She is a Chartered Accountant and currently works at St Hilda's College, Oxford. Before coming to Oxford, she had a similar role at Murray Edwards College in Cambridge. Previous finance roles included stints in the hospitality, e-commerce and manufacturing industry. She is also a trustee of Denville Hall.

Harriet Bretherton, appointed in 2017, is responsible for organising garden visits and the Forum.
For most of her working life, Harriet was a Probation Officer in London. On moving to Oxford in 1993, as a manager, she moved to the Family Court Service, which in 2001 became the Children and Family Court Advisory and Support Service. Harriet ended her career as the CAFCASS Research Officer. Since her retirement, her main interest has been with the FOBGA. She is also a Trustee of Flexicare, a charity which provides babysitting for sick and disabled children.

Simon Hiscock, appointed in 2018, is Director of the Oxford Botanic Garden and Arboretum. Simon read Botany at Worcester College Oxford and gained his DPhil at Oxford in 1993. In 2000 he moved to the University of Bristol as a lecturer in Plant Sciences. He was subsequently promoted to Reader (2003) and Professor of Botany in 2007 and served as Director of the Bristol Botanic Garden from 2000-2015. He returned to Oxford in July 2015 to take up his current post and a Fellowship at Christ Church. Simon is a trustee and Scientific Secretary of the Linnean Society of London and a trustee of the New Phytologist Trust. He is Editor in Chief of Plants, People, Planet, an open-access interdisciplinary plant science journal.

Rebecca Mather, appointed in 2016, is responsible for membership recruitment. She has lived and worked in Oxford since 1971 where she trained as a doctor and was Consultant Psychiatrist for 23 years, retiring from clinical practice in 2013. She was Associate Dean at Oxford Deanery for Postgraduate Medical and Dental education until 2016 and is a Trustee for Rose Hill Junior Youth Club. She gardens in Oxford and Cornwall.

Anna Nasmyth, appointed in 2009, is Company Secretary. After a career in publishing in the UK and USA, Anna moved with her family to Vienna and became involved in the Mendel Centre in Brno, Czech Republic, first as Project Manager and then as the Chief Executive Officer. The Mendel Centre established the Mendel Museum of Genetics in Brno and set up an annual lecture series, The Mendel Lectures. She is also a trustee of Mila.

Sarah Taylor, appointed in 2005, helps with activities for the Danby Group and is a member of the Visitors. She studied biochemistry at Oxford then worked as a fund manager for Phillips and Drew and Union Bank of Switzerland. She retired in 1991 to become a mother. Since 2000 she and her husband have restored the Tudor house at Rycote, near Thame, and have created a new garden there. Her other charity involvements include the League of Friends of Thame Community Hospital and Sylva Foundation, which she chairs, The Oxfordshire Victoria County History Trust and Oxford Lieder festival of which she is a trustee. She was High Sheriff of Oxfordshire 2016-2017.

Helen Potts, appointed in 2019, is responsible for the Bobarts Patron group. She moved to Oxford in 2007 and has been a trustee of the Rose Hill Advice Centre and Chairman of the Friends of St Mary's, Iffley. She joined the Worshipful Company of Gardeners in 2014, taking Livery in 2015. As a Court Assistant, she sits on two committees: Communications & External Affairs and Election & Membership Affairs. She has opened her garden as part of Iffley Village's NGS day each year since 2009.

Seonaid Danziger, appointed in 2020, is a mathematician and keen photographer who moved from teaching maths, chemistry and computer science to working in IT for the NHS. She served for 20 years as a lay Magistrate on the Oxford bench with a specialist role in Youth Courts. When she retired from the bench, she was appointed a School Governor, and subsequently became a trustee of the Northern House Schools Academy Board. She was for many years editor of the Friends' e-bulletin. She has now taken on the role of managing the volunteers for the Friends, recruiting and organising and matching volunteers to roles for events.

Diana Nauman, appointed in 2021 has been actively involved in the Friends since 2014 as a member of the extraordinarily productive and creative Garden Visits team. Diana trained as a drama teacher and spent her early career teaching in London. More recently she spent 15 years co-ordinating key University events. Her involvement with the Friends came from a chance conversation with Timothy Walker.

Prior to the incorporation as a company limited by guarantee in August 2005, The Friends was a registered charity and its affairs were managed by a Council.

AIMS

The aims of The Friends of Oxford Botanic Garden and Arboretum are to support and assist the work of the Oxford Botanic Garden and Arboretum ('the Garden'). The Garden, part of Oxford University, has objectives which benefit both the University and the general public. These are to make the plant collections:

- a focus for research, teaching and collection based scholarship within the University;
- a research resource for a wide range of external scholarly users, nationally and internationally;
- a facility for communication and interaction between the University and the public;
- an educational resource for schools and for tertiary educational institutions;
- a catalyst for lifelong learning and cultural recreation in the immediate region, and for national and international visitors; and
- an active contributor to the cultural and economic development of the region.

The Garden was formed in 1621 and is the oldest botanic garden in the UK. It has a long history of serving both the University and the public with conservation, educational and recreational themes.

The Garden participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum, the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its staff trainee scheme the Garden makes a major contribution to the creation of the next generation of horticulturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the year there were 181,330 (2021:129,036) visitors to the two facilities. Visitor numbers have increased as COVID restrictions were eased at both the Garden and Arboretum.

The Trustees are mindful of their duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance in section 17(5) of the 2011 Charities Act, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty.

STRUCTURE, GOVERNANCE AND RISK MANAGEMENT

The Friends of the Oxford Botanic Garden and Arboretum are a registered charity and company limited by guarantee. The Friends are governed by a Memorandum and Articles of Association and managed by a Board of Directors. The Directors are charity trustees as defined by Section 177 of the Charities Act 2011.

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three-year term of office. Since September 2018, this post is held by Mr Simon Hiscock; Director of the University of Oxford Botanic Garden and Arboretum.

The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year.

Management of membership recruitment and publicity, special events and visits to private gardens is delegated to small groups of volunteers. During the year all the members of these small groups met three times with the Directors as the Forum of The Friends.

