



Trustees' Annual Report for the period

From 1st September 2022 to 31st August 2023

Charity name: Friends of Priestfield Arboretum (FoPA)

Charity registration number: 1191183

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To protect, preserve and enhance the collection of rare and interesting specimen trees at the privately owned Priestfield Arboretum, Stony Lane, Little Kingshill, Bucks replacing and adding to them as appropriate.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Work parties to maintain the site and collection of trees. Open days to enable members of the public to enjoy and learn about the collection of trees. Produce a guide book for members describing the history of the arboretum and listing the specimen trees. Maintain a list of members. Collect membership subscriptions to support the work of the CIO. Produce quarterly newsletters. Maintain a web site. Arrange liability insurance.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>FoPA have continued to maintain the site and collections of trees.</p> <p>Visits have been made to the arboretum by:</p> <ul style="list-style-type: none"> • Little Kingshill Village School • Berkshire, Buckinghamshire & Oxfordshire Wildlife Trust • Volunteers from Little Kingshill for the Big Help Out <p>We also held two open days with 90 and 151 visitors.</p> <p>A new edition of our guidebook was produced.</p> <p>We have added 12 new specimens to the collection, but lost 4 specimens due to drought or disease.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£4151.00
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in case needed for tree felling or other urgent problems
Amount of reserves held	Para 1.22	£1,500
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Membership subscriptions Open days and sale of guidebooks Other organised visits Donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Weather, in particular wind, rain, drought, and frost, plus the risk of fire in dry spells
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Volunteers who are elected at the annual general meeting

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Friends of Priestfield Arboretum
Other name the charity uses	None
Registered charity number	1191183
Charity's principal address	Dil Kushi, Windsor Lane Little Kingshill Great Missenden Bucks HP16 0DP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Timothy Pye			AGM
2	Liz Murray-Leslie			AGM
3	Mary Wyatt			AGM
4	Paul Heath			AGM
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Timothy Pye		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<div></div>
Full name(s)	<div></div>
Position (eg Secretary, Chair, etc)	<div></div>
Date	<div></div>

Friends of Priestfield Arboretum

Financial report for the year 1 September 2022
to 31 August 2023

November 2023

Introduction

The sources of funds (our income) for Friends of Priestfield Arboretum (FoPA) are:

- Membership fees paid annually by bank transfer, standing order, card or cash.
- Entrance fees from open days, usually held in May and October
- Sale of arboretum guidebooks
- Donations, which include fees paid to for speaking at events of other organisations.

Our two annual open days are proving increasingly popular. Entrance fees and sales of guidebooks are made by cash payment, credit or debit card.

Membership fees continue to be charged at £10 per person. There were 120 members at the end of calendar year 2022, this has risen to 138 members at end on this calendar year (2023).

Donations come from speaking events attended by members of the management committee – usually Tim Pye - and one-off donations, often made on open days.

The largest single regular outgoing during the year is insurance, which provides cover for volunteers involved in workdays at the arboretum and for us as a charitable organisation during open days when the paying public are on-site.

Other expenditure includes preparation for the open days - print costs for the guidebooks and other promotional material - and undertaking regular maintenance of the Arboretum including purchase of tools and equipment, signage, cost of new trees, fuel for machinery etc.

Our funds are held in a current account (Community account) to pay for day-to-day and regular expenses such as insurance and website maintenance.

We also have a deposit account (Business premium account) for unexpected expenses such as the removal of a dangerous branches or trees. The trustees have stipulated we should maintain a balance of at least £1,500 in this account for such unforeseen events, the account currently stands at £2,070. The bank pays a small amount of interest on this deposit account,

Finally, we maintain a small cash float for small incidental expenditure.

Income for the Financial Year

		2021/22	2022/23
		£	£
Membership fees	- Standing orders	95	135
	- Cash & cards	370	465
	- Open days	<u>138</u>	<u>270</u>
	Total	603	870
Entrance fees to open days		412	430
Sales of guidebooks		86	56
Donations		221	171
Interest		<u>1</u>	<u>7</u>
	Total	720	664
Total Income		<u>1,323</u>	<u>1,534</u>

The income for FoPA has showed an increase over that of the previous year. Membership numbers have increased slightly, including additional recruitment at the two open days in October 22 and May 2023. Entrance fee income on open days was marginally up on 2021/2022. The October 2023 open day, which will be reflected in next year's accounts, was particularly busy and successful.

Donations primarily come from payments made for two speaking events undertaken by Tim Pye during the year.

Expenditure for the Financial Year

2021/22	2022/23
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	£	£
Insurance	172	172
Costs for open day, tools, printing etc.	343	491
Purchase of tree	58	0
Web site annual fee	34	34
Expenses incurred in 21/22 paid in 22/33	<u>197</u>	<u>0</u>
Total Expenses	804	697
Costs accrued in 21/22 paid in 22/23	-343	343
Expenses incurred in 21/22 paid in 22/33	-197	197
Total Expenditure	<u>264</u>	<u>1237</u>

Based on the figures available for the year our total expenses incurred in 2022/23 have decreased. This is mainly due to using existing stocks of brochures for the open days, thereby avoiding printing costs, and acquiring trees to plant at no cost.

Expenditure reflects the payment of an outstanding expenses of £540 (343+197) to Tim Pye for costs incurred during 21/22 including outstanding bills for maintenance. This impending expense claim was noted in the previous year's Treasurer report.

Reconciliation of Funds

The overall increase in funds for the year (Income less Expenditure) was £297 (£1,059 2021/22). The main reason for the decrease in funds generated year on year was the payment of the deferred expenses bill of £540, mentioned earlier. Income generated, less actual expenses incurred during the year, shows a net gain in of £837 (£519 2021/22)

During the year under review, £272 was paid into the deposit account, a further £28 into the current account, and a slight (-£3) reduction in petty cash.

As of 31 August 2023, the deposit account held £2,000 and the current account stood at £2,070. The petty cash fund stood at £81.

Overall FoPA is well funded and able to meet its financial commitments. Renewals of memberships continue to hold up well and our open days and donations continue to make a significant contribution to our funds.

Planned Expenditure and Income

We expect income from membership and open days to continue at similar levels as that experienced during the current year. However, as the open day in May 2022 showed, bad weather can have a detrimental effect on attendance and our income for these events.

Expenditure planned for next year includes two new entrance signs and a new site description board to replace the current printed one.

Ian Brown, Treasurer, FoPA