

COMMONWEALTH FORESTRY ASSOCIATION

REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

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CHARITY REGISTRATION No. 250739

REPORT OF THE GOVERNING COUNCIL

The **Commonwealth Forestry Association** presents its report and accounts for the year ended 31st December 2020.

LEGAL AND ADMINISTRATIVE DETAILS

The name of the charity is the Commonwealth Forestry Association, Charities Registration Number 250739. The governing document is the Royal Charter of 1st November 1921, as amended by Supplemental Charters of 28th November 1962 and 2019. The Association has no share capital.

Objects

The objective of the Commonwealth Forestry Association is to promote the conservation and sustainable management of the world's forests and the contributions they make to peoples' livelihoods through improved communication amongst forestry professionals and all those with an interest in the world's forests.

Management structure

| | | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| | <i>Patron</i> | HRH Prince Charles The Prince of Wales |
| <i>Executive</i> | <i>President :</i> <i>Executive Director :</i> <i>Finance Manager :</i> | John Innes Alan Pottinger Marcus Robbins |
| <i>Advisory group</i> | <i>Coordinator of the Network for Natural Gums and Resins in Africa (NGARA)</i> | Ben Chikamai |
| | <i>Executive Director, Canadian Institute of Forestry</i> | Dana Collins |
| | <i>Director, Margules Groome Consulting Pty Ltd</i> | Rob de Fegley |
| | <i>CEO and Conservator of Forests at the Forestry Department, Jamaica</i> | Marylin Headley |
| | <i>International Forestry Students Association, CFA rep.</i> | Catherine Pearson |
| | <i>Oxford Long-term Ecology lab, University of Oxford</i> | Gill Petrokofsky |
| | <i>Head Forester, Duchy of Cornwall, UK</i> | Geraint Richards |
| | <i>Professor of Tropical Forest Conservation, Department of Forest and Conservation Sciences, Faculty of Forestry, University of British Columbia</i> | Jeff Sayer |
| <i>Regional coordinators</i> | <i>Europe :</i> <i>Africa :</i> <i>South Asia :</i> <i>South East Asia and Pacific :</i> <i>Americas and Caribbean:</i> | Adrian Whiteman Ben Chikamai R.V. Singh Michael Bleby Shashi Kant |
| <i>Trustees</i> | | Mary Hobley John Hudson Peter Latham |

Correspondence address

The Crib, Dinchope, Craven Arms, Shropshire, SY7 9JJ

Independent examiner

Chapman, Robinson & Moore were re-appointed at the Annual General Meeting.

NARRATIVE REVIEW OF THE YEAR

PRESIDENT'S STATEMENT

The annual reports of most organizations for 2020 contained frequent references to the unusual circumstances of 2020, and the difficulties that were created worldwide by the Covid pandemic. The Commonwealth Forestry Association is no exception, and the pandemic created a number of challenges for us. Fortunately, the direct impacts for us were relatively minor in 2020, as the vast majority of our activities are undertaken remotely. However, we acknowledge that many of our members may have been deeply affected by the pandemic.

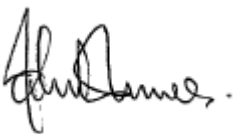
Although we are no longer dependent on the income from our membership, the continued reduction in the number of full members provides an indication of the changes that are occurring in our demographic. Unfortunately, we are losing members at both ends of the spectrum, and we now do not have a single student member. This is not a reflection of the number of forestry students worldwide, which in recent years has been increasing. However, it does provide a strong signal that we do not (and in practice cannot) provide sufficient incentives to induce members to join the Association. On a more positive note, the introduction of a free membership category resulted in 140 people signing up, largely through our links with the International Society of Tropical Foresters. The Commonwealth Forestry Conference in August 2021 may also help increase numbers in this category. Clearly, there is a demand for networking, and we need to determine the optimal ways of undertaking this given our very limited resources.

Our flagship product remains the *International Forestry Review*. Demand for this product remains high, as it does for the special issues, and it was a pleasure to see a special issue this year on a very special person: *John Spears – a life in tropical forestry*. The *Review* has been our most important source of income for some time, although we have seen a change from individual subscribers to income being generated from the journal aggregator (which pays us based on the number of times articles are opened). We are now looking into ways that we might promote articles in the *Review*, since there is substantial evidence that promotion of individual articles on social media leads to increased readership.

Another of our major endeavours was, unfortunately, frustrated by the Government of Canada, which declined to issue visas to our two Young Forester awardees. As a result, the awardees have been concentrating on projects in their home countries. In future, we will likely avoid Canada as a host country, as the issuance of visas has become a major problem, and has affected many organizations within the country. As a result, we will be looking for suitable host organizations elsewhere in the Commonwealth.

The Association continues to operate as an exceptionally lean organization, I am grateful to Alan Pottinger, Jenny Steel and Marcus Robbins for their continued efforts in ensuring that we steward our available resources carefully and wisely.

Signed on behalf of the Commonwealth Forestry Association



Date: 20 September, 2021

John Innes,
President

NARRATIVE REVIEW OF THE YEAR, continued.

