

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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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
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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

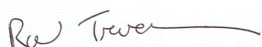
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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
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**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

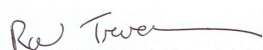
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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
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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
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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
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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.

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**NOTES TO THE FINANCIAL STATEMENTS
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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.

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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>	

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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.

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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

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	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

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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.

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NOTES TO THE FINANCIAL STATEMENTS
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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

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NOTES TO THE FINANCIAL STATEMENTS
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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.

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NOTES TO THE FINANCIAL STATEMENTS
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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

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NOTES TO THE FINANCIAL STATEMENTS
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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.

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NOTES TO THE FINANCIAL STATEMENTS
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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

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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 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).

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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).