An administrator who is a University employee supports The Friends on a part time basis.

The accounts are examined each year by an independent firm of chartered accountants. The major risks to which the charity is exposed have been reviewed. The Directors are satisfied that procedures are in place to mitigate the risks so far as is possible.

ACHIEVEMENTS AND PERFORMANCE

It was a good year for the Friends, as Covid restrictions eased and most of the normal activity, whether garden visits or fund-raising events, resumed. In addition, both the Garden and Arboretum had increased numbers of visitors when restrictions were eased and there were no restrictions on visitor numbers due to social distancing rules. There was as a result a small increase in membership from 3,302 to 3,470 which is pleasing and we are hopeful for a swift return to pre-Covid levels. We are enjoying the ongoing celebrations of the 30th anniversary of the founding of the Friends and the 400th of the Garden.

The Friends continued to provide financial and volunteer support to the Garden. They benefit from close relationships with Garden and Arboretum staff and from enthusiastic help from many members.

The database installed in 2020 makes compliance with GDPR easier, gives far more flexibility in communication with and administration of members and allows the purchase of membership online. It will in due course also allow for booking garden visits online.

Fund raising:
The Friends raise funds from membership subscriptions, visits to third party gardens, special events, legacy donations and from occasional appeals for specific Garden projects for which alternative funding is not available.

During 2019 the Friends launched an appeal to improve the paths at the Arboretum to make this more accessible for all. This appeal was launched to mark the 400th anniversary of the Botanic Garden, which was to be celebrated in 2021. The appeal also supports the Garden and Arboretum's wider strategy for a visitor centre. To date the appeal has raised £337,090. In addition £36,864 has been received directly by the University development office. The target is £750,000. As well as asking Friends for donations, applications are being made to grant making trusts for funds.

The Directors continue to make increasing subscription income a priority. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions, are being increased.

Most visits to other gardens by members of The Friends and by the Bobarts Group in the early part of the year were postponed or cancelled due to Covid restrictions, as was the May morning and New College Opera.

Over the last 10 years, The Friends have raised £2.16m and made grants to the Garden totalling £1.75m.

Grant making
Funds generated, net of costs, are transferred to the Botanic Garden to support the strategies and priorities of the Director of the Garden and the Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the Garden representatives from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Garden. During the year, a total of £358,821 (2021: £119,571) was committed to the Garden for the following purposes:

	2022 £	2021 £
Improvement of facilities	305,800	50,661
Staff development	-	20,000
Plant collection management	7,601	10,000
Public educational programmes	19,520	-
Equipment & other items	25,900	38,910

The main grants were for the paths project at the Arboretum, continuing enhancement of the plant collections for research, staff professional development and a grant to support the public education programmes. In addition, the friends supported the costs of the digital content officer.

Volunteers
In addition to the considerable voluntary input to the work of the Friends, volunteers play an increasingly large role at both the Garden and Arboretum in gardening and other tasks.

Administration and Communication:
We have a very happy and fruitful working relationship with the Director, Professor Simon Hiscock and have been pleased and excited to have been able to support the first stages of his ambitious plans for both the Botanic Garden and Arboretum. We are planning considerable support for numerous projects in the years to and beyond the 400th anniversary. To help reduce costs, Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 82% of Friends now pay by Direct Debit and 86% have authorised communication by email, including the e-bulletin, and 29% have elected to receive the Newsletters by email. The Friends continue to benefit from the very considerable voluntary work of members of Forum and other Friends.

Benefits to Friends:
Friends benefit from the opportunity to join specially organised visits, as well as priority booking for special events and Garden adult education programmes. Three Newsletters are sent to the Friends each year. Whilst these Newsletters are produced primarily for the Friends, they are also available to the public in hard copy at the Garden shop and through The Friends' website. Those Friends who have registered their email address with the Garden office receive e-bulletins three times a year between issues of the Newsletters. The Friends' website is part of the Garden website and continues to be enhanced. The Friends also have reciprocal visiting rights at certain other UK gardens. The monthly Coffee Mornings with Garden tours are very popular and have resumed this year after being suspended due to Covid.

FINANCIAL REVIEW

Income:
Subscription income, excluding Gift Aid tax refunds was £123,037 (2021: £131,460), The contribution from garden visits and special events was £11,788 (2021: -£552). This increase is due to garden visits and events resuming as Covid restrictions eased. Other income included donations of £100,668 (2021: £94,496). Most of these donations were for the paths appeal. In addition, there was investment income of £91 (2021: £260).

Expenditure:
Grants totalling £358,821 (2021: £119,571) were made to the Garden. Governance and communication costs were £55,232 (2021: £43,837). The costs were higher as a new database was introduced to manage the membership and streamline the administrative processes. Most of the costs of The Friends relate to the production and circulation of the Garden Newsletter to Friends three times a year and administrative support.

Cash:
The total cash held at 28 February 2022 was £ 349,926 (2021: £458,521). Of this amount £174,629 has been committed to the Gardens and will be spent in the coming year. In addition, a minimum of £30,000 is maintained under the reserves policy as set out in the next paragraph.

Reserves policy:
It is the policy of The Friends to maintain unrestricted general funds, which are the free reserves of the company, in excess of £30,000 at all times. The minimum level of these reserves should be available as accessible cash deposits. This allows The Friends to be able to respond immediately to requests by the Garden for grants in order that the Garden may secure third party matching funds. This minimum level of unrestricted funds should also allow all commitments to be met in the unlikely event of The Friends ceasing to exist. Unrestricted funds were maintained above this level throughout the year.

HISTORICAL RECORD
The growth in membership and financial record of The Friends over the last five years is set out below:

	Membership	Funds raised (net of event costs)			Grants
		Appeals £000	Other £000	Total £000	£000
2017	3,247	-	202	202	228
2018	3,317	-	220	220	176
2019	3,537	-	199	199	192
2020	3,402	163	136	299	133
2021	3,302	64	119	183	120
2022	3,470	110	97	207	358

FUTURE PLANS
The Directors were pleased with the fundraising appeal for the paths at the Arboretum to support the Garden's 400th anniversary. Vigorous efforts will continue to be made to increase membership income. The Director of the Botanic Garden & Arboretum is very keen to extend collaboration with The Friends. We believe that the realisation of present plans and a higher public profile will provide opportunities to increase our membership and income. We are working very closely with the Garden staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Garden and Arboretum.

