

TROPICAL BIOLOGY ASSOCIATION

England & Wales · Charity number 1116111

Details

Other names	TBA
Status	Registered
Legal form	Charitable company
Company number	05827864
Registered	2006-09-13
Register	View on the Charity Commission register

Contact

Address	Tropical Biology Association David Attenborough Building Pembroke Street Cambridge CB2 3QZ
Phone	01223336619
Email	tba@tropical-biology.org
Website	www.tropical-biology.org

Activities

Objects: 3. OBJECTS The objects for which the Company is established are to advance public education and to promote for the benefit of the public the conservation, protection and sustainable management of the natural environment in regions with high biodiversity. We will do this through building capacity relating to the ecology, conservation and management of tropical and other biodiverse-rich ecosystems by the following means: (a) establishing, supporting and carrying-out demand-driven programs in education and research;(b) building the capacity of institutions responsible for teaching, conservation and research;(c) maintaining a global network; and(d) carrying-out other general activities in the area of education, research and conservation of biodiversity.

Activities: Advance public education & promote for the benefit of the public, conservation, protection & improvement of the physical and natural environment in particular in the tropics

Classification

- **How:** Sponsors Or Undertakes Research, Other Charitable Activities
- **What:** Education/training, Environment/conservation/heritage
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** NOT DEFINED IN PRACTICE NATIONAL AND OVERSEAS
- Ethiopia
- France
- Kenya
- Liberia
- Madagascar
- Malawi
- Malaysia
- Tanzania
- Uganda

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£730,742	£555,777	£729,405	4
2024-03-31	£484,094	£436,731	-	-
2023-03-31	£559,003	£479,523	£507,077	4
2022-03-31	£408,612	£416,222	-	-
2021-03-31	£450,462	£304,105	-	-

Trustees

Name	Role	Appointed
Christopher Robert Edward Jones	Chair	2024-02-15
Dr Robert Kaspar Alois Jehle		2024-02-15
Dr Rosemary Trevelyan		2006-09-13
Professor Ara Monadjem		2024-02-15
Professor Helen Roy MBE		2024-02-15

TROPICAL BIOLOGY ASSOCIATION

England & Wales - Charity number 1116111

Accounts

Registered number: 05827864
Charity number: 1116111

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2025

Trustees
Dr R Trevelyan
Dr L Thomas, Chair (resigned 28 June 2025)
Dr R K A Jehle
Mr C R E Jones
Professor A Monadjem
Professor H E Roy
Mr C Jones, Chair (appointed 28 June 2025)

Company registered number 05827864

Charity registered number 1116111

Registered office
Department of Zoology
Downing Street
Cambridge
Cambridgeshire
CB2 3EJ

Chief executive officer Dr R Trevelyan

Independent Examiner
Peters Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

Bankers
Co-operative Bank Plc
75 Burleigh Street
Cambridge
CB1 1DF

National Westminster Bank plc
56 St Andrew's Street
Cambridge
CB2 3DA

Solicitors
Rogers and Norton
The Old Chapel
5-7 Willow Lane
Norwich
NR2 1EU

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report together with the financial statements of the Tropical Biology Association (TBA) for the year ended 31 March 2025. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

1. Policies and objectives

The objects of the Charity are to advance public education and to promote for the benefit of the public the conservation, protection and sustainable management of the natural environment in regions with high biodiversity. The Charity does this through building capacity relating to the ecology, conservation and management of tropical and other biodiverse-rich ecosystems by the following means:

- Establishing, supporting and carrying-out demand-driven programs in education and research;
- Building the capacity of institutions responsible for teaching, conservation and research;
- Maintaining a global network; and
- Carrying-out other general activities in the area of education, research and conservation of biodiversity.

The main aims of the charity for 2025 were to achieve the above objectives through developing individual and institutional capacity among natural resource managers and conservation scientists in SE Asia, Africa and Europe/USA/Oceania.

The TBA strategy continues to be reviewed and followed and enables the staff to plan existing activities and set priorities for new activities. All activities must meet the criteria of being demand-driven, logistically feasible, and of having the potential to have a significant impact as well as having funding opportunities to support them.

2. Report on Tropical Biology Association's Public Benefit

The Trustees have had regard to the Charities Commission Guidance on the principles of public benefit. The TBA delivers identifiable benefits in the areas of the advancement of education, the advancement of science and the advancement of environmental protection or improvement. These are directly linked to the TBA's aims described at the beginning of the "objectives and activities" section of this report. The benefits are to a specific section of the public – that of young biologists who wish to develop skills in environmental protection and management and at the same time enhance their careers. The TBA courses do not have geographical restrictions within Europe, Africa or SE Asia and scholarships are available to those who cannot pay the fees (which are set to cover only the direct costs).

The TBA courses are assisting students to develop their careers, and the specialist training and NGO capacity development programmes provide key skills for conservation professionals in Africa and SE Asia. The TBA provides mentorship and encouragement to TBA alumni throughout the year, including sharing opportunities and reviewing numerous proposals and manuscripts.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

i) field courses

TBA ran a month-long field course in Uganda in 2024 which included an online component. The course trained 24 young scientists from 18 countries (half from Africa). Half of the tutors on the course were from Africa and included 4 TBA alumni.

ii) Integrated training programme

These are partnership projects that integrate training with implementation:

1. 2024/5 was the second year the programme called *Improved decision-making through citizen science data*. The programme integrates practical training for civil society and government staff from East and West Africa, and the creation of a new online platform to share citizen science data on birds in Kenya for the first time. Led by TBA, it is run in partnership with the Kenya Bird Map project, the Nigerian Bird Atlas project and A Rocha Kenya and funded by the UK Government through Darwin Initiative. In 2024/5 we ran the final training course for citizen science managers from Kenya and Nigeria in communication skills and advocacy for citizen science projects to inform management and policy. Eight publications based on citizen science data and published by African lead authors have resulted from this programme.
2. We launched a new programme in 2024 called *Developing capacity for forest restoration in Africa*. This is a two-year programme run in partnership with Kabale University (Uganda) and funded by the UK Government through Darwin Initiative. The programme aims to develop capacity and capability among managers and conservation professionals responsible for forest restoration in Africa through practical training and new MSc modules at Kabale University. Under this programme we designed a new field course, which we held in Kibale Forest for 22 restoration professionals from across Africa. The course received nearly 400 applicants, which reflects the significant demand from conservation managers for training in restorations.
3. Continuing on our strategic direction of developing capacity in restoration, TBA is leading a training and research project called *Enhancing forest restoration in Liberia via capacity building and data-driven case studies*. The project is a partnership between TBA, RSPB, Cambridge University Zoology Department, and the University of Liberia and aims to train a new generation of restoration scientists from Liberian government, academic, and community stakeholder groups and to assess the effectiveness of current restoration practices. It is funded through the Cambridge Conservation Initiative Collaborative Fund.

iii) specialist training courses

TBA continued to run its portfolio of specialist training courses that were held in person as well as online. The courses were as follows:

1. Strengthening civil society capacity for communicating conservation impact in Indo-Burma. This was an in-person workshop in Cambodia.
2. A specialist training programme consisting of two online courses on project design and measuring impacts and fundraising for conservation practitioners working on species which are on the brink of extinction in SE Asia. The courses were developed in partnership with the IUCN Species Survival Commission Asian Species Action Partnership (ASAP).
3. A Master Class aimed to enhance the organizational capacity of Civil Society Organizations working in biodiversity conservation within the Guinean Forests of West Africa hotspot. CSOs gained practical training on how to design effective biodiversity conservation projects and measure their impacts. They also received training in budgeting, financial management, stakeholder engagement, the application of social and environmental safeguards, gender, ethics and reporting. The master class is part of an in person and online capacity building programme funded by the Critical Ecosystem Partnership Fund.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

iv) follow-up support and TBA alumni groups

The charity continued providing followup support to its trainees. TBA's alumni represent over 80 countries including 30 African countries. The follow-up support that TBA provides to its former trainees includes advice on projects and names of specialists, and help with scientific writing and proposal development. The scheme's major quantitative outputs are publication of scientific papers in peer reviewed journals and successful grant proposals.

v)

The TBA continues to be a co-organiser of the Student Conference on Conservation Science which was attended by 149 student delegates from 51 countries working in conservation science. A further 200 student delegates signed up to attend for free online. Several TBA alumni attended the conference and presented posters and talks – with the third talk prize being awarded to a TBA alumnus from Uganda.

vi)

The TBA continues to be an active partner of the Cambridge Conservation Initiative (CCI). Based in the David Attenborough Building, Cambridge, UK, the CCI partners represents the largest cluster of conservation organisations in the world. TBA's director sits on the Council of CCI and TBA is leading a project funded by the CCI collaborative fund.

vii) measuring impacts

The mid- and long-term impacts of TBA's capacity building are measured using quantitative and qualitative indicators to assess how trainees apply their lessons learnt and, for the field courses, what jobs they take up and what conservation work they carry out. For example, 95% of all TBA's African alumni who are in contact with TBA are engaged in conservation or science related careers. The qualitative feedback TBA receives indicates that activities of the TBA alumni have a positive impact on the environment and environmental education generally. A good proportion of alumni are leading conservationists in their countries and work on a range of issues from habitat to species conservation as well as education. Together, these indicators are evidence of the longlasting benefit that the TBA activities provide.

Another measure is how closely course participants remain in contact with each other after their courses. For example, the African Women's network is still active over a year since it was formed, and participants from our online scientific writing course still share opportunities and their publications several years after their course finished.

Another measure of long-term impacts of the TBA activities is the number of TBA alumni groups that have independently established themselves. There are 15 alumni groups across Africa who were formed by the alumni themselves. These groups aim to promote responsible conservation and natural resource management by catalysing research and nurturing collaborations. More information on their activities can be found on the TBA website <https://tropical-biology.org/alumni-groups/>.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

b. Factors outside the charity's control

The main factor outside the charity's control that is relevant to achieving its objectives is the unpredictability of grant availability and lack of long-term grants to allow us to plan ahead. The TBA has mitigated this risk by further diversifying its funding sources and expanding its activities to keep up with emerging issues – that are more likely to attract grants. A second factor outside the charity's control is the political stability and security situation of some of the African countries the TBA works with which is also a potential obstacle to achieving our objectives. TBA is in close contact with its in-country partners and follows the FCO advice regards travel.

FINANCIAL REVIEW

a. Going concern

After assessing the last year's successes, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

As at 31 March 2025 the charity had total funds of £729,405 (2024: £554,440) of which £Nil (2024: £3,000) were restricted funds and £729,405 (2024: £551,440) were unrestricted. The designated continuity fund originally created by the Trustees to ensure that the Charity has the means to run its complement of field courses and short courses for a year if no external funding is received, has now been released and the general reserves are considered as a whole.

The policy of the Trustees is to build up and keep general reserves to allow the Charity to meet its objectives during times of financial volatility and shortfall or when grants are slow to be paid, and to enable the Charity to run its complement of courses and fundraising activities for 18 months. Estimated minimum annual costs are £450,000 and therefore £675,000 is the minimum sum that the Trustees wish to hold in unrestricted funds, but they wish to maintain a higher balance if possible. Unrestricted funds were £729,405 (2024: £551,440), which is above the ideal target level, however the Trustees have a priority to ensure TBA can continue to bring in diverse and sustainable funding to meet its objectives. The Trustees will continue to work to diversify unrestricted funding.

c. Financial risk management objectives and policies

The majority of TBA's income comes from grants and donations and total income for the year to 31 March 2025 was £730,742 (2024: £484,094). Total expenditure in the year was £555,777 (2024: £436,731) of which £440,066 was spent on direct costs (2024: £273,605), £98,970 on support costs (2024: £163,126), of which £16,741 relates to governance costs (2024: £20,916).

The transactions and activities undertaken during the period are summarised in the Statement of Financial Activities.

d. Principal funding

The principal funding sources for 2025 were Hans Wilsdorf Foundation, CEPF, AG Leventis Foundation and the UK Government through Darwin Initiative, in addition to TBA member institutions and an anonymous funder. We also received small grants for specific short-term projects from the Cole Trust, the CCI collaborative fund, the British Ecological Society, and IUCN Asian Species Action Partnership. The funding sources change regularly since most grants are of a finite lifespan.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

e. Plans for the future

A TBA flagship month-long field course for 24 biologists from Europe, and Africa will take place in Uganda in July-August 2025. It will include an online element. We will also run a project design field course in partnership with the British Ecological Society for the first time – to be held at the Mpala research centre. This course builds on the success of our project design course we ran there in 2022. TBA aims to build up the number of field courses to at least two per year in Africa and one a year in SE Asia, and is looking for donors to support us and meet the huge demand for field training that exists.

We will continue to develop our strategic direction of developing capacity in nature based solutions for climate change including ecosystem restoration. To this end, in 2025/6 we will run our second field training course for African restoration professionals in Kibale Forest and we will continue to follow up our trainees on this course to monitor their impacts they are achieving as a result of the training. We will also run a new field training course in forest restoration in Liberia in partnership with the University of Liberia, RSPB, and University of Cambridge (funded by the CCI collaborative fund).

We will continue to run our programme that is enhancing Indian Ocean Civil Society Organizations' Capacity for Ecosystem-based Adaptation (funded by Conservation International through their Critical Ecosystem Programme Fund).

We will continue with our activities to achieve TBA's strategy including:

- Plan and fundraise for face-to-face professional training workshops (specialist workshops) to be held in 2026 onwards
- Maintain and upgrade communication materials to share TBA successes and to increase the profile of TBA as a provider of world class field courses and tailor-made specialist courses
- Develop new partners for collaborative projects on capacity building (in person and online)
- Maintain the TBA alumnus network and continue to support and mentor TBA alumni
- Continue to co-organise the Student Conference on Conservation Science and help plan for a new Conference in Africa
- Continue to be an active member of the Cambridge Conservation Initiative, UK
- Continued to teach on the MPhil in Conservation Leadership, University of Cambridge
- Continue to develop our e-learning strategy and upgrade our virtual learning environment and portfolio of online courses which currently consists of:
 - Project design and measuring impact
 - Scientific writing and publishing
 - Fundraising, focusing on grant writing
 - Ecosystem services focussing on the TESSA toolkit
 - NGO Management and we will continue with our activities to achieve TBA's strategy including:

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Tropical Biology Association Limited is incorporated in the UK and is registered as a charitable company limited by guarantee, number 05827864 and was set up and is governed by its Memorandum of Association dated 16 May 2006. On this date the net assets of Tropical Biology Association were transferred to the new charity. TBA has updated its governing documents which were adopted 15 February 2024.

The Charity gained charitable status on 13 September 2006 and its registered charity number is 1116111.

b. Method of appointment or election of Trustees

The appointment of new Trustees is decided by the existing trustees who sit on the Board ("TBA council"). New Trustees are usually people who have taught on a TBA course or who represent TBA university members. Trustees therefore already have an intimate knowledge of the TBA and its activities. The Trustees who served during the period are as follows:

Mr P M Brakefield
Dr R Trevelyan
Dr L Thomas

On 15 February 2024 Mr P M Brakefield resigned, and the following Trustees were appointed:

Dr R K A Jehle
Mr C R E Jones
Professor A Monadjem
Professor H E Roy

Following induction, ongoing training will be given when trustees request.

c. Organisational structure and decision making

In accordance with the Memorandum of Association, Dr R Trevelyan receives remuneration for her full time duties. Dr R Trevelyan is the Executive Director and manages the Charity on a day to day basis. Dr R Trevelyan's remuneration is set by her fellow Board of Trustees.

d. Connected charities

The Charity has an office at the National Museums of Kenya in Nairobi whose main task is to organise African logistics and assist in fundraising. Members of this office are Kenyan citizens and employed through Nature Kenya, a Kenyan NGO.

Nature Kenya, PO Box 44486, 00100-Nairobi, Kenya

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

e. Risk management

The Trustees have assessed the major risks to which the charity is exposed; in particular those related to the operations and finances of the charity; and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The major risks to which the charity is exposed are insufficient funding from grants and donations to achieve our strategy; health and safety issues associated with travel and field teaching in Africa and SE Asia, and internet security issues associated with travel and fields teaching in Africa and SE Asia, and internet security issues associated with running courses online and securing people's data on our virtual learning platform.

The major risks and their mitigation are as follows:

Risk	Mitigation
Insufficient funding to achieve TBA strategy	Identify up-coming calls for proposals and apply for grants where eligible Develop new partnerships to co-fundraise for grants and foundations Use new case for support and create new videos to attract new donors Build relationships with potential donors Continue our communications strategy to raise profile
Health and safety issues on field-based training courses in Africa and SE Asia	Risk assessments are done for each course Security briefings are given to students at the beginning of each course
Cyber security risks for online courses	TBA uses a virtual learning platform (Moodle) and employs Hubken group to host TBA's platform. Hubken group are certified for information security management and give 24/7 site security
GDPR	TBA has a GDPR policy which we monitor and update

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2025

STATEMENT OF TRUSTEES' RESPONSIBILITIES

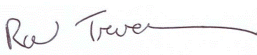
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any
- material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:


.....
Dr R Trevelyan
(Trustee)

23 July 2025


.....
Mr C Jones
(Trustee)

28 July 2025

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2025**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TROPICAL BIOLOGY ASSOCIATION LIMITED ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2025.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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 charity'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 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: *Nikki Loan*

Nikki Loan

Dated: 28 July 2025

FCA

PETERS ELWORTHY & MOORE

Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025

	Note	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
INCOME FROM:					
Donations and grants	2	155,000	508,191	663,191	417,786
Charitable activities	3	61,638	-	61,638	27,012
Investments	4	2,852	-	2,852	2,620
Other income	5	3,061	-	3,061	36,676
TOTAL INCOME		222,551	508,191	730,742	484,094
EXPENDITURE ON:					
Charitable activities		81,425	474,352	555,777	436,731
TOTAL EXPENDITURE		81,425	474,352	555,777	436,731
NET INCOME		141,126	33,839	174,965	47,363
Transfers between funds	12	36,839	(36,839)	-	-
NET MOVEMENT IN FUNDS		177,965	(3,000)	174,965	47,363
RECONCILIATION OF FUNDS:					
Total funds brought forward		551,440	3,000	554,440	507,077
Net movement in funds		177,965	(3,000)	174,965	47,363
TOTAL FUNDS CARRIED FORWARD		729,405	-	729,405	554,440

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

The notes on pages 14 to 29 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05827864

BALANCE SHEET
AS AT 31 MARCH 2025

	Note	2025 £	2024 £
FIXED ASSETS			
Tangible assets	9	1,221	1,993
		<u>1,221</u>	<u>1,993</u>
CURRENT ASSETS			
Debtors	10	104,604	37,591
Cash at bank and in hand		869,998	586,827
		<u>974,602</u>	<u>624,418</u>
CURRENT LIABILITIES			
Creditors: amounts falling due within one year	11	(246,418)	(71,971)
		<u>728,184</u>	<u>552,447</u>
NET CURRENT ASSETS			
TOTAL NET ASSETS			
		<u>729,405</u>	<u>554,440</u>
CHARITY FUNDS			
Restricted funds	12	-	3,000
Unrestricted funds	12	729,405	551,440
		<u>729,405</u>	<u>554,440</u>
TOTAL FUNDS			
		<u>729,405</u>	<u>554,440</u>

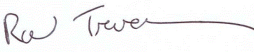
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


.....
Dr R Trevelyan
(Trustee)

Date: 23 July 2025


.....
Mr C Jones
(Trustee)

28 July 2025

The notes on pages 14 to 29 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2025

	2025 £	2024 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash used in operating activities	280,319	60,561
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interests and rents from investments	2,852	2,620
NET CASH PROVIDED BY INVESTING ACTIVITIES	2,852	2,620
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR	283,171	63,181
Cash and cash equivalents at the beginning of the year	586,827	523,646
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	869,998	586,827

The notes on pages 14 to 29 form part of these financial statements

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the charities SORP (FRS102) October 2019, effective 1 January 2019) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Tropical Biology Association Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

1.2 COMPANY STATUS

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

1.3 GOING CONCERN

The Trustees have reviewed the financial position of the Charity and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The TBA, supported by its Trustees, is actively seeking grant funding and donations.

