

FRIENDS OF WESTONBIRT ARBORETUM

England & Wales · Charity number 293190

Details

Other names	THE FRIENDS OF WESTONBIRT ARBORETUM, THE FRIENDS OF WESTONBIRT ARBORETUM TRUST, FOWA
Status	Registered
Legal form	Charitable company
Company number	04965522
Registered	1985-12-04
Register	View on the Charity Commission register

Contact

Address	Great Oak Hall Westonbirt Arboretum Westonbirt Tetbury GL8 8QS
Phone	01666331770
Email	Board@fowa.org.uk
Website	www.fowa.org.uk

Activities

Objects: THE FRIENDS OF WESTONBIRT ARBORETUM AIMS TO FURTHER PUBLIC ENJOYMENT AND KNOWLEDGE OF THIS WORLD RENOWNED TREE COLLECTION AND TO SECURE ITS SUSTAINABLE FUTURE. IT DOES THIS BY ENGAGING, INFORMING AND INCREASING ITS MEMBERSHIP AND ALSO BY GIVING FINANCIAL AND PRACTICAL SUPPORT TO THE MANAGEMENT AND DEVELOPMENT OF WESTONBIRT, THE NATIONAL ARBORETUM AND, IN PARTICULAR, BY: 1. PROVIDING SUPPORT TO THE NATIONAL ARBORETUM AT WESTONBIRT IN PROMOTING PUBLIC UNDERSTANDING OF THE CRITICAL ROLE OF TREES TO THE ENVIRONMENT AND SOCIETY; 2. PROVIDING SUPPORT FOR THE ARBORETUM'S RESEARCH AND EDUCATION IN ALL FIELDS RELATING TO TREES; 3. PROVIDING SUPPORT FOR THE CONSERVATION, MAINTENANCE AND DEVELOPMENT OF THE UNIQUE TREE AND COLLECTION AND HISTORIC LANDSCAPE FOR FUTURE GENERATIONS; 4. PROVIDING FUNDS TO ENHANCE THE PUBLIC'S EXPERIENCE AT THE ARBORETUM; 5. ACTING AS AN ADVOCATE FOR THE ARBORETUM, PROMOTING ITS VALUES AND THE NEED FOR CONTINUING FUNDING; 6. PROVIDING SUPPORT TO THE ARBORETUM BY CULTIVATING THE CHARITY'S RELATIONSHIP WITH ITS MEMBERS SO AS TO ENCOURAGE LONG-TERM RELATIONSHIPS AND FUNDRAISING OPPORTUNITIES; 7. PROMOTING OPPORTUNITIES FOR ACCESS AND PARTICIPATION TO A DIVERSE RANGE OF PUBLIC INDIVIDUALS AND GROUPS; 8. PROVIDING FUNDS FOR SUCH OTHER CHARITABLE PURPOSES AS WILL FURTHER THE WORK OF THE ARBORETUM

Activities: The Friends of Westonbirt Arboretum operates the membership scheme for Westonbirt, the National Arboretum in Gloucestershire. It aims to further public enjoyment and knowledge of this world renowned tree collection and to secure its sustainable future through engaging and informing visitors and members and by giving financial and practical support for the management and development of the site.

Classification

- **How:** Makes Grants To Organisations
- **What:** Environment/conservation/heritage
- **Who:** Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** TETBURY IN GLOUCESTERSHIRE
- Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£2,402,434	£2,248,568	£940,688	24
2023-12-31	£2,204,896	£2,126,077	£786,822	23
2022-12-31	£1,983,444	£2,001,690	£1,303,552	25
2021-12-31	£1,872,677	£1,721,987	£1,321,798	23
2020-12-31	£1,636,529	£1,340,707	£1,171,108	20

Trustees

Name	Role	Appointed
Emma Victoria Skuse		2025-05-14
Katherine Elizabeth Hare		2025-05-14
Martin Robert Allman		2025-05-14
Martyn Douglas Smith		2018-01-01
Owen Forster		2022-07-07
Paul Isherwood		2022-07-07
Rachel Walker		2019-04-18
Sarah Bryars		2024-05-01
Sian Troupe		2022-07-07

