

TRUSTEES' REPORT

The Association of Friends of the University of Bristol Botanic Garden
Hollybush Lane, Stoke Bishop, Bristol -BS9 1JB

Charity No. 291159

Report of The Trustees for the year ended 31st December 2020~~19~~

Constitution

The objects of the Association are to advance public education in, and to promote research into, Botany and its related subjects and to publish useful results of such research. In pursuance of these objectives the Association supports the work and further development of the University of Bristol Botanic Garden.

The garden is unique in the West Country and the plant collections have been chosen to provide teaching and research resources for the University. Its mission to educate, communicate and conserve has also established a valuable amenity for local schools and a cultural attraction for the public.

Committee

Management of the Association is vested in a Committee (the Trustees) and its powers and duties are set out in the Constitution, including the procedures for appointment, nomination and election. Regular meetings of the Committee provide opportunity to apply risk management criteria in the assessment of the viability of potential fund-raising initiatives, whilst being dutifully aware of its charitable objectives.

The following members served the Committee during the year:

Patricia Davie	Chair
Paul Mugford	Treasurer
Susan Beech	Membership Secretary
Tony West	Vice Chair
Alice Maltby	
Jean Martin	
Paul Wood	
Susan Redfern	

Nicholas Wray, Curator of the Garden, and ~~members of the newsletter-editorial team~~ other volunteers as appropriate may attend Committee meetings in an *ex officio* capacity.

Important aspects of the Committee's role are to encourage new members of the Association and to stimulate interest in the Garden through a variety of events and activities. Income generated by such initiatives, and from members' subscriptions and donations, after meeting expenses, is used to support the maintenance and development of the Garden. The Committee acknowledges the support

of those members who have become involved directly in Friends activities and 'hands-on' work in the Gardgarden.

Accounting system

Our accounting system is a simple cash book approach that is acceptable to the Charities Commission and reflects the straightforward financial activity of the Association.

The change from an accruals approach in 2019 means that subscription income in 2019 includes December (early and around £3.5K) renewals for 2020 – hence what appears as a major increase that falls back in 2020. The cash book approach simply means that we now record income and expenditure when it happens.

Income

During the year membership subscriptions have ~~a decreased by~~ increased by 2111% (£10,0724994). Partly due to the change in our accounting practice but mainly due to cancelled events when we would expect to see an increase in members. For this year Gift Aid at £16,719 reflects recovery for three years (2016/17/18) and this, together subscriptions, Subscription Income accounts for 9372% of the Associations tTotal Income (2019 72%864%).

Legacies and De~~Donations~~ are reduced ~~have been far less to at £1,3926,207 (20198 ££6,20718,082)~~

The Jazz evening concert contributed an impressive £4,161, the Open Gardens event scheme a significant £3,875 along with Plant sales at £2,343 and a number of smaller items as shown. With no events this year other income is significantly reduced.

The Education and Training Fund – set up in 2014 to include enabling the Garden to employ trainee horticulturalists – continues to benefit from subscriptions from our Benefactor and Corporate members along with Life Memberships.

Use of Funds

The excess of Income, after expenses, continues to support the work of the Garden and during 2019 this included regular maintenance and development amounting to £36,3805,528 (20198 £35,5284,390); Trainee support £6,22412,881 and a contribution of £6000 towards the replacement garden furniture on the terrace. 1,000 for project work.

Our most significant recurring operating cost, apart from the above, remains stationa~~ary~~ ary, printing and postage, mainly for the newsletter, at £11,010,972 (21098 £11,9727,895).

Reserves

Having set aside the Cecily Jones Trust Fund of £62,565 and transferred funds into the along with £22,437 in the Education and Training Account-Fund (ETF) to make £44,284 (2019 £25,437) we currently hold £64,16139,898 in the general fund. The ETF underpins our undertaking to support further Trainee costs. As mentioned last year it is hoped that we can increase the Trainee support to two places in 2020.

Investments

The NS&I Investment Account is the home of the Cecily Jones Trust Fund. This is a legacy from which we can only make use of the interest.

All remaining funds are held with either Lloyds Bank or Barclays Bank.

Insurance

- The Association's activities are covered by a Public / Employers' Liability Insurance Policy under the Affiliated Societies Insurance Scheme operated by the Royal Horticultural Society.

Auditor -

The Committee wishes to record its appreciation of Chris Starr's services in his capacity as Honorary Auditor.

By order of the Trustees

March 20210.