Budgets and forecasts have been prepared by the TBA executive and approved by the Trustees based on known income for the next three years. Budget figures indicate income will be sufficient to cover all costs in 2024-25. Current, cautious estimates of anticipated income for 2025-26 project a deficit for that year. The net effect across the two years would be a reduction in unrestricted funds of around £80,000. However, based on our track record and on conversations we are having with new funders, we do not expect to operate on a deficit in 2025-26.

As noted in this report, there are unrestricted funds available of £551,440 at 31 March 2024. The charity is confident that future fundraising applications will be successful. Accordingly, the financial statements continue to be prepared on the going concern basis.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES (CONTINUED)

1.4 FUND ACCOUNTING

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds represent income that has been received and recognised in the financial statements, which is subject to specific conditions imposed by the donor, client or grant making institution. These funds are not available for the Trustees to apply at their discretion.

The purpose and use of the restricted funds is set out in the note 12 to the financial statements.

Unrestricted funds are monies that have been received towards the general objectives of the charity as a whole to be spent at the discretion of the trustees.

Where contracts accounted for within restricted funds include contributions toward support costs, an appropriate transfer is made between restricted and unrestricted funds.

1.5 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

Grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period. Where costs incurred by the charity are fully reimbursable under a grant agreement, income is accrued,

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date, which usually occur upon receipt.

Membership income is recognised in the period to which it relates. Unpaid fees are included in debtors and any membership fees received in advance are carried forward as deferred income.

Course fee income is recognised in the period in which the course takes place. Any income received in advance is carried forward as deferred income.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES (CONTINUED)

1.6 EXPENDITURE

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to applicable headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, such as rent and professional fees. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements, such as accountancy fees. The Trustees consider that a proportion of salaries for certain staff employed in the UK relate to support costs and governance costs and an apportionment is made based on an estimation of time spent.

Support costs are allocated across activities in proportion to the direct costs incurred on each.

Where a proportion of costs relates to a restricted fund activity, such as wages and salaries, the relevant amount has been treated as expenditure.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.7 FOREIGN CURRENCIES

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into sterling at the average rate for the year.

Exchange gains and losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

1.8 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.9 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

1. ACCOUNTING POLICIES (CONTINUED)

1.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £200 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	- 25% reducing balance
Fixtures and fittings	- 20% straight line

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.14 FINANCIAL INSTRUMENTS

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Donations	155,000	45,252	200,252	190,012
Project grants and donations	-	462,939	462,939	227,774
	155,000	508,191	663,191	417,786
TOTAL 2024	190,012	227,774	417,786	

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Membership fees	10,490	10,490	8,183
Course fees (including Specialist Training Programme course fees)	9,200	9,200	12,816
Workshop training	41,948	41,948	6,013
TOTAL 2025	61,638	61,638	27,012
TOTAL 2024	27,012	27,012	

4. INVESTMENT INCOME

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Bank interest	2,852	2,852	2,620
TOTAL 2024	2,620	2,620	

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

5. OTHER INCOME

	Unrestricted funds 2025 £	Total funds 2025 £	Total funds 2024 £
Subletting office space	3,061	3,061	36,676
TOTAL 2024	36,676	36,676	

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Direct costs 2025 £	Support and Governance costs 2025 £	Total funds 2025 £	Total funds 2024 £
Specialist training programmes	40,331	10,605	50,936	199,192
NGO capacity development	72,232	18,993	91,225	96,822
Field courses	146,499	38,521	185,020	140,717
Programmes for training and implementation	181,004	47,592	228,596	-
	440,066	115,711	555,777	436,731
TOTAL 2024	273,605	163,126	436,731	

In 2024, expenditure of £429,100 (2023: £292,942) was met from restricted funds before transfers.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Total funds 2025 £	Total funds 2024 £
Staff costs	47,686	78,272
Rent and maintenance	2,336	47,648
Travel and staff-related costs	2,931	829
Legal & professional fees	20,666	9,662
Bank charges	845	623
Staff insurance	2,841	3,906
Exchange rate difference	21,665	1,270
Governance costs	16,741	20,916
	115,711	163,126
	2025 £	2024 £

GOVERNANCE COSTS

Accountancy fees	8,782	9,570
Independent examiner's fees	1,985	1,890
Wages and Salaries	5,575	8,862
National Insurance	399	594
	16,741	20,916

7. INDEPENDENT EXAMINER'S REMUNERATION

	2025 £	2024 £
Fees payable to the charity's independent examiner in respect of:		
The independent examination of the charity's annual accounts	1,985	1,890
All other services not included above	8,782	9,570

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

8. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES

	2025 £	2024 £
Wages and salaries	189,487	180,946
Social security costs	10,055	9,460
Contribution to defined contribution pension schemes	11,720	17,059
	<u>211,262</u>	<u>207,465</u>

Wages and salaries included £49,094 (2024: £39,781) from the Nairobi branch.

The average number of persons employed by the charity during the year was as follows:

	2025 No.	2024 No.
Direct and support staff - UK	<u>4</u>	<u>4</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2025 No.	2024 No.
In the band £70,001 - £80,000 (UK)	-	1
In the band £80,001 - £90,000	1	-

During the year, one Trustee received remuneration of £96,707 including employers' national insurance and pension contribution (2024: £86,932) in their capacity as Chief Executive Officer.

During the year, no Trustees received any benefits in kind (2024: £NIL).

During the year, one Trustee (2024: two) incurred expenses on the charity's behalf amounting to £1,849 (2024: £2,344), in relation to travel expenses.

TBA considers its key management personnel to be the Trustees.

As noted elsewhere in the Trustees' Report and Financial Statements, Dr R Trevelyan is the Chief Executive Officer and oversees the day to day management of the Charity. With the authority of the TBA Memorandum of Association, a salary is paid to Dr Trevelyan for her work in running the Charity. This payment does not relate to her duty as a Trustee.

All other Trustees give their time and expertise without any form of remuneration or other benefit in kind as noted above.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

9. TANGIBLE FIXED ASSETS

	Motor vehicles £	Fixtures and fittings £	Total £
COST			
At 1 April 2024	37,954	37,611	75,565
At 31 March 2025	37,954	37,611	75,565
DEPRECIATION			
At 1 April 2024	37,447	36,125	73,572
Charge for the year	127	645	772
At 31 March 2025	37,574	36,770	74,344
NET BOOK VALUE			
At 31 March 2025	380	841	1,221
At 31 March 2024	507	1,486	1,993

10. DEBTORS

	2025 £	2024 £
DUE WITHIN ONE YEAR		
Trade debtors	23,143	4,678
Other debtors	-	17,093
Prepayments and accrued income	81,461	15,820
	104,604	37,591

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Trade creditors	11,487	16
Other taxation and social security	4,335	3,719
Other creditors	2,536	2,511
Accruals and deferred income	228,060	65,725
	<u>246,418</u>	<u>71,971</u>
	2025 £	2024 £
DEFERRED INCOME		
Deferred income at 1 April 2024	28,755	-
Resources deferred during the year	213,549	54,385
Amounts released from previous periods	(28,755)	(25,630)
	<u>213,549</u>	<u>28,755</u>

During the year, £8,937 of membership fees income was deferred (2023: £11,184). All membership fees are released in the year following the deferral.

In addition, £204,612 of project income received in advance was included in deferred income (2023: £14,446).

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2024 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2025 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Scholarship	-	5,000	-	-	5,000
GENERAL FUNDS					
General Fund	551,440	217,551	(81,425)	36,839	724,405
TOTAL UNRESTRICTED FUNDS	551,440	222,551	(81,425)	36,839	729,405
RESTRICTED FUNDS					
BES student scholarships	-	10,000	(10,000)	-	-
CEPF projects	-	100,375	(91,047)	(9,328)	-
Amber	-	29,857	(27,967)	(1,890)	-
Franklinia	-	26,534	(22,934)	(3,600)	-
Cole Trust	3,000	3,000	(6,000)	-	-
Darwin Citizen Science	-	104,190	(89,284)	(14,906)	-
Darwin Forest Restoration	-	95,414	(90,302)	(5,112)	-
UNDP	-	72,971	(70,968)	(2,003)	-
GEF	-	5,773	(5,773)	-	-
CCI Liberia Forest Restoration	-	11,825	(11,825)	-	-
CCI Invasive Species	-	3,000	(3,000)	-	-
A G Leventis	-	45,252	(45,252)	-	-
	3,000	508,191	(474,352)	(36,839)	-
TOTAL OF FUNDS	554,440	730,742	(555,777)	-	729,405

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

12. STATEMENT OF FUNDS (CONTINUED)

TRANSFERS

Transfers from restricted funds to unrestricted funds represent overhead allowances allowed in the grant agreements.

Transfers from unrestricted funds to restricted funds are made where spend for certain activities was in excess of the original grant.

DESIGNATED FUNDS

Scholarship - This money was designated for scholarships.

RESTRICTED FUNDS

Where general overhead costs are incurred on a restricted project in excess of available income/funds, a transfer is made from unrestricted funds to cover these amounts. Where general overhead costs are met from general funds, but are attributable to a restricted project, a transfer is made from restricted funds to cover these amounts.

BES Student Scholarships - BES grant an amount towards scholarships to be awarded to European students attending TBA courses and towards reducing increases in course fees. 10 scholarships were awarded in 2025 (2024: 10).

CEPF Projects – The project “Strengthening Civil Society Capacity for Long-term Conservation Impact in Indo-Burma”, commenced in July 2022 and came to an end in July 2024. This project works with project partners in each country of the Indo-Burma hotspot (except China) to deliver NGO capacity building activities (online in 2024).

Amber - UK Centre for Ecology and Hydrology are the lead contractor with TBA sub-contracted to carry out follow up support from our workshop on using technology for biodiversity monitoring -largely to supervise deployment of Automated monitoring of Insect (AMI) machines.

Darwin Citizen Science (working title for our project Improved decision-making through citizen science data) funded by the UK Government through Darwin Initiative.

Darwin forest restoration (working title for Developing capacity for forest restoration in Africa) funded by the UK Government through Darwin Initiative.

Franklinia - A grant for capacity building on forest restoration for threatened trees in Ghana.

A G Leventis - This money was for spending for field courses.

Other restricted funds are being used as defined by the donors.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

12. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
A G Leventis	-	40,000	(40,000)	-	-
GENERAL FUNDS					
General Fund	497,077	216,320	(193,928)	31,971	551,440
TOTAL UNRESTRICTED FUNDS	497,077	256,320	(233,928)	31,971	551,440
RESTRICTED FUNDS					
BES student scholarships	10,000	10,000	(11,400)	(8,600)	-
Cambridge-Africa Alborada Research Fund	-	10,000	(9,034)	(966)	-
CCI Collaborative Funds	-	2,042	(2,042)	-	-
CEPF projects	-	66,564	(60,658)	(5,906)	-
Amber	-	2,892	(2,515)	(377)	-
Franklinia	-	14,160	(12,752)	(1,408)	-
Cole Trust	-	3,000	-	-	3,000
Darwin Citizen Science	-	77,042	(65,576)	(11,466)	-
Darwin Forest Restoration	-	35,898	(33,919)	(1,979)	-
CORDIO	-	5,180	(3,911)	(1,269)	-
UNDP	-	996	(996)	-	-
	10,000	227,774	(202,803)	(31,971)	3,000
TOTAL OF FUNDS	507,077	484,094	(436,731)	-	554,440

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total funds 2025 £
Tangible fixed assets	1,221	-	1,221
Current assets	769,990	204,612	974,602
Creditors due within one year	(41,806)	(204,612)	(246,418)
TOTAL	729,405	-	729,405

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	1,993	-	1,993
Current assets	576,670	47,748	624,418
Creditors due within one year	(27,223)	(44,748)	(71,971)
TOTAL	551,440	3,000	554,440

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

14. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2025 £	2024 £
Net income for the year (as per Statement of Financial Activities)	174,965	47,363
ADJUSTMENTS FOR:		
Depreciation charges	772	762
Dividends, interests and rents from investments	(2,852)	(2,620)
Increase in debtors	(67,013)	(5,974)
Increase in creditors	174,447	21,030
NET CASH PROVIDED BY OPERATING ACTIVITIES	280,319	60,561

15. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2025 £	2024 £
Cash in hand	869,998	586,827
TOTAL CASH AND CASH EQUIVALENTS	869,998	586,827

16. ANALYSIS OF CHANGES IN NET DEBT

	At 1 April 2024 £	Cash flows £	Exchange rate movements £	At 31 March 2025 £
Cash at bank and in hand	586,827	288,782	(5,611)	869,998
	586,827	288,782	(5,611)	869,998

17. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £11,720 (2024: £17,059). At the year end there were outstanding contributions of £405 (2024: £1,421).

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

18. OPERATING LEASE COMMITMENTS

At 31 March 2025 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2025 £	2024 £
Not later than 1 year	13,422	18,546
Later than 1 year and not later than 5 years	-	13,422
	<u>13,422</u>	<u>31,968</u>

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2025 £	2024 £
Operating lease rentals	<u>18,546</u>	<u>18,546</u>

19. RELATED PARTY TRANSACTIONS

There were £11,879 of purchases made during the year from a company which has a trustee / director in common with the charity (2024: £18,207). There was no outstanding creditor balance as at year end (2024: £NIL).

Trustee remuneration and expenses are disclosed in Note 8. There are no other related party transactions.

TROPICAL BIOLOGY ASSOCIATION

England & Wales - Charity number 1116111

Accounts

Registered number: 05827864
Charity number: 1116111

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2024

Trustees	Dr R Trevelyan Dr L Thomas Mr P M Brakefield (resigned 15 February 2024) Dr R K A Jehle (appointed 15 February 2024) Mr C R E Jones (appointed 15 February 2024) Professor A Monadjem (appointed 15 February 2024) Professor H E Roy (appointed 15 February 2024)
Company registered number	05827864
Charity registered number	1116111
Registered office	Department of Zoology Downing Street Cambridge Cambridgeshire CB2 3EJ
Chief executive officer	Dr R Trevelyan
Independent Examiner	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	Co-operative Bank Plc 75 Burleigh Street Cambridge CB1 1DF National Westminster Bank plc 56 St Andrew's Street Cambridge CB2 3DA
Solicitors	Rogers and Norton The Old Chapel 5-7 Willow Lane Norwich NR2 1EU

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their annual report together with the financial statements of the Tropical Biology Association for the year ended 31 March 2024. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the Charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

1. Policies and objectives

The objects of the Charity are to advance public education and to promote for the benefit of the public the conservation, protection and sustainable management of the natural environment in regions with high biodiversity. The Charity does this through building capacity relating to the ecology, conservation and management of tropical and other biodiverse-rich ecosystems by the following means:

- Establishing, supporting and carrying-out demand-driven programs in education and research;
- Building the capacity of institutions responsible for teaching, conservation and research;
- Maintaining a global network; and
- Carrying-out other general activities in the area of education, research and conservation of biodiversity.

The main aims of the Charity for 2023-24 were to achieve the above objectives through developing individual and institutional capacity among natural resource managers and conservation scientists in SE Asia, Africa and Europe/USA/Oceania.

The TBA strategy continues to be reviewed and followed and enables the staff to plan existing activities and set priorities for new activities. All activities must meet the criteria of being demand-driven, logistically feasible, and of having the potential to have a significant impact as well as having adequate funds raised in order to support them.

2. Report on Tropical Biology Association's Public Benefit

The Trustees have had regard to the Charities Commission Guidance on the principles of public benefit. The TBA delivers identifiable benefits in the areas of the advancement of education, the advancement of science and the advancement of environmental protection or improvement. These are directly linked to the TBA's aims described at the beginning of the "objectives and activities" section of this report. The benefits are to a specific section of the public – that of young biologists who wish to develop skills in environmental protection and management and at the same time enhance their careers. The TBA courses do not have geographical restrictions within Europe, Africa or SE Asia and scholarships are available to those who cannot pay the fees (which are set to cover only the direct costs).

The TBA courses are assisting students to develop their careers and the specialist training programme provides key skills for conservation professionals in Africa and SE Asia. The TBA provides mentorship and encouragement to TBA alumni throughout the year, including sharing opportunities and reviewing numerous proposals and manuscripts.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

i) field courses

TBA returned to Uganda for a month-long field course in 2023 which included an online component. The course trained 24 young scientists from 19 countries in Africa and Europe. Half of the tutors on the course were TBA alumni. TBA has developed new partnerships and activities in West Africa. We ran a new field Portuguese-language course in Guinea Bissau for 21 Portuguese-speaking students from the host country, Mozambique and Angola. The course was run in partnership with Tropibio and the University of Porto.

ii) specialist training programme

TBA continued to run – and develop – its portfolio of specialist training courses that were held in person as well as online. The courses were as follows:

1. A specialist training course in project management and conservation impacts based at Sao Tome for 20 managers and conservation scientists from Sao Tome and Principe. This forms part of a programme of capacity building funded by UNDP which will continue through 2024.
2. Improved decision-making through citizen science data. This trained citizen science managers from Kenya, Nigeria, and Liberia in the analysis and presentation of citizen science data to be used to inform management and policy. It was run in partnership with the Kenya Bird Map project, the Nigerian Bird Atlas project and A Rocha Kenya and is part of a 2-year DEFRA (Darwin Initiative Challenge Funds) funded programme. TBA has been building a new online platform to host citizen science data as part of this project.
3. Strengthening civil society capacity for long-term conservation impact in Indo-Burma – funded by CEPF. This included an in-person workshop in Laos as well as online training and mentoring, in collaboration with our project partners in Cambodia, Myanmar, Thailand and Vietnam.
4. Scientific writing and publication training workshop. This was run as an activity for the Society for Conservation Biology conference in Rwanda and co-taught with a TBA alumnus.
5. Measuring ecosystem services and the application of the TESSA Toolkit:
 - workshop for German Institute of Development and Sustainability
 - hybrid workshop held in Peru for the Wyss Academy of Nature
6. Exploring the capacity needs for restoration training in Uganda – in partnership with Kabale University.