Linked charities

- THE FRIENDS OF WESTONBIRT ARBORETUM TRUST (293190-1)
- THE ASSOCIATION OF THE FRIENDS OF WESTONBIRT ARBORETUM (293190-2)

Accounts

Company no. 04965522
Charity no. 293190

Friends of Westonbirt Arboretum
Report and Audited Financial Statements
31 December 2024

Friends of Westonbirt Arboretum

Reference and administrative details

For the year ended 31 December 2024

Company number 04965522

Charity number 293190

Registered office and operational address The Great Oak Hall
Westonbirt, The National Arboretum
Tetbury
Gloucestershire
GL8 8QS

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report, and the subcommittees on which they served, were as follows:

S Addadahine	(appointed 1 May 2024)	
M Ballard	(appointed 5 February 2025)	
S Bryars, Joint Vice Chair	(appointed 1 May 2024)	1
O Forster		1
N Frost		2
P Isherwood, Joint Vice Chair		2
N Sachdev	(resigned 2 October 2024)	1,2,3
M Smith, Treasurer and Chair	(Chair from 4 December 2024)	1,2,3
S Troupe		1
C Walker	(resigned 5 February 2025)	1,2,3
R Walker		3
A Woods	(resigned 23 February 2024)	1

Committees to the board	Chairperson
1. Finance and risk panel	M Smith
2. Enterprise board	N Frost
3. Human resources	R Walker

The Chair of Trustees has an ex-officio appointment on all committees.

Senior leadership team The management of FoWA is overseen by a senior leadership team employed by the Trust during the year. This comprised as follows:

E Griffiths	Chief Executive
H Turner	Finance Director

Bankers

Lloyds Bank PLC 14 Castle Street Cirencester Gloucestershire GL7 1QJ	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
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CCLA Investment Management Ltd
80 Cheapside
London
EC2V 6DZ

Friends of Westonbirt Arboretum

Reference and administrative details

For the year ended 31 December 2024

Auditors	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD
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Friends of Westonbirt Arboretum

Chair's statement

For the year ended 31 December 2024

2024 was a year of growth and renewed momentum for the Friends of Westonbirt Arboretum. Against a challenging backdrop for visitor attractions, we were proud to achieve an 8.3% increase in membership—ending the year with 38,000 members. This turnaround reflects the success of our refreshed membership strategy and our focus on re-engaging former members.

Our fundraising also gathered pace, with £265,000 secured through external grants and trusts to support key projects such as the Silk Wood Community Planting, Play, and Accessibility. In total, the Charity awarded £372,000 in new grants for Arboretum projects, with an additional £335,000 paid towards previously committed projects. We were especially pleased to see the continued impact of our Community Grant Giving Fund, helping to make Westonbirt more accessible for community groups.

A further £762,000 was paid to Forestry England for Arboretum Access Rights, directly supporting site operations and ensuring our members continue to enjoy free access to this special place.

Our trading subsidiary, the Shop, had a successful year—offering new, locally sourced ranges and enhancing the visitor experience, all while promoting membership and contributing valuable income to the site.

Collaboration with Forestry England remains central to our work. We've strengthened partnerships at both local and national levels, working together on shared priorities in fundraising, marketing, and long-term planning. As we look ahead to our 40th anniversary in 2025, we're excited to celebrate our impact and thank all those who've contributed to the Charity's journey.

This year also saw changes to our Board of Trustees. We thank Alaana Woods, Neil Sachdev, and Christian Walker for their service and welcome new trustees Sam Addadahine and Sarah Bryars. Following Christian's resignation in December, I stepped into the role of Chair, supported by Paul Isherwood and Sarah Bryars as joint Vice-Chairs.

Finally, and most importantly, thank you to our Members and Supporters. Your loyalty, generosity, and belief in the Arboretum's future continue to inspire everything we do.