GOING CONCERN

The Directors are not aware of any reasons that the charitable company will not continue in its activities during the next 12 months.

FRIENDS AND VOLUNTEERS

The Friends depends upon the continuing financial generosity of its members. That support is appreciated greatly and allows The Friends to help the Garden to continue to develop for the benefit of the University and the general public. The Friends also relies on the time and effort given by its many voluntary helpers. The response to the request for new volunteers has been very positive and we are most grateful to those who have stepped forward. The Directors of The Friends and the Garden management and staff are indebted to all those who give their time freely in support of the activities of The Friends.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORTING ACCOUNTANTS

At the Annual General Meeting held on 30 September 2021 Wenn Townsend Audit LLP were appointed to act as reporting accountants for the accounts to 28 February 2022.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Registered office:
Oxford Botanic Garden and Arboretum
Rose Lane
Oxford
OX1 4AZ

Signed by order of the Directors

Anna Nasmyth
Company Secretary

Date: 2022

THE FRIENDS OF OXFORD BOTANIC GARDENS & ARBORETUM

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FRIENDS OF OXFORD BOTANICAL GARDEN & ARBORETUM

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2022 which are set out on pages 9 to 18.

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 institute of Chartered Accountants, 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.

Andrew Rodzynski ACA
Wenn Townsend
Institute of Chartered Accountants in England and Wales
30 St Giles
Oxford
OX1 3LE

.....2022

The Friends of Oxford Botanic Gardens & Arboretum
Statement of Financial Activities
For the year ended 28 February 2022
(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Income and endowments from:					
Donations and subscriptions	2	150,803	100,013	250,816	225,956
Charitable activities	4	22,794	10,211	33,005	3,487
Other trading activities				-	-
Investment income	5	91		91	260
Other income				-	-
Total income		173,688	110,224	283,912	229,703
Expenditure on:					
Raising funds	6	(14,123)	(7,094)	(21,217)	(2,935)
Charitable activities	7	(58,821)	(300,000)	(358,821)	(119,571)
Other	8	(55,232)		(55,232)	(43,837)
Total		(128,176)	(307,094)	(435,270)	(166,343)
Net income / (expenditure) before transfers		45,512	(196,870)	(151,358)	63,360
Transfers between funds				-	-
Net income / (expenditure) for the period		45,512	(196,870)	(151,358)	63,360
Net movement in funds		45,512	(196,870)	(151,358)	63,360
Reconciliation of Funds					
Funds brought forward at 1 March 2021		79,187	226,866	306,053	242,693
Funds carried forward at 28 February 2022		124,699	29,996	154,695	306,053

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

The Friends of Oxford Botanic Gardens & Arboretum

Balance sheet
As at 28 February 2022

Company number: 05547805

	Notes	2022 £	2022 £	2021 £	2021 £
Current assets					
Debtors	10	25,391		26,983	
Cash at bank and in hand		349,926		458,521	
		375,317		485,504	
Liabilities					
Creditors: Amounts falling due within one year	11	(189,241)		(151,935)	
Net current liabilities			186,076		333,569
Total assets less current liabilities			186,076		333,569
Creditors: Amounts falling due after more than one year	12		(31,381)		(27,516)
Net assets excluding pension liability			154,695		306,053
Defined benefit pension scheme liability					
Total net assets			154,695		306,053
Funds:	13				
Restricted funds			29,996		226,866
Unrestricted funds			124,699		79,187
Total funds			154,695		306,053

The Directors are satisfied that the company was entitled to exemption under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the Companies Act 2006.

The financial statements were approved by the trustees and authorised for issue on .....2022 and are signed on their behalf by:

Sarah Taylor

Sarah Taylor
Chair

Anna Nasmyth

Anna Nasmyth
Company Secretary

Notes to the accounts
For the year ended 28 February 2022

1 Statement of Accounting Policies

Basis of accounting
The financial statements have been prepared in accordance with United Kingdom Accounting Standards, in particular 'FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).

The Friends are a public benefit entity for the purposes of FRS 102 and a registered charity and have therefore also prepared the financial statements in accordance with 'The Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with FRS 102' (The Charity SORP (FRS 102)).

The financial statements have been prepared on a going concern basis and on the historical cost basis; the principal accounting policies adopted are set out below and have been applied consistently throughout the year.

Cash Flow Statement
The Trustees have taken advantage of the exemption in section 7 of FRS 102 from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources
Incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers or donated facilities. Fees received for life membership are released in equal amounts to incoming resources over 20 years, commencing in the year of receipt of the subscription.

Other membership fees are recognised in the year of receipt. Income and expenditure related to fund raising activities are recognised in the year that the activity occurred.

Interest receivable for the year on bank deposits is based on interest received during the year adjusted for the amount of interest received after the year end that related to the year just ended. Tax refunds are included on the basis of the claim submitted after the end of the year for which the accounts are being prepared.

Resources expended
All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category..

Fixed assets and depreciation
The Charity has no fixed assets.

Taxation
The Friends is a registered charity and is exempt from tax on income and gains. It is not registered for Value Added Tax (VAT).