TBA continues to be a co-organiser of the Student Conference on Conservation Science which in March 2024 hosted 150 students from 44 nationalities and an equal number of students attended remotely on zoom.

iii) follow-up support and TBA alumni groups

The Charity continued providing followup support to its trainees. TBA's alumni represent over 80 countries including 30 African countries. The follow-up support that TBA provides to its former trainees includes advice on projects and names of specialists, and help with scientific writing and proposal development. The scheme's major quantitative outputs are publication of scientific papers in peer-reviewed journals and successful grant proposals.

iv) measuring impacts

The mid- and long-term impacts of TBA's capacity building are measured using quantitative and qualitative indicators to assess how trainees apply their lessons learnt and, for the field courses, what jobs they take up and what conservation work they carry out. For example, 95% of all TBA's African alumni who are in contact with TBA are engaged in conservation or science related careers. The qualitative feedback TBA receives indicates that activities of the TBA alumni have a positive impact on the environment and environmental education generally. A good proportion of alumni are leading conservationists in their countries and work on a range of issues from habitat to species conservation as well as education. Together, these indicators are evidence of the lasting benefit that the TBA activities provide.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

Another measure is how closely course participants remain in contact with each other after their courses. For example, the African Women's network is still active over a year since it was formed, and participants from our online scientific writing course still share opportunities and their publications several years after their course finished.

Another measure of long-term impacts of the TBA activities is the number of TBA alumni groups that have independently established themselves. There are 15 alumni groups across Africa who were formed by the alumni themselves. These groups aim to promote responsible conservation and natural resource management by catalysing research and nurturing collaborations. More information on their activities can be found on the TBA website <https://tropical-biology.org/alumni-groups>.

b. Factors outside the charity's control

The main factor outside the Charity's control that is relevant to achieving its objectives is the unpredictability of grant availability and lack of long-term grants to allow us to plan ahead. The TBA has mitigated this risk by further diversifying its funding sources and expanding its activities to keep up with emerging issues – that are more likely to attract grants. A second factor outside the Charity's control is the political stability and security situation of some of the African countries the TBA works with which is also a potential obstacle to achieving our objectives. TBA is in close contact with its in-country partners and follows the FCO advice regards travel.

FINANCIAL REVIEW

a. Going concern

After assessing the last year's successes, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

As at 31 March 2024 the charity had total funds of 554,440 (2023: £507,077) of which £3,000 (2023: £10,000) were restricted funds and £551,440 (2023: £497,077) were unrestricted. The designated continuity fund originally created by the Trustees to ensure that the Charity has the means to run its complement of field courses and short courses for a year if no external funding is received, has now been released and the general reserves are considered as a whole.

The policy of the Trustees is to build up and keep general reserves to allow the Charity to meet its objectives during times of financial volatility and shortfall or when grants are slow to be paid. Estimated minimum annual costs are £430,000 and therefore this is the minimum sum that the Trustees wish to hold in unrestricted funds, but they wish to maintain a higher balance if possible. Unrestricted funds were £551,440 (2023: £497,077), which enables the Charity to operate for a year while investing in developing new activities and new grant developments. The Trustees have a priority to diversify TBA's funding and bring in new donors in the immediate future. The Trustees will continue to work to raise further unrestricted funding.

c. Financial risk management objectives and policies

The majority of TBA's income comes from grants and donations and total income for the year to 31 March 2024 was £484,094 (2023: £559,003). Total expenditure in the year was £436,731 (2023: £479,523) of which £273,605 was spent on direct costs (2023: £352,221), £163,126 on support costs (2023: £127,302), of which £20,916 relates to governance costs (2023: £21,235).

The transactions and activities undertaken during the period are summarised in the Statement of Financial Activities.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

d. Principal funding

The principal funding sources for 2023-24 were CEPF, the Franklinia Foundation, Hans Wilsdorf Foundation, AG Leventis Foundation, and DEFRA (Darwin Initiative) in addition to TBA member institutions. We also received small grants for specific short-term projects from Tropibio Associacao Biopolis, IDOS, Cole Trust, the CCI collaborative fund, Cambridge-Africa Alborada Research Fund, and the British Ecological Society and other funders. The funding sources change regularly since most grants are of a finite lifespan.

e. Plans for the future

A TBA flagship month-long field course for 24 biologists from Europe, and Africa will take place in Uganda in July-August 2024. It will include an online element. We will also run a field course in Sao Tome for project managers and conservation scientists. This course will be held in Portuguese and we plan to build on this course to run further West African courses. TBA aims to build up the number of field courses to at least two per year in Africa and one a year in SE Asia, and is looking for donors to support us and meet the huge demand for field training that exists.

This coming year is the final year of our project "Improved decision making through citizen science data" funded by The Darwin Initiative Biodiversity Challenge Funds. We will continue to support our partners to analyse and publish citizen science data and we will launch the new online platform for Kenyan citizen science bird data. The tools the project produces will ensure that data on African birds collected by citizen scientists can be used to inform conservation management and policy decisions.

We will continue to provide training in forest restoration and build our capacity to support ecosystem restoration. In 2024 we will launch a new training programme on forest restoration in partnership with Kabale University (funded by the Darwin Initiative Biodiversity Challenge Funds). We will also launch a new programme for field training and research in forest restoration in Liberia in partnership with the University of Liberia, RSPB, University of Cambridge (funded by the CCI collaborative fund).

We will also launch a programme that will enhance Indian Ocean Civil Society Organizations' Capacity for Ecosystem-based Adaptation from April 2024 (funded by Conservation International through their Critical Ecosystem Programme Fund).

We will continue with our activities to achieve TBA's strategy including:

- Plan and fundraise for face to face professional training workshops (specialist workshops) to be held in 2024 onwards
- Develop and apply TBA's marketing materials to raise the profile of our field courses and specialist courses
- Maintain and upgrade the web-based resources
- Develop new partners for collaborative projects on capacity building (in person and online)
- Maintain the TBA alumnus network and continue to support and mentor TBA alumni
- Continue to co-organise the Student Conference on Conservation Science and help plan for a new Conference in Africa
- Continue to teach on the MPhil in Conservation Leadership, University of Cambridge
- Continue to be an active member of the Cambridge Conservation Initiative, UK
- Continue to develop our e-learning strategy and upgrade our virtual learning environment and portfolio of online courses which currently consist of:
 - Project design and measuring impact
 - Scientific writing and publishing
 - Fundraising, focusing on grant writing
 - Theory of Change
 - NGO Management and leadership
 - Decolonising field work

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Tropical Biology Association Limited is incorporated in the UK and is registered as a charitable company limited by guarantee, number 05827864 and was set up and is governed by its Memorandum of Association dated 16 May 2006. On this date the net assets of Tropical Biology Association were transferred to the new charity. TBA has updated its governing documents which were adopted 15 February 2024.

The Charity gained charitable status on 13 September 2006 and its registered charity number is 1116111.

b. Method of appointment or election of Trustees

The appointment of new Trustees is decided by the existing trustees who sit on the Board ("TBA council"). New Trustees are usually people who have taught on a TBA course or who represent TBA university members. Trustees therefore already have an intimate knowledge of the TBA and its activities. The Trustees who served during the period are as follows:

Mr P M Brakefield
Dr R Trevelyan
Dr L Thomas

On 15 February 2024 Mr P M Brakefield resigned, and the following Trustees were appointed:

Dr R K A Jehle
Mr C R E Jones
Professor A Monadjem
Professor H E Roy

Following induction, ongoing training will be given when trustees request.

c. Organisational structure and decision making

In accordance with the Memorandum of Association, Dr R Trevelyan receives remuneration for her full time duties. Dr R Trevelyan is the Executive Director and manages the Charity on a day to day basis. Dr R Trevelyan's remuneration is set by her fellow Board of Trustees.

d. Connected charities

The Charity has an office at the National Museums of Kenya in Nairobi whose main task is to organise African logistics and assist in fundraising. Members of this office are Kenyan citizens and employed through Nature Kenya, a Kenyan NGO.

Nature Kenya, PO Box 44486, 00100-Nairobi, Kenya

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

e. Risk management

The Trustees have assessed the major risks to which the charity is exposed; in particular those related to the operations and finances of the charity; and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The major risks to which the charity is exposed are insufficient funding from grants and donations to achieve our strategy; health and safety issues associated with travel and field teaching in Africa and SE Asia, and internet security issues associated with travel and fields teaching in Africa and SE Asia, and internet security issues associated with running courses online and securing people's data on our virtual learning platform.

The major risks and their mitigation are as follows:

Risk	Mitigation
Insufficient funding to achieve TBA strategy	Identify current calls for proposals and apply for grants where eligible Create new case for support and videos to attract new donors Build relationships with potential donors Continue our communications strategy to raise profile
Health and safety issues on field-based training courses in Africa and SE Asia	Risk assessments are done for each course Security briefings are given to students at the beginning of each course
Cyber security risks for online courses	TBA uses a virtual learning platform (Moodle) and employs Hubken group to host TBA's platform. Hubken group are certified for information security management and give 24/7 site security
GDPR	TBA has a GDPR policy which we monitor and update

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2024

STATEMENT OF TRUSTEES' RESPONSIBILITIES

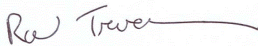
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any
- material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:


.....
Dr R Trevelyan
(Trustee)
05 September 2024


.....
Dr L Thomas
(Trustee)
05 September 2024

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TROPICAL BIOLOGY ASSOCIATION LIMITED ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2024.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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 charity'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 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: *Nikki Loan*

Nikki Loan

Dated: 11 September 2024

FCA

PETERS ELWORTHY & MOORE

Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2024**

	Note	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
INCOME FROM:					
Donations and grants	2	190,012	227,774	417,786	491,091
Charitable activities	3	27,012	-	27,012	39,084
Investments	4	2,620	-	2,620	1,030
Other income	5	36,676	-	36,676	27,798
TOTAL INCOME		256,320	227,774	484,094	559,003
EXPENDITURE ON:					
Charitable activities	6	233,928	202,803	436,731	479,523
TOTAL EXPENDITURE		233,928	202,803	436,731	479,523
NET INCOME		22,392	24,971	47,363	79,480
Transfers between funds	12	31,971	(31,971)	-	-
NET MOVEMENT IN FUNDS		54,363	(7,000)	47,363	79,480
RECONCILIATION OF FUNDS:					
Total funds brought forward		497,077	10,000	507,077	427,597
Net movement in funds		54,363	(7,000)	47,363	79,480
TOTAL FUNDS CARRIED FORWARD		551,440	3,000	554,440	507,077

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

The notes on pages 12 to 26 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05827864

BALANCE SHEET
AS AT 31 MARCH 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Tangible assets	9	<u>1,993</u>	<u>2,755</u>
		1,993	2,755
CURRENT ASSETS			
Debtors	10	37,591	31,617
Cash at bank and in hand		<u>586,827</u>	<u>523,646</u>
		624,418	555,263
Creditors: amounts falling due within one year	11	<u>(71,971)</u>	<u>(50,941)</u>
NET CURRENT ASSETS		<u>552,447</u>	504,322
TOTAL NET ASSETS		<u>554,440</u>	<u>507,077</u>
CHARITY FUNDS			
Restricted funds	12	3,000	10,000
Unrestricted funds	12	<u>551,440</u>	<u>497,077</u>
TOTAL FUNDS		<u>554,440</u>	<u>507,077</u>

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
Dr R Trevelyan
 (Trustee)

Date: 05 September 2024



.....
Dr L Thomas
 (Trustee)

05 September 2024

The notes on pages 12 to 26 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the charities SORP (FRS102) October 2019, effective 1 January 2019) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Tropical Biology Association Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

1.2 COMPANY STATUS

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

1.3 GOING CONCERN

The Trustees have reviewed the financial position of the Charity and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The TBA, supported by its Trustees, is actively seeking grant funding and donations.

Budgets and forecasts have been prepared by the TBA executive and approved by the Trustees based on known income for the next three years. Budget figures indicate income will be sufficient to cover all costs in 2024-25. Current, cautious estimates of anticipated income for 2025-26 project a deficit for that year. The net effect across the two years would be a reduction in unrestricted funds of around £80,000. However, based on our track record and on conversations we are having with new funders, we do not expect to operate on a deficit in 2025-26.

As noted in this report, there are unrestricted funds available of £551,440 at 31 March 2024. The charity is confident that future fundraising applications will be successful. Accordingly, the financial statements continue to be prepared on the going concern basis.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES (CONTINUED)

1.4 FUND ACCOUNTING

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds represent income that has been received and recognised in the financial statements, which is subject to specific conditions imposed by the donor, client or grant making institution. These funds are not available for the Trustees to apply at their discretion.

The purpose and use of the restricted funds is set out in the note 12 to the financial statements.

Unrestricted funds are monies that have been received towards the general objectives of the charity as a whole to be spent at the discretion of the trustees.

Where contracts accounted for within restricted funds include contributions toward support costs, an appropriate transfer is made between restricted and unrestricted funds.

1.5 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

Grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period. Where costs incurred by the charity are fully reimbursable under a grant agreement, income is accrued,

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date, which usually occur upon receipt.

Membership income is recognised in the period to which it relates. Unpaid fees are included in debtors and any membership fees received in advance are carried forward as deferred income.

Course fee income is recognised in the period in which the course takes place. Any income received in advance is carried forward as deferred income.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES (CONTINUED)

1.6 EXPENDITURE

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to applicable headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, such as rent and professional fees. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements, such as accountancy fees. The Trustees consider that a proportion of salaries for certain staff employed in the UK relate to support costs and governance costs and an apportionment is made based on an estimation of time spent.

Support costs are allocated across activities in proportion to the direct costs incurred on each.

Where a proportion of costs relates to a restricted fund activity, such as wages and salaries, the relevant amount has been treated as expenditure.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.7 FOREIGN CURRENCIES

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into sterling at the average rate for the year.

Exchange gains and losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

1.8 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.9 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES (CONTINUED)

1.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £200 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	- 25% reducing balance
Fixtures and fittings	- 20% straight line

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.14 FINANCIAL INSTRUMENTS

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Donations	190,012	-	190,012	220,010
Project grants and donations	-	227,774	227,774	271,081
	<u>190,012</u>	<u>227,774</u>	<u>417,786</u>	<u>491,091</u>
TOTAL 2023	<u>220,010</u>	<u>271,081</u>	<u>491,091</u>	

The Trustees are grateful to Akin Gump law firm for their generous contribution of pro bono hours in supporting the review of the new constitution during the year. A monetary value cannot be easily estimated.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Membership fees	8,183	8,183	15,187
Course fees (including Specialist Training Programme course fees)	12,816	12,816	23,897
Student Conference	6,013	6,013	-
TOTAL 2024	<u>27,012</u>	<u>27,012</u>	<u>39,084</u>
TOTAL 2023	<u>39,084</u>	<u>39,084</u>	

4. INVESTMENT INCOME

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Bank interest	2,620	2,620	1,030
TOTAL 2023	<u>1,030</u>	<u>1,030</u>	

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

4. INVESTMENT INCOME (CONTINUED)

5. OTHER INCOME

	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Subletting office space	36,676	36,676	27,798
TOTAL 2023	27,798	27,798	

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Direct costs 2024 £	Support and Governance costs 2024 £	Total funds 2024 £	Total funds 2023 £
Specialist training programmes	124,791	74,401	199,192	107,670
NGO capacity development	60,657	36,165	96,822	184,714
Field courses	88,157	52,560	140,717	165,865
Fundraising materials	-	-	-	21,274
	273,605	163,126	436,731	479,523
TOTAL 2023	352,221	127,302	479,523	

In 2024, expenditure of £221,878 (2023: £292,942) was met from restricted funds before transfers.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Total funds 2024 £	Total funds 2023 £
Staff costs	78,272	60,893
Rent and maintenance	47,648	43,888
Travel and staff-related costs	829	870
Legal & professional fees	7,758	1,644
Bank charges	2,527	3,305
Staff insurance	3,906	4,565
Exchange rate difference	1,270	(9,098)
Governance costs	20,916	21,235
	163,126	127,302
	2024 £	2023 £

GOVERNANCE COSTS

Accountancy fees	9,570	9,382
Independent examiner's fees	1,890	1,800
Legal fees	-	2,687
Wages and Salaries	8,862	6,881
National Insurance	594	485
	20,916	21,235

7. INDEPENDENT EXAMINER'S REMUNERATION

	2024 £	2023 £
Fees payable to the charity's independent examiner in respect of:		
The independent examination of the charity's annual accounts	1,890	1,800
All other services not included above	9,570	9,382

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

8. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES

	2024	2023
	£	£
Wages and salaries	180,946	180,144
Social security costs	9,460	9,272
Contribution to defined contribution pension schemes	17,059	15,756
	207,465	205,172

Wages and salaries included £39,781 (2023: £48,709) from the Nairobi branch.

The average number of persons employed by the charity during the year was as follows:

	2024	2023
	No.	No.
Direct and support staff - UK	4	4

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2024	2023
	No.	No.
In the band £70,001 - £80,000 (UK)	1	1

During the year, one Trustee received remuneration of £86,932 including employers' national insurance and pension contribution (2023: £87,269) in their capacity as Chief Executive Officer.

During the year, no Trustees received any benefits in kind (2023: £NIL).

During the year, two Trustees (2023: one) incurred expenses on the charity's behalf amounting to £2,344 (2023: £2,484), in relation to travel expenses. Nothing was outstanding at the yearend (2023: £66).

TBA considers its key management personnel to be the Trustees.

As noted elsewhere in the Trustees' Report and Financial Statements, Dr R Trevelyan is the Chief Executive Officer and oversees the day to day management of the Charity. With the authority of the TBA Memorandum of Association, a salary is paid to Dr Trevelyan for her work in running the Charity. This payment does not relate to her duty as a Trustee.