FINANCIAL REPORT

The financial situation of the CFA is summarised in the following three tables:

1. *Statement of Financial Activities (SOFA) (page 8)*
2. *Fund movement (page 8)*
3. *Balance Sheet (page 9)*

There was a surplus at the end of 2020 of £1824 (2019 deficit £10,022). Our net assets have increased to £141,981 (2019 £128,591). This is encouraging, given the deficit of the last two years. See overall trend in capital account since 1997 on page 5.

Bank accounts: As planned, our account with RBS was closed in March, and our new account is now with the Co-operative Bank. In addition to banking with a more ethical institution, this switch has enabled us to take advantage of a financial incentive of £1500.

Investment: The investment account, managed by Rathbones (formerly Speirs & Jeffery), continues to provide a balance of income and capital growth with a low/medium degree of risk. The interest paid this year was £1927. The current value on holdings in our portfolio increased over the year by £11,574 to £105,905 (initial deposit £80,000).

Payment methods: Charity Checkout online payments continue and Western Union provides an alternative channel if there are constraints. All general payments are done by online banking.

Income sources: Our income £76,939 (2019 £64,304) is mainly dependent on the International Forestry Review via BioOne online fees, organisational subscriptions, membership dues, donations, and payments for special issues (two this year).

Expenditure: The total was £74,038 (2019 £74,326). As before, staff payments and review production make up the bulk of expenditure. Recurrent costs have not changed significantly,

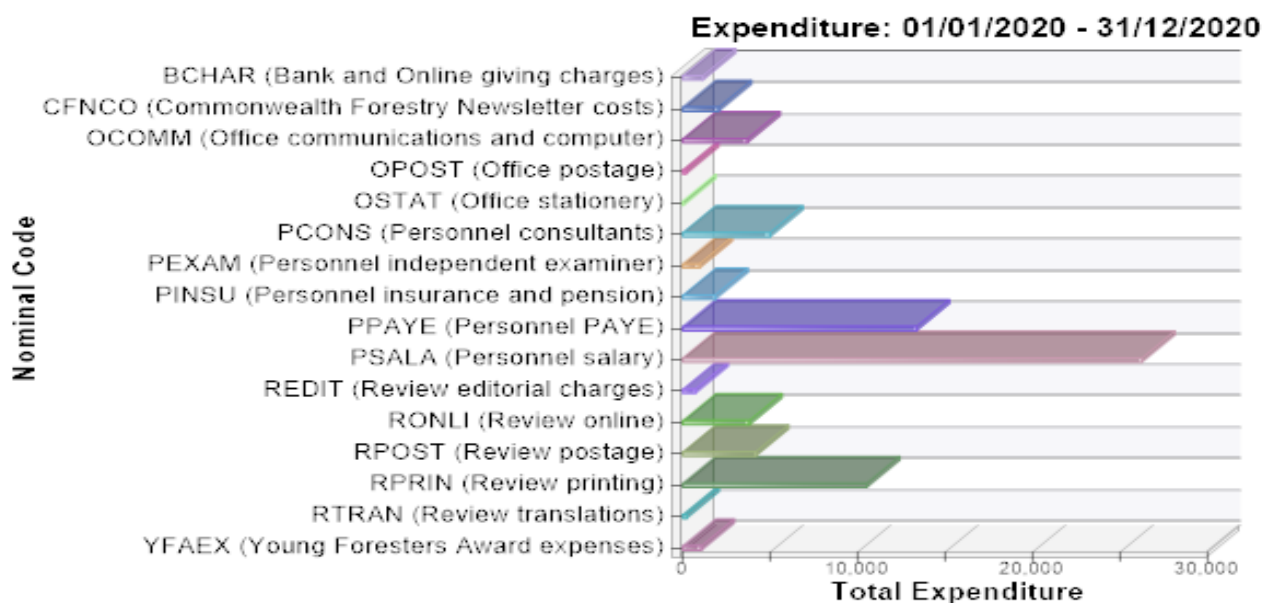
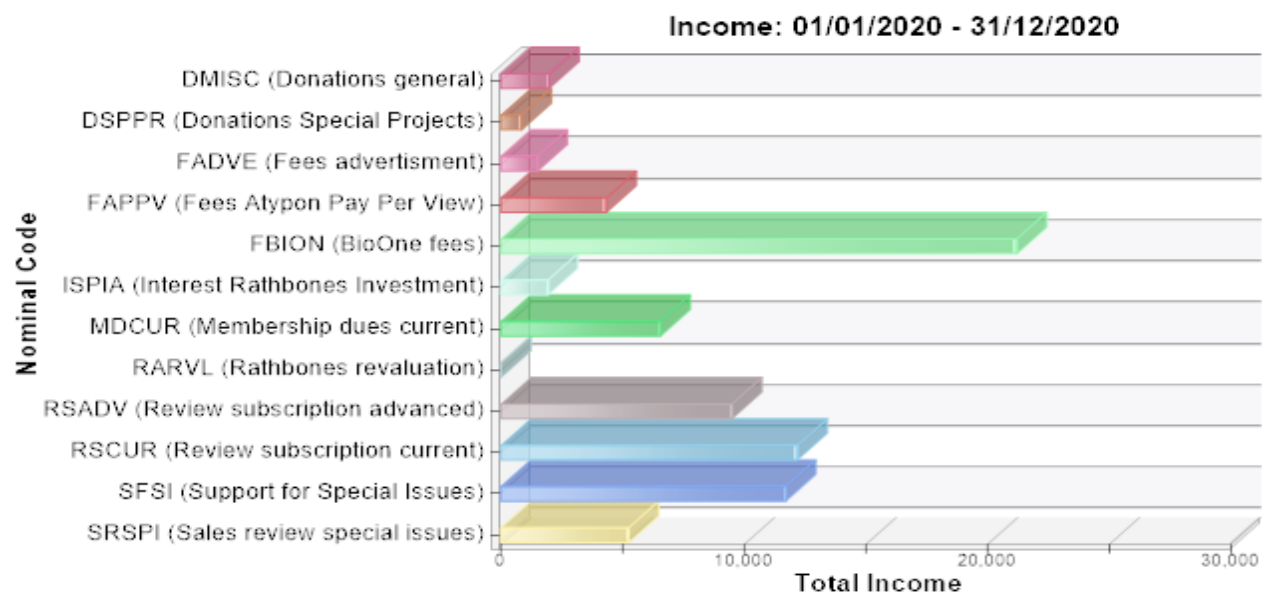
A table comparing income and expenditure totals between 2019 and 2020 is given on page 16

