



# Annual Report 2020

Registered Charity 1159140

Chartered Institute of  
**Horticulture** 

## President's Welcome

On behalf of the Trustees it is my pleasure to introduce you to our Annual Report for 2020. The year of 2020 will be a year noted in history. The COVID 19 pandemic appeared and expressed itself fully in all communities and countries and affected horticulture production, maintenance and sales throughout all of our membership regions. We developed a resilience to the situation, re-grouped and continued to provide a member service throughout the year. Meetings moved online and our service was uninterrupted throughout the year. In fact, we have now discovered more efficient ways of working that will continue beyond lockdowns. My thanks to the British Growers Association for their continued provision of secretariat services.

The composition of our Council Membership continues to evolve and, I am delighted to report that new Trustees have joined Council to provide a full and complete representation of all the fields of Horticulture as outlined in our Chartered status. The Council of Trustees meet twice a year to provide and identify industry insights, trends and strategic direction to the Management Board.

The Chartered Institute of Horticulture is in good fiscal and membership health, and it is ready to develop further in 2021. My sincere thanks to all members who have contributed to the success of this Chartered Institute in 2020 and in particular my thanks to the Management Board.

It has been my privilege to be your President these last two years and I hope the momentum gained in this period, will provide sufficient positive traction for years to come. I commend this annual report to all members.



**Gerald Bonner CHort FCIHort, President**

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## Objective 1 - To promote the profession of horticulture and the professionalism of those working in the industry

As the professional body for Horticulture, we represent members across all disciplines of our industry. We are committed to promoting horticulture as a valued profession and are challenged with altering perceptions of what horticulture represents.

The breadth of horticulture practices such as landscaping, education, research, amenity, food and ornamental plant production demonstrates the importance and value of Horticulture. Ornamental horticulture and landscaping in the UK contributed an estimated £24.2 billion to national GDP in 2017.<sup>†</sup>

We value the importance of having a relevant and current knowledge base and promote professional development through our CPD and chartership programs. Through an ongoing commitment to CPD members take ownership of the development of their technical and professional skills. We are in the process of finalising our "Introduction to Horticulture" module with Reading University as part of our expanded CPD offering. This will enable new entrants to the sector to gain a recognised qualification whilst working in the industry.

Events of 2020 have required us to adjust our usual ways of working with the introduction of online events including our webinar series. Additionally, the Scotland branch successfully ran a Grow Careers event online; bringing together colleges, employers, and students. Through these events we have showcased the high standard of professionalism found in our industry. We value the contributions of our Student members who are the future of the industry. They are encouraged to become involved at branch level with many branches having active student representatives. The Young Horticulturist of

The Year Competition (YHoY) provides a platform to highlight upcoming horticultural talent. The YHoY Action Group and Regional Organisers have developed the competition into one of the Institute's flagship events, attracting sponsorship from the Percy Thrower Bursary and Shropshire Horticultural Society.

We are working with partnership organisations to promote education and training to enable new entrants to build successful careers in horticulture. By responding and adapting to changes in the industry, we will ensure that we have a strong and stable future.

**Susan Nicholas FCIHort**  
Vice President Chair, Management Board

### Young Horticulturist of the Year 2020

2020 started positively with the opening round of the competition; the 'heats' being completed by the end of February with dates in the diary for Regional Finals across March and April. However, with the announcement of the lockdown in late March only three of the branches were able to complete their Regional Finals. Regional Organisers and the YHoY Action Group researched the alternative options however, with the ongoing restrictions it was acknowledged that hosting the Grand Final in person at RBGE Logan was not going to be possible. The Action Group felt that in order to maintain the integratory and prestige of the competition it would be better to cancel than put faith in untested solutions which may not have offered parity of fairness for all competitors. A decision supported by the Management board and our primary sponsor; The Percy Thrower Trust.

Looking forward to 2021, the YHoY Action Group have embraced the opportunity to look at the competition as a whole, to develop it and move forward. A new online 'Round 1' will replace the previous 'heats' which has involved much hard work on behalf of the Regional Organisers to adapt questions to the new style. A lot of work has gone into the IT side of setting this up and I would like to thank all of the Action Group for their work on this.

**Victoria George MCIHort, YHoY National Organiser**

## Objective 2 - To act as an authoritative body; consulting with Government and other policy making bodies on matters of interest or concern to professional horticulturists

The combined interests of horticulturists are represented by the CIH on a range of industry and cross-sector bodies. Most recently the CIH has representation on The Institute of Agriculture & Horticulture forum (TIAH) where we continue to assist with developmental knowledge of Chartership and the importance of CPD. We are also ensuring that a clear definition of the broad church of horticulture is fully understood.

In addition, we also provide member support to the Land Settlement Association (LSA) and contribute to the LSA Fellow selection process. We support LSA Fellows to attend our AGM and Annual Conference, as a way further developing this inspiring group of young people.

We also participate in the Parks Forum and hope to provide more channels for the development of this important body within the CIH. Supporting the area of 'Public Green' is a key area of development for our

Institute. We also contribute towards the dialogue of the Institute for Apprenticeships and Technical Education (IFATE), this is a government body managing both major streams of Horticulture Education.

Finally, we also continue to support the valuable work of the Ornamental Horticulture Round Table employment group.

In 2020 the Past Presidents met for the first time; this was a very rewarding inaugural meeting. The meeting is chaired by the President and attended by some ten past presidents going back to 1990. The Past Presidents are responsible for the appointment of the Vice President and the Chartered Institute of Horticulture Award that is granted to 50 Horticulturists of note.

**Gerald Bonner CHort FCIHort,  
President**

### Scotland Grow Careers Event

This year's event went virtual! A program of four successive afternoon sessions saw 400 horticulture students register to take part, the event was live-streamed in to many college classrooms and a wider audience also viewed the proceedings in their own time via catch-up.

- **Day 1** Chaired by George Anderson began with Sharon Loving, Vice president Longwood Gardens offering an insight from the world's finest display garden. Henry McBeath followed providing a student's experience at Longwood. Chris Moncrieff – Head of Horticultural Relations at the RHS ended the session, providing information on RHS Bursary opportunities
- **Day 2** saw Kirsty Wilson in the chair and the premier of Lantra Scotland's Horticultural careers video featuring comedian Jim Smith. This was followed by five excellent presentations from inspiring horticulturists. Tim Turnbull (Crathes Castle Garden), Will Hinchliffe (RBGE), Kenny Steven (Holyrood Palace), Sallie Sillars (Horatio's Garden) and Cameron Tasker who updated us on his career from 'Down Under'.
- **Day 3** Professor Gerry Saddler - Chief Plant Health Officer for Scotland & Head of SASA presented a talk entitled 'Plant Health-Threats and Challenges A Scottish Perspective in The International Year of Plant Health' in a session chaired by RBGE's David Knott CHort FCIHort.
- **Day 4** concluded proceedings with Howard Grey & Hannah Cook from Blue Green Urban offering their perspective on best practice for urban tree planting. Chris Collins chaired the session offering a look ahead to next year.

The global potential of the event, with presentations from the USA and Australia and participants joining us from France, Bermuda and the USA opens the possibility of future international collaborations. Exposing our horticulturists to opportunities abroad without the expense of travel.

**George Gilchrist FCIHort, CIH Council Member**



### **Objective 3 - To confer recognised status upon professionally qualified and experienced horticulturists**

The CIH has a valuable role in recognising and promoting professional and experienced horticulturists. Indeed, these individuals and their skills are essential to the horticulture sector if it is to meet the global challenges it faces. Becoming a Chartered Horticulturist (CHort) continues to be the ultimate achievement as a horticultural professional; demonstrating expertise, integrity and a commitment to maintaining one's own learning through continuing professional development.

More routes to Chartership continue to be developed, the conventional application process whereby members reflect on their career and provide evidence of how they have satisfied the Chartership criteria now being well established. However, we also recognise the valuable transferable skills brought to the industry by career changers. To further develop this career route we are developing the "Introduction to Horticulture" taught module with Reading University, this will enable those individuals with existing skills to quickly develop their understanding of contemporary issues in horticulture.

Members are encouraged to routinely assess their skills and professionalism using the newly adopted and adapted Competence Framework developed by the European Institute of Innovation and Technology (EIT). This framework aims to develop entrepreneurship, in the context of new methods, technology and

approaches needed for the industry to continue to adjust to a changing world (for example, climate change) and values (for example, sustainable systems). Here, personal achievements can be mapped across eight technical abilities at four levels of proficiency to determine areas of strength and where further development might be desirable. As such, the framework, enables reflection on their own progress and where CPD may be beneficial, for recognition and to develop their own careers towards Chartership.

The CIH continues to honour individuals with a range of accolades available. In 2020 Council were pleased to endorse several nominations for Fellowship of the CIH in recognition of outstanding contribution to the horticulture industry. New Fellows include Ted Smith FCIHort and George Gilchrist FCIHort in recognition of their experience and efforts in promoting horticulture. Additionally, the Ireland Branch nominated Dr Caroline Elliot-Kingston CHort FCIHort in recognition of her distinguished academic achievements.

The President's Award is awarded to an individual by the President for their outstanding contribution to the industry. In 2020 the award was presented to Barbara Segall CHort FCIHort in recognition of her longstanding commitment to the Institute in her role as Editor of *The Horticulturist*.