All other Trustees give their time and expertise without any form of remuneration or other benefit in kind as noted above.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

9. TANGIBLE FIXED ASSETS

	Motor vehicles £	Fixtures and fittings £	Total £
COST			
At 1 April 2023	37,954	37,611	75,565
At 31 March 2024	37,954	37,611	75,565
DEPRECIATION			
At 1 April 2023	37,278	35,532	72,810
Charge for the year	169	593	762
At 31 March 2024	37,447	36,125	73,572
NET BOOK VALUE			
At 31 March 2024	507	1,486	1,993
At 31 March 2023	676	2,079	2,755

10. DEBTORS

	2024 £	2023 £
DUE WITHIN ONE YEAR		
Trade debtors	4,678	19,642
Other debtors	17,093	-
Prepayments and accrued income	15,820	11,975
	37,591	31,617

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Trade creditors	16	6,052
Other taxation and social security	3,719	4,037
Other creditors	1,090	192
Accruals and deferred income	67,146	40,660
	71,971	50,941
	2024	2023
	£	£
DEFERRED INCOME		
Deferred income at 1 April 2023	25,630	12,313
Resources deferred during the year	54,385	25,630
Amounts released from previous periods	(25,630)	(12,313)
	54,385	25,630

During the year, £9,637 of membership fees income was deferred (2023: £11,184). All membership fees are released in the year following the deferral.

In addition, £44,748 of project income received in advance was included in deferred income (2023: £14,446).

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2023 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2024 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
A G Leventis	-	40,000	(40,000)	-	-
GENERAL FUNDS					
General Fund	497,077	216,320	(193,928)	31,971	551,440
TOTAL UNRESTRICTED FUNDS	497,077	256,320	(233,928)	31,971	551,440
RESTRICTED FUNDS					
BES student scholarships	10,000	10,000	(11,400)	(8,600)	-
Cambridge-Africa Alborada Research Fund	-	10,000	(9,034)	(966)	-
CCI Collaborative Funds	-	2,042	(2,042)	-	-
CEPF projects	-	66,564	(60,658)	(5,906)	-
Amber	-	2,892	(2,515)	(377)	-
Biopolis (through Tropibio)	-	14,160	(12,752)	(1,408)	-
Cole Trust	-	3,000	-	-	3,000
Darwin Citizen Science	-	77,042	(65,576)	(11,466)	-
Franklinia	-	35,898	(33,919)	(1,979)	-
IDOS	-	5,180	(3,911)	(1,269)	-
UNDP	-	996	(996)	-	-
	10,000	227,774	(202,803)	(31,971)	3,000
TOTAL OF FUNDS	507,077	484,094	(436,731)	-	554,440

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

12. STATEMENT OF FUNDS (CONTINUED)

TRANSFERS

Transfers from restricted funds to unrestricted funds represent overhead allowances allowed in the grant agreements.

Transfers from unrestricted funds to restricted funds are made where spend for certain activities was in excess of the original grant.

DESIGNATED FUNDS

A G Leventis - This money was designated for spending, including staff time, for the field course held in Kenya in summer 2022 and Uganda in 2023.

Matthew Good Foundation - This money was designated for spending, including staff time, relating to the field course held in Kenya in summer 2022.

RESTRICTED FUNDS

Where general overhead costs are incurred on a restricted project in excess of available income/funds, a transfer is made from unrestricted funds to cover these amounts. Where general overhead costs are met from general funds, but are attributable to a restricted project, a transfer is made from restricted funds to cover these amounts.

BES Student Scholarships - BES grant an amount towards scholarships to be awarded to European students attending TBA courses and towards reducing increases in course fees. 10 scholarships were awarded in 2024 (2023: 5).

Cambridge-Africa Alborada Research Fund - A grant for a partnership between TBA and Kabale University for work on capacity building for landscape restoration in Uganda.

Cambridge Conservation Initiative (CCI) - Funding for small projects. Three were completed in 2021-22. Work on "Embracing failure in conservation" was completed in summer 2022. "Developing practical guidance on assessing air quality regulation as a service from nature" began in April 2022 and was completed in August 2023.

CEPF Projects - A new project, "Strengthening Civil Society Capacity for Long-term Conservation Impact in Indo-Burma", commenced in July 2022 and is continuing until July 2024. This project works with project partners in each country to deliver NGO capacity building activities.

Amber - UK Centre for Ecology and Hydrology are the lead contractor with TBA sub-contracted to facilitate a training workshop on using technology for biodiversity monitoring and to supervise deployment of Automated monitoring of Insect (AMI) machines.

Biopolis (through Tropibio in partnership with the University of Porto) - A partnership that funded a field course in Guinea-Bissau, which took place in autumn 2023.

Cole Trust - Two-year grant for TBA scholarship scheme.

Darwin Citizen Science - Funded by the Biodiversity Challenge Funds (BCF) which is made up of the Darwin Initiative, Darwin Plus & Illegal Wildlife Trade Challenge Fund Finance.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

12. STATEMENT OF FUNDS (CONTINUED)

Franklinia - A grant agreed in June 2023 for capacity building in Ghana.

IDOS - Grant of for workshop in Bonn in February 2024.

UNDP - A grant for providing training services for conservationists in Sao Tome and Principe.

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
A G Leventis	-	40,000	(40,000)	-	-
Matthew Good Foundation	-	10,000	(10,000)	-	-
	<u>-</u>	<u>50,000</u>	<u>(50,000)</u>	<u>-</u>	<u>-</u>
GENERAL FUNDS					
General Funds	118,803	237,922	(136,582)	276,934	497,077
TOTAL UNRESTRICTED FUNDS	<u>118,803</u>	<u>287,922</u>	<u>(186,582)</u>	<u>276,934</u>	<u>497,077</u>
RESTRICTED FUNDS					
BES student scholarships	20,000	-	(10,000)	-	10,000
CEPF projects	162,653	232,451	(125,214)	(269,890)	-
e-Learning strategy	86,121	33,423	(122,049)	2,505	-
Specialist Training Programme	639	-	(639)	-	-
Fundraising grant	12,123	-	(15,736)	3,613	-
TESSA Project	27,258	(2,680)	(11,416)	(13,162)	-
Whitley Fund for Nature	-	7,887	(7,887)	-	-
	<u>308,794</u>	<u>271,081</u>	<u>(292,941)</u>	<u>(276,934)</u>	<u>10,000</u>
TOTAL OF FUNDS	<u>427,597</u>	<u>559,003</u>	<u>(479,523)</u>	<u>-</u>	<u>507,077</u>

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total funds 2024 £
Tangible fixed assets	1,993	-	1,993
Current assets	576,670	47,748	624,418
Creditors due within one year	(27,223)	(44,748)	(71,971)
TOTAL	551,440	3,000	554,440

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	2,755	-	2,755
Current assets	530,817	24,446	555,263
Creditors due within one year	(36,495)	(14,446)	(50,941)
TOTAL	497,077	10,000	507,077

14. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £17,059 (2023: £15,756). At the year end there were outstanding contributions of £1,421 (2023: £853).

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

15. OPERATING LEASE COMMITMENTS

At 31 March 2024 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2024	2023
	£	£
Not later than 1 year	18,546	16,416
Later than 1 year and not later than 5 years	13,422	28,241
	31,968	44,657

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2024	2023
	£	£
Operating lease rentals	18,546	16,416

16. RELATED PARTY TRANSACTIONS

There were £18,207 of purchases made during the year from a company which has a trustee / director in common with the charity (2023: £18,653). There was no outstanding creditor balance as at year end (2023: £NIL).

Trustee remuneration and expenses are disclosed in Note 8. There are no other related party transactions.

TROPICAL BIOLOGY ASSOCIATION

England & Wales - Charity number 1116111

Accounts

Registered number: 05827864
Charity number: 1116111

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023**

Trustees	Dr R Trevelyan Dr L Thomas Mr P M Brakefield
Company registered number	05827864
Charity registered number	1116111
Registered office	Department of Zoology Downing Street Cambridge Cambridgeshire CB2 3EJ
Company secretary	Mr P M Brakefield
Chief executive officer	Dr R Trevelyan
Independent Examiner	Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	Co-operative Bank Plc 75 Burleigh Street Cambridge CB1 1DF National Westminster Bank plc 56 St Andrew's Street Cambridge CB2 3DA
Solicitors	Rogers and Norton The Old Chapel 5-7 Willow Lane Norwich NR2 1EU

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their annual report together with the financial statements of the Tropical Biology Association for the year ended 31 March 2023. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

OBJECTIVES AND ACTIVITIES

1. Policies and objectives

The objects of the charity as set out in the governing document are to advance public education and to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment in particular in the tropics. The aims of the Tropical Biology Association (TBA) are:

- To establish, support and carry out demand-driven programmes in education and research relating to the ecology and conservation of tropical ecosystems;
- To build the capacity of tropical institutions for teaching and research in tropical biodiversity;
- To maintain a worldwide network of biologists active in the field of tropical biology and conservation;
- To carry out other general activities in the area of education, research and conservation in the tropics and sub tropics.

The main aims of the charity for 2022-23 were to build individual and institutional capacity among natural resource managers and conservation scientists in SE Asia, Africa and Europe/USA/Oceania. For the first time since 2019, it was possible to run one of our flagship field training courses in Kenya, and a new 10-day field course on project design for young African scientists. TBA delivered online training courses on project design, scientific writing and writing winning proposals as well as new hybrid workshops for NGO managers in the East Melanesia Islands Hotspot. TBA also developed a new mentoring programme for African women conservationists and delivered an in person workshop on ecosystem services (based on the TESSA toolkit) as part of a training programme for government and university foresters in Malaysia.

TBA's website provides information on our activities, and we use Facebook, LinkedIn and Twitter for outreach. As of May 2023 our Facebook page has 10,000 people following it and 9.2K likes. As well as TBA alumni, our network is largely conservation scientists and NGO's. The TBA's virtual Learning Platform (Moodle) provides information on all our recent online courses.

The TBA strategy continues to be reviewed and followed and enables the staff to plan existing activities and set priorities for new activities. All activities must meet the criteria of being demand-driven, logistically feasible, and of having the potential to have a significant impact as well as having adequate funds raised in order to support them.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

2. Report on Tropical Biology Association's Public Benefit

The trustees have had regard to the Charities Commission Guidance on the principles of public benefit. The TBA delivers identifiable benefits in the areas of the advancement of education, the advancement of science and the advancement of environmental protection or improvement. These are directly linked to the TBA's aims described at the beginning of the "objectives and activities" section of this report. The benefits are to a specific section of the public – that of young biologists who wish to develop skills in environmental protection and management and at the same time enhance their careers. The TBA courses do not have geographical restrictions within Europe, Africa or SE Asia and scholarships are available to those who cannot pay the fees (which are set to cover only the direct costs). The TBA courses are assisting students to develop their careers and the specialist training programme provides key skills for conservation professionals in Africa and SE Asia. The TBA provides mentorship and encouragement to TBA alumni throughout the year, including sharing opportunities and reviewing numerous proposals and manuscripts.

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

TBA re-launched its field course in 2022, and included a new online component for them. A month-long field training course was held in Kenya that trained 24 young scientists from 19 countries in Africa and Europe. We developed a new field course on project design that trained 23 young African scientists from 13 countries and for which the African teachers were TBA alumni.

As part of our CEPF-funded capacity building programme for NGO's in the Guinea Forests of West Africa a new component, of six masterclasses, was developed for women-led conservation organisations. This was the final activity under this CEPF grant.

TBA delivered a training and mentoring programme for NGO's in the East Melanesian Islands, funded by CEPF. In addition, TBA produced reports on the impacts of, and conservation lessons learnt from, CEPF investment in the East Melanesian Islands Hotspot .

Two courses were run in Malaysia (one hybrid and one fully in person) on ecosystem services and the TESSA toolkit for staff from the forestry departments of each Malaysian state and their university partners.

Three fee paying online courses were run that combined self-paced learning on TBAs virtual learning platform with live zoom sessions. *Project design and impact* in April 2022 attracted 11 participants from around the world. There were 17 participants on the *Writing winning proposals* course and 14 on *Scientific writing and publishing* in summer 2022.

The charity also aimed to continue providing followup support to its trainees. TBA's alumni represent over 80 countries including 30 African countries. The follow-up support that TBA provides to its former trainees includes advice on projects and names of specialists, and help with scientific writing and proposal development. The scheme's major quantitative outputs are publication of scientific papers in peerreviewed journals and successful grant proposals.

The mid and long term impacts of TBA's capacity building are measured using quantitative and qualitative indicators to assess how trainees apply their lessons learnt and, for the field courses what jobs they take up what conservation work they carry out. For example, 95% of all TBA's African alumni who are in contact with TBA are engaged in conservation or science related careers. The qualitative feedback TBA receives indicates that activities of the TBA alumni have a positive impact on the environment and environmental education generally. A good proportion of alumni are leading conservationists in their countries and work on a range of issues from habitat to species conservation as well as education. Together, these indicators are evidence of the longlasting benefit that the TBA activities provide.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Another measure is how closely course participants remain in contact with each other after their courses. For example, the African Women's network is still active over a year since it was formed, and participants from our online scientific writing course still share opportunities and their publications 2 years after their course finished.

Another measure of long term impacts of the TBA activities is the number of TBA alumni groups that have independently established themselves. There are 15 alumni groups across Africa who were formed by the alumni themselves. These groups aim to promote responsible conservation and natural resource management by catalysing research and nurturing collaborations. More information on their activities can be found on the TBA website: <https://tropical-biology.org/alumni-groups/>.

b. Factors outside the charity's control

The main factor outside the charity's control that is relevant to achieving its objectives is the unpredictability of funding, and lack of long-term grants, and to a lesser extent the political stability of some of the African countries the TBA works with. Many donors are reluctant to make longterm funding commitments in spite of clear evidence for success. New funding resources must be found on almost a yearly basis.

FINANCIAL REVIEW

a. Going concern

After assessing the last year's successes, and taking into account the impact of Covid-19 on the charity, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

As at 31 March 2023 the charity had total funds of £507,077 (2022: £427,597) of which £10,000 (2022: £308,794) were restricted funds and £497,077 (2022: £118,803) were unrestricted. The designated continuity fund originally created by the Trustees to ensure that the charity has the means to run its complement of field courses and short courses for a year if no external funding is received, has now been released and the general reserves are considered as a whole.

The policy of the Charity Trustees is to build up and keep general reserves to allow the charity to meet its objectives during times of financial volatility and shortfall or when grants are slow to be paid. Estimated minimum annual costs are £340,000 and therefore this is the minimum sum that the Trustees wish to hold in unrestricted funds, but they wish to maintain a higher balance if possible. Unrestricted funds were £483,915 (2022: £118,803), which is above the ideal target level, The Trustees have a priority to diversify TBA's funding and bring in new donors in the immediate future. The Trustees will continue to work to raise further unrestricted funding.

c. Financial risk management objectives and policies

The majority of TBA's income comes from grants and donations and total income for the year to 31 March 2023 was £559,003 (2022: £408,612). Total expenditure in the year was £479,523 (2022: £416,222) of which £352,221 was spent on direct costs (2022: £269,924), £127,302 on support costs (2022: £146,298), of which £21,235 relates to governance costs (2022: £19,145).

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

d. Principal funding

The principal funding sources for 2022-23 were CEPF, the MAVA foundation and an anonymous donor in addition to TBA member institutions. We also received small grants such as from the Good Foundation and the CCI collaborative fund. The funding sources change regularly since most grants are of a finite lifespan.

e. Plans for the future

A TBA flagship month-long field course for 24 biologists from Europe, and Africa will take place in Uganda in July-August 2023. It will include an online element. We will also run a field course in West Africa for students from Portuguese-speaking countries. This course will be held in Portuguese and we plan to build on this course to run further West African courses. TBA aims to build up the number of field courses to at least two per year in Africa and one a year in SE Asia, and are looking for donors to support us and meet the huge demand for field training that exists.

TBA launched a new organisational capacity development for NGO's in the Indo Burma hotspot in July 2022 – funded by CEPF. The project will combine online learning, mentoring and a face to face workshop to be held in Vietnam.

TBA has secured funding from the Darwin Initiative Biodiversity Challenge Funds for a project entitled “Improved decision making through citizen science data” which will be run in partnership with organisations from Kenya and Nigeria. This new project will provide training and develop tools so that data on African birds collected by citizen scientists can be used to inform conservation management and policy decisions.

We will continue with our activities to achieve TBA's strategy including:

- Plan and fundraise for face to face professional training workshops (specialist workshops) to be held in 2023 onwards
- Develop and apply TBA's marketing materials to raise the profile of our field courses and specialist courses
- Maintain and upgrade the web-based resources
- Develop new partners for collaborative projects on capacity building (in person and online)
- Maintain the TBA alumnus network and continue to support and mentor TBA alumni
- Continue to be an active member of the Cambridge Conservation Initiative, UK
- Continue to develop our e-learning strategy and upgrade our virtual learning environment and portfolio of online courses which currently consist of:
 - Project design and measuring impact
 - Scientific writing and publishing
 - Fundraising, focusing on grant writing
 - Theory of Change
 - NGO Management and leadership
 - Decolonising field work

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Tropical Biology Association Limited is incorporated in the UK and is registered as a charitable company limited by guarantee, number 05827864 and was set up and is governed by its Memorandum of Association dated 16 May 2006. On this date the net assets of Tropical Biology Association were transferred to the new charity. TBA is currently updating its governing documents which are expected to be adopted mid 2023, and will be reported on in next year's trustees report.

The charity gained charitable status on 13 September 2006 and its registered charity number is 1116111.

b. Method of appointment or election of Trustees

The appointment of new Trustees is decided by the existing trustees who sit on the Board ("TBA council"). New Trustees are usually people who have taught on a TBA course or who represent TBA university members. Trustees therefore already have an intimate knowledge of the TBA and its activities. The Trustees who served during the period are as follows:

Mr P M Brakefield
Dr R Trevelyan
Dr L Thomas

Following induction, ongoing training will be given when trustees request.

c. Organisational structure and decision making

In accordance with the Memorandum of Association, Dr R Trevelyan receives remuneration for her full time duties. Dr R Trevelyan is the Executive Director and manages the charity on a day to day basis. Dr R Trevelyan's remuneration is set by her fellow Board of Trustees.

d. Connected charities

The charity has an office at the National Museums of Kenya in Nairobi whose main task is to organise African logistics and assist in fundraising. Members of this office are Kenyan citizens and employed through Nature Kenya, a Kenyan NGO.