Funds accounting
General funds are unrestricted funds, which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of any designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

2 Income from donations and legacies

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Donations	655	97,951	98,606	67,713
Membership subscriptions (excl gift aid)	123,037	-	123,037	131,460
Gift aid	27,111	2,062	29,173	26,783
	150,803	100,013	250,816	225,956

3 Membership

	Total 2022 number	Total 2021 number
Single	1,303	1,254
Joint	1,874	1,760
Bobart Single	38	39
Bobart Joint	46	46
Life Single	94	93
Life Joint	92	90
Danby Single	7	8
Danby Joint	16	12
	3,470	3,302

4 Charitable activities

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Visits to gardens	18,921	-	18,921	(637)
Concerts, opera		10,211	10,211	4,094
Other activities	3,873	-	3,873	30
	22,794	10,211	33,005	3,487

5 Income from investments

	Total 2022 £	Total 2021 £
Bank interest	91	260

6 Raising funds

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Visits to gardens	14,123	-	14,123	2,935
Opera	-	4,088	4,088	-
Other activities	-	104	104	-
Evening of delights	-	80	80	-
Paths appeal	-	2,822	2,822	-
	14,123	7,094	21,217	2,935

7 Other expenditure

Grants to Oxford Botanic Garden & Arboretum	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Improvement of facilities				
Arboretum Awareness & signage		-	-	16,034
Interpretation Project		-	-	10,595
Paths repair		300,000	300,000	17,398
Arboretum- bulb planting		-	-	6,634
Literary Garden	4,000		4,000	
Walled Garden	1,800		1,800	
Staff development				
Support for staff costs		-	-	20,000
Plant collection management				
Enhancing collections	7,601	-	7,601	10,000
Public education and communication				
Education programme support	19,520	-	19,520	-
Other				
Small equipment		-	-	4,400
400th Anniversary support		-	-	16,000
Danby funds	5,900	-	5,900	18,510
Digital marketing	20,000		20,000	
	58,821	300,000	358,821	119,571

8 Other costs

	Unrestricted 2022 £	Restricted 2022 £	Total 2022 £	Total 2021 £
Newsletters	11,366	-	11,366	10,825
General postage	1,017	-	1,017	505
Printing and stationery	1,958	-	1,958	2,454
Software fees and IT support	6,997	-	6,997	10,672
Administration & other costs	32,334	-	32,334	17,597
Governance - independent examination fee	1,560	-	1,560	1,784
	55,232	-	55,232	43,837

9 Staff costs

The trustees neither received nor waived any remuneration during the year (2022: £Nil). Expenses relating primarily to event costs and totalling £Nil were reimbursed to four Trustees during the year (2021: £Nil)

10 Debtors

	2022 £	2021 £
Gift aid debtor	25,391	26,983
	25,391	26,983

11 Creditors: amounts falling due within one year

	2022 £	2021 £
Grants payable	174,629	148,967
Accruals and deferred income	22,104	8,528
Life membership subscriptions	(7,492)	(5,560)
	189,241	151,935

12 Creditors: amounts falling due in greater than one year

	2022 £	2021 £
Life membership subscriptions	31,381	27,516
	31,381	27,516

13 Funds

	Balance at 1 March 2021 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28-Feb 2022 £
Restricted funds					
Arboretum Paths	226,866	110,224	(307,094)	-	29,996
	226,866	110,224	(307,094)	-	29,996
Unrestricted funds					
Unrestricted funds	79,187	173,688	(128,176)	-	124,699
	79,187	173,688	(128,176)	-	124,699
Total funds	306,053	283,912	(435,270)	-	154,695

Comparative funds

	Balance at 1 March 2020 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28 Feb 2021 £
Restricted funds					
Arboretum Paths	163,272	63,594		-	226,866
	163,272	63,594	-	-	226,866
Unrestricted funds					
Unrestricted funds	79,421	166,109	(166,343)	-	79,187
	79,421	166,109	(166,343)	-	79,187
Total funds	242,693	229,703	(166,343)	-	306,053

Arboretum fund includes specific donations received to support the work of the Arboretum.

None of the unrestricted funds have been designated for specific projects.

14 Analysis of net assets between funds

Fund balances at 28 February 2022 are represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	345,321	29,996	375,317
Current liabilities	(189,241)	-	(189,241)
Non-current liabilities	(31,381)	-	(31,381)
Total net assets	124,699	29,996	154,695

15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2021: £nil).

16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2021: £nil).

17 Contingent liabilities

There are no contingent liabilities that require disclosure.

18 Members liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

19 Related party transactions

There are no related party transactions during the period (2021: £ nil).

The Charity received £2,500 donations from trustees during the year (2021: £10,000). No conditions were attached to these donations.

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

England & Wales - Charity number 1111939

Accounts

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

28 FEBRUARY 2021

Registered Charity No. 1111939

Registered Company No: 05547805

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE

DIRECTORS' ANNUAL REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2021

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 28 February 2021.

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name:	The Friends of Oxford Botanic Garden and Arboretum
Charity number:	1111939
Patron:	His Royal Highness, Prince of Wales
President:	Lord Patten of Barnes
Constitution:	Memorandum and Articles of Association
Company registration number:	05547805
Registered and administrative office:	Oxford Botanic Garden Rose Lane Oxford OX1 4AZ Telephone: 01865 286690 Email: friends.administrator@obg.ox.ac.uk Web: www.botanic-garden.ox.ac.uk
Secretary:	Mrs Anna Nasmyth
Accountants:	Critchleys Audit LLP, Oxford
Bankers	CAF Bank Ltd, West Malling, Kent HSBC, Oxford

DIRECTORS

The Directors who served on the Board of the company during the year were as follows:

Mrs Jane Annett
Mrs Anna Nasmyth, Secretary
Mrs Sarah Taylor, Chair
Dr Jennie Turner - resigned 3rd October 2019
Mrs Hemlata Bountra, Treasurer
Mrs Maura Allen – resigned 7th October 2020
Dr Rebecca Mather
Mrs Harriet Bretherton
Professor Simon Hiscock
Mrs Helen Potts
Mrs Seonaid Danziger – appointed 25th January 2021

The administrator to the Directors of The Friends of Oxford Botanic Garden & Harcourt Arboretum is Isabella Raeburn.

Details of the Directors of The Friends are set out below:

Maura Allen, appointed 2014 is responsible for fundraising events. Maura trained as an art teacher at the University of Tasmania, Hobart and taught in both state and private sectors in Tasmania before moving first to New York then to London, where she ran a small business for eight years. She returned to teaching when her children were older and taught at The Dragon School for nine years. She recently retired to pursue her first love of botanical illustration and gardening. Maura also works for the charities Emmaus, Family Links and the Story Museum.