**Dr David Elphinstone MCIHort,  
Chair of Education Committee**

#### **New Chartered Horticulturists in 2020**

Adam Blunt CHort MCIHort  
Franziska Cheeseman CHort MCIHort  
Michael Higgins CHort MCIHort  
Donal Kearney CHort MCIHort  
Ciaran Keaveny CHort MCIHort

## List of Chartered Horticulturists

David Adlam CHort FCIHort	Simon Jones CHort MCIHort
Tom Angel CHort MCIHort	Donal Kearney CHort MCIHort
Steve Arnold CHort MCIHort	Ciaran Keaveny CHort MCIHort
Ian Barnes CHort MCIHort	Miranda Kingston CHort MCIHort
Sue Barnes CHort MCIHort	David Knott CHort FCIHort
Heather Barrett-Mold CHort FCIHort	Charalambos Kordatos CHort FCIHort
Matthew Bartlett CHort MCIHort	Andy Lambie CHort MCIHort
Peter Beagan CHort MCIHort	Martin Latimer CHort FCIHort
Roger Beauchamp CHort FCIHort	Ching Lau CHort MCIHort
Stephen Bernhard CHort FCIHort	Man Leung CHort MCIHort
Adam Blunt CHort MCIHort	Hoi Chi Li CHort MCIHort
Gerald Bonner CHort FCIHort	Miaw Lim CHort MCIHort
Stefan Buczacki CHort FCIHort	Patrick Loh CHort MCIHort
Sarah Byrne CHort MCIHort	Gerald Luckhurst CHort MCIHort
Franziska Cheeseman CHort MCIHort	Andrew Maskell CHort MCIHort
Brian Cheng CHort MCIHort	Glynis Maynard-Bligouras CHort FCIHort
Mark Chester CHort MCIHort	Valerie McBride-Munro CHort MCIHort
Christine Ching CHort MCIHort	Stephen McCallum CHort MCIHort
Andrew Cotterill CHort MCIHort	Ian McDermott CHort MCIHort
Brian Crane CHort FCIHort	Bryony Mills CHort MCIHort
Joseph Croke CHort MCIHort	Susan Minter CHort FCIHort
Kenneth Crowther CHort MCIHort	Paul Mooney CHort MCIHort
Steven Cuthill CHort MCIHort	Leigh Morris CHort FCIHort
Stephen Davies CHort FCIHort	Richard Morton CHort MCIHort
Geoffrey Deeble CHort MCIHort	Harold Mycock CHort MCIHort
Steven Desmond CHort FCIHort	John Nicholls CHort MCIHort
David Domoney CHort FCIHort	Margaret Norton CHort FCIHort
Owen Doyle CHort FCIHort	Roger Notcutt CHort MCIHort
Gordon Eastham CHort MCIHort	Clive Parker CHort FCIHort
Gerald Edwards CHort MCIHort	Mark Pollard CHort MCIHort
Caroline Elliott-Kingston CHort FCIHort	Andrew Prestt CHort MCIHort
Mark Evison CHort MCIHort	Colin Quinney CHort MCIHort
Anna Eyres CHort FCIHort	David Richardson CHort FCIHort
Andrew Fisher Tomlin CHort MCIHort	James Robinson CHort MCIHort
Emanuel Flecken CHort MCIHort	Barbara Segall CHort FCIHort
Marcus Forster CHort MCIHort	Helen Sessions CHort MCIHort
Edward Freeman CHort MCIHort	Mark Shaw CHort MCIHort
Charles Funke CHort FCIHort	Bernard Sheridan CHort MCIHort
Declan Gallagher CHort MCIHort	John Shropshire CHort FCIHort
Antony Geddes CHort MCIHort	William Simpson CHort (Rtd) FCIHort
Malcolm Giles CHort FCIHort	Francis Squires CHort MCIHort
Carol Gordon-Alleyne CHort MCIHort	Paul Stacey CHort MCIHort
Frank Gordon-Alleyne CHort MCIHort	Lynn Stevens CHort FCIHort
David Gregory CHort MCIHort	John Taylor CHort FCIHort
Gareth Hardware CHort MCIHort	Nigel Taylor CHort MCIHort
Samantha Harvey CHort MCIHort	Duncan Thomas CHort MCIHort
Frank Hawkins CHort MCIHort	Kelly Thompson CHort MCIHort
Dorothy Hayden CHort MCIHort	George Thorburn CHort MCIHort
Patrick Hegarty CHort MCIHort	Nigel Thorne CHort FCIHort
Michael Higgins CHort MCIHort	Stanley TSUI Ka Hing CHort MCIHort
Simon Higson CHort MCIHort	Keith Vernon CHort FCIHort
Colin Hindmarch CHort FCIHort	Michael Walker CHort FCIHort
Elaine Hughes CHort MCIHort	Richard Wassell CHort MCIHort
Theresa Huxley CHort FCIHort	Samuel Youd CHort FCIHort
William Watkins CHort FCIHort	Ching-tin Yu CHort MCIHort
John Weir CHort FCIHort	
Claire Woods CHort FCIHort	

## Objective 4 - To promote educational and training opportunities and encourage the development of all disciplines within horticulture

The Institute continues to offer a broad range of continuing professional development opportunities for horticulturists in all sectors of the industry. Our regional program of branch visits remains a much-valued cornerstone of this offering. Branch visits to nurseries, gardens, farms and research establishments were sadly suspended as a result of pandemic restrictions, none-the-less several successful visits were held in the early part of 2020: the West Midlands & South Wales Branch visited Benthall Hall in Shropshire for a study tour of the crocus collection. The North West Branch visited Treborth Botanic Garden, enjoying a tour of greenhouses and gardens, before exploring a stretch of the Wales Coastal Path on the Menai Strait. The Eastern Branch visited G's growers in Cambridgeshire for a guided tour of the production facilities and to discuss their work in developing talent and regenerative practices.

In order to maintain our training opportunities, the institute adapted and launched an online series of lectures in August 2020: The Autumn Webinar Series. Developed with suggestions for speakers from Branches to showcase the range of exciting horticultural projects and

developments, the series consisted of 13 individual events, and was well received by members who would normally struggle to physically attend branch activities or conferences.

All the events were free to access and were open to non-members allowing the series to also serve as a useful means for raising the profile of our profession to the general public while also serving as a useful shop-window for potential members to join our community. In terms of reach and exposure, the series saw a combined total of 1642 individual registrations via the CIH website. To date the recordings on the CIH website have been viewed a further 1500 times.



*Members at G's Fresh (Photo K. Harper).*

### Eastern Branch Visit to G's

Members visited the Barway headquarters of J. B. Shropshire & Sons, known as G's in February 2020, kindly hosted by John Shropshire OBE CHort FCIHort.

The day started with a presentation by John on the history of the company and its development from the 1950's to the present day; covering their key operations in the UK, Spain, Eastern Europe, and Africa. Matt Price; Head of Learning and Development spoke to members regarding their pioneering management development scheme which provides a two-year graduate training program including placements in the commercial, technical and operations teams as well as hands-on growing.

Sustainability and conservation are major considerations for modern growers, members viewed the extensive measures implemented onsite at Barway designed to increase habitat for wildlife, in turn offering natural pest control. After lunch (featuring many of G's products!) members toured the young plant nursery site 'Second Willows' which produces an impressive 130 million celery and lettuce plants every year in an almost completely automated process. Finally members moved onto May Farm which is G's principal mushroom farm producing 160 tonnes of mushrooms per week!

**Kristopher Harper MCIHort, Eastern Branch Chair**





NW&NW Branch at Treborth Botanic Garden  
(Photo R. Mackey)

### North West & North Wales Branch visit to Treborth Botanic Gardens

In March 2020 members were welcomed to Treborth Botanic Gardens by Dr Shaun Russell (Director) and Natalie Chivers (Curator). Dr Russell gave an introduction to the gardens and spoke enthusiastically about their history, its current role within the University and community and its exciting prospects for the future. Owned by Bangor University this 18ha garden encompasses 15ha of SSSI woodlands (complete with red squirrel population!) 2ha of species rich unimproved grassland and 1ha managed orchard with many mature trees and shrubs. The garden is unique in the UK in that it includes maritime coastline and records visitor numbers of approximately 25,000 each year. Members enjoyed learning about the unique flora including specimens of Hornwort, *Ceratophyllum demersum* the world's oldest known plant as well as *Cotoneaster cambricus*; this endangered low growing shrub is confined entirely to the Great Orme.

**Robert Mackey MCIHort**



WM&SW Branch members inspect the crocus at Benthall Hall (Photo L. Stevens)

### West Midlands & South Wales Branch Visit to Benthall Hall

In February members met for a guided tour of Benthall Hall gardens, a National Trust property in Shropshire. We received a very detailed and interesting account of the garden's history by head gardener, Paul Swankey. Our visit was timed to coincide with the flowering of the crocuses, for which the garden is famed, due to the botanist George Maws being a friend of the family. Once housed in greenhouses and carefully catalogued, the collection is now planted out and includes a number of hybrids.

**Rachel Salisbury MCIHort**

### Autumn Webinar Series 2020

The series commenced with Dr Liz Rylott from the University of York providing a fascinating insight into her research using genetically engineered plants that are capable of 'digesting' the explosive compounds TNT and RDX which are the main contaminants of artillery ranges and munitions works.

Improving the decision-making process when selecting trees for the urban landscape was the theme explored by Dr Andy Hirons from Myerscough University Centre. By quantifying the physiological traits that make for better street trees; heat stress, drought stress etc., specification writers no longer need to rely on supplier information as their primary source of information.