Martyn Smith - Chair of the Board of Trustees

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

About the charity

Westonbirt, The National Arboretum (the Arboretum) is the location for a historic, Victorian picturesque landscape and internationally important tree and shrub collection that is managed by Forestry England with support from us, the on-site charity. The nearly 15,000 labelled specimens come from Britain, China, North America, Japan, Chile and other temperate climates.

The Arboretum covers 600 acres and consists of three main areas: the Old Arboretum is a carefully designed landscape dating from the 1850s offering beautiful vistas, stately avenues and trees from around the world; Silk Wood is an ancient, semi-natural woodland which has exotic planting throughout its landscape; and the Downs is Grade 1 registered and hosts species-rich grassland.

The Friends of Westonbirt Arboretum is a local charity with approximately 38k members. Our mission is to further the public enjoyment and knowledge of Westonbirt Arboretum and to secure its sustainable future.

The Charity was established in 1985 by a small group of enthusiasts who were committed to the preservation and development of this unique landscape. The Charity works closely with Forestry England to support their aspirations for the long-term development of the Arboretum.

The Charity has a dual legal status as a registered company regulated under company law, and as a registered Charity regulated under Charity law. It is governed for public benefit by the Trustee Board according to the Charity's Articles. The strategic direction and development of the Charity is managed by the Trustee Board, alongside an established Finance and Risk Committee providing additional financial control. The day-to-day operation of the Charity is delegated to the Chief Executive and staff team.

The Charity is committed to good governance and good practice in fundraising, having voluntarily chosen to follow the Code of Fundraising Practice (as overseen by the Fundraising Regulator) and the Charity Governance Code (as endorsed by the Charity Commission).

Structure, governance and management

Governing document

The governing document is the Memorandum and Articles of Association incorporated on 17 November 2003, as amended by special resolutions in 2008, 2011, 2012, 2014 and 2018.

The Friends is a membership and fundraising organisation for Westonbirt, The National Arboretum and as of 31 December 2024 we had 37,904 Members. The Board is accountable to the Charity Commission as a registered Charity.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Recruitment and appointment of Trustees

Trustees are recruited following a skills audit of Board members to ensure that the Board has the right mix of skills and experience. The services of a recruitment consultant may be used to recruit new Trustees. Trustees are required to retire from office following the completion of their term of office at 3 years, serving a maximum of three terms of office (9 years in total). There is an induction process to support new Trustees, set out in the Trustee policy, including meetings with key staff and stakeholders and offers training and development opportunities.

The Board meets at least five times during the year. There are also three subcommittees: an Enterprise Board and a Finance and Risk Panel, which meet four to five times per year. Additionally, there is a Human Resources Panel which is convened when needed.

The Trustees have continued to keep the Charity governance needs and the diversity of the Board under review. The Trustees are responsible for staff pay, benefits and terms and conditions. Detailed oversight of finance is delegated specifically to the elected Treasurer who works closely with the Finance Director and keeps the Board informed. With the appointment of the current Treasurer to the position of Chair, an additional Trustee with finance experience will be appointed in early 2025. The Board is also currently recruiting with an aim of appointing the maximum number of 12 Trustees - specific skill sets having been identified as legal, fundraising and retail expertise.

Risk management

Risk is managed through a risk management register and detailed policy; this is reviewed by the CEO alongside a Trustee with specialist expertise in risk management who reports to the full Board. Major risks are reviewed annually by the full Board and are kept under review on a quarterly basis by the Finance and Risk Panel. The Board monitors impact, probability, mitigations taken and identifies any additional action required. Key potential risks facing The Friends that require careful monitoring include the impact of any major changes in membership recruitment and retention which is often influenced by the current economic climate. Other risks monitored are cyber security and data protection, staff turnover and the relationship with Forestry England who run the site.

Organisational structure

Day-to-day responsibility for operations of The Friends is delegated to the full-time employed Chief Executive Officer (CEO) and, through them, to the staff team. The Friends is also a fully paid member of the Fundraising Regulator and are committed to good practice in fundraising.