Jane Annett, appointed 2011, is responsible for organising a programme of fund-raising visits to gardens within reasonable reach of Oxford and has been doing this for the Friends since 2005. Jane trained as a teacher in Cambridge specialising in Biology/Botany and has taught 3 year olds to 90 year olds in her time. Her final role was heading a Field Study Centre in Headington Quarry. In 1995 the Study Centre brought students to the Botanic Gardens for joint lectures on plants and the environment and they still visit to this day.

Hemlata Bountra, appointed May 2013, is responsible for financial administration as Treasurer. She is a Chartered Accountant and currently works at St Hilda's College, Oxford. Before coming to Oxford, she had a similar role at Murray Edwards College in Cambridge. Previous finance roles included stints in the hospitality, e-commerce and manufacturing industry. She is also a trustee of Denville Hall.

Harriet Bretherton, appointed October 2017, is responsible for organising garden visits and the Forum.
For most of her working life, Harriet was a Probation Officer in London. On moving to Oxford in 1993, as a manager, she moved to the Family Court Service, which in 2001 became the Children and Family Court Advisory and Support Service. Harriet ended her career as the CAFCASS Research Officer. Since her retirement, her main interest has been with the FOBGA. She is also a Trustee of Flexicare, a charity which provides babysitting for sick and disabled children.

Simon Hiscock, appointed in 2018, is Director of the Oxford Botanic Garden and Arboretum. Simon read Botany at Worcester College Oxford and gained his DPhil at Oxford in 1993. In 2000 he moved to the University of Bristol as a lecturer in Plant Sciences. He was subsequently promoted to Reader (2003) and Professor of Botany in 2007 and served as Director of the Bristol Botanic Garden from 2000-2015. He returned to Oxford in July 2015 to take up his current post and a Fellowship at Christ Church. Simon is a trustee and Scientific Secretary of the Linnean Society of London and a trustee of the New Phytologist Trust. He is Editor in Chief of Plants, People, Planet, an open-access interdisciplinary plant science journal.

Rebecca Mather, appointed in 2016, is responsible for membership recruitment. She has lived and worked in Oxford since 1971 where she trained as a doctor and was Consultant Psychiatrist for 23 years, retiring from clinical practice in 2013. She was Associate Dean at Oxford Deanery for Postgraduate Medical and Dental education until 2016 and is a Trustee for Rose Hill Junior Youth Club. She gardens in Oxford and Cornwall.

Anna Nasmyth, appointed 2009, is Company Secretary. After a career in publishing in the UK and USA, Anna moved with her family to Vienna and became involved in the Mendel Centre in Brno, Czech Republic, first as Project Manager and then as the Chief Executive Officer. The Mendel Centre established the Mendel Museum of Genetics in Brno and set up an annual lecture series, The Mendel Lectures. She is also a trustee of Mila.

Sarah Taylor, appointed 2005, helps with activities for the Bobarts Patron Group and is a member of the Visitors. She studied biochemistry at Oxford then worked as a fund manager for Phillips and Drew and Union Bank of Switzerland. She retired in 1991 to become a mother. Since 2000 she and her husband have restored the Tudor house at Rycote, near Thame, and have created a new garden there. Her other charity involvements include the League of Friends of Thame Community Hospital and Sylva Foundation, which she chairs, The Oxfordshire Victoria County History Trust and Oxford Lieder festival of which she is a trustee. She was High Sheriff of Oxfordshire 2016-2017.

Jennie Turner appointed in 2006, (resigned 3rd October 2019) was Company Secretary from 2006-2013. She is responsible for the activities of the Bobarts Patron Group of members, which she established in 2004 to provide extra funds for the OBGHA. She worked as an immunologist in the field of allergic lung disease in London, Harvard and Oxford and since retirement has been involved with the Oxford University Newcomers' Club and is an Associate Fellow of Green Templeton College.

Helen Potts, appointed in 2019, is responsible for the Bobarts Patron Group. She moved to Oxford in 2007 and has been a trustee of the Rose Hill Advice Centre and Chairman of the Friends of St Mary's, Iffley. She joined the Worshipful Company of Gardeners in 2014, taking Livery in 2015. As a Court Assistant, she sits on two committees: Communications & External Affairs and Election & Membership Affairs. She has opened her garden as part of Iffley Village's NGS day each year since 2009.

Seonaid Danziger, appointed in 2020, is a mathematician and keen photographer who moved from teaching maths, chemistry and computer science to working in IT for the NHS. She served for 20 years as a lay Magistrate on the Oxford bench with a specialist role in Youth Courts. When she retired from the bench, she was appointed a School Governor, and subsequently became a trustee of the Northern House Schools Academy Board. She was for many years editor of the Friends' e-bulletin. She has now taken on the role of managing the volunteers for the Friends, recruiting and organising and matching volunteers to roles for events.

Prior to the incorporation as a company limited by guarantee in August 2005, The Friends was a registered charity and its affairs were managed by a Council. Sarah Taylor (1997), Jennie Turner (1999), Mary Isaac (2000) and Richard Mayou (2002) were appointed to the Council of The Friends in the years shown.

AIMS

The aims of The Friends of Oxford Botanic Garden and Arboretum are to support and assist the work of the Oxford Botanic Garden and Arboretum ('the Garden'). The Garden, part of Oxford University, has objectives which benefit both the University and the general public. These are to make the plant collections:

- a focus for research, teaching and collection based scholarship within the University;
- a research resource for a wide range of external scholarly users, nationally and internationally;
- a facility for communication and interaction between the University and the public;
- an educational resource for schools and for tertiary educational institutions;
- a catalyst for lifelong learning and cultural recreation in the immediate region, and for national and international visitors; and
- an active contributor to the cultural and economic development of the region.

The Garden was formed in 1621 and is the oldest botanic garden in the UK. It has a long history of serving both the University and the public with conservation, educational and recreational themes.