Garden Manager for the Shuttleworth Trust Corinne Price MCIHort gave an excellent overview of the wellbeing activities provided at the Swiss Garden in Bedfordshire. Working with local social prescribing teams they are able to offer a range of wellbeing activities such as yoga, mindfulness and tai-chi in peaceful surrounding of garden.

Professor Dave Goulson from the University of Sussex one of the UK's leading bee ecologists presented the James Bruce memorial lecture. Dave provided plenty of food for thought for improving our



greenspaces for the benefit of pollinating insects.

Head of Casework for Perennial Helen Waddington provided an overview of the services offered to horticulturists in need which now extends to 'preventative' measures such as resources for budgeting, managing finances and dealing with stress.

We delved into the world of vertical farming and biopharmaceutical production with Professor Mick Fuller and Dr Hail Rihan from the University of Plymouth. Mick presented some promising results on how light spectrum can be manipulated to increase the production of potentially medically valuable secondary metabolites within plants.

Former Institute President Professor Geoff Dixon gave an introductory plant science lecture aimed at horticulture students. The theme of education continued when we were joined by Dan Jenkins and Alex Jenkin

of the Gatsby Plant Science Education Program who spoke about their work in engaging school pupils with plants in the national curriculum.

Designing with exotic plants was the subject of a talk by Andrew Fisher Tomlin MCIHort in which he challenged the current practice of designing with a muted palette of native species.

The series concluded with a fascinating lecture from celebrated psychiatrist Sue Stuart Smith on the theme of 'Gardening for the mind'.

While we would all prefer to be meeting in person; visiting horticultural enterprises and institutions, attending seminars and conferences, we hoped this series went some way to bringing together horticulturists, regardless of physical location in a new way of learning from each other.

**Jason Daff MCIHort, Hon. Secretary**

## **Objective 5 - To co-operate with other bodies on matters of common concern**

The Chartered Institute of Horticulture is proud to work with a range of horticultural charities, organisations and businesses on issues affecting the industry and our members. The Council of Trustees would like to extend their thanks to all such organisations who collaborated on projects in 2020.

Regionally, Branches work with a wide array of groups in the organisation of joint events such as special-interest visits or lectures. Examples include the Ireland branch which supports the work of the Tree Council in Ireland as well as joint visits with Plant Heritage in the North West and North Wales Branch. The South West Branch are working with the South West Growers group on supporting horticulture in schools in the region.

The Institute continues to offer a joint membership with the International Society of Horticulture Science and encourage

more members to take up this subscription offer.

We are grateful to range of businesses and organisations that contribute to supporting young horticulturists through their sponsorship of the Young Horticulturist of the Year Competition. These include: Cherry Lane Garden Centres, Adrian Stockdale, Stockbridge Technology Centre, South West Growers, Squires Garden Centres, Bord Bia and The Percy Thrower Bursary and The Shropshire Horticultural Society.

Several branches have chosen to support the horticultural benevolent charity Perennial. By becoming Bronze Partners in 2020 the Eastern and South Eastern branches have directly supported horticulturists through the work of Perennial. Nationally, Perennial were invited to take part in our Autumn Webinar Series with a well-received online lecture.

## Objective 6 - To disseminate information on matters affecting the profession and provide opportunities for discussion amongst horticulturists

Like many organisations the CIH has had to adapt our traditional face-to-face meetings to new online working solutions. This change has been embraced at all levels, with Council and Management Board meetings taking place via Zoom as well as branch committee meetings and Annual Branch Meetings.

Many branches reported the success of their online meetings; they are accessible to a wider audience, negating the need for time-consuming and costly travel, in some instances vacancies on branch committees have been filled as a result. It is envisaged that in the future some level of virtual meeting will be maintained. The monthly e-horticulturist and other electronic communications remain a cornerstone of the Institute's communication strategy, all members are invited to contribute news items, share events and highlight industry activity.

Several branch chairs also publish their own regular e-newsletter, these are an excellent way of maintaining contacts locally and sharing regional developments.

Our print journal *The Horticulturist* continues to be a well-respected outlet for sharing industry developments, research and feature articles. In a new development back issues of *The Horticulturist* are accessible through the online catalogue service JSTOR where it is hoped they will continue to contribute to the public good for years to come.

Social Media is an increasingly important communication tool, our presence on Twitter, Facebook, LinkedIn, Instagram continue to increase and have been vitally important in reaching new audiences and members. Likewise branches have also been investigating ways of improving information dissemination and networking opportunities for members such as the South East Branches' Facebook Group and Instagram presence.

Another successful informal networking opportunity in 2020 was our inaugural virtual Christmas quiz, open to all CIH members. Organised by South East Branch Chair John Brannan with questions masters, David Richardson and Marie Shallcross. Members enjoyed a challenging and enjoyable evening.

### **The work of the Editorial Board of *The Horticulturist***

Comprising of Dr Owen Doyle, Chair; Barbara Segall, Editor; Jonathan Ward; Dr David Elphinstone & Dr Eduardo Olate the board meets to agree the production schedule and content of the three issues of the journal. The journal is a key component of the CIH communications strategy and is the platform by which our Institute fulfils its mission to promote and disseminate best practice and achievement in the science, technology, education, business, and art of horticulture to all professional horticulturists. During 2020 the Journal, along with a diverse range of scientific and educational articles, featured responses by members and other horticulturists to the global pandemic. The board also initiated and delivered two key environmental objectives, one which was to replace the plastic outer postage sleeve with a compostable material and secondly to use a 100% recycled paper for the journal itself. Both these environmental initiatives were well received by readers. The board welcomes contributions from members and non-members alike but particularly from horticultural scientists. It also would welcome any feedback including comments and suggestions that members would have. A review of the layout, structure and content of the journal is planned for 2021.

**Dr Owen Doyle CHort FCIHort, Chair of Editorial Board**

## Organisation & Governance

Council, as the governing body, and trustees of the Institute as a registered Charity, is responsible for all policy decisions and actions taken by the Institute. This work is governed by the Institute's Royal Charter, its associated Bye-laws and such policies as are deemed necessary. Council meets at least twice a year (in 2020 Council met in March and December) in order to agree and monitor progress on the Institute's strategic objectives. The day-to-day management of the CIH is undertaken by

the Management Board. Invitations are circulated to members to nominate corporate members to be elected to the Council of trustees and voted on by members at the next Annual General Meeting. Consideration is made to any skills gaps present within the Council when recruiting new trustees. Trustees receive training on their legal obligations and those of the Charter and Bye-laws through use of a Trustee handbook and Charity Commission guidelines.

### Council of Trustees

**President:** Gerald Bonner CHort FCIHort

**President Elect:** Susan Nicholas FCIHort

**Honorary Treasurer:** Gabriel Roe FCIHort

**Honorary Secretary:** Jason Daff MCIHort

**Immediate Past President:**

Dr Owen Doyle CHort FCIHort

**Chair of Education Committee:**

Dr David Elphinstone MCIHort

**Fruit Sector Representative:**

James Simpson

**South West:** Saul Walker MCIHort

**South East:** Angela Evans FCIHort

**Eastern:** John Cappalonga MCIHort

**West Midlands & South Wales:**

Lynn Stevens CHort FCIHort

**North West & North Wales:**

Phil Pearson FCIHort

**Northern:** Vacant

**Scotland:** George Gilchrist FCIHort

**Ireland:** Gabriel Roe FCIHort

## Meet the Council Members



**Phil Pearson FCIHort** is the Group Development Director for the APS Group, the largest supplier of British tomatoes to the UK supermarkets. Phil is driven to improve the sustainability of tomato production, as Chairman of the Technical Committee of the British Tomato Growers' Association. A desire to effect change has also led to work with DEFRA, (where he is a member of the Innovation and R&D Panel) and BEIS, (where he drives climate change and energy benefits for protected horticulture). Phil is also on the NFU Horticulture and Potato Board, and works very closely with AHDB and UKRI, on behalf of the British Tomato industry.



**James Scripps** is the Managing Director of Adrian Scripps Ltd., rising up through the ranks from Technical Manager to Technical Director he is now responsible for whole business management and strategy. A keen passion for innovation and the introduction of technology across the business, has put Adrian Scripps Ltd. at the forefront of some of the sector's leading developments including varietal innovation, robotic packing, controlled atmosphere storage and intensive single row orchards. He is a Freeman of the City of London and a member of the Worshipful Company of Fruiterers.



**Angela Evans FCIHort** is the third generation of her family to be involved in horticulture. She joined the Chartered Institute of Horticulture 20 years ago and has contributed to the South East Branch in a variety of posts. She was Administration Manager at HQ for a time; other professional roles have included teaching and consultancy. Angela gardens at home in North London and her main horticultural interests are herbaceous perennials and propagation. She is a Liveryman of the Worshipful Company of Gardeners through which she contributes to Flowers in the City.

## Regional Branches

Our 8 regional branches operate autonomously with a local committee and representation on the CIH Council of Trustees. Branch Officers are elected at Annual Branch Meetings.