Nature Kenya, PO Box 44486, 00100-Nairobi, Kenya

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

e. Risk management

The Trustees have assessed the major risks to which the charity is exposed; in particular those related to the operations and finances of the charity; and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The major risks to which the charity is exposed are insufficient funding from grants and donations to achieve our strategy; health and safety issues associated with travel and field teaching in Africa and SE Asia, and internet security issues associated with travel and fields teaching in Africa and SE Asia, and internet security issues associated with running courses online and securing people's data on our virtual learning platform.

The major risks and their mitigation are as follows:

Risk	Mitigation
Insufficient funding to achieve TBA strategy	Identify current calls for proposals and apply for grants where eligible Create new case for support and videos to attract new donors Build relationships with potential donors Continue our communications strategy to raise profile
Health and safety issues on field-based training courses in Africa and SE Asia	Risk assessments are done for each course Security briefings are given to students at the beginning of each course
Cyber security risks for online courses	TBA uses a virtual learning platform (Moodle) and employs Hubken group to host TBA's platform. Hubken group are certified for information security management and give 24/7 site security
GDPR	TBA has a GDPR policy which we monitor and update

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any
- material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....
Dr R Trevelyan
(Trustee)

04 July 2023



.....
Dr L Thomas
(Trustee)

04 July 2023

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TROPICAL BIOLOGY ASSOCIATION LIMITED ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2023.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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 charity'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 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Nikki Loan

Nikki Loan

Dated: 04 July 2023

FCA

PETERS ELWORTHY & MOORE

Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
INCOME FROM:					
Donations and grants	2	220,010	271,081	491,091	367,132
Charitable activities	3	39,084	-	39,084	14,092
Investments	4	1,030	-	1,030	1,728
Other income	5	27,798	-	27,798	25,660
TOTAL INCOME		287,922	271,081	559,003	408,612
EXPENDITURE ON:					
Charitable activities		186,582	292,941	479,523	416,222
TOTAL EXPENDITURE		186,582	292,941	479,523	416,222
NET INCOME/(EXPENDITURE)		101,340	(21,860)	79,480	(7,610)
Transfers between funds	12	276,934	(276,934)	-	-
NET MOVEMENT IN FUNDS		378,274	(298,794)	79,480	(7,610)
RECONCILIATION OF FUNDS:					
Total funds brought forward		118,803	308,794	427,597	435,207
Net movement in funds		378,274	(298,794)	79,480	(7,610)
TOTAL FUNDS CARRIED FORWARD		497,077	10,000	507,077	427,597

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

The notes on pages 13 to 30 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05827864

BALANCE SHEET
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
FIXED ASSETS			
Tangible assets	9	<u>2,755</u>	<u>2,015</u>
		2,755	2,015
CURRENT ASSETS			
Debtors	10	31,617	67,084
Cash at bank and in hand		<u>523,646</u>	<u>443,255</u>
		555,263	510,339
Creditors: amounts falling due within one year	11	<u>(50,941)</u>	<u>(84,757)</u>
NET CURRENT ASSETS		<u>504,322</u>	<u>425,582</u>
TOTAL NET ASSETS		<u>507,077</u>	<u>427,597</u>
CHARITY FUNDS			
Restricted funds	12	10,000	308,794
Unrestricted funds	12	<u>497,077</u>	<u>118,803</u>
TOTAL FUNDS		<u>507,077</u>	<u>427,597</u>

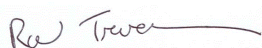
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
Dr R Trevelyan
 (Trustee)

Date: 04 July 2023



.....
Dr L Thomas
 (Trustee)

04 July 2023

The notes on pages 13 to 30 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

	2023	2022
	£	£
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash used in operating activities	80,919	(4,659)
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interests and rents from investments	1,030	1,728
Purchase of tangible fixed assets	(1,558)	(570)
NET CASH (USED IN)/PROVIDED BY INVESTING ACTIVITIES	(528)	1,158
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR	80,391	(3,501)
Cash and cash equivalents at the beginning of the year	443,255	446,756
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	523,646	443,255

The notes on pages 13 to 30 form part of these financial statements

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the charities SORP (FRS102) October 2019, effective 1 January 2019) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Tropical Biology Association Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

1.2 COMPANY STATUS

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

1.3 GOING CONCERN

The Trustees have reviewed the financial position of the Charity and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The TBA, supported by its Trustees, is actively seeking grant funding and donations.

Budgets and forecasts have been prepared by the Trustees based on known income for the next three years. Budget figures indicate income will be sufficient to cover all costs in 2023-24. Current, cautious estimates of anticipated income for 2024-25 project a deficit for that year. The net effect across the two years would be a reduction in unrestricted funds of around £80,000. However, based on our track record and on conversations we are having with new funders, we do not expect to operate on a deficit in 2024-25.

As noted in this report, there are unrestricted funds available of £483,915 at 31 March 2023. The charity is confident that future fundraising applications will be successful. Accordingly, the financial statements continue to be prepared on the going concern basis.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (CONTINUED)

1.4 FUND ACCOUNTING

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds represent income that has been received and recognised in the financial statements, which is subject to specific conditions imposed by the donor, client or grant making institution. These funds are not available for the Trustees to apply at their discretion.

The purpose and use of the restricted funds is set out in the note 12 to the financial statements.

Unrestricted funds are monies that have been received towards the general objectives of the charity as a whole to be spent at the discretion of the trustees.

Where contracts accounted for within restricted funds include contributions toward support costs, an appropriate transfer is made between restricted and unrestricted funds.

1.5 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

Grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date, which usually occur upon receipt.

Membership income is recognised in the period to which it relates. Unpaid fees are included in debtors and any membership fees received in advance are carried forward as deferred income.

Course fee income is recognised in the period in which the course takes place. Any income received in advance is carried forward as deferred income.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (CONTINUED)

1.6 EXPENDITURE

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to applicable headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, such as rent and professional fees. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements, such as accountancy fees. The Trustees consider that a proportion of salaries for certain staff employed in the UK relate to support costs and governance costs and an apportionment is made based on an estimation of time spent.

Where a proportion of costs relates to a restricted fund activity, such as wages and salaries, the relevant amount has been treated as expenditure.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.7 FOREIGN CURRENCIES

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into sterling at the average rate for the year.

Exchange gains and losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

1.8 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.9 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES (CONTINUED)

1.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £200 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	- 25% reducing balance
Fixtures and fittings	- 20% straight line

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.14 FINANCIAL INSTRUMENTS

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	220,010	-	220,010	25,064
Project grants and donations	-	271,081	271,081	342,068
	<u>220,010</u>	<u>271,081</u>	<u>491,091</u>	<u>367,132</u>
TOTAL 2022	<u>25,064</u>	<u>342,068</u>	<u>367,132</u>	

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Membership fees	15,187	15,187	8,052
Course fees (including Specialist Training Programme course fees)	23,897	23,897	6,040
TOTAL 2023	<u>39,084</u>	<u>39,084</u>	<u>14,092</u>
TOTAL 2022	<u>14,092</u>	<u>14,092</u>	

4. INVESTMENT INCOME

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Bank interest	1,030	1,030	1,728
TOTAL 2022	<u>1,728</u>	<u>1,728</u>	

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

5. OTHER INCOME

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Subletting office space	27,798	27,798	25,660
	<u>27,798</u>	<u>27,798</u>	<u>25,660</u>
TOTAL 2022	<u>25,660</u>	<u>25,660</u>	

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Direct costs (note 7) 2023 £	Support and Governance costs (note 8) 2023 £	Total funds 2023 £	Total funds 2022 £
Charitable expenditure	352,221	127,302	479,523	416,222
	<u>352,221</u>	<u>127,302</u>	<u>479,523</u>	<u>416,222</u>
TOTAL 2022	<u>269,924</u>	<u>146,298</u>	<u>416,222</u>	

In 2023, expenditure of £292,942 (2022: £295,666) was met from restricted funds before transfers.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF DIRECT COSTS

	Total funds 2023 £	Total funds 2022 £
Staff costs	136,913	139,180
Depreciation	818	646
Field Course facilities & logistics	61,755	1,130
MAVA e-learning and field course project	39,958	39,228
Oxford Zoology project	-	4,000
Earth Optimism - Publicity and advertising	-	2,329
Cambridge Conservation Initiative	-	2,446
Whitley Fund for Nature	884	-
BES student scholarships	8,000	-
CEPF Projects	89,777	57,761
TESSA	1,296	8,526
MAVA fundraising	15,736	-
Office cost & communications	(2,916)	14,678
	352,221	269,924

Office cost & communications includes a £15,655 credit arising on the write-off of an historic creditor balance, relating to accruals for anticipated office costs which have not subsequently been charged.

ANALYSIS OF SUPPORT COSTS

	Total funds 2023 £	Total funds 2022 £
Staff costs	60,893	43,621
Rent and maintenance	43,888	69,761
Travel and staff-related costs	870	2,923
Legal & professional fees	1,644	3,867
Bank charges	3,305	1,910
Staff insurance	4,565	4,081
Exchange rate difference	(9,098)	990
Governance costs	21,235	19,145
	127,302	146,298

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS (continued)

	2023 £	2022 £
GOVERNANCE COSTS		
Accountancy fees	9,382	8,560
Independent examiner's fees	1,800	1,645
Legal fees	2,687	-
Wages and Salaries	6,881	8,144
National Insurance	485	796
	21,235	19,145

7. INDEPENDENT EXAMINER'S REMUNERATION

	2023 £	2022 £
Fees payable to the charity's independent examiner in respect of:		
The independent examination of the charity's annual accounts	1,800	1,645
All other services not included above	9,382	8,560

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

8. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES

	2023	2022
	£	£
Wages and salaries	180,144	167,196
Social security costs	9,272	8,877
Contribution to defined contribution pension schemes	15,756	15,668
	205,172	191,741

Wages and salaries included £48,709 (2022: £47,000) from the Nairobi branch.

The average number of persons employed by the charity during the year was as follows:

	2023	2022
	No.	No.
Direct and support staff - UK	4	3

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2023	2022
	No.	No.
In the band £70,001 - £80,000 (UK)	1	1

During the year, one Trustee received remuneration of £87,269 including employers' national insurance and pension contribution (2022: £96,129) in their capacity as Chief Executive Officer.

During the year, no Trustees received any benefits in kind (2022: £NIL).

During the year, one Trustee incurred expenses on the charity's behalf amounting to £2,484 (2022: £NIL), in relation to travel expenses. £2,418 was reimbursed during the year, leaving £66 outstanding at the year end.

TBA considers its key management personnel to be the Trustees.

As noted elsewhere in the Trustees' Report and Financial Statements, Dr R Trevelyan is the Chief Executive Officer and oversees the day to day management of the Charity. With the authority of the TBA Memorandum of Association, a salary is paid to Dr Trevelyan for her work in running the Charity. This payment does not relate to her duty as a Trustee.

All other Trustees give their time and expertise without any form of remuneration or other benefit in kind as noted above.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

9. TANGIBLE FIXED ASSETS

	Motor vehicles £	Fixtures and fittings £	Total £
COST OR VALUATION			
At 1 April 2022	37,954	36,053	74,007
Additions	-	1,558	1,558
At 31 March 2023	<u>37,954</u>	<u>37,611</u>	<u>75,565</u>
DEPRECIATION			
At 1 April 2022	37,053	34,939	71,992
Charge for the year	225	593	818
At 31 March 2023	<u>37,278</u>	<u>35,532</u>	<u>72,810</u>
NET BOOK VALUE			
At 31 March 2023	<u>676</u>	<u>2,079</u>	<u>2,755</u>
At 31 March 2022	<u>901</u>	<u>1,114</u>	<u>2,015</u>

10. DEBTORS

	2023 £	2022 £
DUE WITHIN ONE YEAR		
Trade debtors	19,642	46,549
Other debtors	-	20,453
Prepayments and accrued income	11,975	82
	<u>31,617</u>	<u>67,084</u>

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	6,118	31,856
Other taxation and social security	4,037	3,393
Other creditors	126	20,136
Accruals and deferred income	40,660	29,372
	50,941	84,757

During the year £11,184 of membership fees income (2022: £12,313) was deferred income. All membership fees are released in the year following the deferral.

In addition, £14,446 of income received in advance for the CEPF Project fund was included in deferred income.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
A G Leventis	-	40,000	(40,000)	-	-
Matthew Good Foundation	-	10,000	(10,000)	-	-
	-	50,000	(50,000)	-	-
GENERAL FUNDS					
General Funds - all funds	118,803	237,922	(136,582)	276,934	497,077
TOTAL UNRESTRICTED FUNDS	118,803	287,922	(186,582)	276,934	497,077
RESTRICTED FUNDS					
BES student scholarships	20,000	-	(10,000)	-	10,000
CEPF projects	162,653	232,451	(125,214)	(269,890)	-
e-Learning strategy	86,121	33,423	(122,049)	2,505	-
Specialist Training Programme	639	-	(639)	-	-
Fundraising grant	12,123	-	(15,736)	3,613	-
TESSA Project	27,258	(2,680)	(11,416)	(13,162)	-
Whitley Fund for Nature	-	7,887	(7,887)	-	-
	308,794	271,081	(292,941)	(276,934)	10,000
TOTAL OF FUNDS	427,597	559,003	(479,523)	-	507,077

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

12. STATEMENT OF FUNDS (CONTINUED)

TRANSFERS

Transfers from restricted funds to unrestricted funds represent overhead allowances allowed in the grant agreements.

Transfers from unrestricted funds to restricted funds are made where spend for certain activities is in excess of the original grant.

DESIGNATED FUNDS

Continuity fund - This was originally created by the Trustees to ensure that the charity had the means to run its complement of field courses and short courses for a year if no external funding is received. This is now considered as part of the reserves policy as described on page 5 and as a result a separate designated fund is not maintained. The fund was therefore released to general funds in the prior year.

A G Leventis - This money was designated for spending, including staff time, for the field course held in Kenya in summer 2022.

Matthew Good Foundation - This money was designated for spending, including staff time, relating to the field course held in Kenya in summer 2022.

RESTRICTED FUNDS

Where general overhead costs are incurred on a restricted project in excess of available income/funds, a transfer is made from unrestricted funds to cover these amounts. Where general overhead costs are met from general funds, but are attributable to a restricted project, a transfer is made from restricted funds to cover these amounts.

BES Student Scholarships - BES grant an amount towards scholarships to be awarded to European students attending TBA courses and towards reducing increases in course fees. 5 scholarships were awarded in 2023 (2022: None).

Cambridge Conservation Initiative (CCI) - Funding for small projects. Three were completed in 2021-22. Work on "Embracing failure in conservation" was completed in summer 2022. "Developing practical guidance on assessing air quality regulation as a service from nature" began in April 2022 and continues until August 2023. TBA's share of the grant for these collaborative projects is quite small.

Course fees - Money given to cover the costs of a Women in Conservation Leadership course programme in 2021-22.

CEPF Projects - In 2022 two projects from 2020; "Guinea Forests of West Africa", and "Sustaining CEPF's investment in the East Melanesia Islands Hotspot" were completed. A new project, "Strengthening Civil Society Capacity for Long-term Conservation Impact in Indo-Burma", commenced in July 2022. This project will work with the project partners in each country to deliver capacity building activities, including masterclasses in project development and fundraising, communications and organisational capacity with follow-up mentoring and the catalysing of an active network.

E-Learning Project - In 2020 the project "launching TBA's e-Learning strategy" commenced with a grant from MAVA Foundation pour la Nature to develop an online platform, and create and deliver online courses. The grant was fully spent at the end of September 2022. TBA continues to run online courses as

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

12. STATEMENT OF FUNDS (CONTINUED)

part of its Specialist Training Programme.

Specialist Training Programme - TBA continues to run a variety of training courses, which are shorter than its field courses and often deal with specialist topics such as project design or fundraising. These are in response to demand, may be online, in-person or hybrid and may be funded by grants.

Earth Optimism Project - Earth Optimism Nairobi is part of a worldwide movement that aims to shift how the environmental narrative is framed, from one of doom and gloom to a conversation about solutions and success. The movement has emerged from two key realisations: that fear without hope leads to apathy rather than action, and that conservation successes are widespread yet not widely appreciated. This grant was fully spent in the year with a balance of unspent income being returned to the funder. This grant was fully spent in 2021-22.

TESSA Project - A project working on the integration of the natural capital module within The Toolkit for Ecosystem Service Site-based Assessment (TESSA) as well as to edit and revise modules on water based assessments. The project is also editing and updating the previous version of the Toolkit.

E-learning strategy – Money received from MAVA Foundation pour la Nature to launch TBA's e-learning strategy, develop an online platform, and create and deliver online courses. This began in 2020 and is ongoing.

Fundraising grant - Money received from MAVA Foundation pour la Nature was used to produce a donor case for support and a marketing package for fee-paying courses and an e-technology partner. Funds were fully spent at the end of the grant period in June 2022.

Whitley Fund for Nature - Following several years' relationship building with the Whitley Fund for Nature (WFN), TBA was given a grant from the Whitley Fund for Nature to design and deliver a short course to build expertise among past WFN winners from Africa.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

12. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Continuity fund	159,000	-	-	(159,000)	-
GENERAL FUNDS					
General Funds - all funds	13,815	66,544	(146,298)	184,742	118,803
TOTAL UNRESTRICTED FUNDS	172,815	66,544	(146,298)	25,742	118,803
RESTRICTED FUNDS					
BES student scholarships	20,000	-	-	-	20,000
Cambridge Conservation Initiative	1,393	1,940	(3,333)	-	-
Course fees income	5,700	5,700	(11,400)	-	-
CEPF projects	117,600	166,587	(108,512)	(13,022)	162,653
e-Learning strategy	60,419	133,789	(97,627)	(10,460)	86,121
Specialist Training Programme	639	-	-	-	639
Earth optimism project	23,423	(7,850)	(15,573)	-	-
Oxford Zoology	-	4,000	(4,000)	-	-
Fundraising grant	33,218	-	(18,835)	(2,260)	12,123
TESSA Project	-	37,902	(10,644)	-	27,258
	262,392	342,068	(269,924)	(25,742)	308,794
TOTAL OF FUNDS	435,207	408,612	(416,222)	-	427,597

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	2,755	-	2,755
Current assets	530,817	24,446	555,263
Creditors due within one year	(36,495)	(14,446)	(50,941)
TOTAL	497,077	10,000	507,077

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	2,015	-	2,015
Current assets	185,874	324,465	510,339
Creditors due within one year	(69,086)	(15,671)	(84,757)
TOTAL	118,803	308,794	427,597

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

14. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2023 £	2022 £
Net income/expenditure for the year (as per Statement of Financial Activities)	79,480	(7,610)
ADJUSTMENTS FOR:		
Depreciation charges	818	646
Dividends, interests and rents from investments	(1,030)	(1,728)
Decrease/(increase) in debtors	35,467	(20,308)
Increase/(decrease) in creditors	(33,816)	24,341
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	80,919	(4,659)

15. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2023 £	2022 £
Cash in hand	523,646	443,255
TOTAL CASH AND CASH EQUIVALENTS	523,646	443,255

16. ANALYSIS OF CHANGES IN NET DEBT

	At 1 April 2022 £	Cash flows £	Exchange rate movements £	At 31 March 2023 £
Cash at bank and in hand	443,255	81,507	(1,116)	523,646
	443,255	81,507	(1,116)	523,646

17. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £15,756 (2022: £15,619). At the year end there were outstanding contributions of £853 (2022: £617).

