
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
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**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
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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/).

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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.

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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.

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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
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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.

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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
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**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
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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
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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
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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
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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
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**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
FOR THE YEAR ENDED 31 MARCH 2021

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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**NOTES TO THE FINANCIAL STATEMENTS
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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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**NOTES TO THE FINANCIAL STATEMENTS
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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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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
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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
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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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NOTES TO THE FINANCIAL STATEMENTS
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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.