### Ireland

- Chair: Claire Woods
- Secretary: Michael Hagan
- Treasurer: Paul Fitters
- YHoY Organiser: Sandra Austin

### North West & North Wales

- Chair: Gareth Manning
- Secretary: Rob Mackey
- Treasurer: Gordon Limb
- YHoY Organiser: Rob Mackey

### West Midlands & South Wales

- Chair: Kelly Baker
- Vice-chair: Josh Egan-Wyer
- Secretary: Lynn Stevens
- Treasurer: Josh Egan-Wyer
- YHoY Organiser: Richard Toff
- Branch Correspondent: Rachel Salisbury

### South West

- Chair: Saul Walker
- Secretary: Ian Park
- Treasurer: John Whetman
- YHoY Organiser: Chris Bird
- Branch Correspondent: Jess Evans

### South East

- Chair: John Brannan
- Secretary: Anna Eyres
- Treasurer: Bernard Farrell
- YHoY Organiser: Richard Moore
- Events coordinator: Marie Shallcross
- Branch Correspondent: Angela Evans

### Scotland

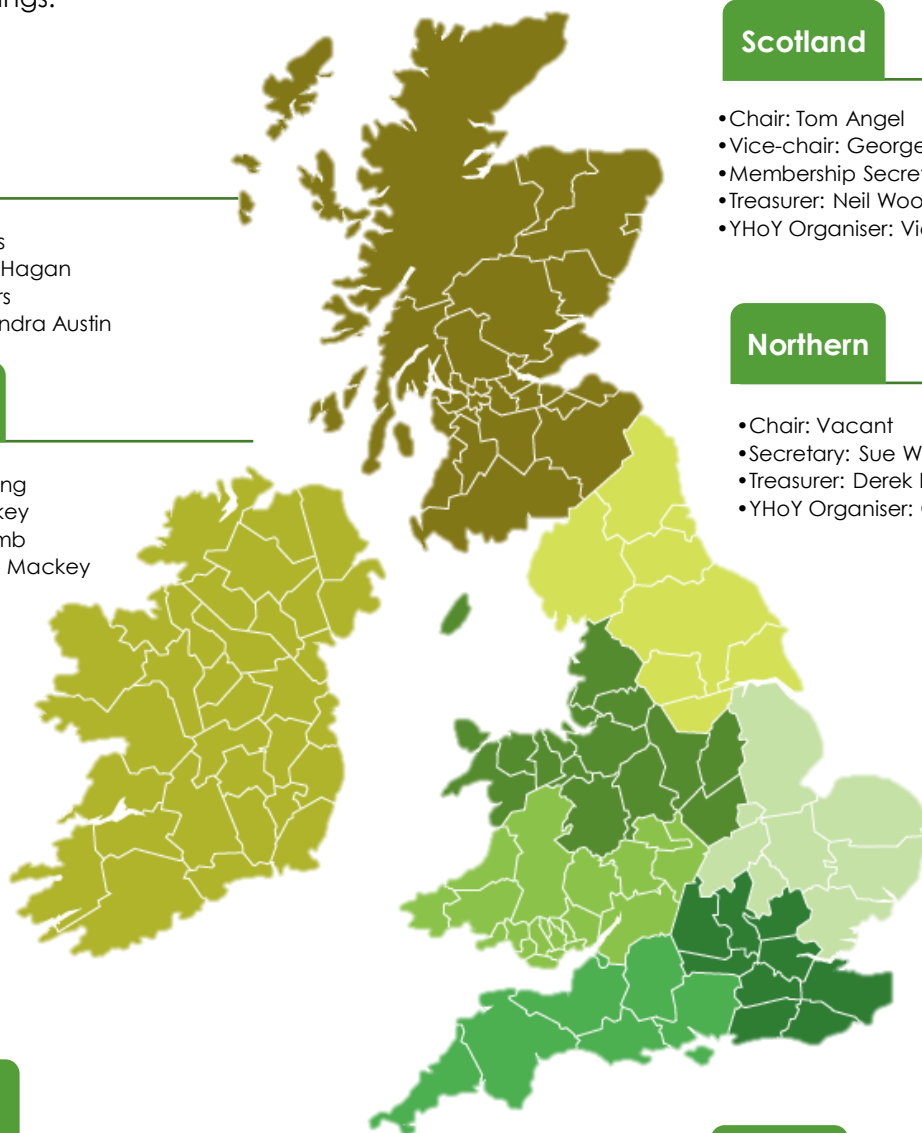
- Chair: Tom Angel
- Vice-chair: George Gilchrist
- Membership Secretary: Fiona Sanderson
- Treasurer: Neil Woodcock
- YHoY Organiser: Victoria George

### Northern

- Chair: Vacant
- Secretary: Sue Woods
- Treasurer: Derek Hargreaves
- YHoY Organiser: Graham Porter

### Eastern

- Chair: Kristopher Harper
- Vice-chair: Ted Smith
- Secretary: Johanna Seymour Tavernor
- Treasurer: Kristopher Harper
- YHoY Organiser: Ian Roofe





## Branch Updates

### South West Branch

With the continuing pandemic from early 2020 much of the branch activity has been cut short, with many of our traditional events cancelled. The branch continues to be open for members to be in touch and thanks are given to the branch committee for continuing to be supportive during this disruptive time.

**Saul Walker MCIHort, Branch Chair**

### Eastern Branch

Although 2020 has been a challenging year due to lockdown restrictions which have curtailed the branch's activities, we were lucky to be able to host a very successful visit to G's Fresh in February 2020 and our ABM in July which was held via Zoom. We have received some valuable feedback from our survey which will assist us in planning events in 2021. The branch committee have been working hard in the background to make improvements on how to engage with branch members by analysing and working on the feedback received.

**Kristopher Harper MCIHort, Branch Chair**

### West Midlands & South Wales Branch

We've had three very successful branch meetings via Zoom, including our ABM. It has enabled a greater participation in our branch activities for our committee, in fact our new chair Kelly Baker MCIHort joined our online ABM for the first time, and has since joined the committee as chair. As we transition to a new leader I'd like to thank our committee of many years for their support, and look forward to supporting Kelly in her new role.

**Josh Egan-Wyer MCIHort, Branch Chair**

### North West & North Wales Branch

Due to the extended lockdown there has been little the branch could do to fully

engage with the membership. Zoom meetings have been utilised to disseminate information in both directions and it was noted that a number of individuals have connected with the branch who have hitherto been unable to join in with activities. We have found that the branch has coped well with the transition to electronic meetings and intend to keep working in this way. We acknowledge that we need to look into how we can engage better with the branch membership and the industry as a whole and anticipate a better year in 2021.

**Gareth Manning FCIHort, Branch Chair**

### Ireland Branch

The Ireland Branch optimistically planned a series of visits for 2020 all which had to be postponed. They are looking forward to a series of virtual events in 2021 starting with an event for National Tree week in March and a virtual garden party at the end of August where members will share photographs of their own gardens or garden /horticulture visits they have made as restrictions allow.

**Claire Woods CHort FCIHort, Branch Chair**

### Scotland Branch

Committee meetings took place online during 2020. Whilst a big adjustment to begin with, it has proved to be an effective way of organising things. We are looking forward to a busier events calendar in 2021, as far as restrictions will allow. George Gilchrist was nominated to become a Fellow of the institute, a well-deserved accolade after many years' dedicated service to the industry. George also established the highly successful Grow Careers event in Scotland, which has gone on to become a highlight of the institute's national calendar. 2020 also saw new committee member Simon Jones receive his Chartership. To all members, please do get involved! If you have any suggestions or ideas for improving things then please get in touch.

**Tom Angel CHort MCIHort, Branch Chair**

### Northern Branch

Unfortunately 2020 saw both the Harrogate Spring and Autumn Shows cancelled where branch members staff the popular Gardening Advice Bureau, hopefully we will return for the Spring Essentials Show at the Yorkshire Showground, Harrogate in May 2021. Our regional final of the YHoY competition was completed before the lockdown at Askham Bryan College and was won by Harry Johnson-Firth. The branch would welcome the input of more members on the committee, if interested please get in touch. **Graham Porter FCIHort**

### South East Branch

I would like to thank all my colleagues in the South East region, and especially those who have given much of their time to committee matters. I would also like to thank Colin Squire and his family and staff for their generosity and commitment to last year's YHoY competition, which was sadly cut short. They continue to support the competition this year. We also extend our thanks to Gerald Bonner for his understanding and driving forward greater transparency within CIH, Jason Daff for his energy and commitment to drive us forward, Gabriel Roe for his attention to detail and work on the numbers, Rachel Kemp for her detailed and consummate admin skills and Barbara Segall for her ongoing commitment to The Horticulturist. I hope we can look forward to a better 2021, but the branch committee rose to challenges of 2020, with much resulting creativity which I am sure will be of great value in the future.

**John Brannan FCIHort, Branch Chair**



*YHoY Northern Regional Finalists with CIH President Gerald Bonner (Photo G. Porter)*

### South East Branch Social Media Takeover

In December 2020 members of the South East Branch staged a 'Social Media Takeover' complementing our usual output on Twitter, Facebook, Instagram and LinkedIn with content generated by members. Marie Shallcross MCIHort, Michelle Tarling ACIHort and Richard Moore MCIHort used the takeover to showcase the diversity of horticulture amongst our members, celebrating their careers and helping to put a face to our corporate presence. For the CIH it was a success, resulting in greater interaction, more followers and helping us to connect to different demographic. Our embracing of social media has been acknowledged as vitally important in aiding our cause of raising the profile of professional horticulture, we welcome future collaborations and projects in this area.