The Garden participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum, the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its staff trainee scheme the Garden makes a major contribution to the creation of the next generation of horticulturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the year there were 129,036 (2020:216,684) visitors to the two facilities, of which 21,355 (2020: 21,050) were children. Visitor numbers were down as both the Garden and Arboretum were closed for part of the year due to Covid restrictions and visitor numbers were restricted due to social distancing measures in place.

The Trustees are mindful of their duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance in section 17(5) of the 2011 Charities Act, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty.

STRUCTURE, GOVERNANCE AND RISK MANAGEMENT

The Friends of the Oxford Botanic Garden and Arboretum is a registered charity and a company limited (by guarantee. The Friends are governed by a Memorandum and Articles of Association and is managed by a Board of Directors. The Directors are charity trustees as defined by Section 177 of the Charities Act 2011.

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three-year term of office. Since September 2018, this post is held by Mr Simon Hiscock; Director of the University of Oxford Botanic Garden and Arboretum.

The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year.

Management of membership recruitment and publicity, special events and visits to private gardens is delegated to small groups of volunteers. During the year all the members of these small groups met three times with the Directors as the Forum of The Friends.

An administrator who is a University employee supports The Friends on a part time basis.

The accounts are examined each year by an independent firm of chartered accountants. The major risks to which the charity is exposed have been reviewed. The Directors are satisfied that procedures are in place to mitigate the risks so far as is possible.

ACHIEVEMENTS AND PERFORMANCE

It was a difficult year for the Friends, as for many charities, due to the pandemic. Most of the normal activity, whether garden visits or fund-raising events, had to be cancelled or postponed. In addition, both the Garden and Arboretum were closed for part of the year in line with government restrictions. When restrictions were eased, numbers of visitors were restricted due to social distancing rule.
There was as a result a small decline in membership from 3,402 to 3,296 which was disappointing, however there has been an increase in numbers as restrictions have eased and we are hopeful for a swift return to pre-Covid levels. We look forward to celebrating the 30th anniversary of the founding of the Friends and the 400th of the Garden.
The Friends continued to provide financial and volunteer support to the Garden. They benefit from close relationships with Garden and Arboretum staff and from enthusiastic help from many members.
During the year, a new database has been installed which makes compliance with GDPR easier, gives far more flexibility in communication with and administration of members and allows the purchase of membership online. It will in due course also allow for booking garden visits online. Moreover, setting it up has involved a welcome clean-up of our records.

Fund raising:
The Friends raise funds from membership subscriptions, visits to third party gardens, special events, legacy donations and from occasional appeals for specific Garden projects for which alternative funding is not available.

During 2019, the Friends launched an appeal to improve the paths at the Arboretum to make this more accessible for all. This appeal was launched to mark the 400th anniversary of the Botanic Garden, which will be celebrated in 2021. The appeal also supports the Garden and Arboretum wider strategy for a visitor centre. To date the appeal has raised £226,866. The target is £750,000. As well as asking Friends for donations, applications are being made to grant making trusts for funds.

The Directors continue to make increasing subscription income a priority. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions, are being increased.

Most visits to other gardens by members of The Friends and by the Bobarts Patron Group were postponed or cancelled due to corona virus restrictions, as was the May morning and New College Opera.

Over the last 10 years, The Friends have raised £2.02m and made grants to the Garden totalling £1.65m.

Grant making
Funds generated, net of costs, are transferred to the Botanic Garden to support the strategies and priorities of the Director of the Garden and the Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the Garden representatives from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Garden. During the year, a total of £119,571 (2020: £132,509) was committed to the Garden for the following purposes:

	2021 £	2020 £
Improvement of facilities	50,661	34,021
Staff development	20,000	28,750
Plant collection management	10,000	63,215
Public educational programmes	-	3,523
Equipment & other items	38,910	3,000

The main grants were for the continuing enhancement of the plant collections for research, staff professional development, emergency paths repairs and raising awareness about the Arboretum as well as a programme of new much admired interpretation at the Botanic Garden and at the Arboretum. In addition, a grant was given to fund the costs of the digital content officer.

Volunteers
In addition to the considerable voluntary input to the work of the Friends, volunteers play an increasingly large role at both the Garden and Arboretum in gardening and other tasks.

Administration and Communication:
We have a very happy and fruitful working relationship with the Director, Professor Simon Hiscock and have been pleased and excited to have been able to support the first stages of his ambitious plans for both the Botanic Garden and Arboretum. We are planning considerable support for numerous projects in the years to and beyond the 400th anniversary. To help reduce costs Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 82% of Friends now pay by Direct Debit and 86% have authorised communication by email, including the e-bulletin, and 29% have elected to receive the Newsletters by email. The Friends continue to benefit from the very considerable voluntary work of members of Forum and other Friends.

Benefits to Friends:
Friends benefit from the opportunity to join specially organised visits, as well as priority booking for special events and Garden adult education programmes. Three Newsletters are sent to the Friends each year. Whilst these Newsletters are produced primarily for the Friends, they are also available to the public in hard copy at the Garden shop and through The Friends' website. Those Friends who have registered their email address with the Garden office receive e-bulletins three times a year between issues of the Newsletters. The Friends' website is part of the Garden website and continues to be enhanced. The Friends also have reciprocal visiting rights at certain other UK gardens. The monthly Coffee Mornings with Garden tours are very popular but sadly have had to be suspended this year.

FINANCIAL REVIEW

Income:
Subscription income, excluding Gift Aid tax refunds was £131,460 (2020: £119,527), up on the previous year due in the main to increase in membership fee. The contribution from garden visits and special events was £552 (2020: £32,464). This decrease is due to most events being postponed. Other income, included donations of £94,496 (2020: £81,875) £63,594 of these donations were for the paths appeal. In addition, there was investment income of £260 (2020: £601).

Expenditure:
Grants totalling £119,571 (2020: £132,509) were made to the Garden. Governance and communication costs were £43,837 (2020: £34,991). The costs were higher as a new database was introduced to manage the membership and streamline the administrative processes. Most of the costs of The Friends relate to the production and circulation of the Garden Newsletter to Friends three times a year and administrative support.