The Board works closely with the CEO to set the strategic direction of The Friends, as well as working with key stakeholders such as Forestry England. This has been demonstrated through the Forestry England Director being invited to report to the Board as a guest at Board meetings on performance and developments of the Arboretum on a quarterly basis.

Related parties

Forestry England is the site manager of the Arboretum and the major beneficiary of our grant giving. To this end, The Friends has in place a partnership agreement that is signed off by the Board of Trustees and Forestry England senior management. We have a grant policy in place with a transparent process for application and awarding of grants against our charitable objectives and criteria set in the policy. In awarding grants, the recipient (including Forestry England) are bound by the terms of those grants to provide impact reporting and we monitor the completion of projects against these terms.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Pay policy for key management staff

The Trustees consider that the Board of Trustees, the Chief Executive Officer and the Senior Management comprise the Key Management personnel of the Charity in charge of directing and controlling, running and operating on a day-to-day basis. All Trustees give their time freely and no Trustee received remuneration or other benefit from their work in the year. Details of Trustees' expenses are disclosed in note 11 to the accounts.

The pay for the Chief Executive Officer and all staff is reviewed by the Board of Trustees annually. The pay review includes a 3rd-party benchmarking against both the voluntary sector and visitor attractions.

Aims, objectives and activities

Objectives

The Friends of Westonbirt Arboretum aims to further public enjoyment and knowledge of the Arboretum's world-renowned tree collection and to secure its sustainable future. It does this by engaging, informing and increasing its membership and also by giving financial and practical support to the management and development of Westonbirt, The National Arboretum and, in particular, by:

- providing support to the National Arboretum at Westonbirt in promoting public understanding of the critical role of trees to the environment and society;
- providing support for the Arboretum's research and education in all fields relating to trees;
- providing support for the conservation, maintenance and development of the unique tree collection and historic landscape for future generations;
- providing funds to enhance the public's experience at the Arboretum;
- acting as an advocate for the Arboretum, promoting its values and the need for continuing funding;
- providing support to the Arboretum by cultivating the Charity's relationship with its members so as to encourage long-term relationships and fundraising opportunities;
- promoting opportunities for access and participation to a diverse range of public individuals and groups; and
- providing funds for such other charitable purposes as will further the work of the Arboretum.

Strategies

In December 2019, a new vision for the Arboretum as a whole was launched by Forestry England entitled 'Our Place in a Changing World', which focusses on responding to the environmental and human challenges we face over the next 10 years as the climate and society changes. The vision is for the Arboretum to be ***A world leader in trees, inspiring people through conservation, education and participation.***

2024 saw the charity work on an interim 1-year strategy for development and growth, having identified some key areas to test, resolve and develop through the work completed in 2023 and in the context of having built the team and relationship with Forestry England, since the appointment of the current CEO in August 2022. The strategy has been driven by a focus on the following priorities with the overall aim of supporting the Arboretum and the shared Ten-Year Vision, as detailed below:

- contributing to the Arboretum Development Masterplan and improving the collaborative culture;
- raising funds for the delivery of Arboretum Development projects;
- increasing membership and retention of members; and
- increasing stakeholder engagement and growing the charity profile.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

The Board and staff have spent time revisiting the Charity purpose, organisational values and reviewing the effectiveness and impact achieved to date then setting the interim strategy for 2024. This work has been carried out in consultation with the Board of Trustees, all staff at the Friends and through stakeholder engagement, including our partners at Forestry England and drawing on feedback from Members.

The latter part of 2024 enabled us opportunity to reflect on this progress and outcomes of these tactics have informed a strategy that will run from 2025 through to the beginning of 2030.

Public benefit

The Friends of Westonbirt Arboretum provides several public benefits, primarily focused on supporting the arboretum itself. This is made possible through fundraising and generating income through membership and retail. With this income we support, enable and facilitate the following, primarily through our strong partnership and collaboration with Forestry England who manage the site.