The Association of Friends of the University of Bristol Botanic Garden
Registered Charity No 291159

Income and Expenditure account for the year ended 31 December 2020

	2020		2019
	£		£
INCOME		INCOME	
Membership Subscriptions	41,555		51,752
Benefactor Membership	4,875		4,750
New Life Membership	625		625
Corporate Membership			2,650
Legacies			4,000
Donations	1,392		2,207
Social Events - Jazz concert			5,667
Open Gardens	464		3,875
Plant sales	625		2,343
Gift Aid (2016/17/18)			16,719
Interest on bank deposits etc.	532		566
Lectures	140		210
Book sales			89
Sundry receipts / petty cash			183
	<u>50,208</u>		<u>95,636</u>
EXPENDITURE		EXPENDITURE	
Garden support and development	36,380		35,528
Education & Training Support - Provision 2019 not needed	(3,000)		12,881
Garden Support		Garden Furniture	6,000
Garden Support - Trainee	6,224		
Garden Support - Alex Hertzel project	1,000		
Social Events -Jazz Concert			1,506
Lectures	186		739
Bank charges	390		496
Entertaining			249
Insurance & affiliation	110		110
Stationery & Printing	6,716		7,926
Postage	4,394		4,046
Sundry (Software)	97		199
Petty Cash	100		150
Miscellaneous	27		30
	<u>52,624</u>		<u>69,860</u>
Surplus/(-) for the Year	<u><u>-2,416</u></u>	Surplus/(-) for the Year	<u><u>25,776</u></u>
BALANCE SHEET as at 31st December		BALANCE SHEET as at 31st December	
Net Assets		Net Assets	
Barclays Bank C/A	25,646		28,506
Lloyds Bank C/A	14,124		35,384
Petty cash	128		270
Restricted: Barclays Bank (Education and Training Fund)	44,284	Provision - reversed 2020	(3,000)
Restricted: NS&I Investment (Cecily Jones Trust)	62,565		25,437
	<u>146,746</u>		<u>62,565</u>
			<u>149,162</u>
Profit & Loss Account			
Brought forward	149,162		123,386
Net profit /(loss)	-2,416		25,776
TOTAL FUNDS	<u><u>146,746</u></u>		<u><u>149,162</u></u>

Approved on behalf of the Committee

P Mugford (Honorary Treasurer) 1 February 2021

Audit Report

I have audited the financial statements for the year ended 31 December 2020 which, in my opinion, give a true and fair view of the financial position of the Association at that date and of its income and expenditure for the year.

C Starr BA ACA (Honorary Auditor)



010321

The Association of Friends of the University of Bristol Botanic Garden
Registered Charity No 291159

Income and Expenditure account for the year ended 31 December 2020

	2020		2019
	£		£
INCOME		INCOME	
Membership Subscriptions	41,555		51,752
Benefactor Membership	4,875		4,750
New Life Membership	625		625
Corporate Membership			2,650
Legacies			4,000
Donations	1,392		2,207
Social Events - Jazz concert			5,667
Open Gardens	464		3,875
Plant sales	625		2,343
Gift Aid (2016/17/18)			16,719
Interest on bank deposits etc.	532		566
Lectures	140		210
Book sales			89
Sundry receipts / petty cash			183
	<u>50,208</u>		<u>95,636</u>
EXPENDITURE		EXPENDITURE	
Garden support and development	36,380		35,528
Education & Training Support - Provision 2019 not needed	(3,000)		12,881
Garden Support		Garden Furniture	6,000
Garden Support - Trainee	6,224		
Garden Support - Alex Hertzel project	1,000		
Social Events -Jazz Concert			1,506
Lectures	186		739
Bank charges	390		496
Entertaining			249
Insurance & affiliation	110		110
Stationery & Printing	6,716		7,926
Postage	4,394		4,046
Sundry (Software)	97		199
Petty Cash	100		150
Miscellaneous	27		30
	<u>52,624</u>		<u>69,860</u>
Surplus/(-) for the Year	<u><u>-2,416</u></u>	Surplus/(-) for the Year	<u><u>25,776</u></u>
BALANCE SHEET as at 31st December		BALANCE SHEET as at 31st December	
Net Assets		Net Assets	
Barclays Bank C/A	25,646		28,506
Lloyds Bank C/A	14,124		35,384
Petty cash	128		270
Restricted: Barclays Bank (Education and Training Fund)	44,284	Provision - reversed 2020	(3,000)
Restricted: NS&I Investment (Cecily Jones Trust)	62,565		25,437
	<u>146,746</u>		<u>62,565</u>
			<u>149,162</u>
Profit & Loss Account			
Brought forward	149,162		123,386
Net profit /(loss)	-2,416		25,776
TOTAL FUNDS	<u><u>146,746</u></u>		<u><u>149,162</u></u>

Approved on behalf of the Committee

P Mugford (Honorary Treasurer) 1 February 2021

Audit Report

I have audited the financial statements for the year ended 31 December 2020 which, in my opinion, give a true and fair view of the financial position of the Association at that date and of its income and expenditure for the year.

C Starr BA ACA (Honorary Auditor)



010321