Cash:
The total cash held at 28 February 2021 was £458,521 (2020: £456,469). Of this amount £148,967 has been committed to the Gardens and will be spent in the coming year. In addition, a minimum of £30,000 is maintained under the reserves policy as set out in the next paragraph.

Reserves policy:
It is the policy of The Friends to maintain unrestricted general funds, which are the free reserves of the company, in excess of £30,000 at all times. The minimum level of these reserves should be available as accessible cash deposits. This allows The Friends to be able to respond immediately to requests by the Garden for grants in order that the Garden may secure third party matching funds. This minimum level of unrestricted funds should also allow all commitments to be met in the unlikely event of The Friends ceasing to exist. Unrestricted funds were maintained above this level throughout the year.

HISTORICAL RECORD
The growth in membership and financial record of The Friends over the last five years is set out below:

	Membership	Funds raised (net of event costs)			Grants made
		Appeals	Other	Total	
		£000	£000	£000	£000
2016	3,164	-	200	200	164
2017	3,247	-	202	202	228
2018	3,317	-	220	220	176
2019	3,537	-	199	199	192
2020	3,402	163	136	299	133
2021	3,296	64	119	183	120

FUTURE PLANS
The Directors were pleased with the fundraising appeal for the paths at the Arboretum to support the Gardens 400th anniversary. Vigorous efforts will continue to be made to increase membership income. The Director of the Botanic Garden & Arboretum is very keen to extend collaboration with The Friends. We believe that the realisation of present plans and a higher public profile will provide opportunities to increase our membership and income. We are working very closely with the Garden staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Garden and Arboretum.

GOING CONCERN

The Directors are not aware of any reasons that the charitable company will not continue in its activities during the next 12 months.

FRIENDS AND VOLUNTEERS

The Friends depends upon the continuing financial generosity of its members. That support is appreciated greatly and allows The Friends to help the Garden to continue to develop for the benefit of the University and the general public. The Friends also relies on the time and effort given by its many voluntary helpers. The response to the request for new volunteers has been very positive and we are most grateful to those who have stepped forward. The Directors of The Friends and the Garden management and staff are indebted to all those who give their time freely in support of the activities of The Friends.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REPORTING ACCOUNTANTS

At the Annual General Meeting held on 25 January 2021 Critchleys Audit LLP were appointed to act as reporting accountants for the accounts to 28 February 2021.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Registered office:
Oxford Botanic Garden and Arboretum
Rose Lane
Oxford
OX1 4AZ

Signed by order of the Directors

Anna Nasmyth

Anna Nasmyth
Company Secretary

Date: 14/6/21

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

INDEPENDENT EXAMINER'S REPORT TO THE FRIENDS OF OXFORD BOTANIC GARDEN

I report on my examination of the accounts of The Friends of Oxford Botanic Garden & Arboretum (the company) for the year ended 28 February 2021.

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 2011('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 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 report

I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, 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:

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 accounting 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.



Name of examiner: Katherine Wilkes
Name of firm: Critchleys Audit LLP
Relevant professional body: Institute of Chartered Accountants in England and Wales
Address: Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP
Date:
16th June 2021

The Friends of Oxford Botanic Gardens & Arboretum
Statement of Financial Activities
For the year ended 28 February 2021
(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Income and endowments from:					
Donations and subscriptions	2	162,362	63,594	**225,956**	**301,402**
Charitable activities	4	3,487	-	**3,487**	**58,911**
Investment income	5	260		**260**	**601**
Total income		166,109	63,594	**229,703**	**360,914**
Expenditure on:					
Raising funds	6	(2,935)	-	**(2,935)**	**(26,447)**
Charitable activities	7	(119,571)	-	**(119,571)**	**(132,509)**
Other	8	(43,837)		**(43,837)**	**(34,991)**
Total		(166,343)	-	**(166,343)**	**(193,947)**
Net income / (expenditure) before transfers		(234)	63,594	**63,360**	**166,967**
Transfers between funds				-	-
Net income / (expenditure) for the period		(234)	63,594	**63,360**	**166,967**
Net movement in funds		(234)	63,594	**63,360**	**166,967**
Reconciliation of Funds					
Funds brought forward at 1 March 2020		79,421	163,272	**242,693**	**75,726**
Funds carried forward at 28 February 2021		79,187	226,866	**306,053**	**242,693**

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

The Friends of Oxford Botanic Gardens & Arboretum
Balance sheet
As at 28 February 2021

Company number:
05547805

	Notes	2021 £	2021 £	2020 £	2020 £
Current assets					
Debtors	10	26,983		34,387	
Cash at bank and in hand		458,521		456,469	
		485,504		490,856	
Liabilities					
Creditors: Amounts falling due within one year	11	(157,495)		(225,832)	
Net current assets			328,009		265,024
Total assets less current liabilities			328,009		265,024
Creditors: Amounts falling due after more than one year	12		(21,956)		(22,331)
Net assets excluding pension liability			306,053		242,693
Defined benefit pension scheme liability					
Total net assets			306,053		242,693
Funds:	13				
Restricted funds			226,866		163,272
Unrestricted funds			79,187		79,421
Total funds			306,053		242,693

The Directors are satisfied that the company was entitled to exemption under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the Companies Act 2006.

The financial statements were approved by the trustees and authorised for issue on 14/6/21 and are signed on their behalf by:

Sarah Taylor

Sarah Taylor
Chair

Anna Nasmyth

Anna Nasmyth
Company Secretary

1 Statement of Accounting Policies

Basis of accounting

The financial statements have been prepared in accordance with United Kingdom Accounting Standards, in particular 'FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).

The Friends is a public benefit entity for the purposes of FRS 102 and a registered charity and has therefore also prepared the financial statements in accordance with 'The Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with FRS 102' (The Charity SORP (FRS 102)).

The financial statements have been prepared on a going concern basis and on the historical cost basis; the principal accounting policies adopted are set out below and have been applied consistently throughout the year.