Conservation and Preservation: The Charity contributes to the conservation and preservation efforts of Westonbirt Arboretum, ensuring that the diverse collection of trees and plants are maintained for future generations to enjoy.

Education and Outreach: The Charity payment to Forestry England for members to access the site contributes to the running cost of the educational programs, workshops, and guided tours to schools and the public, promoting environmental awareness and appreciation for nature.

Access and Enjoyment: The Charity works to improve access to the Arboretum, making it more enjoyable and accessible for visitors of all ages and abilities.

Research and Development: Funding from the Charity supports research initiatives aimed at better understanding tree species, ecosystems, and environmental sustainability, seed collection and conservation efforts.

Community Engagement: Through grants the Charity supports the facilitation of community events, volunteer opportunities, and membership engagement, fostering a sense of belonging and stewardship among supporters of both the Charity itself and Forestry England, Westonbirt.

Overall, the Friends of Westonbirt Arboretum plays a crucial role in enhancing the Arboretum's value as a public resource, both ecologically and recreationally.

Achievements and performance

During the year, the Friend's main operations fell into the following areas:

1. Membership
2. Retail
3. Fundraising
4. Charitable Activities and Impact

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Membership

As a membership organisation, the Friends relies on the lifeblood of our membership income, enabling us to raise charitable funds to meet our charitable objectives in support of Westonbirt Arboretum. Increase in membership numbers directly impacts the level of Arboretum Access Rights Payments the Friends makes to the Arboretum: greater membership numbers result in a greater level of financial support for the Arboretum through further grant giving. This has been a strong year for membership growth as a result of our pivot in marketing activity, testing incentives and improving or increasing our communication to members. We ended the year with 37,904 members, an increase of 8.3% YoY, and the Supporter Engagement and Servicing Team have worked hard to process and service the membership increase in applications.

Of our 38k members at the end of the year, 78% of those memberships were eligible for Gift Aid. This resulted in membership income of £1,528k (including Gift Aid).

Member feedback:

"Such a lovely space to bring our little one, space to roam, play outside, splash in puddles and just be outdoors!" Jack Greenaway

"I have been given a year's membership as a 70th birthday present. Living in the local area, I am looking forward to visiting several times during this year". Mary Anne Fitch

"I belong to the Nordic Walking Group exercising in the arboretum, watching the changes each season brings, just makes me feel so good. Nature at its best – providing fun, friendship and fitness". Mrs Josephine Gale

"I love Westonbirt for the peace and calm with the trees. I have chronic health conditions and always feel better after visiting. Thank you so much". Anonymous

Magazine

The member magazine plays a pivotal role in the promotion and education of the work that is undertaken, serving as a key channel for showcasing the Charity's impact and inspiring member engagement with the Arboretum.

Members receive comprehensive membership benefits whilst sitting inside the permissible Gift Aid threshold, such as shopping discounts with partner organisations and entry to partner gardens, newsletters and 'behind the scenes' updates. Examples of which can be found on our website blog section: [The Friends Blogs](#)

Our Members have played a vital role support the Arboretum since the Charity was established in 1985 and continue to be pivotal in securing the site's sustainable future for generations to come and we are truly grateful for their ongoing loyalty and support.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Arboretum Access Rights Payment (the AARP)

The AARP payment is the payment the Charity makes to Forestry England to secure access for its Members. This money contributes to the operational management of the site. This includes:

- conservation and tree management work including collection and landscape management, propagation activity, dendrology, survey and inventory work, and volunteer, student and work experience;
- education, learning and interpretation, including enabling schools to use the Arboretum to support the learning of their pupils and supporting visitors' understanding of the importance of trees in general, and Westonbirt in particular, as well as widening access from underrepresented audiences;
- volunteer participation support; and
- improving accessibility to the Arboretum, including the funding and maintenance of mobility scooters.

The 2024 AARP payment was £762,342.

