

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 2021

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 Wood
Secretary		
Paul Mugford	Treasurer	Jean Martin
Susan Beech	Membership	Susan Redfern
Tony West	Vice Chair	Alice Maltby
Publicity		Marketing and

Nicholas Wray, Curator of the Garden, and 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 Garden.

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 cash book approach simply means that we record income and expenditure when it happens whilst taking care to note any significant items due (not paid or received) for the current year.

Income

During the year membership subscriptions were flat £41,422 (£41,555) with a small, but very welcome, increase in our Benefactor member subscriptions £5,250 (£4,875). Once again Covid restrictions prevented most events from going ahead so the opportunity to promote memberships, at the events, was lost. We were delighted to be able to hold a somewhat reduced Jazz event that generated £1,888. We are also very grateful to Chris Purvis who continued with plant sales from home and contributed an amazing £1,165.

Legacies and Donations have increased to £2,620 (£1,392)) and work done around Gift Aid generated £8,602. With no events this year other income remains reduced.

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

Subscription Income accounts for 89% of the Associations total Income (93%)

Use of Funds

The excess of Income, after expenses, continues to support the work of the Garden and during 2021 this included regular maintenance and development amounting to £36,780 (£36,380) and Trainee support at £14,100. We purchased a laptop (£500) for use by the membership team.

Our most significant recurring operating cost, apart from the above, remains stationary, printing and postage, mainly for the newsletter and seed list - which was maintained throughout - at £10,273 (£11,010). We continue to explore the use of email to help reduce costs.

The accounts include a provision of £7,050 for Trainee costs. Due for 2021 but not yet paid.

Reserves

Having set aside the Cecily Jones Trust Fund of £62,565 (we are custodians of the capital and can only use the interest) and transferred funds into the Education and Training Fund (ETF) which now stands at £42,488 (£44,284)) we currently hold £41,388 in the general fund. The ETF underpins our undertaking to support further Trainee costs.

Investments

The NS&I Investment Account is the home of the Cecily Jones Trust Fund. 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 - Independent examiner to be appointed following the sad death of Chris Starr a long term friend, and supporter, of the Garden.

By order of the Trustees

March 2022.

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 2021

	2021 £		2020 £
INCOME		INCOME	
Membership Subscriptions	41,422		41,555
Benefactor Membership	5,250		4,875
New Life Membership			625
Corporate Membership	1,150		
Legacies			
Donations	2,620		1,392
Social Events - Jazz concert	2,550		
Open Gardens			464
Plant sales	1,165		625
Gift Aid (2019)	8,602		
Interest on bank deposits etc.	521		532
Lectures	50		140
Book sales			
Sundry receipts / petty cash			
	63,330		50,208
EXPENDITURE		EXPENDITURE	
Garden support and development	36,780		36,380
Education & Training Support			(3,000)
Garden Support		Garden Furniture	
Garden Support - Trainee (Includes a £7,050 provision)	14,100		6,224
Garden Support - Alex Hertzal project			1,000
Social Events -Jazz Concert	662		
Lectures	200		186
Bank charges	462		390
Entertaining	40		
Insurance & affiliation	110		110
Stationery & Printing	5,699		6,716
Postage	4,574		4,394
Service charges	22		
Sundry (Software)	192		97
Petty Cash			100
Miscellaneous	530		27
	63,371		52,624
Surplus/(-) for the Year	(41)	Surplus/(-) for the Year	(2,416)
BALANCE SHEET as at 31st December		BALANCE SHEET as at 31st December	
Net Assets		Net Assets	
Barclays Bank C/A	37,386		25,646
Lloyds Bank C/A	4,002		14,124
Petty cash	265		128
Restricted: Barclays Bank (Education and Training Fund)	42,488		44,284
Restricted: NS&I Investment (Cecily Jones Trust)	62,565		62,565
	146,706		146,746
Profit & Loss Account			
Brought forward	146,746		149,162
Net profit /(loss)	(41)		(2,416)
TOTAL FUNDS	146,705		146,746

Approved on behalf of the Committee

P Mugford (Honorary Treasurer) 1 February 2021

Independent Examiner - Ed Holcombe ACA

Independent examiner's report to the Trustees of Association of friends of Bristol University Botanic Garden

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st December 2021 which are set out on pages 1 to 12.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act')

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's report

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of The Act; or
- 2) the accounts do not accord with those accounting records

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

Signed:



Name: Edward Holcombe ACA

Institute of Chartered Accountants in England & Wales (ICAEW) – 3174840

Address: 4 Branscombe Road, Bristol, BS9 1SN

Date: 21/02/2022