The year-end financial position was considered satisfactory to meet current commitments and objectives, and accordingly the accounts were prepared on a going-concern basis. There is one significant post-balance sheet event: we have received a very generous bequest from our past President, Jim Ball, for £100,000 which will initially be added to the investment account.

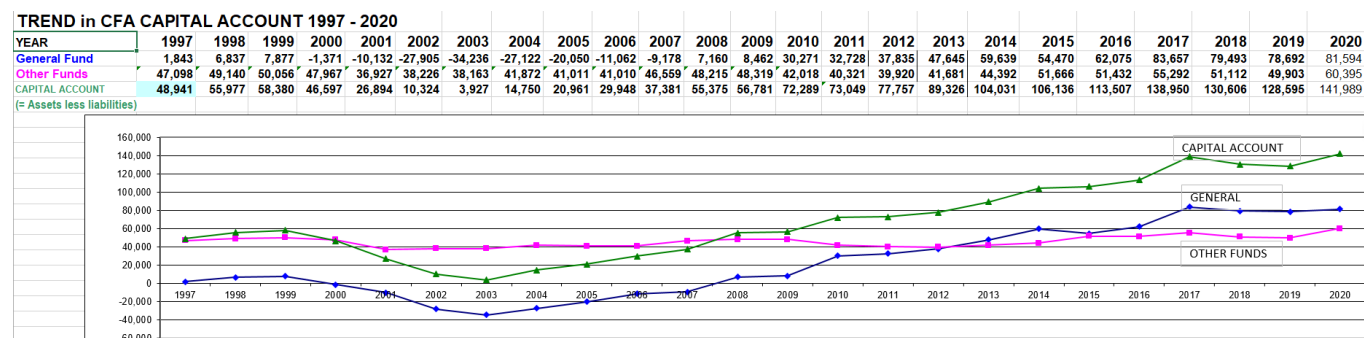
Marcus Robbins
Treasurer

NARRATIVE REVIEW OF THE YEAR, continued.

Bar charts of income and expenditure



Trend in Capital Account



NARRATIVE REVIEW OF THE YEAR, continued.

ACTIVITY and MEMBERSHIP REPORT

The following have been the main activities:

Management

- Creation of a new free Basic Membership category which entitles members to have access to the electronic version of the CFA Newsletter.

Publications

- Publication of four regular issues of the **International Forestry Review** plus the publication of a Special Issue: *John Spears – a life in tropical forestry*, and the development of Special Issues: *Multi-stakeholder forums and forest landscape governance*, *Social impacts of logging*, and *Indigenous People and Forests*.
- Publication of four issues of the **CFA Newsletter**.

Queen's Commonwealth Canopy

- After another successful year of working with national governments, 49 Commonwealth countries had committed to involvement in the Queen's Commonwealth Canopy (QCC) by the end of the 2020. The QCC website at www.queenscommonwealthcanopy.org was updated to include all new dedications as well as highlighting a range of case studies.

Young Forester Award

- Due to the combination of continuing problems in obtaining visas for our Young Forester Award winners to undertake their work placements at the University of British Columbia, Canada, and worldwide travel restrictions imposed due to the Covid-19 pandemic it was decided that the most recent YFA winners should use their funds to undertake in-country research. Progress has been slow due to Covid-19-related problems but both winners have initiated their work programmes.

Membership report 2020

| Category | Year | | | | | | |
|---------------------------------|------------|------------|------------|------------|------------|------------|------------|
| | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
| Individual – developed country | 115 | 110 | 93 | 64 | 65 | 63 | 41 |
| Individual - developing Country | 42 | 39 | 80 | 15 | 20 | 25 | 18 |
| Life | 81 | 74 | 69 | 51 | 45 | 44 | 40 |
| Student | 22 | 24 | 6 | 4 | 6 | 0 | 0 |
| Subscriber | 91 | 89 | 61 | 45 | 49 | 52 | 44 |
| National forestry association | 7 | 5 | 6 | 3 | 3 | 8 | 3 |
| PERI subscriber | 99 | 102 | 99 | 99 | 99 | * | * |
| Complimentary | 61 | 62 | 53 | 54 | 53 | 55 | 55 |
| Basic | | | | | | | 140 |
| TOTAL | 518 | 505 | 467 | 335 | 340 | 247 | 341 |

* PERI scheme concluded in 2019 (see above)

** Basic membership started in 2020

The increase in membership numbers is due to the significant interest in the new Basic Membership category. However, as in previous years, it is important to point out that an increasing number of subscribing agencies are paying to access the *International Forestry Review* and the *CFA Newsletter* through 'aggregators' rather than via the CFA directly thereby not appearing in our membership report.

