
TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

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

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

TROPICAL BIOLOGY ASSOCIATION LIMITED
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2024

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

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

OBJECTIVES AND ACTIVITIES

1. Policies and objectives

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

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

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

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

2. Report on Tropical Biology Association's Public Benefit

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

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

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

ACHIEVEMENTS AND PERFORMANCE

a. Review of activities

i) field courses

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

ii) specialist training programme

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

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

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

iii) follow-up support and TBA alumni groups

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

iv) measuring impacts

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

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

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

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

b. Factors outside the charity's control

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

FINANCIAL REVIEW

a. Going concern

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

b. Reserves policy

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

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

c. Financial risk management objectives and policies

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

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

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

d. Principal funding

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

e. Plans for the future

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

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

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

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

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

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

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

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

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

b. Method of appointment or election of Trustees

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

Mr P M Brakefield
Dr R Trevelyan
Dr L Thomas

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

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

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

c. Organisational structure and decision making

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

d. Connected charities

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

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

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

e. Risk management

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

The major risks and their mitigation are as follows:

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

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

STATEMENT OF TRUSTEES' RESPONSIBILITIES

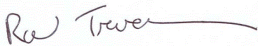
The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).


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

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

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

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


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


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

TROPICAL BIOLOGY ASSOCIATION LIMITED
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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024**

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

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

RESPONSIBILITIES AND BASIS OF REPORT

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

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

INDEPENDENT EXAMINER'S STATEMENT

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

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

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

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

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

Signed: *Nikki Loan*

Nikki Loan

Dated: 11 September 2024

FCA

PETERS ELWORTHY & MOORE

Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

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

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

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

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

TROPICAL BIOLOGY ASSOCIATION LIMITED
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REGISTERED NUMBER: 05827864

BALANCE SHEET
AS AT 31 MARCH 2024

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

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

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

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

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

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



.....
Dr R Trevelyan
 (Trustee)

Date: 05 September 2024



.....
Dr L Thomas
 (Trustee)

05 September 2024

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

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

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

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

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

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

1.2 COMPANY STATUS

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

1.3 GOING CONCERN

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

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

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

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

1. ACCOUNTING POLICIES (CONTINUED)

1.4 FUND ACCOUNTING

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

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

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

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

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

1.5 INCOME

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

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

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

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

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

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

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

1. ACCOUNTING POLICIES (CONTINUED)

1.6 EXPENDITURE

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

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

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

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

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

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

All expenditure is inclusive of irrecoverable VAT.

1.7 FOREIGN CURRENCIES

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

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

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

1.8 PENSIONS

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

1.9 OPERATING LEASES

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

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

1. ACCOUNTING POLICIES (CONTINUED)

1.10 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £200 are capitalised.

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

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

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

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

1.11 DEBTORS

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

1.12 CASH AT BANK AND IN HAND

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

1.13 LIABILITIES AND PROVISIONS

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

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

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

1.14 FINANCIAL INSTRUMENTS

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

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2. INCOME FROM DONATIONS AND GRANTS

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

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

3. INCOME FROM CHARITABLE ACTIVITIES

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

4. INVESTMENT INCOME

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

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

4. INVESTMENT INCOME (CONTINUED)

5. OTHER INCOME

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

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES

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

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

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

6. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

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

GOVERNANCE COSTS

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

7. INDEPENDENT EXAMINER'S REMUNERATION

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

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NOTES TO THE FINANCIAL STATEMENTS
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8. STAFF COSTS, KEY MANAGEMENT PERSONNEL, TRUSTEES' REMUNERATION AND EXPENSES

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

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

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

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

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

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

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

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

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

TBA considers its key management personnel to be the Trustees.

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

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

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

9. TANGIBLE FIXED ASSETS

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

10. DEBTORS

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

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**NOTES TO THE FINANCIAL STATEMENTS
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11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

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

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

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

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

12. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

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

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

12. STATEMENT OF FUNDS (CONTINUED)

TRANSFERS

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

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

DESIGNATED FUNDS

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

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

RESTRICTED FUNDS

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

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

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

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

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

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

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

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

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

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

12. STATEMENT OF FUNDS (CONTINUED)

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

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

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

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
A G Leventis	-	40,000	(40,000)	-	-
Matthew Good Foundation	-	10,000	(10,000)	-	-
	-	50,000	(50,000)	-	-
GENERAL FUNDS					
General 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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13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

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

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

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

14. PENSION COMMITMENTS

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

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15. OPERATING LEASE COMMITMENTS

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

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

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

	2024 £	2023 £
Operating lease rentals	<u>18,546</u>	<u>16,416</u>

16. RELATED PARTY TRANSACTIONS

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

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