

Registered number: 05827864
Charity number: 1116111

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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TROPICAL BIOLOGY ASSOCIATION LIMITED
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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023

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

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

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

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

OBJECTIVES AND ACTIVITIES

1. Policies and objectives

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

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

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

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

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

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

2. Report on Tropical Biology Association's Public Benefit

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

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

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

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

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

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

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

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

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

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

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

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

b. Factors outside the charity's control

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

FINANCIAL REVIEW

a. Going concern

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

b. Reserves policy

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

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

c. Financial risk management objectives and policies

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

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

d. Principal funding

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

e. Plans for the future

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

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

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

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

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

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

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

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

b. Method of appointment or election of Trustees

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

Mr P M Brakefield
Dr R Trevelyan
Dr L Thomas

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

c. Organisational structure and decision making

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

d. Connected charities

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

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

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

e. Risk management

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

The major risks and their mitigation are as follows:

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

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

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

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

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



.....
Dr R Trevelyan
(Trustee)

04 July 2023



.....
Dr L Thomas
(Trustee)

04 July 2023

TROPICAL BIOLOGY ASSOCIATION LIMITED
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INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023

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

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

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

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

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

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

Signed:

Nikki Loan

Nikki Loan

Dated: 04 July 2023

FCA

PETERS ELWORTHY & MOORE

Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

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

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

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

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

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

BALANCE SHEET
AS AT 31 MARCH 2023

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

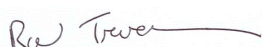
The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

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

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

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

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



.....
Dr R Trevelyan
 (Trustee)

Date: 04 July 2023



.....
Dr L Thomas
 (Trustee)

04 July 2023

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

TROPICAL BIOLOGY ASSOCIATION LIMITED
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

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

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

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

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

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

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

1.2 COMPANY STATUS

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

1.3 GOING CONCERN

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

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

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

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

1. ACCOUNTING POLICIES (CONTINUED)

1.4 FUND ACCOUNTING

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

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

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

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

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

1.5 INCOME

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

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

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

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

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

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

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

1. ACCOUNTING POLICIES (CONTINUED)

1.6 EXPENDITURE

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

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

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

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

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

All expenditure is inclusive of irrecoverable VAT.

1.7 FOREIGN CURRENCIES

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

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

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

1.8 PENSIONS

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

1.9 OPERATING LEASES

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

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

1. ACCOUNTING POLICIES (CONTINUED)

1.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £200 are capitalised.

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

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

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

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

1.11 DEBTORS

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

1.12 CASH AT BANK AND IN HAND

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

1.13 LIABILITIES AND PROVISIONS

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

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

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

1.14 FINANCIAL INSTRUMENTS

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

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2. INCOME FROM DONATIONS AND GRANTS

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

3. INCOME FROM CHARITABLE ACTIVITIES

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

4. INVESTMENT INCOME

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

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5. OTHER INCOME

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

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

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

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

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6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF DIRECT COSTS

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

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

ANALYSIS OF SUPPORT COSTS

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

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6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS (continued)

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

7. INDEPENDENT EXAMINER'S REMUNERATION

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

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

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

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

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

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

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

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

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

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

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

TBA considers its key management personnel to be the Trustees.

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

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

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9. TANGIBLE FIXED ASSETS

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

10. DEBTORS

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

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11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

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

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

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

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NOTES TO THE FINANCIAL STATEMENTS
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12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

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

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NOTES TO THE FINANCIAL STATEMENTS
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12. STATEMENT OF FUNDS (CONTINUED)

TRANSFERS

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

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

DESIGNATED FUNDS

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

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

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

RESTRICTED FUNDS

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

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

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

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

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

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

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12. STATEMENT OF FUNDS (CONTINUED)

part of its Specialist Training Programme.

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

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

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

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

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

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

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NOTES TO THE FINANCIAL STATEMENTS
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12. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

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

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NOTES TO THE FINANCIAL STATEMENTS
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13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

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

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

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

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NOTES TO THE FINANCIAL STATEMENTS
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14. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

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

15. ANALYSIS OF CASH AND CASH EQUIVALENTS

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

16. ANALYSIS OF CHANGES IN NET DEBT

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

17. PENSION COMMITMENTS

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

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18. OPERATING LEASE COMMITMENTS

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

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

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

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

19. RELATED PARTY TRANSACTIONS

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