Alan Pottinger, Executive Director
Jenny Steel, Membership Manager

INDEPENDENT EXAMINER'S REPORT TO THE GOVERNING COUNCIL

I report on the accounts of The Commonwealth Forestry Association for the year ended 31st December 2019 which are set out on pages 8 to 16.

Respective responsibilities of the Trustees, Financial Manager and Examiner

The Charity's Trustees and Financial Manager are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the association and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or:
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

..... Date..... 2020

J.R. Moore FCA
Chapman Robinson & Moore Ltd
Registered Accountants and Auditors

30 Bankside Court
Stationfields, Kidlington, Oxford, Oxon OX5 1JE

TABLE 1: STATEMENT OF FINANCIAL ACTIVITIES (SOFA)
Period: 01 January 2020 to 31 December 2020

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Prior year total funds |
|-------------------------------------------------------------|--------------------|------------------|-----------------|----------------|------------------------|
| Incoming resources | | | | | |
| Incoming resources from generated funds | — | — | — | — | — |
| Voluntary income | 14,525 | — | — | 14,525 | 4,705 |
| Activities for generating funds | — | — | — | — | — |
| Investment income | 1,926 | — | — | 1,926 | 1,561 |
| Incoming resources from charitable activities | 60,487 | — | — | 60,487 | 58,037 |
| Total income | 76,939 | — | — | 76,939 | 64,304 |
| Resources used | | | | | |
| Cost of generating funds | — | — | — | — | — |
| Cost of generating voluntary income | — | — | — | — | 10 |
| Fundraising trading cost of goods sold and other... | — | — | — | — | — |
| Charitable activities | 73,078 | 1,077 | — | 74,155 | 73,356 |
| Governance costs | 960 | — | — | 960 | 960 |
| Total expenditure | 74,038 | 1,077 | — | 75,115 | 74,326 |
| Net income / (expenditure) resources before transfer | 2,901 | (1,077) | — | 1,824 | (10,022) |
| Transfers | | | | | |
| Gross transfers between funds - in | — | 12,000 | — | 12,000 | 1,214 |
| Gross transfers between funds - out | — | (12,000) | — | (12,000) | (1,214) |
| Other recognised gains / losses | | | | | |
| Gains / losses on investment assets | 11,574 | — | — | 11,574 | 8,154 |
| Gains on revaluation, fixed assets, charity's own use | — | — | — | — | — |
| Net movement in funds | 14,475 | (1,077) | — | 13,398 | (1,868) |
| Reconciliation of funds | | | | | |
| Total funds brought forward | 90,669 | 37,921 | — | 128,591 | 130,459 |
| Total funds carried forward | 105,145 | 36,844 | — | 141,989 | 128,591 |

TABLE 2: FUND MOVEMENT SUMMARY
Period: 01 January 2020 to 31 December 2020

| Fund | Fund Balances brought forward | Incoming Resources | Outgoing Resources | Transfers | Gains and Losses | Journal Entries | Fund balances Carried forward |
|------------------------------------------|-------------------------------|--------------------|--------------------|-----------|------------------|-----------------|-------------------------------|
| General - General fund | 78,692 | 76,939 | 74,038 | — | — | — | 81,594 |
| ZReval - Revaluation reserves | 6,177 | — | — | — | — | 11,574 | 17,751 |
| Schlich - Schlich Fund | 5,143 | — | — | — | — | — | 5,143 |
| Buccleuch - The Buccleuch 1992 Fund | 343 | — | — | — | — | — | 343 |
| Queen - Queen's Award Fund | 22,841 | — | — | (12,000) | — | — | 10,841 |
| Forester - The Young Forester Award Fund | 9,093 | — | 1,077 | 12,000 | — | — | 20,016 |
| Sponsor - Sponsorship Fund | 6,300 | — | — | — | — | — | 6,300 |
| Totals | 128,591 | 76,939 | 75,115 | — | — | 11,574 | 141,989 |

TABLE 3: BALANCE SHEET

As of: 31 December 2020

| | | As at 31/12/2020 | As at 31/12/2019 |
|-----------------------|------------------------------------------|---------------------|---------------------|
| Fixed assets | | | |
| | SUNDST: Sundry Stocks | 202.00 | 202.00 |
| | Total Fixed assets | 202.00 | 202.00 |
| Current assets | | | |
| | 04: RBS Current Account | — | 48,206.43 |
| | 08: Rathbones Investment Account | 105,905.00 | 94,331.00 |
| | 09: Co-operative Bank Current Account | 45,321.78 | — |
| | Z05: Accounts Receivable | 5,250.00 | — |
| | Total Current assets | 156,476.78 | 142,537.43 |
| Liabilities | | | |
| | 6699: Agency collections | 3,694.65 | 3,694.65 |
| | Z04: Accounts Payable | 10,994.61 | 10,453.50 |
| | Total Liabilities | 14,689.26 | 14,148.15 |
| | Net Asset surplus (deficit) | 141,989.52 | 128,591.28 |
| Reserves | | | |
| | Excess / (deficit) to date | 1,824.24 | 76,878.94 |
| | Z01: Starting balances | 128,591.28 | 43,558.34 |
| | Z02: Gains/(losses) on investment assets | 11,574.00 | 8,154.00 |
| | Total Reserves | 141,989.52 | 128,591.28 |

| Represented by Funds | | |
|----------------------|-------------------|-------------------|
| Unrestricted | 81,094.46 | 78,192.72 |
| Designated | 24,051.00 | 12,477.00 |
| Restricted | 36,844.06 | 37,921.56 |
| Endowment | — | — |
| Total | 141,989.52 | 128,591.28 |