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

18. OPERATING LEASE COMMITMENTS

At 31 March 2023 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023 £	2022 £
Not later than 1 year	16,416	16,416
Later than 1 year and not later than 5 years	28,241	44,657
	<u>44,657</u>	<u>61,073</u>

The following lease payments have been recognised as an expense in the Statement of Financial Activities:

	2023 £	2022 £
Operating lease rentals	16,416	16,416
	<u>16,416</u>	<u>16,416</u>

19. RELATED PARTY TRANSACTIONS

There were £18,653 of purchases made during the year from a company which has a trustee / director in common with the charity (2022: £9,942). There was no outstanding creditor balance as at year end (2022: £NIL).

TROPICAL BIOLOGY ASSOCIATION

England & Wales - Charity number 1116111

Accounts

Registered number: 05827864
Charity number: 1116111

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2022**

Trustees	Dr R Trevelyan Dr L Thomas Mr P M Brakefield
Company registered number	05827864
Charity registered number	1116111
Registered office	Department of Zoology Downing Street Cambridge Cambridgeshire CB2 3EJ
Company secretary	Mr P M Brakefield
Chief executive officer	Dr R Trevelyan
Independent Examiner	Nikki Loan FCA Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	Co-operative Bank Plc 75 Burleigh Street Cambridge CB1 1DF National Westminster Bank plc 56 St Andrew's Street Cambridge CB2 3DA
Solicitors	Rogers and Norton The Old Chapel 5-7 Willow Lane Norwich NR2 1EU

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2022

The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2021 to 31 March 2022. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The objects of the charity as set out in the governing document are to advance public education and to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment in particular in the tropics. The aims of the charity are:

- To establish, support and carry out demand driven programmes in education and research relating to the ecology and conservation of tropical ecosystems;
- To build the capacity of tropical institutions for teaching and research in tropical biodiversity;
- To maintain a world wide network of biologists active in the field of tropical biology and conservation;
- To carry out other general activities in the area of education, research and conservation in the tropics and sub tropics.

The main aims of the charity for 2021-22 were to build individual and institutional capacity among natural resource managers and conservation scientists in SE Asia, Africa and Europe/USA/Oceania. The usual activities to achieve these aims (month long field training courses in Africa and Borneo), an integrated training programme, and specialist courses in Africa and SE Asia, were severely impacted by the restrictions imposed by the covid-19 pandemic. It was not possible to run any field training courses but twenty online specialist training courses were delivered.

The Tropical Biology Association (TBA) website, which was redesigned in 2022, Facebook page and Twitter report on and promote TBA's activities as well as share news and information with the TBA network and alumni. The TBA blog continues to provide a medium through which TBA alumni are sharing their career experiences and inspiring each other. As of 2 June 2022 our Facebook page has 9,531 people following it and 8,603 likes while our Twitter account has 1,883 followers. As well as TBA alumni, these connections are largely conservation organisations and key players in the conservation community.

The TBA strategy continues to be followed and enables the staff to plan existing activities and set priorities for new activities. All activities must meet the criteria of being demand driven, logistically feasible, and of having the potential to have a significant impact as well as having adequate funds raised in order to support them.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Objectives and activities (CONTINUED)

b. Report on Tropical Biology Association's Public Benefit

The Trustees have had regard to the Charities Commission Guidance on the principles of public benefit. The TBA delivers identifiable benefits in the areas of the advancement of education, the advancement of science and the advancement of environmental protection or improvement. These are directly linked to the TBA's aims described at the beginning of the "objectives and activities" section of this report. The benefits are to a specific section of the public – that of young biologists who wish to develop skills in environmental protection and management and at the same time enhance their careers. The TBA courses do not have geographical restrictions within Europe, Africa or SE Asia and scholarships are available to those who cannot pay the fees (which are set to cover only the direct costs).

The TBA courses are assisting students to develop their careers and the specialist training programme provides key skills for conservation professionals in Africa and SE Asia and has a positive impact on the environment and environmental education. The TBA provides mentorship and encouragement to TBA alumni throughout the year, including reviewing numerous proposals and manuscripts from the alumni.

c. Main activities undertaken to further the charity's purposes for the public benefit

The Trustees have had regard to the Charities Commission Guidance on the principles of public benefit. The TBA delivers identifiable benefits in the areas of the advancement of education, the advancement of science and the advancement of environmental protection or improvement. These are directly linked to the TBA's aims described at the beginning of the "objectives and activities" section of this report. The benefits are to a specific section of the public – that of young biologists who wish to develop skills in environmental protection and management and at the same time enhance their careers. The TBA courses do not have geographical restrictions within Europe, Africa or SE Asia and scholarships are available to those who cannot pay the fees (which are set to cover only the direct costs).

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TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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

Achievements and performance

a. Review of activities

As part of our CEPF grant for the Guinea Forests of West Africa, a because of covid eight courses were run online, training 70 people. Courses were

- Communication skills and communicating conservation impacts
- Designing conservation projects and measuring impact
- Institutional/organisational management and leadership
- Project development and fundraising (2 courses)

Three face-to-face Masterclasses for CEPF-West Africa took place, in Cameroon, Ghana and Nigeria.

For the East Melanesian Islands project, also funded by CEPF, two courses were run and three workshops facilitated.

Two courses were run in Malaysia on ecosystem services and the Toolkit for Ecosystem Service Site-based Assessment (TESSA) toolkit for staff from the forestry departments of each Malaysian state. For the Women in Conservation Leadership programme for the Asian Species Action Partnership three courses were run.

In addition a self-paced online course on “Decolonising Fieldwork” was launched for the University of Oxford.

Two fee paying courses were run. Designing conservation projects and measuring impact in September 2021 attracted 21 paying participants, including 10 from Uganda Wildlife Authority. Project design and impact in April 2022 attracted 11 participants from around the world.

The charity also aimed to continue providing follow up support to its trainees. TBA's alumni represent over 80 countries including 30 African countries. The follow-up support that TBA provides to its former trainees includes advice on projects and names of specialists, and help with scientific writing and proposal development. The scheme's major quantitative outputs are publication of scientific papers in peer reviewed journals and successful grant proposals.

The Tropical Biology Association continues to receive funding from the Cambridge Conservation Initiative Collaborative Fund which has resulted in several published papers.

The mid and long term impacts of capacity building are measured using quantitative and qualitative indicators to assess where trainees go after the charity's training activities and the conservation work they carry out. For example, 95% of African alumni who attended TBA field courses over the last ten years are in touch with the TBA office. Ninety five percent of all TBA's African alumni who are in contact with TBA are engaged in conservation or science related careers. The qualitative feedback TBA receives indicates that activities of the TBA alumni have a positive impact on the environment and environmental education generally. A good proportion of alumni are leading conservationists in their countries and work on a range of issues from habitat to species conservation as well as education. Together, these indicators are evidence of the long lasting benefit that the TBA activities provide.

Another measure of the mid and long term impacts of the TBA activities is the number of TBA alumni groups that have independently established themselves. There are 15 alumni groups across Africa who were formed by the alumni themselves. These groups aim to promote responsible conservation and natural resource management by catalysing research and nurturing collaborations. More information on their activities can be found on the TBA website <http://www.tropicalbiology.org/alumni/groups/>.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Achievements and performance (CONTINUED)

b. Factors outside the charity's control

The main factor outside the charity's control that is relevant to achieving its objectives is the funding situation and to a lesser extent the political stability of some of the African countries the TBA works with. Many donors are reluctant to make long term funding commitments in spite of clear evidence for success. New funding resources must be found on almost a yearly basis. The second significant factor has been the covid-19 pandemic, which has led to disruption to work and the postponement or cancellation of activities planned for 2021-22. The TBA was able to develop the capability to run new online courses so we were able to deliver our training online with some face to face activities in 2022. The online courses have proved successful so that they are now continuing post-covid. TBA will run its face to face field courses again in 2022/2023.

Financial review

a. Going concern

After making appropriate enquiries, and taking into account the impact of covid-19 on the charity, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

As at 31 March 2022 the charity had total funds of £427,597 (2021: £435,207) of which £308,794 (2021: £262,392) were restricted funds and £118,803 were unrestricted (2021: £172,815). The designated continuity fund originally created by the Trustees to ensure that the charity has the means to run its complement of field courses and short courses for a year if no external funding is received, has now been released and the general reserves are considered as a whole.

The policy of the Charity Trustees is to build up and keep general reserves to allow the charity to meet its objectives during times of financial volatility and shortfall or when grants are slow to be paid. Estimated minimum annual costs are £340,000 and therefore this is the minimum sum that the Trustees wish to hold in unrestricted funds, but they wish to maintain a higher balance if possible. Unrestricted funds were £118,803, which is below the ideal target level, however the Trustees have a priority to diversify TBA's funding and bring in new donors in the immediate future. The Trustees will continue to work to raise further unrestricted funding.

c. Financial risk management objectives and policies

The majority of TBA's income comes from grants and donations and total income for the year to 31 March 2022 was £408,612 (2021: £450,462). Total expenditure in the year was £416,222 (2021: £304,105) of which £269,924 was spent on direct costs (2021: £182,333), £127,153 on support costs (2021: £102,950), and £19,145 on governance costs (2021: £18,822). There was no expenditure on the small grants scheme (2021: £nil)

The transactions and activities undertaken during the period are summarised in the Statement of Financial Activities.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

d. Principal funding

The principal funding sources for 2021-22 were CEPF which covered our work in the Western Guinea Forests biodiversity hotspot and the East Melanesia Islands Hotspot and the MAVA foundation which funded our e-learning strategy and fundraising activities in addition to TBA membership and small grants such as the CCI collaborative fund. The funding sources change regularly since most grants are of a finite lifespan.

e. Plans for the future

The Tropical Biology Association is re-instating its field courses following their cancellation due to Covid. We will run two field courses in 2022: a month-long field course on tropical ecology and conservation and a ten-day field course on project design. Both of these courses will have a new online component to them. We plan to build up the number of field courses to at least two per year, based in Africa and SE Asia and are looking for donors to support us.

TBA has secured funds to will run a capacity building project for NGO's in the Indo Burma hotspot, beginning in July 2022. This will combine online learning, mentoring and a face to face workshop.

The TBA now has an eLearning strategy, including the establishment of a TBA Virtual Learning Environment using moodle software. We will continue to roll out eLearning courses which will be financed through course fees and grants. We have secured funding to run online courses in 2022/2023 on:

- Project design and measuring impact
- Scientific writing and publishing
- Fundraising, focusing on grant writing

We will also continue to develop new online courses based on the demand from potential trainees and the availability of funding. Some funding already earmarked and we are looking for funding for others. These courses will contain topics to

- Project design and measuring impact
- Scientific writing and publishing
- Fundraising, focusing on grant writing
- Theory of Change
- NGO Management and leadership
- Gender and conservation

We will continue with our activities to achieve TBA's strategy including:

- Plan and fundraiser for face to face professional training workshops (specialist workshops) to be held in 2023 onwards
- Maintain and upgrade the web-based resources
- Develop new partners for collaborative projects on capacity building (in person and online)
- Maintain the TBA alumnus network and continue to support and mentor TBA alumni
- Develop and apply TBA's marketing materials to raise the profile of our field courses and specialist courses
- Continue to be an active member of the Cambridge Conservation Initiative, UK

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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

Structure, governance and management

a. Constitution

Tropical Biology Association Limited is incorporated in the UK and is registered as a charitable company limited by guarantee, number 05827864 and was set up and is governed by its Memorandum of Association dated 16 May 2006. On this date the net assets of Tropical Biology Association were transferred to the new charity.

The charity gained charitable status on 13 September 2006, registered in England and Wales and its registered charity number is 1116111.

b. Methods of appointment or election of Trustees

The appointment of new Trustees is decided by the existing trustees who sit on the Board ("TBA council"). New Trustees are usually people who have taught on a TBA course or who represent TBA university members. Trustees therefore already have an intimate knowledge of the TBA and its activities. The Trustees who served during the period are as follows:

Mr P M Brakefield
Dr P Duncan (resigned 19 June 2021)
Dr R Trevelyan
Dr L Thomas

Following induction, ongoing training will be given when trustees request.

c. Organisational structure and decision-making policies

In accordance with the Memorandum of Association, Dr R Trevelyan receives remuneration for her full time duties. Dr R Trevelyan is the Executive Director and manages the charity on a day to day basis. Dr R Trevelyan's remuneration is set by her fellow Board of Trustees.

d. Connected charities

The charity has an office at the National Museums of Kenya in Nairobi whose main task is to organise African logistics and assist in fundraising. Members of this office are Kenyan citizens and employed through Nature Kenya, a Kenyan NGO.

Nature Kenya, PO Box 44486, 00100 Nairobi, Kenya

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

Structure, governance and management (CONTINUED)

e. Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks. The major risks to which the charity is exposed are insufficient funding from grants and donations to achieve our strategy; health and safety issues associated with travel and field teaching in Africa and SE Asia, and internet security issues associated with travel and fields teaching in Africa and SE Asia, and internet security issues associated with running courses online and securing people's data on our virtual learning platform.

The major risks and their mitigation are as follows:

Risk	Mitigation
Insufficient funding to achieve TBA strategy	Identify current calls for proposals and apply for grants where eligible Create new case for support and videos to attract new donors Build relationships with potential donors Continue our communications strategy to raise profile
Health and safety issues on field-based training courses in Africa and SE Asia	Risk assessments are done for each course Security briefings are given to students at the beginning of each course
Cyber security risks for online courses GDPR	TBA uses a virtual learning platform (moodle) and employs Hubken group to host TBA's platform. Hubken group are certified for information security management and give 24/7 site security. TBA has a GDPR policy which we will continually monitor and update

TROPICAL BIOLOGY ASSOCIATION LIMITED
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

STATEMENT OF TRUSTEES' RESPONSIBILITIES

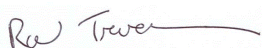
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:



.....
Dr R Trevelyan
(Trustee)

27.9.2022



.....
Dr L Thomas
(Trustee)

27.9.2022

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner's Report to the Trustees of Tropical Biology Association Limited ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

Responsibilities and Basis of Report

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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 charity'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 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the 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.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed: *Nikki Loan*

Dated: 27 September 2022

Nikki Loan FCA
Peters Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
INCOME FROM:					
Donations and grants	2	25,064	342,068	367,132	405,522
Charitable activities	3	14,092	-	14,092	16,904
Investments	4	1,728	-	1,728	1,885
Other income	5	25,660	-	25,660	26,151
TOTAL INCOME		66,544	342,068	408,612	450,462
EXPENDITURE ON:					
Charitable activities	6	146,298	269,924	416,222	304,105
TOTAL EXPENDITURE		146,298	269,924	416,222	304,105
NET (EXPENDITURE)/INCOME		(79,754)	72,144	(7,610)	146,357
Transfers between funds	13	25,742	(25,742)	-	-
NET MOVEMENT IN FUNDS		(54,012)	46,402	(7,610)	146,357
RECONCILIATION OF FUNDS:					
Total funds brought forward		172,815	262,392	435,207	288,850
Net movement in funds		(54,012)	46,402	(7,610)	146,357
TOTAL FUNDS CARRIED FORWARD		118,803	308,794	427,597	435,207

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

The notes on pages 13 to 28 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05827864

BALANCE SHEET
AS AT 31 MARCH 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Tangible assets	10	2,015	2,091
		2,015	2,091
CURRENT ASSETS			
Debtors	11	67,084	46,776
Cash at bank and in hand		443,255	446,756
		510,339	493,532
Creditors: amounts falling due within one year	12	(84,757)	(60,416)
NET CURRENT ASSETS		425,582	433,116
TOTAL NET ASSETS		427,597	435,207
CHARITY FUNDS			
Restricted funds	13	308,794	262,392
Unrestricted funds	13	118,803	172,815
TOTAL FUNDS		427,597	435,207

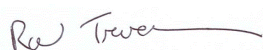
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



.....
Dr R Trevelyan
 (Trustee)
 27.9.2022



.....
Dr L Thomas
 (Trustee)
 27.9.2022

The notes on pages 13 to 28 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the charities SORP (FRS102) October 2019, effective 1 January 2019) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Tropical Biology Association Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

1.2 COMPANY STATUS

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

1.3 GOING CONCERN

The Trustees have reviewed the financial position of the Charity, including the impact of covid-19 and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees are actively seeking grant funding and donations. Budgets and forecasts have been prepared by the Trustees based on known income for the next three years, and on expected income if new grant opportunities arise. Budget figures indicate a small deficit for 2022/2023 and a larger deficit for 2023/2024. Taking into account known new income, the net effect across the two years would be a reduction in unrestricted funds of £97,000. As noted above there are unrestricted funds available of £118,803 at 31 March 2022 however, the charity is confident that some applications will be successful. (The charity has already been informed that some grant have be accepted which will remove the deficit in 2022/2023 and reduce the 2023/2024 deficit) and budgets and forecasts for this scenario show that TBA will at least break-even across the next three years, rather than running at a deficit. Accordingly, the financial statements continue to be prepared on the going concern basis.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (CONTINUED)

1.4 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees 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 Trustees for particular purposes. The aim and use of each 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. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.5 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

Grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfillment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date, which usually occur upon receipt.

Membership income is recognised in the period to which it relates. Unpaid fees are included in debtors and any membership fees received in advance are carried forward as deferred income.

Course fee income is recognised in the period in which the course takes place. Any income received in advance is carried forward as deferred income.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (CONTINUED)

1.6 EXPENDITURE

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to applicable headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, such as rent and professional fees. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements, such as accountancy fees. The Trustees consider that a proportion of salaries for certain staff employed in the UK relate to support costs and governance costs and an apportionment is made based on an estimation of time spent.

Where a proportion of costs relates to a restricted fund activity, such as wages and salaries, the relevant amount has been treated as expenditure.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.7 FOREIGN CURRENCIES

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into sterling at the average rate for the year.