## Honorary Treasurer's Report

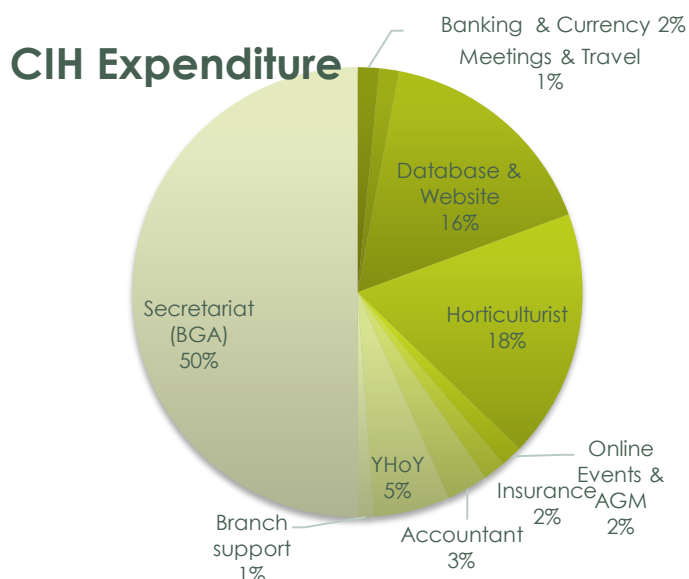
2020 continued to be a good financial year for the Chartered Institute of Horticulture despite COVID-19. At year end the Institute was in a stronger financial position than at the start of the year.

Income was down to £127.2K composed of membership fees of almost £123.6K which were some 9% less than 2019 and which reflects the difficulties for some members due to COVID -19, and Publications £3.6K.

Expenditure was also significantly reduced at £100.8K composed of Secretariat charges of £50.5K, IT and Database £16.6K, Horticulturist £18K, YHoY heats £1.4K and final £4.2K, Auditors and Insurance £4.6K, Meetings £1.2K and Miscellaneous £4.3 K. This gave an operating surplus for the year of £26. 4K.

During the year we received the David Hand Legacy of £114.7K

During the year £120K was transferred to our CCLA Charities deposit fund (COIF) Account leaving a balance at the end of the year of almost £152k in this account.



Our investments in NFU mutual were valued at £116.7 K at the beginning of 2020 but declined during the year due to financial uncertainties but recovered in the fourth quarter to finish at £113K. In addition, we had a bank balance at the end of the year of £70.7K. This left the Institute with reserves of £335.4K at the end of 2020.

Membership fees were unchanged for 2020.

## Celebrating the Legacy of David Hand

In 2020 the CIH received a generous legacy bequeathed by longstanding member David Hand. Dr David William Hand BSc PhD CBiol FIBiol FCIHort was born in Birmingham and died in Worthing on 13 October 2017. David always supported and promoted the Institute, which he joined in 1985 and served as Honorary Treasurer from 1990 to 1993. His services to the Institute and his outstanding contribution to horticultural research led to him receiving the Institute of Horticulture Award in 2004. David was a keen horticulturist as well as an innovative and meticulous researcher who gained an international reputation for his research on the responses of plants to atmospheric gases including water and carbon dioxide, the pollutant gases of sulphur dioxide and the oxides of nitrogen. David gained an Honours Degree in Horticulture at the University of Reading before continuing with post-graduate study at the University of Nottingham where he was awarded a PhD for his research on plant water relations. David began his professional research career at the National Institute of Agricultural Engineering in Silsoe and subsequently joined the Physiology Department of the Glasshouse Crops Research Institute (GCRI) at Littlehampton in 1970. His research encompassed many aspects of horticulture including the effects of CO<sub>2</sub> enrichment on flower production and on the growth of tomatoes, cucumbers and lettuce.

David's generous legacy to CIH will enable us to develop opportunities for our members. These include developing our CPD scheme and also the route to Chartership, including online learning modules, both of which are well on the way to being achieved. Increasing what we offer to our student members is also high on the agenda, as we value them as the leaders of our industry in the future. In life David impacted on many aspects of our industry. We are honoured that through his legacy we also will continue to make a significant contribution.

**Dr Ken Cockshull FCIHort & Susan Nicholas FCIHort, Vice-President**

The Management Board and Council continued to monitor income and expenditure very closely over the year with the aim of maximizing income and ensuring that the expenditure contributed to the capacity of the Institute to deliver an enhanced professional service for the membership. The full audited accounts for 2020 will be published on our web site.

#### **Charitable and Public Benefit**

The Charity Commission requires all charities to make an annual statement as to the way their activities benefit the public. The Institute considers that the promotion of Chartered Status provides both the horticultural industry and its members with added professional status as more members become 'Chartered Horticulturists'. The collaborative work of the Institute with key organisations ensure both the Institute and the industry has a voice on the wider stage. The Trustees are mindful of the Charity Commission Guidance on public benefit.

#### **Reserves Policy**

The Chartered Institute of Horticulture's policy concerning the level of cash and investments is to have funds available to: meet liabilities as they fall due; meet emergencies and build up investments over a period with the aim of providing an additional income stream to cover its activities. The Trustee's free reserves target, at a minimum, is to cover the full cost of operating the Institute for 3 months. The current level of free reserves held is significantly in excess of the Institute's Reserves Policy.

#### **Risk Management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Gabriel Roe FCIHort, Hon. Treasurer**

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#### **Bankers**

HSBC Bank Plc

#### **Secretariat**

British Growers Association  
Secretariat Manager: Rachel Kemp

#### **Contact Details**

Chartered Institute of Horticulture  
BGA House  
Nottingham Road  
Louth  
Lincolnshire  
LN11 0WB

#### **Independent Financial Examiner**

Helen Furlong FCCA, McLintocks (NW)  
Limited, Wirral, Merseyside

Telephone: 03330 050181

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[www.horticulture.org.uk](http://www.horticulture.org.uk)

Facebook: CIHort

Twitter: @CIHort

Instagram: cihort

LinkedIn: Chartered Institute of Horticulture

**Charity Registration No. 1159140**



**THE CHARTERED INSTITUTE OF HORTICULTURE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# THE CHARTERED INSTITUTE OF HORTICULTURE

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

*FOR THE YEAR ENDED 31 DECEMBER 2020*

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The trustees 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).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping sufficient accounting records that 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE CHARTERED INSTITUTE OF HORTICULTURE

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I report to the trustees on my examination of the financial statements of The Chartered Institute of Horticulture (the charity) for the year ended 31 December 2020.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable 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 , which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



Helen Furlong FCCA  
McLintocks (NW) Limited

46 Hamilton Square  
Birkenhead  
Wirral  
Merseyside  
CH41 5AR

Dated: 19.4.21.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

### Current financial year

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £	Total 2019 £
	Notes						
<b>Income from:</b>							
Donations and legacies	2	238,410	11,866	-	-	250,276	141,765
Charitable activities	3	4,854	2,625	-	-	7,479	30,468
Investments	4	611	618	-	513	1,742	2,539
<b>Total income and endowments</b>		<b>243,875</b>	<b>15,109</b>	<b>-</b>	<b>513</b>	<b>259,497</b>	<b>174,772</b>
<b>Expenditure on:</b>							
Raising funds	5	122	147	-	123	392	402
Charitable activities	6	92,329	3,893	5,530	-	101,752	147,547
<b>Total resources expended</b>		<b>92,451</b>	<b>4,040</b>	<b>5,530</b>	<b>123</b>	<b>102,144</b>	<b>147,949</b>
Net gains/(losses) on investments	10	(1,525)	(1,857)	-	(1,542)	(4,924)	14,135
<b>Net movement in funds</b>		<b>149,899</b>	<b>9,212</b>	<b>(5,530)</b>	<b>(1,152)</b>	<b>152,429</b>	<b>40,958</b>
<b>Net movement in funds</b>		<b>149,899</b>	<b>9,212</b>	<b>(5,530)</b>	<b>(1,152)</b>	<b>152,429</b>	<b>40,958</b>
Fund balances at 1 January 2020		119,768	53,507	11,079	36,413	220,767	179,808
<b>Fund balances at 31 December 2020</b>		<b>269,667</b>	<b>62,719</b>	<b>5,549</b>	<b>35,261</b>	<b>373,196</b>	<b>220,766</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.



# THE CHARTERED INSTITUTE OF HORTICULTURE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year

		Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total 2019 £
	Notes					
<b><u>Income from:</u></b>						
Donations and legacies	2	133,737	8,028	-	-	141,765
Charitable activities	3	11,459	5,904	13,105	-	30,468
Investments	4	918	886	-	735	2,539
<b>Total income and endowments</b>		<b>146,114</b>	<b>14,818</b>	<b>13,105</b>	<b>735</b>	<b>174,772</b>
<b><u>Expenditure on:</u></b>						
Raising funds	5	125	152	-	125	402
Charitable activities	6	117,169	12,357	18,021	-	147,547
<b>Total resources expended</b>		<b>117,294</b>	<b>12,509</b>	<b>18,021</b>	<b>125</b>	<b>147,949</b>
Net gains/(losses) on investments	10	4,382	5,329	-	4,424	14,135
Gross transfers between funds		(1,262)	-	1,262	-	-
<b>Net movement in funds</b>		<b>31,940</b>	<b>7,638</b>	<b>(3,654)</b>	<b>5,034</b>	<b>40,958</b>
Fund balances at 1 January 2019		87,828	45,868	14,733	31,379	179,808
<b>Fund balances at 31 December 2019</b>		<b>119,768</b>	<b>53,506</b>	<b>11,079</b>	<b>36,413</b>	<b>220,766</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	11		17,524		14,514
Investments	12		113,056		116,733
			<u>130,580</u>		<u>131,247</u>
<b>Current assets</b>					
Stocks		3,022		3,026	
Cash at bank and in hand		245,989		92,889	
		<u>249,011</u>		<u>95,915</u>	
<b>Creditors: amounts falling due within one year</b>	14	(6,395)		(6,396)	
Net current assets			242,616		89,519
<b>Total assets less current liabilities</b>			<u>373,196</u>		<u>220,766</u>
<b>Capital funds</b>					
Endowment funds	15		35,261		36,413
<b>Income funds</b>					
Restricted funds	16		5,549		11,079
Unrestricted funds			332,386		173,274
			<u>373,196</u>		<u>220,766</u>

The financial statements were approved by the Trustees on .....