Cash Flow Statement

The Trustees have taken advantage of the exemption in section 7 of FRS 102 from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources

Incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers or donated facilities. Fees received for life membership are released in equal amounts to incoming resources over 20 years, commencing in the year of receipt of the subscription.

Other membership fees are recognised in the year of receipt. Income and expenditure related to fund raising activities are recognised in the year that the activity occurred.

Interest receivable for the year on bank deposits is based on interest received during the year adjusted for the amount of interest received after the year end that related to the year just ended. Tax refunds are included on the basis of the claim submitted after the end of the year for which the accounts are being prepared.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Fixed assets and depreciation

The Charity has no fixed assets.

Taxation

The Friends is a registered charity and is exempt from tax on income and gains. It is not registered for Value Added Tax (VAT).

Funds accounting

General funds are unrestricted funds, which are available for use at the discretion of the Directors in furtherance of the general objectives of the charity and which have not been designated for other purposes. Designated funds comprise unrestricted funds that have been set aside by the Directors for particular purposes. The aim and use of any designated fund is set out in the notes to the financial statements. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

2 Income from donations and legacies

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Donations	5,646	62,067	67,713	151,793
Membership subscriptions (excl gift aid)	131,460	-	131,460	119,527
Gift aid	25,256	1,527	26,783	30,082
	162,362	63,594	225,956	301,402

3 Membership

	Total 2021 number	Total 2020 number
Single	1,254	1,322
Joint	1,760	1,790
Bobart Single	39	39
Bobart Joint	46	50
Life Single	93	91
Life Joint	90	92
Danby Single	8	8
Danby Joint	6	10
	3,296	3,402

4 Charitable activities

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Visits to gardens	(637)	-	(637)	31,434
Concerts, opera	4,094	-	4,094	10,896
Other activities	30	-	30	2,191
Evening of delights	-	-	-	14,390
	3,487	-	3,487	58,911

5 Income from investments

	Total 2021 £	Total 2020 £
Bank interest	260	601

6 Raising funds

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Visits to gardens	2,935	-	2,935	13,848
Concerts, opera	-	-	-	5,562
Other activities	-	-	-	1,309
Evening of delights	-	-	-	4,234
Paths appeal	-	-	-	1,494
	2,935	-	2,935	26,447

7 Other expenditure

Grants to Oxford Botanic Garden & Arboretum	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Improvement of facilities				
Glasshouse propagation facilities	-	-	-	14,221
Arboretum Awareness & signage	16,034	-	16,034	-
Interpretation Project	10,595	-	10,595	-
Paths repair	17,398	-	17,398	-
Arboretum- bulb planting	6,634	-	6,634	-
Re configure rock garden	-	-	-	19,800
Staff development				
professional development	-	-	-	28,750
support for staff costs	20,000	-	20,000	-
Plant collection management				
Enhancing collections	10,000	-	10,000	63,215
Public education and communication				
Education programme support	-	-	-	3,523
Other				
Small equipment	4,400	-	4,400	3,000
400th Anniversary support	16,000	-	16,000	-
Danby funds	18,510	-	18,510	-
	119,571	-	119,571	132,509

8 Other costs

	Unrestricted 2021 £	Restricted 2021 £	Total 2021 £	Total 2020 £
Newsletters	10,825	-	10,825	12,898
General postage	505	-	505	1,261
Printing and stationery	2,454	-	2,454	391
Software fees and IT support	10,672	-	10,672	354
Administration & other costs	17,597	-	17,597	18,508
Governance - independent examination fee	1,784	-	1,784	1,580
	43,837	-	43,837	34,991

9 Staff Costs

The trustees neither received nor waived any remuneration during the year (2020: £0). Expenses relating primarily to event costs and totalling £0 were reimbursed to four Trustees during the year (2020: £5,164).

10 Debtors

	2021	2020
	£	£
Gift aid debtor	26,983	30,082
Other debtors	-	4,305
	26,983	34,387

11 Creditors: amounts falling due within one year

	2021	2020
	£	£
Grants payable	148,967	212,338
Accruals and deferred income	8,528	13,494
Life membership subscriptions	-	-
	157,495	225,832

12 Creditors: amounts falling due in greater than one year

	2021	2020
	£	£
Life membership subscriptions	21,956	22,331
	21,956	22,331

13 Funds

	Balance at 1 March 2020 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28-Feb 2021 £
Restricted funds					
Arboretum Paths	163,272	63,594	-	-	**226,866**
	163,272	**63,594**	-	-	**226,866**
Unrestricted funds					
Unrestricted funds	79,421	166,109	(166,343)	-	**79,187**
	79,421	166,109	(166,343)	-	79,187
Total funds	**242,693**	**229,703**	**(166,343)**	-	**306,053**

Comparative funds

	Balance at 1 March 2019 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 29 Feb 2020 £
Restricted funds					
Horticultural trainee funding	28,750	-	(28,750)	-	-
Arboretum Paths	-	169,000	(5,728)	-	**163,272**
	28,750	**169,000**	**(34,478)**	-	**163,272**
Unrestricted funds					
Unrestricted funds	46,977	191,914	(159,470)	-	**79,421**
	46,977	191,914	(159,470)	-	**79,421**
Total funds	**75,727**	**360,914**	**(193,948)**	-	**242,693**

Horticulture fund donations were for the purpose of employing a horticulture trainee.

Arboretum fund includes specific donations received to support the work of the Arboretum.

None of the unrestricted funds have been designated for specific projects.

14 Analysis of net assets between funds

Fund balances at 28 February 2021 are represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	485,504	-	**485,504**
Current liabilities	(157,495)	-	**(157,495)**
Non-current liabilities	(21,956)	-	**(21,956)**
Total net assets	**306,053**	-	**306,053**

15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2020: £nil).

16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2020: £nil).

17 Contingent liabilities

There are no contingent liabilities that require disclosure.

18 Members liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

19 Related party transactions

There were £950 of related party transactions during the period (2020: £ nil).

The Charity received £10,000 donations from trustees during the year (2020: £0), restricted to the Paths Appeal.