Exchange gains and losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

1.8 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.9 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (CONTINUED)

1.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £200 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	- 25% reducing balance
Fixtures and fittings	- 20% straight line

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.14 FINANCIAL INSTRUMENTS

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Donations	25,064	-	25,064	97,233
Project grants and donations	-	342,068	342,068	298,289
BES Student Scholarships	-	-	-	10,000
	<u>25,064</u>	<u>342,068</u>	<u>367,132</u>	<u>405,522</u>
TOTAL 2021	<u>97,233</u>	<u>308,289</u>	<u>405,522</u>	

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Membership fees	8,052	8,052	16,055
Course fees (including STP course fees)	6,040	6,040	849
TOTAL 2022	<u>14,092</u>	<u>14,092</u>	<u>16,904</u>
TOTAL 2021	<u>16,904</u>	<u>16,904</u>	

4. INVESTMENT INCOME

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Bank interest	1,728	1,728	1,885
TOTAL 2021	<u>1,885</u>	<u>1,885</u>	

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

5. OTHER INCOME

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Subletting office space	25,660	25,660	26,151
	<u>25,660</u>	<u>25,660</u>	<u>26,151</u>
TOTAL 2021	26,151	26,151	
	<u>26,151</u>	<u>26,151</u>	

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Direct costs (note 7) 2022 £	Support and Governance costs (note 8) 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable expenditure	269,924	146,298	416,222	304,105
	<u>269,924</u>	<u>146,298</u>	<u>416,222</u>	<u>304,105</u>
TOTAL 2021	182,333	121,772	304,105	
	<u>182,333</u>	<u>121,772</u>	<u>304,105</u>	

In 2022, expenditure of £295,666 was met from restricted funds before transfers. In 2021, expenditure of £157,825 before transfers was met directly from restricted funds.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

7. DIRECT COSTS

	2022	2021
	£	£
Cambridge Conservation Initiative	2,446	-
Specialist training programme teaching	-	11,607
Field Course facilities & logistics	1,130	2,438
E- learning project	39,228	-
CEPF Project	57,761	25,807
TESSA	8,526	1,488
Oxford Zoology project	4,000	-
Office cost & communications	14,678	14,514
Earth Optimism-Publicity and advertising	2,329	7,558
Wages and salaries	123,117	101,925
National insurance	6,242	6,298
Pension cost	9,821	9,821
Depreciation	646	877
	269,924	182,333

CEPF project includes spending on subgrantees & partner costs of £27,493 (2021:£14,820) with the remainder of the expenditure being spent on accommodation & facilities.

8. SUPPORT AND GOVERNANCE COSTS

	2022	2021
	£	£
SUPPORT COSTS		
Rent & maintenance	59,819	37,644
Staff related cost	2,923	-
Legal & professional fees	17,890	1,242
Bookkeeping, payroll & bank charges	1,920	1,611
Exchange rate difference	980	3,058
Wages and salaries	35,935	51,683
National insurance	1,839	1,865
Pension cost	5,847	5,847
	127,153	102,950

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
GOVERNANCE COSTS		
Accountancy fees	8,560	8,318
Independent examiner's fees	1,645	1,597
Wages and Salaries	8,144	8,114
National Insurance	796	793
	19,145	18,822

9. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES

	2022	2021
	£	£
Wages and salaries	167,196	161,722
Social security costs	8,877	8,956
Contribution to defined contribution pension schemes	15,668	15,668
	191,741	186,346

Wages and Salaries included £47,000 (2021:£46,222) cost from the Nairobi branch.

The average number of persons employed by the charity during the year was as follows:

	2022	2021
	No.	No.
Direct and support staff- UK	3	3

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

9. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES (CONTINUED)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2022	2021
	No.	No.
In the band £70,001 - £80,000 (UK)	1	1

During the year, one Trustee received remuneration of £96,129 including employers' national insurance and pension contribution (2021 - £96,137) in her capacity as Chief Executive Officer.

During the year, no Trustees received any benefits in kind (2021 - £NIL).

During the year, no Trustees received any reimbursement of expenses or had expenses paid directly to a third party on their behalf (2021 - £NIL).

TBA considers its key management personnel to be the Trustees.

As noted elsewhere in the Trustees' Report and Financial Statements, Dr R Trevelyan is the Executive Director and oversees the day to day management of the Charity. With the authority of the TBA Memorandum of Association, a salary is paid to Dr Trevelyan for her work in running the Charity. This payment does not relate to her duty as a Trustee.

All other Trustees give their time and expertise without any form of remuneration or other benefit in kind as noted above.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

10. TANGIBLE FIXED ASSETS

	Motor vehicles £	Fixtures and fittings £	Total £
COST OR VALUATION			
At 1 April 2021	37,954	35,483	73,437
Additions	-	570	570
At 31 March 2022	37,954	36,053	74,007
DEPRECIATION			
At 1 April 2021	36,752	34,594	71,346
Charge for the year	301	345	646
At 31 March 2022	37,053	34,939	71,992
NET BOOK VALUE			
At 31 March 2022	901	1,114	2,015
At 31 March 2021	1,202	889	2,091

11. DEBTORS

	2022 £	2021 £
DUE WITHIN ONE YEAR		
Trade debtors	46,549	46,676
Other debtors	20,453	100
Prepayments and accrued income	82	-
	67,084	46,776

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	31,856	25,331
Other taxation and social security	3,393	3,614
Other creditors	20,136	14,890
Accruals and deferred income	29,372	16,581
	84,757	60,416

During the year £12,313 of membership fees income (2021: £Nil) was deferred income.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Designated Funds - all funds	159,000	-	-	(159,000)	-
GENERAL FUNDS					
General Funds - all funds	13,815	66,544	(146,298)	184,742	118,803
TOTAL UNRESTRICTED FUNDS	172,815	66,544	(146,298)	25,742	118,803
RESTRICTED FUNDS					
BES student scholarships	20,000	-	-	-	20,000
Cambridge Conservation Initiative	1,393	1,940	(3,333)	-	-
Course fees income	5,700	5,700	(11,400)	-	-
CEPF projects	117,600	166,587	(108,512)	(13,022)	162,653
e-Learning strategy	60,419	133,789	(97,627)	(10,460)	86,121
Specialist Training Programme	639	-	-	-	639
Earth optimism project	23,423	(7,850)	(15,573)	-	-
Oxford Zoology	-	4,000	(4,000)	-	-
Fundraising grant	33,218	-	(18,835)	(2,260)	12,123
TESSA Project	-	37,902	(10,644)	-	27,258
	262,392	342,068	(269,924)	(25,742)	308,794
TOTAL OF FUNDS	435,207	408,612	(416,222)	-	427,597

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. STATEMENT OF FUNDS (CONTINUED)

DESIGNATED FUND

The designated continuity fund was originally created by the Trustees to ensure that the charity has the means to run its complement of field courses and short courses for a year if no external funding is received. This is now considered as part of the reserves policy as described on page 5 and as a result a separate designated fund is not maintained. The fund has therefore been released to general funds in the year.

RESTRICTED FUNDS

Where general overhead costs are incurred on a restricted project in excess of available income/funds, a transfer is made from unrestricted funds to cover these amounts. Where general overhead costs are met from general funds, but are attributable to a restricted project, a transfer is made from restricted funds to cover these amounts.

BES Student Scholarships - BES grant an amount towards scholarships to be awarded to European students attending TBA courses. No scholarships were awarded in 2022 (2021: None).

Cambridge Conservation Initiative (CCI) - Funding for four projects, "CISCA: citizen science for conservation in Africa", "nudging for nature", "natural capital" and "embracing failure in conservation". The first three projects were finalised during the year. "Natural capital" was for work on the TESSA toolkit.

Course fees - Money given to cover the costs of a Women in Conservation Leadership course programme.

CEPF Projects - In 2021 two projects were continuing from 2020; "Guinea Forest of West Africa", a training toolkit. The toolkit was completed in 2021. This toolkit for CEP to use when training their grantees. Guinean Forests of West Africa is the largest project Hotspot countries of Ghana and Nigeria. Also in 2021, the project largest project which aims to build the organizational capacity of local CSOs and groups for sustainable biodiversity conservation in the Guinean Forests Hotspot countries of Ghana and Nigeria. This project was then extended by CEPF to include Cameroon and Togo.

E-Learning Project - In 2020 the project "launching TBA's e-Learning strategy" commenced.

Specialist Training Programme - Covers various training courses in specialised areas.

Oxford Zoology project is for the preparation and delivery of online course on Decolonising field work.

Earth Optimism Project - Earth Optimism Nairobi is part of a worldwide movement that aims to shift how the environmental narrative is framed, from one of doom and gloom to a conversation about solutions and success. The movement has emerged from two key realisations: that fear without hope leads to apathy rather than action, and that conservation successes are widespread yet not widely appreciated. This grant was fully spent in the year with a balance of unspent income being returned to the funder.

TESSA Project - A project working on the integration of the natural capital module within The Toolkit for Ecosystem Service Site-based Assessment (TESSA) as well as to edit and revise modules on water based assessments. The project is also editing and updating the previous version of the Toolkit.

E-learning grant – Money received from MAVA Foundation pour la Nature to launch TBA's e-learning strategy, develop an online platform, and create and deliver online courses. This began in 2020 and is ongoing.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

13. STATEMENT OF FUNDS (CONTINUED)

Fundraising grant - Money received from MAVA Foundation pour la Nature to produce a donor case for support and a marketing package for fee-paying courses and an e-technology partner.

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Designated Funds - all funds	159,000	-	-	-	159,000
GENERAL FUNDS					
General Funds - all funds	1,434	142,173	(146,280)	16,488	13,815
TOTAL UNRESTRICTED FUNDS	160,434	142,173	(146,280)	16,488	172,815
RESTRICTED FUNDS					
BES student scholarships	10,000	10,000	-	-	20,000
Cambridge Conservation Initiative	-	26,057	(24,664)	-	1,393
Course fees income	-	5,700	-	-	5,700
CEPF projects	115,813	57,513	(47,098)	(8,627)	117,601
e-Learning strategy	-	133,789	(65,510)	(7,861)	60,418
Specialist Training Programme	2,603	-	(1,964)	-	639
Earth optimism project	-	38,000	(14,577)	-	23,423
Oxford Zoology	-	4,012	(4,012)	-	-
Fundraising grant	-	33,218	-	-	33,218
	128,416	308,289	(157,825)	(16,488)	262,392
TOTAL OF FUNDS	288,850	450,462	(304,105)	-	435,207

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	2,015	-	2,015
Current assets	185,874	324,465	510,339
Creditors due within one year	(69,086)	(15,671)	(84,757)
TOTAL	118,803	308,794	427,597

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	2,091	-	2,091
Current assets	231,140	262,392	493,532
Creditors due within one year	(60,416)	-	(60,416)
TOTAL	172,815	262,392	435,207

15. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £15,619 (2021 - £15,668). At the year end there were outstanding contributions of £617 (2021: £617).

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

16. OPERATING LEASE COMMITMENTS

At 31 March 2022 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2022	2021
	£	£
Not later than 1 year	16,416	16,416
Later than 1 year and not later than 5 years	44,657	61,073
	61,073	77,489

17. RELATED PARTY TRANSACTIONS

There were £9,942 of purchases made during the year from a company which has a director in common with the charity (2021: £nil). There was no outstanding creditor balance as at year end (2021: £nil).

TROPICAL BIOLOGY ASSOCIATION

England & Wales - Charity number 1116111

Accounts

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Trustees	Dr R Trevelyan Dr L Thomas Mr P M Brakefield Dr P Duncan
Company registered number	05827864
Charity registered number	1116111
Registered office	Department of Zoology Downing Street Cambridge Cambridgeshire CB2 3EJ
Company secretary	Mr P M Brakefield
Chief executive officer	Dr R Trevelyan
Independent Examiner	Mrs J Coplowe FCA Peters Elworthy & Moore Chartered Accountants Salisbury House Station Road Cambridge CB1 2LA
Bankers	Co-operative Bank Plc 75 Burleigh Street Cambridge CB1 1DF National Westminster Bank plc 56 St Andrew's Street Cambridge CB2 3DA
Solicitors	Rogers and Norton The Old Chapel 5-7 Willow Lane Norwich NR2 1EU

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2020 to 31 March 2021. The Annual Report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual Report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (second edition of the Charities SORP (FRS102) October 2019, effective 1 January 2019).

Since the charity qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The objects of the charity as set out in the governing document are to advance public education and to promote for the benefit of the public the conservation, protection and improvement of the physical and natural environment in particular in the tropics. The aims of the charity are:

- To establish, support and carry out demand driven programmes in education and research relating to the ecology and conservation of tropical ecosystems;
- To build the capacity of tropical institutions for teaching and research in tropical biodiversity;
- To maintain a world wide network of biologists active in the field of tropical biology and conservation;
- To carry out other general activities in the area of education, research and conservation in the tropics and sub tropics.

The main aims of the charity for 2020-21 were to build individual and institutional capacity among natural resource managers and conservation scientists in Africa, SE Asia and Europe/USA/Oceania. The usual activities to achieve these aims – month long field training courses in Africa and Borneo, an integrated training programme, and specialist courses in Africa and SE Asia – were impacted by the restrictions imposed by the covid-19 pandemic. Progress was made with developing an e-learning strategy to transfer our specialist training courses programme online. Several online specialist courses were delivered, though it was not possible to run any field training courses.

The charity also aimed to continue providing follow up support to its trainees. TBA's alumni represent over 80 countries including 30 African countries. The follow-up support that TBA provides to its former trainees includes advice on projects and names of specialists, and help with scientific writing and proposal development. The scheme's major quantitative outputs are the publication of scientific papers in peer reviewed journals and successful grant proposals.

The TBA website, Facebook page and Twitter report on and promote TBA's activities as well as share news and information with the TBA network and alumni. The TBA blog continues to provide a medium through which TBA alumni are sharing their career experiences and inspiring each other. At 18th May 2021 our Facebook page has 8,490 people following it and 7,948 likes, while our Twitter account has 1,639 followers. As well as TBA alumni, these connections include conservation organisations and key players in the conservation community.

The TBA strategy continues to be followed and enables the staff to plan existing activities and set priorities for new activities. All activities must meet the criteria of being demand driven, logistically feasible, and of having the potential to have a significant impact as well as having adequate funds raised in order to support them.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities (CONTINUED)

b. Report on Tropical Biology Association's Public Benefit

The Trustees have had regard to the Charities Commission Guidance on the principles of public benefit. The TBA delivers identifiable benefits in the areas of the advancement of education, the advancement of science and the advancement of environmental protection or improvement. These are directly linked to the TBA's aims described at the beginning of the "objectives and activities" section of this report. The benefits are to a specific section of the public – that of young biologists who wish to develop skills in environmental protection and management and at the same time enhance their careers. The TBA courses do not have geographical restrictions within Europe, Africa or SE Asia and scholarships are available to those who cannot pay the fees (which are set to cover only the direct costs).

The TBA courses are assisting students to develop their careers and the specialist training programme provides key skills for conservation professionals in Africa and SE Asia. The year 2019 brought the number of young scientists trained on TBA training courses to 2,409 from 86 countries, including those who have participated in TBA's specialist training programme. The TBA provides mentorship and encouragement to TBA alumni throughout the year, including reviewing numerous proposals and manuscripts from the alumni.

Achievements and performance

a. Review of activities

The Critical Ecosystem Partnership Fund project in West Africa continued with activities taking place online, in place of the originally-planned workshops in Lagos, Nigeria and Accra, Ghana. The programme is run in partnership with Save the Frog – Ghana and the Save Sahara Network. In addition, the programme is being extended to Cameroon and Togo.

TBA ran its first online course on scientific writing as part of the Development Corridors Partnership's virtual training programme in Africa.

The charity has in place various measures of success. In the short term, the impact of our training is measured by the numbers trained vis à vis demand and the quality rating of the training delivered. The mid and long term impacts of capacity building are measured using quantitative and qualitative indicators to assess where trainees go after the charity's training activities and the conservation work they carry out. For example, 95% of African alumni who attended TBA field courses over the last ten years are in touch with the TBA office. Ninety five percent of all TBA's African alumni who are in contact with TBA are engaged in conservation or science related careers. Many are women. The qualitative feedback TBA receives indicates that activities of the TBA alumni have a positive impact on the environment and environmental education generally. A good proportion of alumni are leading conservationists in their countries and work on a range of issues from habitat to species conservation as well as education. Together, these indicators are evidence of the long lasting benefit that the TBA activities provide.

Another measure of the mid and long term impacts of the TBA activities is the number of TBA alumni groups that have independently established themselves. There are 15 alumni groups across Africa which were formed by the alumni themselves. These groups aim to promote responsible conservation and natural resource management by catalysing research and nurturing collaborations. More information on their activities can be found on the TBA website [http://www.tropicalbiology.org/alumni groups/](http://www.tropicalbiology.org/alumni%20groups/).

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Achievements and performance (CONTINUED)

b. Factors outside the charity's control

The main factor outside the charity's control that is relevant to achieving its objectives is the funding situation and to a lesser extent the political stability of some of the African countries the TBA works with. Many donors are reluctant to make long term funding commitments in spite of clear evidence for success. New funding resources must be found on almost a yearly basis. The second significant factor has been the covid-19 pandemic, which has led to disruption to work and the postponement or cancellation of activities planned for 2020-21.

Financial review

a. Going concern

After making appropriate enquiries, and taking into account the impact of covid-19 on the charity, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the accounting policies.

b. Reserves policy

As at 31 March 2021 the charity had total funds of £435,207 (2020: £288,850) of which £262,392 (2020: £128,416) were restricted funds and £172,815 were unrestricted (2020: £160,434). There were £11,724 free reserves after allowing for designations of £159,000 in the Continuity Fund. The Continuity Fund is designated to allow the charity to be able to run field courses and short courses for one year if no external funding was received. The Trustees have not drawn on this fund in 2020/21 and £159,000 remains available at the start of 2021/2022.