.....  
Gerald Bonner C Hort FCIHort, President  
Trustee

*G. Roe*  
.....  
G Roe FCIHort, Honorary Treasurer  
Trustee

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Incoming resources

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### Donations and Legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

##### Investment income

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. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

##### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33% on cost & 10% reducing balance
-----------------------	------------------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Individual fixed assets costing £100 or more are initially recorded at cost.

#### 1.7 Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).



# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

#### 1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 2 Donations and legacies

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Total 2020 £	Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Total 2019 £
Regular giving and capital donations	123,524	-	123,524	133,737	-	133,737
Legacies receivable	114,886	-	114,886	-	-	-
Donations from individuals	-	11,866	11,866	-	8,028	8,028
	<u>238,410</u>	<u>11,866</u>	<u>250,276</u>	<u>133,737</u>	<u>8,028</u>	<u>141,765</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 3 Charitable activities

	Membership services 2020 £	Awards and scholarships 2020 £	Total 2020 £
Income from charitable activities	4,854	2,625	7,479
	<u>          </u>	<u>          </u>	<u>          </u>
Analysis by fund			
Unrestricted funds - general	4,854	-	4,854
Unrestricted funds - designated	-	2,625	2,625
	<u>          </u>	<u>          </u>	<u>          </u>
	4,854	2,625	7,479
	<u>          </u>	<u>          </u>	<u>          </u>

### For the year ended 31 December 2019

	Membership services £	Awards and scholarships £	2019 £
Income from charitable activities	5,369	19,009	30,468
	<u>          </u>	<u>          </u>	<u>          </u>
Analysis by fund			
Unrestricted funds - general	5,369	-	11,459
Unrestricted funds - designated	-	5,904	5,904
Restricted funds	-	13,105	13,105
	<u>          </u>	<u>          </u>	<u>          </u>
	5,040	34,698	46,524
	<u>          </u>	<u>          </u>	<u>          </u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 4 Investments

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Endowment funds 2020 £	Total 2020 £
Income from listed investments	508	886	735	1,696
Interest receivable	103	-	-	103
	<u>611</u>	<u>618</u>	<u>513</u>	<u>1,742</u>

#### For the year ended 31 December 2019

	£	£	£	£
Income from listed investments	478	666	552	1,696
Interest receivable	179	-	-	179
	<u>657</u>	<u>666</u>	<u>552</u>	<u>1,875</u>

### 5 Raising funds

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Endowment funds 2020 £	Total 2020 £
Investment management	122	147	123	392
	<u>122</u>	<u>147</u>	<u>123</u>	<u>392</u>

	£	£	£	£
Investment management	447	181	150	778
	<u>447</u>	<u>181</u>	<u>150</u>	<u>778</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 6 Charitable activities

	Info provision & education	Membership services	Awards and scholarships	Young Horticulturist of the Year	Total 2020
	2020 £	2020 £	2020 £	2020 £	£
Depreciation and impairment	10,055	-	-	-	10,055
AGM & Conference costs	1,568	-	-	-	1,568
Project costs	-	-	-	8,820	8,820
Insurance	861	-	-	-	861
Postage, telephone & internet	-	12	-	-	12
Corporate memberships	-	1,121	-	-	1,121
Sundry expenses	192	-	-	-	192
Travel & meeting expenses	1,224	392	-	-	1,616
Shows & Publicity	6	-	-	-	6
The Horticulturist	18,016	-	-	-	18,016
Website maintenance	3,496	-	-	-	3,496
Bank charges	-	1,476	-	-	1,476
Donations	-	280	-	-	280
	<u>35,418</u>	<u>3,281</u>	<u>-</u>	<u>8,820</u>	<u>47,519</u>
Share of support costs (see note 7)	21,195	10,093	12,616	6,560	50,464
Share of governance costs (see note 7)	3,769	-	-	-	3,769
	<u>60,382</u>	<u>13,374</u>	<u>12,616</u>	<u>15,380</u>	<u>101,752</u>
<b>Analysis by fund</b>					
Unrestricted funds - general	60,382	12,771	12,616	6,560	92,329
Unrestricted funds - designated	-	603	-	3,290	3,893
Restricted funds	-	-	-	5,530	5,530
	<u>60,382</u>	<u>13,374</u>	<u>12,616</u>	<u>15,380</u>	<u>101,752</u>



# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 6 Charitable activities

(Continued)

For the year ended 31 December 2019

	Info provision & education	Membership services	Awards and scholarships	Young Horticulturist of the Year	Total 2019
	£	£	£	£	£
Depreciation and impairment	12,413	-	-	-	12,413
AGM & Conference costs	10,169	-	-	-	10,169
Project costs	2,067	-	-	23,602	25,669
Insurance	840	-	-	-	840
Postage, telephone & internet	-	28	-	-	28
Corporate memberships	-	1,196	-	-	1,196
Sundry expenses	123	520	-	-	643
Travel & meeting expenses	11,928	995	-	-	12,923
Shows & Publicity	1,269	-	-	-	1,269
The Horticulturist	15,940	-	-	-	15,940
Website maintenance	4,435	-	-	-	4,435
Bank charges	-	1,661	-	-	1,661
Donations	-	3,088	-	-	3,088
Research costs	5,000	-	-	-	5,000
	<u>64,184</u>	<u>7,488</u>	<u>-</u>	<u>23,602</u>	<u>95,274</u>
Share of support costs (see note 7)	20,088	9,607	12,009	6,332	48,036
Share of governance costs (see note 7)	4,237	-	-	-	4,237
	<u>88,509</u>	<u>17,095</u>	<u>12,009</u>	<u>29,934</u>	<u>147,547</u>
<b>Analysis by fund</b>					
Unrestricted funds - general	86,442	12,386	12,009	6,332	117,169
Unrestricted funds - designated	-	4,709	-	7,648	12,357
Restricted funds	2,067	-	-	15,954	18,021
	<u>88,509</u>	<u>17,095</u>	<u>12,009</u>	<u>29,934</u>	<u>147,547</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 7 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Printing, postage & stationery	1,466	-	1,466	1,351	-	1,351
Secretariat costs	48,998	-	48,998	46,685	-	46,685
Independent examiners fees	-	3,000	3,000	-	3,469	3,469
Professional indemnity insurance	-	769	769	-	768	768
	<u>50,464</u>	<u>3,769</u>	<u>54,233</u>	<u>48,036</u>	<u>4,237</u>	<u>52,273</u>
Analysed between Charitable activities	<u>50,464</u>	<u>3,769</u>	<u>54,233</u>	<u>48,036</u>	<u>4,237</u>	<u>52,273</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 5 of them were reimbursed a total of £1,224 travelling expenses (2019- 8 were reimbursed £6,586).

### 9 Employees

There were no employees during the year.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Net gains/(losses) on investments

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Endowment funds 2020 £	Total 2020 £
Revaluation of investments	(1,525)	(1,857)	(1,542)	(4,924)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
For the year ended 31 December 2019	£	£	£	£
Revaluation of investments	(2,806)	(3,891)	(3,227)	(9,924)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 11 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 January 2020	46,957
Additions	13,065
	<u>          </u>
At 31 December 2020	60,022
	<u>          </u>
<b>Depreciation and impairment</b>	
At 1 January 2020	32,443
Depreciation charged in the year	10,055
	<u>          </u>
At 31 December 2020	42,498
	<u>          </u>
<b>Carrying amount</b>	
At 31 December 2020	17,524
	<u>          </u>
At 31 December 2019	14,514
	<u>          </u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 12 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2020	116,733
Additions	1,639
Valuation changes	(4,926)
Disposals	(390)
	<hr/>
At 31 December 2020	113,056
	<hr/>
<b>Carrying amount</b>	
At 31 December 2020	113,056
	<hr/> <hr/>
At 31 December 2019	116,733
	<hr/> <hr/>

13 Financial instruments	2020 £	2019 £
<b>Carrying amount of financial assets</b>		
Instruments measured at fair value through profit or loss	113,056	116,733
	<hr/> <hr/>	<hr/> <hr/>
14 Creditors: amounts falling due within one year	2020 £	2019 £
Trade creditors	3,395	3,396
Accruals and deferred income	3,000	3,000
	<hr/>	<hr/>
	6,395	6,396
	<hr/> <hr/>	<hr/> <hr/>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 15 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Movement in funds				
	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	Revaluations gains and losses
	£	£	£	£	£
<b>Permanent endowments</b>					
Aberconway Fund	33,210	469	(112)	-	(1,409)
James Bruce Fund	3,203	44	(11)	-	(133)
	<u>36,413</u>	<u>513</u>	<u>(123)</u>	<u>-</u>	<u>(1,542)</u>
	<u>36,413</u>	<u>513</u>	<u>(123)</u>	<u>-</u>	<u>(1,542)</u>

#### Prior financial year

	Movement in funds				
	Balance at 1 January 2019	Incoming resources	Resources expended	Transfers	Revaluations gains and losses
	£	£	£	£	£
<b>Permanent endowments</b>					
Aberconway Fund	31,186	503	(136)	-	(2,943)
James Bruce Fund	3,018	49	(14)	-	(284)
	<u>34,204</u>	<u>552</u>	<u>(150)</u>	<u>-</u>	<u>(3,227)</u>
	<u>34,204</u>	<u>552</u>	<u>(150)</u>	<u>-</u>	<u>(3,227)</u>



# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2020	Resources expended	Balance at 31 December 2020
	£	£	£
Young Horticulturist of the Year	11,079	(5,530)	5,549
	<u>11,079</u>	<u>(5,530)</u>	<u>5,549</u>

	Balance at 1 January 2019	Resources expended	Balance at 31 December 2019
	£	£	£
Young Horticulturist of the Year	-	13,881	13,928
GROW	-	-	805
	<u>805</u>	<u>13,881</u>	<u>14,733</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 17 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities made up as follows:

	Balance at 1 January 2020	Movement in funds			Balance at 31 December 2020
	£	Incoming resources £	Resources expended £	Revaluations, gains and losses £	£
Norah Stucken fund	43,403	618	(147)	(1,857)	42,017
Branch fund	10,104	14,491	(3,893)	-	20,702
	<u>53,507</u>	<u>15,109</u>	<u>(4,040)</u>	<u>(1,857)</u>	<u>62,719</u>

#### Prior financial year

	Balance at 1 January 2020	Movement in funds			Balance at 31 December 2020
	£	Incoming resources £	Resources expended £	Revaluations, gains and losses £	£
Norah Stucken fund	41,246	666	(681)	(3,891)	37,340
Branch fund	8,332	12,122	(11,926)	-	8,528
	<u>49,578</u>	<u>12,788</u>	<u>(12,607)</u>	<u>(3,891)</u>	<u>45,868</u>

#### 18 Analysis of net assets between funds

	General 2020	Designated 2020	Restricted 2020	Permanent 2020	Total 2020
	£	£	£	£	£
Tangible assets	17,524	-	-	-	17,524
Investments	35,047	42,622	-	35,387	113,056
Current assets/(liabilities)	217,096	20,097	5,549	(126)	242,616
	<u>269,667</u>	<u>62,719</u>	<u>5,549</u>	<u>35,261</u>	<u>373,196</u>

	General 2019	Designated 2019	Restricted 2019	Permanent 2019	Total 2019
	£	£	£	£	£
Tangible assets	19,462	-	-	-	19,462
Investments	31,467	37,805	-	31,379	100,651
Current assets/(liabilities)	36,899	8,063	14,733	-	59,695
	<u>87,828</u>	<u>45,868</u>	<u>14,733</u>	<u>31,379</u>	<u>179,808</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2020*

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### **19 Related party transactions**

There were no disclosable related party transactions during the year (2019 - none).



**THE CHARTERED INSTITUTE OF HORTICULTURE**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**



# THE CHARTERED INSTITUTE OF HORTICULTURE

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

*FOR THE YEAR ENDED 31 DECEMBER 2020*

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The trustees 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).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping sufficient accounting records that 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 Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF THE CHARTERED INSTITUTE OF HORTICULTURE

---

I report to the trustees on my examination of the financial statements of The Chartered Institute of Horticulture (the charity) for the year ended 31 December 2020.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable 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 , which is one of the listed bodies.

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

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 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 financial statements to be reached.



Helen Furlong FCCA  
McLintocks (NW) Limited

46 Hamilton Square  
Birkenhead  
Wirral  
Merseyside  
CH41 5AR

Dated: 19.4.21.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

Current financial year		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Endowment funds 2020 £	Total 2020 £	Total 2019 £
	Notes						
<b>Income from:</b>							
Donations and legacies	2	238,410	11,866	-	-	250,276	141,765
Charitable activities	3	4,854	2,625	-	-	7,479	30,468
Investments	4	611	618	-	513	1,742	2,539
<b>Total income and endowments</b>		<b>243,875</b>	<b>15,109</b>	<b>-</b>	<b>513</b>	<b>259,497</b>	<b>174,772</b>
<b>Expenditure on:</b>							
Raising funds	5	122	147	-	123	392	402
Charitable activities	6	92,329	3,893	5,530	-	101,752	147,547
<b>Total resources expended</b>		<b>92,451</b>	<b>4,040</b>	<b>5,530</b>	<b>123</b>	<b>102,144</b>	<b>147,949</b>
Net gains/(losses) on investments	10	(1,525)	(1,857)	-	(1,542)	(4,924)	14,135
<b>Net movement in funds</b>		<b>149,899</b>	<b>9,212</b>	<b>(5,530)</b>	<b>(1,152)</b>	<b>152,429</b>	<b>40,958</b>
<b>Net movement in funds</b>		<b>149,899</b>	<b>9,212</b>	<b>(5,530)</b>	<b>(1,152)</b>	<b>152,429</b>	<b>40,958</b>
Fund balances at 1 January 2020		119,768	53,507	11,079	36,413	220,767	179,808
<b>Fund balances at 31 December 2020</b>		<b>269,667</b>	<b>62,719</b>	<b>5,549</b>	<b>35,261</b>	<b>373,196</b>	<b>220,766</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year

		Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Restricted funds 2019 £	Endowment funds 2019 £	Total 2019 £
	Notes					
<b><u>Income from:</u></b>						
Donations and legacies	2	133,737	8,028	-	-	141,765
Charitable activities	3	11,459	5,904	13,105	-	30,468
Investments	4	918	886	-	735	2,539
<b>Total income and endowments</b>		<b>146,114</b>	<b>14,818</b>	<b>13,105</b>	<b>735</b>	<b>174,772</b>
<b><u>Expenditure on:</u></b>						
Raising funds	5	125	152	-	125	402
Charitable activities	6	117,169	12,357	18,021	-	147,547
<b>Total resources expended</b>		<b>117,294</b>	<b>12,509</b>	<b>18,021</b>	<b>125</b>	<b>147,949</b>
Net gains/(losses) on investments	10	4,382	5,329	-	4,424	14,135
Gross transfers between funds		(1,262)	-	1,262	-	-
<b>Net movement in funds</b>		<b>31,940</b>	<b>7,638</b>	<b>(3,654)</b>	<b>5,034</b>	<b>40,958</b>
Fund balances at 1 January 2019		87,828	45,868	14,733	31,379	179,808
<b>Fund balances at 31 December 2019</b>		<b>119,768</b>	<b>53,506</b>	<b>11,079</b>	<b>36,413</b>	<b>220,766</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	11		17,524		14,514
Investments	12		113,056		116,733
			<u>130,580</u>		<u>131,247</u>
<b>Current assets</b>					
Stocks		3,022		3,026	
Cash at bank and in hand		245,989		92,889	
		<u>249,011</u>		<u>95,915</u>	
<b>Creditors: amounts falling due within one year</b>	14	(6,395)		(6,396)	
Net current assets			242,616		89,519
<b>Total assets less current liabilities</b>			<u>373,196</u>		<u>220,766</u>
<b>Capital funds</b>					
Endowment funds	15		35,261		36,413
<b>Income funds</b>					
Restricted funds	16		5,549		11,079
Unrestricted funds			332,386		173,274
			<u>373,196</u>		<u>220,766</u>

The financial statements were approved by the Trustees on .....

.....  
Gerald Bonner C Hort FCIHort, President  
Trustee

*G. Roe*  
.....  
G Roe FCIHort, Honorary Treasurer  
Trustee

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities Act 2011 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Incoming resources

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

##### Donations and Legacies

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.

##### Investment income

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. Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.



# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

#### 1.5 Resources expended

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

##### **Raising funds**

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

##### **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

##### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33% on cost & 10% reducing balance
-----------------------	------------------------------------

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Individual fixed assets costing £100 or more are initially recorded at cost.

#### 1.7 Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

#### 1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

#### 1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 2 Donations and legacies

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Total 2020 £	Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Total 2019 £
Regular giving and capital donations	123,524	-	123,524	133,737	-	133,737
Legacies receivable	114,886	-	114,886	-	-	-
Donations from individuals	-	11,866	11,866	-	8,028	8,028
	<u>238,410</u>	<u>11,866</u>	<u>250,276</u>	<u>133,737</u>	<u>8,028</u>	<u>141,765</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 3 Charitable activities

	Membership services 2020 £	Awards and scholarships 2020 £	Total 2020 £
Income from charitable activities	4,854	2,625	7,479
	<u>          </u>	<u>          </u>	<u>          </u>
Analysis by fund			
Unrestricted funds - general	4,854	-	4,854
Unrestricted funds - designated	-	2,625	2,625
	<u>          </u>	<u>          </u>	<u>          </u>
	4,854	2,625	7,479
	<u>          </u>	<u>          </u>	<u>          </u>

#### For the year ended 31 December 2019

	Membership services £	Awards and scholarships £	2019 £
Income from charitable activities	5,369	19,009	30,468
	<u>          </u>	<u>          </u>	<u>          </u>
Analysis by fund			
Unrestricted funds - general	5,369	-	11,459
Unrestricted funds - designated	-	5,904	5,904
Restricted funds	-	13,105	13,105
	<u>          </u>	<u>          </u>	<u>          </u>
	5,040	34,698	46,524
	<u>          </u>	<u>          </u>	<u>          </u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 4 Investments

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Endowment funds 2020 £	Total 2020 £
Income from listed investments	508	886	735	1,696
Interest receivable	103	-	-	103
	<u>611</u>	<u>618</u>	<u>513</u>	<u>1,742</u>

For the year ended 31 December 2019

	£	£	£	£
Income from listed investments	478	666	552	1,696
Interest receivable	179	-	-	179
	<u>657</u>	<u>666</u>	<u>552</u>	<u>1,875</u>