Signed on behalf of the Commonwealth Forestry Association

..... Date2020

John Innes, President

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2020

1. Responsibilities

The Financial Manager, in consultation with the Trustees and Executive Director, is responsible for preparing the accounts for each financial year in a way in which they give a true and fair view of the incoming resources and application of the resources of the Association during the year and of its state affairs at the end of the year. In preparing accounts giving a true and fair view, the Financial Manager is required to select suitable accounting policies and then apply them consistently; make judgments and estimates that are reasonable and prudent; and prepare the accounts on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Financial Manager is responsible for ensuring that proper accounting records are maintained, which disclose with reasonable accuracy at any time the financial position of the Association and which comply with the Charities Act 1993, the Charities (Accounts and Reports) Regulations 1995 and the Charter and Bye-laws of the Association. He is also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Principal Accounting Policies

The accounts have been prepared under historical cost convention and in accordance with applicable Accounting Standards. The Association has adopted the SORP 'Accounting by Charities'.

(a) Membership dues and Review subscriptions

Fees are accounted for on a received basis adjusted for fees received in advance. In addition to the Life Members Appeal, fees received for life membership have been written back on an equal annual basis until the year ending 31 December 2008.

(b) Donations and grants receivable

Donations and grants towards specific items of expenditure are matched against that expenditure when incurred. Grants for specific periods are accounted for in the period when they are due.

(c) Fund accounting

Restricted funds represent grants and donations received where the donor has specified for what they may be used. Unrestricted funds represent income which is expendable in the furtherance of the objectives of the Association.

(d) Allocation of costs

All costs are allocated as direct charitable expenditure other than management and administration.

(e) Incoming resources are stated in the SOFA gross of expenditure.

(f) Stocks are stated at the lower of cost and net realisable value.

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2019(cont.)

3. Staff costs and consultancy

| | 2020 | 2019 |
|------------------------------------------------------|---------|---------|
| Gross salaries and wages | 26,265 | 25,880 |
| Social security costs | 15,224 | 14,829 |
| | 41,489 | 40,445 |
| Less: allocated to Review and other costs | 27,659 | 26,964 |
| | £13,830 | £13,481 |
| Consultancy – personnel (accountancy, database) | 4,988 | 6,616 |
| | £18,818 | £20,097 |
| The average number of employees during the year was: | | |
| Office and management | 2 | 2 |
| Governance costs: | | |
| Independent examiner's fee | 480 | 480 |
| Other examiner's fees included above: Accountancy | 480 | 480 |
| | £960 | £960 |

4. Taxation

There is no provision for taxation as the Association's charitable status exempts it from liability.

5. Debtors

| | 2020 | 2019 |
|-------------------------------|------|------|
| Prepayments and other debtors | - | - |

6. Creditors: amounts falling due within one year

| | 2020 | 2019 |
|-----------------|-------|--------|
| Deferred income | 5,250 | 5,816 |
| Accruals | 0 | 0 |
| | 5,250 | £5,816 |

7. Association status

Liability of members of the Association is limited to their annual subscription, as determined by the Governing Council.

7b. BioOne income.

Note that BioOne income (FBION) is represented by previous year's income and is unadjusted. This is because all fees come in after accounts have been prepared and submitted to the examiner.

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2019 (cont.)

8. Allocation of balance sheet assets and liabilities to funds

| | | Balance | Previous balance |
|------------------------------------------------------|---------------------------------|-------------------|---------------------|
| Tangible assets | | | |
| SUNDST: Sundry Stocks - Asset | | | |
| General fund | Unrestricted | 202.00 | 202.00 |
| | | 202.00 | 202.00 |
| | Tangible assets | 202.00 | 202.00 |
| 04: RBS Current Account - Asset | | | |
| General fund | Unrestricted | 46,510.76 | 93,639.69 |
| The Buccleuch 1992 Fund | Restricted | (5,000.00) | (5,000.00) |
| Queen's Award Fund | Restricted | (52,427.39) | (52,427.39) |
| The Young Forester Award Fund | Restricted | 1,115.98 | 2,193.48 |
| Sponsorship Fund | Designated | 6,200.00 | 6,200.00 |
| Agency collection | Restricted | 3,600.65 | 3,600.65 |
| | | — | 48,206.43 |
| 09: Co-operative Bank Current Account - Asset | | | |
| General fund | Unrestricted | 45,321.78 | — |
| Queen's Award Fund | Restricted | (12,000.00) | — |
| The Young Forester Award Fund | Restricted | 12,000.00 | — |
| | | 45,321.78 | — |
| | Cash at bank and in hand | 45,321.78 | 48,206.43 |
| Debtors | | | |
| Z05: Accounts Receivable - Asset | | | |
| General fund | Unrestricted | 5,250.00 | — |
| | | 5,250.00 | — |
| | Debtors | 5,250.00 | — |
| 08: Rathbones Investment Account - Asset | | | |
| General fund | Unrestricted | 52,811.00 | 52,811.00 |
| Revaluation reserves | Designated | 17,751.00 | 6,177.00 |
| The Buccleuch 1992 Fund | Restricted | 5,343.00 | 5,343.00 |
| Queen's Award Fund | Restricted | 24,000.00 | 24,000.00 |
| The Young Forester Award Fund | Restricted | 6,000.00 | 6,000.00 |
| | | 105,905.00 | 94,331.00 |
| | Investments | 105,905.00 | 94,331.00 |
| Agency accounts | | | |
| 6699: Agency collections - Liability | | | |
| Agency collection | Restricted | 3,694.65 | 3,694.65 |
| | | 3,694.65 | 3,694.65 |
| | Agency accounts | 3,694.65 | 3,694.65 |