The policy of the charity trustees is to build up and keep a Continuity Fund and Reserves to allow the charity to meet its objectives during times of financial volatility and shortfall or when grants are slow to pay. Estimated annual costs are £240,000 and therefore this is the minimum sum that the Trustees wish to hold in unrestricted funds, but they wish to maintain a higher balance if possible. Unrestricted funds (including the designated Continuity Fund) were £172,815, which is below the ideal target level, however the Trustees are working hard to raise further funding.

c. Financial risk management objectives and policies

The majority of TBA's income comes from grants and donations and total income for the year to 31 March 2021 was £450,462 (2020: £368,279). Total expenditure in the year was £304,105 (2020: £457,818) of which £182,333 was spent on direct costs (2020: £332,221), £102,950 on support costs (2020: £107,537), and £18,822 on governance costs (2020: £18,060). There was no expenditure on the small grants scheme (2020: £nil)

The transactions and activities undertaken during the period are summarised in the Statement of Financial Activities.

d. Principal funding

As well as regular income from TBA member institutions, the principal funding sources for 2020-21 were CEPF, the MAVA Foundation, Pentera and an individual US donor, and small grants such as the CCI collaborative fund. The funding sources change regularly since most grants are of a finite lifespan.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

e. Plans for the future

The TBA has made significant progress with developing its e-learning strategy to deliver specialist training courses online, but intends to resume its hands-on field and specialist courses once it is safe to do so in the light of the covid-19 situation. This will be continually reviewed.

The following activities are being planned:

- To deliver at least four specialist online training courses in 2021-22. Funding for these has already been provided by a grant from the MAVA Foundation. The first starts at the end of May
- To develop further online specialist training courses, to be selected from TBA's portfolio.
- To develop new training in response to emerging issues in conservation.
- To raise funds to develop and run month-long field courses in tropical biology and ecology and conservation for at least 48 biologists from Europe, Africa and SE Asia.
- To develop new partners for collaborative projects on capacity building.
- To maintain the active alumnus network and mentoring services.
- To maintain and develop the web-based resources.
- To continue to develop and deliver innovative elements for TBA's e-learning strategy.

Structure, governance and management

a. Constitution

Tropical Biology Association Limited is registered as a charitable company limited by guarantee, number 05827864 and was set up and is governed by its Memorandum of Association dated 16 May 2006. On this date the net assets of Tropical Biology Association were transferred to the new charity.

The charity gained charitable status on 13 September 2006 and its registered charity number is 1116111.

b. Methods of appointment or election of Trustees

The appointment of new Trustees is decided by the Board ("council"). New Trustees are usually people who have taught on a TBA course or who represent TBA university members. Trustees therefore already have an intimate knowledge of the TBA and its activities. The Trustees who served during the period are as follows:

Mr K T Elmqvist (resigned 24 October 2020)
Mr P M Brakefield
Dr P Duncan
Dr R Trevelyan
Dr L Thomas

c. Organisational structure and decision-making policies

In accordance with the Memorandum of Association, Dr R Trevelyan receives remuneration for her full time duties. Dr R Trevelyan is the Executive Director and manages the charity on a day to day basis. Dr R Trevelyan's remuneration is set by her fellow Board of Trustees.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

Structure, governance and management (CONTINUED)

d. Connected charities

The charity has an office at the National Museums of Kenya in Nairobi whose main task is to organise African logistics and assist in fundraising. Members of this office are Kenyan citizens and employed through Nature Kenya, a Kenyan NGO.

Nature Kenya, PO Box 44486, 00100 Nairobi, Kenya

e. Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees 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 charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees

Dr R Trevelyan

Dr L Thomas

Date: 24 June 2021

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Tropical Biology Association Limited ('the charity')

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

Responsibilities and Basis of Report

As the Trustees of the charity (and 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 charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts 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 Charity'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 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 that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the 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.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

INDEPENDENT EXAMINER'S REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Dated: 24 June 2021

Mrs J Coplowe FCA

Mrs J Coplowe FCA
Peters Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
INCOME FROM:					
Donations and grants	2	97,233	308,289	405,522	276,286
Charitable activities	3	16,904	-	16,904	71,452
Investments	4	1,885	-	1,885	1,837
Other income	5	26,151	-	26,151	18,704
TOTAL INCOME		142,173	308,289	450,462	368,279
EXPENDITURE ON:					
Charitable activities	6	146,280	157,825	304,105	457,818
TOTAL EXPENDITURE		146,280	157,825	304,105	457,818
NET (EXPENDITURE)/INCOME					
Transfers between funds	13	(4,107) 16,488	150,464 (16,488)	146,357 -	(89,539) -
NET MOVEMENT IN FUNDS		12,381	133,976	146,357	(89,539)
RECONCILIATION OF FUNDS:					
Total funds brought forward		160,434	128,416	288,850	378,389
Net movement in funds		12,381	133,976	146,357	(89,539)
TOTAL FUNDS CARRIED FORWARD		172,815	262,392	435,207	288,850

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

The notes on pages 11 to 26 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)
REGISTERED NUMBER: 05827864

BALANCE SHEET
AS AT 31 MARCH 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Tangible assets	10	2,091	1,870
		2,091	1,870
CURRENT ASSETS			
Debtors	11	46,776	25,101
Cash at bank and in hand		446,756	321,658
		493,532	346,759
Creditors: amounts falling due within one year	12	(60,416)	(59,779)
NET CURRENT ASSETS		433,116	286,980
TOTAL NET ASSETS		435,207	288,850
CHARITY FUNDS			
Restricted funds	13	262,392	128,416
Unrestricted funds	13	172,815	160,434
TOTAL FUNDS		435,207	288,850

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

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

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

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

Dr R Trevelyan

Dr L Thomas

Date: 24 June 2021

The notes on pages 11 to 26 form part of these financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition of the charities SORP (FRS102) October 2019, effective 1 January 2019) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Tropical Biology Association Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

There were no significant estimates or judgements made by management in preparing these financial statements.

1.2 COMPANY STATUS

The Charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

1.3 GOING CONCERN

The Trustees have reviewed the financial position of the Charity, including the impact of covid-19 and have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Trustees are actively seeking grant funding. Budgets and forecasts have been prepared by the Trustees on the assumption that these applications are unsuccessful and those figures indicate a small deficit for 2021/2022 and a larger deficit for 2022/2023. The net effect across the two years would be a reduction in unrestricted funds of £110,000. As noted above there are unrestricted funds available of £171,000 at 31 March 2021. However, the charity is confident that some applications will be successful and budgets and forecasts for this scenario show that TBA will at least break-even across the next three years, rather than running at a deficit. Accordingly, the financial statements continue to be prepared on the going concern basis.

1.4 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees 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 Trustees for particular purposes. The aim and use of each 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. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES (CONTINUED)

1.5 INCOME

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank.

Grants are recognised when the Charity has been notified in writing of both the amount and settlement date. In the event that a grant is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Donations are recognised when the Charity has been notified in writing of both the amount and settlement date, which usually occur upon receipt.

Membership income is recognised in the period to which it relates. Unpaid fees are included in debtors and any membership fees received in advance are carried forward as deferred income.

Course fee income is recognised in the period in which the course takes place. Any income received in advance is carried forward as deferred income.

1.6 EXPENDITURE

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

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to applicable headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the company, such as rent and professional fees. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements, such as accountancy fees. The Trustees consider that a proportion of salaries for certain staff employed in the UK relate to support costs and governance costs and an apportionment is made based on an estimation of time spent.

Where a proportion of costs relates to a restricted fund activity, such as wages and salaries, the relevant amount has been treated as expenditure.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

TROPICAL BIOLOGY ASSOCIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES (CONTINUED)

1.7 FOREIGN CURRENCIES

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at rates of exchange ruling at the balance sheet date.

Transactions in foreign currencies are translated into sterling at the average rate for the year.

Exchange gains and losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

1.8 PENSIONS

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

1.9 OPERATING LEASES

Rentals paid under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

1.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £200 are capitalised.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating Income and Expenditure Account.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Motor vehicles	- 25% reducing balance
Fixtures and fittings	- 20% straight line

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES (CONTINUED)

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of Financial Activities as a finance cost.

1.14 FINANCIAL INSTRUMENTS

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2. INCOME FROM DONATIONS AND GRANTS

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Donations	97,233	-	97,233	42,567
Project grants and donations	-	298,289	298,289	223,719
BES Student Scholarships	-	10,000	10,000	10,000
	<u>97,233</u>	<u>308,289</u>	<u>405,522</u>	<u>276,286</u>
TOTAL 2020	<u>96,984</u>	<u>179,302</u>	<u>276,286</u>	

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Membership fees	16,055	-	16,055	20,989
Course fees (including STP course fees)	849	-	849	50,463
TOTAL 2021	<u>16,904</u>	<u>-</u>	<u>16,904</u>	<u>71,452</u>
TOTAL 2020	<u>24,286</u>	<u>47,166</u>	<u>71,452</u>	

4. INVESTMENT INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Bank interest	1,885	1,885	1,837
TOTAL 2020	<u>1,837</u>	<u>1,837</u>	

5. OTHER INCOME

	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Equipment Hire	-	-	350
Subletting office space	26,151	26,151	18,354
	<u>26,151</u>	<u>26,151</u>	<u>18,704</u>
TOTAL 2020	<u>18,704</u>	<u>18,704</u>	

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NOTES TO THE FINANCIAL STATEMENTS
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6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Direct costs (note 7) 2021 £	Support and Governance costs (note 8) 2021 £	Total funds 2021 £	Total funds 2020 £
Charitable expenditure	182,333	121,772	304,105	457,818
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL 2020	334,338	123,480	457,818	
	<u> </u>	<u> </u>	<u> </u>	

In 2020, expenditure of £173,253 was met from restricted funds. In 2021, expenditure of £157,825 was met directly from restricted funds.

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7. DIRECT COSTS

	2021	2020
	£	£
Field course accommodation & subsistence	-	56,597
Field course facilities & logistics	1,834	5,539
Field course materials & communications	417	364
Field course participants' flights & travel	-	14,895
Field course teaching	143	12,517
Specialist training programme participants	-	9,938
Specialist training programme teaching	10,430	11,633
Specialist training programme facilities & logistics	1,964	5,917
Integrated training (CEPF) project management & teaching	4,741	7,423
Integrated training (CEPF) travel	-	31,244
Integrated training (CEPF) accommodation & facilities	14,820	29,806
Integrated training (CEPF) office, rent & utilities	-	25
Integrated training (CEPF) bank fees	-	190
Integrated training (CEPF) communications, printing & consumables	6,246	2,068
Development	21	315
Follow-up support	309	236
Office costs & communications	14,514	11,010
Publicity & promotion	-	2,677
Staff travel	425	812
Earth Optimism	7,548	1,378
Wages and salaries	101,925	108,484
National insurance	6,298	7,621
Pension cost	9,821	10,742
Depreciation	877	790
	182,333	332,221

Integrated training (CEPF) accommodation & facilities includes spending on subgrantees & partner costs of £14,820 (2020: £13,245) with the remainder of the expenditure being spent on accommodation & facilities.

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8. SUPPORT AND GOVERNANCE COSTS

	2021 £	2020 £
SUPPORT COSTS		
Rent & maintenance	37,644	41,138
Publicity, advertising, reporting & publication	-	1,707
Legal & professional fees	1,242	1,280
Facilities and materials	-	214
Local committee costs	-	410
Bookkeeping, payroll & bank charges	1,611	1,447
Exchange rate difference	3,058	(1,683)
Wages and salaries	51,683	54,870
National insurance	1,865	2,692
Pension cost	5,847	5,462
	<u>102,950</u>	<u>107,537</u>
	2021 £	2020 £
GOVERNANCE COSTS		
Accountancy fees	8,318	8,447
Independent examiner's fees	1,597	1,550
Governance	-	293
Wages and salaries	8,114	7,053
National insurance	793	717
	<u>18,822</u>	<u>18,060</u>

9. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES

	2021 £	2020 £
Wages and salaries	166,463	177,071
Social security costs	8,956	11,030
Contribution to defined contribution pension schemes	15,668	16,204
	<u>191,087</u>	<u>204,305</u>

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9. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES (CONTINUED)

The average number of persons employed by the charity during the year was as follows:

	2021	2020
	No.	No.
Direct and support staff	3	3

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021	2020
	No.	No.
In the band £70,001 - £80,000	1	1

During the year, one Trustee received remuneration of £96,137 including employers' national insurance and pension contribution (£2020 - £96,159) in her capacity as Chief Executive Officer.

During the year, no Trustees received any benefits in kind (2020 - £NIL).

During the year, no Trustees received any reimbursement of expenses or had expenses paid directly to a third party on their behalf (2020 - £NIL).

TBA considers its key management personnel to be the Trustees.

As noted elsewhere in the Trustees' Report and Financial Statements, Dr R Trevelyan is the Executive Director and oversees the day to day management of the Charity. With the authority of the TBA Memorandum of Association, a salary is paid to Dr Trevelyan for her work in running the Charity. This payment does not relate to her duty as a Trustee.

All other Trustees give their time and expertise without any form of remuneration or other benefit in kind as noted above.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

10. TANGIBLE FIXED ASSETS

	Motor vehicles £	Fixtures and fittings £	Total £
COST OR VALUATION			
At 1 April 2020	37,954	34,385	72,339
Additions	-	1,098	1,098
At 31 March 2021	<u>37,954</u>	<u>35,483</u>	<u>73,437</u>
DEPRECIATION			
At 1 April 2020	36,351	34,118	70,469
Charge for the year	401	476	877
At 31 March 2021	<u>36,752</u>	<u>34,594</u>	<u>71,346</u>
NET BOOK VALUE			
At 31 March 2021	<u>1,202</u>	<u>889</u>	<u>2,091</u>
At 31 March 2020	<u>1,603</u>	<u>267</u>	<u>1,870</u>

11. DEBTORS

	2021 £	2020 £
DUE WITHIN ONE YEAR		
Trade debtors	46,676	23,490
Other debtors	100	1,611
	<u>46,776</u>	<u>25,101</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	25,331	25,331
Other taxation and social security	3,614	3,805
Other creditors	14,890	2,791
Accruals and deferred income	16,581	27,852
	60,416	59,779
	2021	2020
	£	£
DEFERRED INCOME		
Deferred income at 1 April 2020	17,755	18,126
Resources deferred during the year	-	17,755
Amounts released from previous periods	(17,755)	(18,126)
	-	17,755

During the year £NIL of membership fees income (2020: £7,755) and £NIL of grant income (2020: £10,000) was deferred.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

13. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2021 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Designated Funds - all funds	159,000	-	-	-	159,000
GENERAL FUNDS					
General Funds - all funds	1,434	142,173	(146,280)	16,488	13,815
TOTAL UNRESTRICTED FUNDS	160,434	142,173	(146,280)	16,488	172,815
RESTRICTED FUNDS					
BES student scholarships	10,000	10,000	-	-	20,000
Cambridge Conservation Initiative	-	26,057	(24,664)	-	1,393
Course fees income	-	5,700	-	-	5,700
CEPF projects	115,813	57,513	(47,098)	(8,627)	117,601
e-Learning project	-	133,789	(65,510)	(7,861)	60,418
Specialist Training Programme	2,603	-	(1,964)	-	639
Earth optimism project	-	38,000	(14,577)	-	23,423
Bird life project	-	4,012	(4,012)	-	-
Fundraising grant	-	33,218	-	-	33,218
	128,416	308,289	(157,825)	(16,488)	262,392
TOTAL OF FUNDS	288,850	450,462	(304,105)	-	435,207

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13. STATEMENT OF FUNDS (CONTINUED)

DESIGNATED FUND

The designated continuity fund has been created by the trustees to ensure that the Charity has the means to run its complement of field courses and short courses for a year if no external funding is received. This year the cost of the increased number of courses was such that an element of the continuity fund was called upon to prevent the general unrestricted funds going into deficit.

RESTRICTED FUNDS

Where general overhead costs are incurred on a restricted project in excess of available income/funds, a transfer is made from unrestricted funds to cover these amounts. Where general overhead costs are met from general funds, but are attributable to a restricted project, a transfer is made from restricted funds to cover these amounts.

BES Student Scholarships - Annually BES grant an amount towards scholarships to be awarded to European students attending TBA courses. No scholarships were awarded in 2021 (2020: None).

Cambridge Conservation Initiative (CCI) - Funding for four projects, "CISCA: citizen science for conservation in Africa", "nudging for nature", "nature capital" and "embracing failure in conservation". The first and second projects were finalised during the year.

Course fees - Money given to cover the costs of a Women in Conservation Leadership course programme.

CEPF Projects - In 2021 three projects were continuing from 2020; Birdlife, West Africa and Manual. Birdlife and manual were completed in the year. West Africa is the largest project which aims to build the organizational capacity of local CSOs and groups for sustainable biodiversity conservation in the Guinean Forests Hotspot countries of Ghana and Nigeria. Also in 2021, the project 'Toolkit' was started and completed.

e-Learning project - In 2021 the project "launching TBA's e-Learning strategy" commenced.

Specialist Training Programme - Covers various training courses in specialised areas.

Earth Optimism Project - Earth Optimism Nairobi is part of a worldwide movement that aims to shift how the environmental narrative is framed, from one of doom and gloom to a conversation about solutions and success. The movement has emerged from two key realisations: that fear without hope leads to apathy rather than action, and that conservation successes are widespread yet not widely appreciated.

Bird Life Project - A project working on the integration of the natural capital module within The Toolkit for Ecosystem Service Site-based Assessment (TESSA).

Fundraising grant - Money received from MAVA Fondation pour la Nature to produce a donor case for support and a marketing package for fee-paying courses and an e-technology business partner.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

13. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2020 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Continuity Fund	280,000	-	-	(121,000)	159,000
GENERAL FUNDS					
General Fund	87	141,811	(284,565)	144,101	1,434
TOTAL UNRESTRICTED FUNDS	280,087	141,811	(284,565)	23,101	160,434
RESTRICTED FUNDS					
BES student scholarships	-	10,000	-	-	10,000
Cambridge Conservation Initiative	25,285	161	(25,446)	-	-
Course fees income	-	17,076	(17,076)	-	-
CEPF projects	73,017	136,653	(70,756)	(23,101)	115,813
Specialist Training Programme	-	30,090	(27,487)	-	2,603
Earth optimism project	-	32,488	(32,488)	-	-
	98,302	226,468	(173,253)	(23,101)	128,416
TOTAL OF FUNDS	378,389	368,279	(457,818)	-	288,850

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14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	2,091	-	2,091
Current assets	231,140	262,392	493,532
Creditors due within one year	(60,416)	-	(60,416)
TOTAL	172,815	262,392	435,207

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	1,870	-	1,870
Current assets	218,343	128,416	346,759
Creditors due within one year	(59,779)	-	(59,779)
TOTAL	160,434	128,416	288,850

15. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £15,668 (2020 - £16,204). At the year end there were outstanding contributions of £617 (2020: £617).

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16. OPERATING LEASE COMMITMENTS

At 31 March 2021 the charity had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2021	2020
	£	£
Not later than 1 year	16,416	16,416
Later than 1 year and not later than 5 years	61,073	65,664
Later than 5 years	-	11,825
	<u>77,489</u>	<u>93,905</u>

17. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year that have not been disclosed elsewhere in these Financial Statements.