### 5 Raising funds

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Endowment funds 2020 £	Total 2020 £
Investment management	122	147	123	392
	<u>122</u>	<u>147</u>	<u>123</u>	<u>392</u>
For the year ended 31 December 2019				
	£	£	£	£
Investment management	447	181	150	778
	<u>447</u>	<u>181</u>	<u>150</u>	<u>778</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 6 Charitable activities

	Info provision & education	Membership services	Awards and scholarships	Young Horticulturist of the Year	Total 2020
	2020 £	2020 £	2020 £	2020 £	£
Depreciation and impairment	10,055	-	-	-	10,055
AGM & Conference costs	1,568	-	-	-	1,568
Project costs	-	-	-	8,820	8,820
Insurance	861	-	-	-	861
Postage, telephone & internet	-	12	-	-	12
Corporate memberships	-	1,121	-	-	1,121
Sundry expenses	192	-	-	-	192
Travel & meeting expenses	1,224	392	-	-	1,616
Shows & Publicity	6	-	-	-	6
The Horticulturist	18,016	-	-	-	18,016
Website maintenance	3,496	-	-	-	3,496
Bank charges	-	1,476	-	-	1,476
Donations	-	280	-	-	280
	<u>35,418</u>	<u>3,281</u>	<u>-</u>	<u>8,820</u>	<u>47,519</u>
Share of support costs (see note 7)	21,195	10,093	12,616	6,560	50,464
Share of governance costs (see note 7)	3,769	-	-	-	3,769
	<u>60,382</u>	<u>13,374</u>	<u>12,616</u>	<u>15,380</u>	<u>101,752</u>
<b>Analysis by fund</b>					
Unrestricted funds - general	60,382	12,771	12,616	6,560	92,329
Unrestricted funds - designated	-	603	-	3,290	3,893
Restricted funds	-	-	-	5,530	5,530
	<u>60,382</u>	<u>13,374</u>	<u>12,616</u>	<u>15,380</u>	<u>101,752</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 6 Charitable activities

(Continued)

For the year ended 31 December 2019

	Info provision & education	Membership services	Awards and scholarships	Young Horticulturist of the Year	Total 2019
	£	£	£	£	£
Depreciation and impairment	12,413	-	-	-	12,413
AGM & Conference costs	10,169	-	-	-	10,169
Project costs	2,067	-	-	23,602	25,669
Insurance	840	-	-	-	840
Postage, telephone & internet	-	28	-	-	28
Corporate memberships	-	1,196	-	-	1,196
Sundry expenses	123	520	-	-	643
Travel & meeting expenses	11,928	995	-	-	12,923
Shows & Publicity	1,269	-	-	-	1,269
The Horticulturist	15,940	-	-	-	15,940
Website maintenance	4,435	-	-	-	4,435
Bank charges	-	1,661	-	-	1,661
Donations	-	3,088	-	-	3,088
Research costs	5,000	-	-	-	5,000
	<u>64,184</u>	<u>7,488</u>	<u>-</u>	<u>23,602</u>	<u>95,274</u>
Share of support costs (see note 7)	20,088	9,607	12,009	6,332	48,036
Share of governance costs (see note 7)	4,237	-	-	-	4,237
	<u>88,509</u>	<u>17,095</u>	<u>12,009</u>	<u>29,934</u>	<u>147,547</u>
<b>Analysis by fund</b>					
Unrestricted funds - general	86,442	12,386	12,009	6,332	117,169
Unrestricted funds - designated	-	4,709	-	7,648	12,357
Restricted funds	2,067	-	-	15,954	18,021
	<u>88,509</u>	<u>17,095</u>	<u>12,009</u>	<u>29,934</u>	<u>147,547</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 7 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Printing, postage & stationery	1,466	-	1,466	1,351	-	1,351
Secretariat costs	48,998	-	48,998	46,685	-	46,685
Independent examiners fees	-	3,000	3,000	-	3,469	3,469
Professional indemnity insurance	-	769	769	-	768	768
	<u>50,464</u>	<u>3,769</u>	<u>54,233</u>	<u>48,036</u>	<u>4,237</u>	<u>52,273</u>
Analysed between Charitable activities	<u>50,464</u>	<u>3,769</u>	<u>54,233</u>	<u>48,036</u>	<u>4,237</u>	<u>52,273</u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, but 5 of them were reimbursed a total of £1,224 travelling expenses (2019- 8 were reimbursed £6,586).

### 9 Employees

There were no employees during the year.



# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 10 Net gains/(losses) on investments

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Endowment funds 2020 £	Total 2020 £
Revaluation of investments	(1,525)	(1,857)	(1,542)	(4,924)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
For the year ended 31 December 2019	£	£	£	£
Revaluation of investments	(2,806)	(3,891)	(3,227)	(9,924)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

### 11 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
At 1 January 2020	46,957
Additions	13,065
	<u>          </u>
At 31 December 2020	60,022
	<u>          </u>
<b>Depreciation and impairment</b>	
At 1 January 2020	32,443
Depreciation charged in the year	10,055
	<u>          </u>
At 31 December 2020	42,498
	<u>          </u>
<b>Carrying amount</b>	
At 31 December 2020	17,524
	<u>          </u>
At 31 December 2019	14,514
	<u>          </u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 12 Fixed asset investments

	Listed investments £
<b>Cost or valuation</b>	
At 1 January 2020	116,733
Additions	1,639
Valuation changes	(4,926)
Disposals	(390)
	<hr/>
At 31 December 2020	113,056
	<hr/>
<b>Carrying amount</b>	
At 31 December 2020	113,056
	<hr/>
At 31 December 2019	116,733
	<hr/>

13 Financial instruments	2020 £	2019 £
<b>Carrying amount of financial assets</b>		
Instruments measured at fair value through profit or loss	113,056	116,733
	<hr/>	<hr/>
14 Creditors: amounts falling due within one year	2020 £	2019 £
Trade creditors	3,395	3,396
Accruals and deferred income	3,000	3,000
	<hr/>	<hr/>
	6,395	6,396
	<hr/>	<hr/>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 15 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 January 2020	Incoming resources	Movement in funds			Balance at 31 December 2020
	£	£	Resources expended	Transfers	Revaluations gains and losses	£
<b>Permanent endowments</b>						
Aberconway Fund	33,210	469	(112)	-	(1,409)	32,158
James Bruce Fund	3,203	44	(11)	-	(133)	3,103
	<u>36,413</u>	<u>513</u>	<u>(123)</u>	<u>-</u>	<u>(1,542)</u>	<u>35,261</u>

#### Prior financial year

	Balance at 1 January 2019	Incoming resources	Movement in funds			Balance at 31 December 2019
	£	£	Resources expended	Transfers	Revaluations gains and losses	£
<b>Permanent endowments</b>						
Aberconway Fund	31,186	503	(136)	-	(2,943)	28,610
James Bruce Fund	3,018	49	(14)	-	(284)	2,769
	<u>34,204</u>	<u>552</u>	<u>(150)</u>	<u>-</u>	<u>(3,227)</u>	<u>31,379</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 January 2020	Resources expended	Balance at 31 December 2020
	£	£	£
Young Horticulturist of the Year	11,079	(5,530)	5,549
	<u>11,079</u>	<u>(5,530)</u>	<u>5,549</u>

	Balance at 1 January 2019	Resources expended	Balance at 31 December 2019
	£	£	£
Young Horticulturist of the Year	-	13,881	13,928
GROW	-	-	805
	<u>805</u>	<u>13,881</u>	<u>14,733</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 DECEMBER 2020

#### 17 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities made up as follows:

	Movement in funds				
	Balance at 1 January 2020	Incoming resources	Resources expended	Revaluations, gains and losses	Balance at 31 December 2020
	£	£	£	£	£
Norah Stucken fund	43,403	618	(147)	(1,857)	42,017
Branch fund	10,104	14,491	(3,893)	-	20,702
	<u>53,507</u>	<u>15,109</u>	<u>(4,040)</u>	<u>(1,857)</u>	<u>62,719</u>

#### Prior financial year

	Movement in funds				
	Balance at 1 January 2020	Incoming resources	Resources expended	Revaluations, gains and losses	Balance at 31 December 2020
	£	£	£	£	£
Norah Stucken fund	41,246	666	(681)	(3,891)	37,340
Branch fund	8,332	12,122	(11,926)	-	8,528
	<u>49,578</u>	<u>12,788</u>	<u>(12,607)</u>	<u>(3,891)</u>	<u>45,868</u>

#### 18 Analysis of net assets between funds

	General 2020	Designated 2020	Restricted 2020	Permanent 2020	Total 2020
	£	£	£	£	£
Tangible assets	17,524	-	-	-	17,524
Investments	35,047	42,622	-	35,387	113,056
Current assets/(liabilities)	217,096	20,097	5,549	(126)	242,616
	<u>269,667</u>	<u>62,719</u>	<u>5,549</u>	<u>35,261</u>	<u>373,196</u>

	General 2019	Designated 2019	Restricted 2019	Permanent 2019	Total 2019
	£	£	£	£	£
Tangible assets	19,462	-	-	-	19,462
Investments	31,467	37,805	-	31,379	100,651
Current assets/(liabilities)	36,899	8,063	14,733	-	59,695
	<u>87,828</u>	<u>45,868</u>	<u>14,733</u>	<u>31,379</u>	<u>179,808</u>

# THE CHARTERED INSTITUTE OF HORTICULTURE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

*FOR THE YEAR ENDED 31 DECEMBER 2020*

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### 19 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