TABLE 4: ANALYSIS OF RECEIPTS AND PAYMENTS (2020)
Period 01 January 2020 to December 2020

| | Unrestricted | Designated | Restricted | Endowment | This year | Total Last year |
|--------------------------------------------------------------------|---------------|------------|------------|-----------|---------------|--------------------|
| Incoming resources | | | | | | |
| <i>Incoming resources from generated funds</i> | | | | | | |
| DMISC - Donations general | 1,970 | — | — | — | 1,970 | 755 |
| DSPPR - Donations Special Projects | 850 | — | — | — | 850 | — |
| SFSI - Support for Special Issues | 11,705 | — | — | — | 11,705 | 3,950 |
| ISPIA - Interest Rathbones Investment | 1,926 | — | — | — | 1,926 | 1,561 |
| <i>Incoming resources from generated funds Totals</i> | 16,452 | — | — | — | 16,452 | 6,266 |
| <i>Incoming resources from charitable activities</i> | | | | | | |
| FADVE - Fees advertisement | 1,500 | — | — | — | 1,500 | — |
| FAPPV - Fees Atypen Pay Per View | 4,322 | — | — | — | 4,322 | 5,110 |
| FBION - BioOne fees | 21,194 | — | — | — | 21,194 | 26,397 |
| FMMISC - Fees Management Miscellaneous | — | — | — | — | — | 43 |
| MDADV - Membership dues advanced | — | — | — | — | — | 160 |
| MDCUR - Membership dues current | 6,542 | — | — | — | 6,542 | 5,752 |
| RSADV - Review subscription advanced | 9,493 | — | — | — | 9,493 | 3,207 |
| RSCUR - Review subscription current | 12,184 | — | — | — | 12,184 | 15,658 |
| SMISC - Sales miscellaneous | — | — | — | — | — | 120 |
| SRSPI - Sales review special issues | 5,250 | — | — | — | 5,250 | 1,588 |
| <i>Incoming resources from charitable activities Totals</i> | 60,487 | — | — | — | 60,487 | 58,037 |
| Incoming resources Grand totals | 76,939 | — | — | — | 76,939 | 64,304 |
| Resources used | | | | | | |
| <i>Cost of generating funds</i> | | | | | | |
| ADVER - Advertising costs | — | — | — | — | — | 10 |
| <i>Cost of generating funds Totals</i> | — | — | — | — | — | 10 |
| <i>Charitable activities</i> | | | | | | |
| BCHAR - Bank and Online giving charges | 1,165 | — | — | — | 1,165 | 1,225 |
| CFNCO - Commonwealth Forestry Newsletter costs | 2,061 | — | — | — | 2,061 | 2,036 |
| OCOMM - Office communications and computer | 3,705 | — | — | — | 3,705 | 1,878 |
| OPOST - Office postage | 184 | — | — | — | 184 | 467 |
| OSTAT - Office stationery | 28 | — | — | — | 28 | — |
| PCONS - Personnel consultants | 4,988 | — | — | — | 4,988 | 5,983 |
| PINSU - Personnel insurance and pension | 1,854 | — | — | — | 1,854 | 1,995 |
| PPAYE - Personnel PAYE | 13,370 | — | — | — | 13,370 | 12,834 |
| PREGC - Personnel regional coordinators | — | — | — | — | — | 130 |
| PSALA - Personnel salary | 26,265 | — | — | — | 26,265 | 25,880 |
| QCCEX - Queen's Commonwealth | — | — | — | — | — | 848 |

There may be minor discrepancies in the totals if the pence are not being shown

COMMONWEALTH FORESTRY ASSOCIATION
REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