Retail

The Buying and Retail Manager has worked to rationalise the staffing in the Shop to ensure efficient use of resources and affordability. An Assistant Retail Manager was appointed in January 2024 as well as one other permanent role with the remainder of the staff team employed on a casual basis. We now have a committed and enthusiastic team working well to ensure the shop remains an attractive and friendly retail experience for visitors on site. We have continued to develop the variety of products available, purchasing from artisan makers and, where possible, from local suppliers as well as increasing the amount of Westonbirt-own merchandise. During 2024 we secured a license to sell alcohol, allowing us to diversify into a new range of products which have proven to be very popular with customers. Overall, The Charity has sought to follow an ethical approach in its buying strategy, sourcing British produce and merchandise locally whenever possible.

As a result of this combination of efforts we have seen an improvement in shop performance in 2024 and we are positive that with the improved systems, more favourable lease terms, increased promotion and desirable products, we will see a further improvement in performance in 2025. With the Charity running the retail, we can provide Forestry England with an onsite shop that reflects the Arboretum well and provides the Charity with profits to then award as grants to Forestry England and others in support of the Arboretum.

Fundraising

Fundraising in 2024 has comprised a mixed income portfolio of individual donations and grants from trusts and foundations. The fundraising has been targeting areas of need in the Arboretum such as the community planting projects, development of the provision of play, tree conservation and improving accessibility. We continue to offer routes for individuals to support the Arboretum through our popular Leaves of Life memorial sculpture, Support A Square, bench sponsorship and legacy. During 2024, the income from fundraising totalled £292k, exceeding budget expectations (see note 3 of the accounts for further details).

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Acknowledgement of support

We, and the Westonbirt Forestry England team, are extremely grateful to the following funders for their support via grants in 2024:

- The Ammco Trust
- Bruce Wake Charitable Trust
- Cotswolds National Landscape
- Douglas Arter Foundation
- D'Oyly Carte Charitable Trust
- The Edward Cadbury Charitable Trust
- The Ernest Kleinwort Charitable Trust
- J and M Britton Charitable Trust
- The John Horseman Trust
- Julia Rausing Trust
- Miller Knoll
- The Summerfield Charitable Trust
- The Swire Charitable Trust

All fundraising activities are undertaken in line with the Fundraising Regulator guidelines, of which we are a paid member.

Charitable activity and impact

In addition to external fundraising, we have been able to contribute to the site through our own grant giving as a result of generating surplus through membership and retail income.

During the year, we continued to monitor our grants awarded and the impact of this funding through impact reports provided by beneficiaries. More details of these projects can be found on our website: <https://www.the Friends.org.uk/our-cause/what-we-do/projects/>

During 2024, the Charity paid £335k in respect of previously awarded grants. The Charity also awarded new grants totalling £372k in the year, however, during the year an adjustment of £115k was made in relation to underspent and early-end grant commitments made in prior years, reducing the overall grant commitments recognised in the year to £257k (see note 8 of the accounts for further details).

In line with the joint vision for the site, we have fundraised and awarded grants under the following categories:

Conservation

Westonbirt Tree Conservation Manager - The Charity previously funded the 3-year appointment of a Forestry England employed Tree Conservation Officer, whose appointment started in April 2023, and to contribute to the cost of associated tree research trips and seed collections. This grant came to an end in 2024 due to the Tree Conservation Manager being successfully appointed to the Arboretum Curator. The vacant Tree Conservation Manager post is being recruited to in early 2025 and we are hoping to support this appointment by awarding a new grant in support of this role during 2025. The Charity will also fundraise externally in support of this important role and work.

<https://www.the Friends.org.uk/blog/a-maple-odyssey-in-greece>

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Trainee-Student Arborist - The Charity made a commitment to support a 3-year programme offering a trainee student arborist a Forestry England fixed term contract, to work with the Westonbirt Arboretum Tree Team.