TABLE 4: ANALYSIS OF RECEIPTS AND PAYMENTS (2020) continued

| | Unrestricted | Designated | Restricted | Endowment | Total | |
|----------------------------------------|--------------|------------|------------|-----------|-----------|-----------|
| | | | | | This year | Last year |
| Canopy | | | | | | |
| REDIT - Review editorial charges | 713 | — | — | — | 713 | 1,751 |
| RONLI - Review online | 3,814 | — | — | — | 3,814 | 3,749 |
| RPOST - Review postage | 4,187 | — | — | — | 4,187 | 4,060 |
| RPRIN - Review printing | 10,527 | — | — | — | 10,527 | 9,300 |
| RTRAN - Review translations | 211 | — | — | — | 211 | — |
| YFAEX - Young Foresters Award expenses | — | — | 1,077 | — | 1,077 | 1,214 |
| Charitable activities Totals | 73,078 | — | 1,077 | — | 74,155 | 73,356 |
| Governance costs | | | | | | |
| PEXAM - Personnel independent examiner | 960 | — | — | — | 960 | 960 |
| Governance costs Totals | 960 | — | — | — | 960 | 960 |
| Resources used Grand totals | 74,038 | — | 1,077 | — | 75,115 | 74,326 |

COMMONWEALTH FORESTRY ASSOCIATION
REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

TABLE 5: Monthly Income and Expenditure totals

| Nominal code | Jan_20 | Feb_20 | Mar_20 | Apr_20 | May_20 | Jun_20 | Jul_20 | Aug_20 | Sep_20 | Oct_20 | Nov_20 | Dec_20 | Code total |
|------------------------------------------------|------------------|-----------------|------------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|------------------|
| Income | | | | | | | | | | | | | |
| DMISC (Donations general) | 1,200.00 | — | — | 500.00 | — | 160.00 | — | — | — | — | — | 110.00 | 1,970.00 |
| DSPPR (Donations Special Projects) | — | — | — | — | — | — | — | — | — | — | 850.00 | — | 850.00 |
| FADVE (Fees advertisement) | — | — | — | — | — | — | — | — | — | 1,500.00 | — | — | 1,500.00 |
| FAPPV (Fees Atypoon Pay Per View) | — | — | — | 3,421.97 | — | 750.00 | — | 86.38 | — | 22.54 | — | 41.56 | 4,322.45 |
| FBION (BioOne fees) | — | — | 16,887.62 | — | 4,307.08 | — | — | — | — | — | — | — | 21,194.70 |
| ISPIA (Interest Rathbones Investment) | — | — | 1,926.74 | — | — | — | — | — | — | — | — | — | 1,926.74 |
| MDCUR (Membership dues current) | 250.00 | 3,890.00 | 1,000.00 | 195.00 | 165.00 | 270.00 | 205.00 | 185.00 | 200.00 | — | 182.00 | — | 6,542.00 |
| RARVL (Rathbones revaluation) | — | — | 8,154.00 | — | — | — | — | — | — | — | — | (8,154.00) | — |
| RSADV (Review subscription advanced) | 9,493.50 | — | — | — | — | — | — | — | — | — | — | — | 9,493.50 |
| RSCUR (Review subscription current) | 1,220.00 | 3,285.00 | 1,952.54 | — | 368.66 | 1,830.00 | 1,388.00 | — | 280.50 | — | 1,850.00 | — | 12,184.70 |
| SFSI (Support for Special Issues) | — | — | — | — | — | 11,705.89 | — | — | — | — | — | — | 11,705.89 |
| SRSPI (Sales review special issues) | — | — | — | — | — | — | — | — | — | — | — | 5,250.00 | 5,250.00 |
| Income totals | 12,163.50 | 7,175.00 | 29,920.90 | 4,115.97 | 4,840.74 | 14,715.89 | 1,603.00 | 271.38 | 480.50 | 1,522.54 | 2,882.00 | (2,752.44) | 76,939.98 |
| Expenditure | | | | | | | | | | | | | |
| BCHAR (Bank and Online giving charges) | 14.00 | 426.69 | 340.18 | 46.00 | 6.76 | 16.13 | 88.79 | 7.99 | 30.48 | 103.90 | 2.41 | 82.47 | 1,165.80 |
| CFNCO (Commonwealth Forestry Newsletter costs) | — | — | 491.23 | — | — | 976.34 | — | — | — | 593.83 | — | — | 2,061.40 |
| OCOMM (Office communications and computer) | 214.01 | 1,958.70 | 158.28 | 431.91 | 65.00 | 60.00 | 104.37 | 225.00 | 79.99 | 123.22 | 84.90 | 199.99 | 3,705.37 |
| OPOST (Office postage) | 34.70 | 8.70 | — | — | — | — | 39.94 | 36.55 | — | 42.19 | 13.02 | 9.51 | 184.61 |
| OSTAT (Office stationery) | — | — | — | — | — | 4.29 | — | — | — | — | 10.80 | 12.94 | 28.03 |
| PCONS (Personnel consultants) | 300.00 | — | 345.00 | 1,283.28 | — | 300.00 | 780.00 | 300.00 | — | 600.00 | 480.00 | 600.00 | 4,988.28 |
| PEXAM (Personnel independent examiner) | — | — | — | 960.00 | — | — | — | — | — | — | — | — | 960.00 |
| PINSU (Personnel insurance and pension) | 183.40 | — | 183.40 | — | 366.80 | 186.76 | — | 186.76 | 186.76 | 186.76 | 186.76 | 186.76 | 1,854.16 |
| PPAYE (Personnel PAYE) | — | — | 2,215.27 | 1,228.92 | — | 2,459.28 | 1,248.83 | 1,241.87 | 1,248.05 | 1,243.43 | 1,242.07 | 1,242.65 | 13,370.37 |
| PSALA (Personnel salary) | 2,158.44 | 2,158.44 | 2,158.44 | 2,167.20 | 2,204.24 | 2,198.84 | 2,204.24 | 2,198.84 | 2,204.24 | 2,204.04 | 2,204.24 | 2,204.24 | 26,265.44 |
| REDIT (Review editorial charges) | 97.00 | — | — | 204.00 | — | — | 91.00 | 321.60 | — | — | — | — | 713.60 |
| RONLI (Review online) | 323.19 | — | — | — | — | — | — | — | — | — | 3,491.32 | — | 3,814.51 |
| RPOST (Review postage) | — | 967.91 | 889.25 | — | — | — | 1,101.80 | 142.34 | — | 1,086.55 | — | — | 4,187.85 |
| RPRIN (Review printing) | — | — | 2,440.77 | — | — | 1,996.54 | — | 2,148.05 | — | 2,011.60 | — | 1,930.86 | 10,527.82 |
| RTRAN (Review translations) | — | — | — | — | — | 211.00 | — | — | — | — | — | — | 211.00 |
| YFAEX (Young Foresters Award expenses) | — | 1,077.50 | — | — | — | — | — | — | — | — | — | — | 1,077.50 |
| Expenditure totals | 3,324.74 | 6,697.94 | 9,221.82 | 6,321.31 | 2,542.80 | 8,409.18 | 5,658.97 | 6,809.00 | 3,749.52 | 8,195.52 | 7,715.52 | 6,469.42 | 75,115.74 |
| Balance (income - expenditure) | | | | | | | | | | | | | 1,824.24 |

COMMONWEALTH FORESTRY ASSOCIATION
REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

**TABLE 5b: Comparison previous year's totals
Income and Expenditure**

| Description | 01/01/2019-31/12/2019 | 01/01/2020-31/12/2020 | Fund | Fund type |
|------------------------------------------------|-----------------------|-----------------------|----------|--------------|
| Income | | | | |
| DMISC - Donations general | 755.00 | 1,970.00 | General | Unrestricted |
| DSPPR - Donations Special Projects | — | 850.00 | General | Unrestricted |
| FADVE - Fees advertisement | — | 1,500.00 | General | Unrestricted |
| FAPPV - Fees Atypon Pay Per View | 5,110.74 | 4,322.45 | General | Unrestricted |
| FBION - BioOne fees | 26,397.49 | 21,194.70 | General | Unrestricted |
| FMMISC - Fees Management Miscellaneous | 43.09 | — | General | Unrestricted |
| ISPIA - Interest Rathbones Investment | 1,561.67 | 1,926.74 | General | Unrestricted |
| MDADV - Membership dues advanced | 160.00 | — | General | Unrestricted |
| MDCUR - Membership dues current | 5,752.55 | 6,542.00 | General | Unrestricted |
| RSADV - Review subscription advanced | 3,207.00 | 9,493.50 | General | Unrestricted |
| RSCUR - Review subscription current | 15,658.64 | 12,184.70 | General | Unrestricted |
| SFSI - Support for Special Issues | 3,950.00 | 11,705.89 | General | Unrestricted |
| SMISC - Sales miscellaneous | 120.00 | — | General | Unrestricted |
| SRSPI - Sales review special issues | 1,588.00 | 5,250.00 | General | Unrestricted |
| Totals | 64,304.18 | 76,939.98 | | |
| Expenditure | | | | |
| ADVER - Advertising costs | 10.41 | — | General | Unrestricted |
| BCHAR - Bank and Online giving charges | 1,225.25 | 1,165.80 | General | Unrestricted |
| CFNCO - Commonwealth Forestry Newsletter costs | 2,036.08 | 2,061.40 | General | Unrestricted |
| OCOMM - Office communications and computer | 1,878.13 | 3,705.37 | General | Unrestricted |
| OPOST - Office postage | 467.34 | 184.61 | General | Unrestricted |
| OSTAT - Office stationery | — | 28.03 | General | Unrestricted |
| PCONS - Personnel consultants | 5,983.24 | 4,988.28 | General | Unrestricted |
| PEXAM - Personnel independent examiner | 960.00 | 960.00 | General | Unrestricted |
| PINSU - Personnel insurance and pension | 1,995.85 | 1,854.16 | General | Unrestricted |
| PPAYE - Personnel PAYE | 12,834.62 | 13,370.37 | General | Unrestricted |
| PREGC - Personnel regional coordinators | 130.50 | — | General | Unrestricted |
| PSALA - Personnel salary | 25,880.11 | 26,265.44 | General | Unrestricted |
| QCCEX - Queen's Commonwealth Canopy | 848.33 | — | General | Unrestricted |
| REDIT - Review editorial charges | 1,751.96 | 713.60 | General | Unrestricted |
| RONLI - Review online | 3,749.14 | 3,814.51 | General | Unrestricted |
| RPOST - Review postage | 4,060.97 | 4,187.85 | General | Unrestricted |
| RPRIN - Review printing | 9,300.34 | 10,527.82 | General | Unrestricted |
| RTRAN - Review translations | — | 211.00 | General | Unrestricted |
| YFAEX - Young Foresters Award expenses | — | 1,077.50 | Forester | Restricted |
| YFAEX - Young Foresters Award expenses | 1,214.52 | — | General | Unrestricted |
| Totals | 74,326.79 | 75,115.74 | | |