The Trainee-Student Arborist not only assists the Forestry England, Westonbirt Tree Team each year with the essential conservation, maintenance and development of the living tree collection and historic landscape, but it enables new entrants into the field of arboriculture to learn key skills and adopt the highest industry standards, at a time when trees and woodlands have never been more important.

"The first six months of my year as Student Arborist at Westonbirt has flown by in a blur of leaves, woodchip, machines and smiling faces. Needless to say, it's been fantastic, and I've learned an enormous amount, not only about the practical skills and understanding of arboriculture in the Arboretum but also about the interlinking of the different teams and stakeholders, as well as the key role that the Friends play in facilitating the magic happening. The last month has been exciting, planting up new specimens and imagining what I might see when I come back in 30 years. I'm really looking forward to being as useful as possible over the next few months, as well as asking as many questions as I can before my time runs out. I remain incredibly grateful to the Friends for this unbelievable opportunity (and had no hesitation in renewing the family membership last month!) and I hope to see you out amongst the trees". Jonathan Wordsworth - Student Arborist.

The Charity is proud to be supporting the development of the workforce trained in the specialist skills required for looking after the nationally important tree collection, here at Westonbirt and we continue to fundraise for this ongoing need.

Coppice Apprentice - This grant was to provide tools and training costs/top-up to the salary of a Coppice Apprentice, over a two-year period, who has been recruited through the Small Woodlands Association Apprentice Scheme. From January 2023, she has worked on the Westonbirt Coppice Restoration Project. The Coppice Restoration Program is virtually unique in the UK and provides an important opportunity to educate the public on the benefits of woodland management. The coppice workers frequently interact informally with members of the public and more formally with visiting groups.

"With Naomi's apprenticeship drawing to a close, we're really pleased to thank The Friends for their generous contribution to its funding. The cost of training and of tools is a considerable demand on someone setting up in the coppice business, so to have this covered has been a real boon. And now that she's set-up, she should be seen working away in Silkwood for years to come!" Brian Williamson – Coppice Manager.

Education

Westonbirt Interpretation Projects - A grant was awarded to Forestry England to update on site interpretation to support the vision in strengthening the connection between visitors and trees. The funding has been used to design and purchase tree plinths to highlight 40 key specimens. The grant was completed in April 2024, and the site is now enjoying a range of updated signage across both Silk Wood and the Old Arboretum. These signs are providing education and context regarding some of our world-renowned trees.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

University of the West of England PhD Student - The Charity awarded a grant of up to £25,000 across four years to part-fund a PhD research project. This is a collaboration with the University of West England (UWE) with 25% funding from The Charity, the residual 75% funded by UWE. The research builds on work carried out at the Arboretum in 2020-21 by a UWE MSc student and will provide an in-depth survey of the current and potential future threats to *Tilia* in the UK. The research aims to improve our understanding of the health of an important parkland tree species, and the partnership strengthens the link between academic institutions and Westonbirt, the National Arboretum. The grant is ongoing up to 4 years.

<https://www.the-friends.org.uk/blog/protecting-tilia-trees-how-members-are-helping-to-research-tree-diseases>

*“Helene is coming to the end of the second year of her PhD and has met the objectives we set out in terms of the project. We sampled several sites extensively last year and extracted DNA for a community analysis of the lesions. The DNA has been sequenced and we received the raw data back last week. Helene also conducted a pilot inoculation trial with *Tilia* saplings in readiness for a larger trial in her third year. In addition, Helene has started to write up several of her chapters for her thesis”.* Dr Carrie Brady - Senior Lecturer in Genomics/PGR Tutor, University of the West of England.

Welcome Building Display – This is a grant to support the creation of mobile information displays in the Welcome building as part of a package of measures to improve the use and ambience of the public area of the Welcome Building, providing educational information on the Arboretum offer.

<https://www.the-friends.org.uk/blog/westonbirts-iconic-welcome-building-celebrates-10-years>

Participation

Community Engagement Program - This grant was awarded to fund the appointment of a Forestry England employed Community Co-ordinator over 2 years to March 2025, having previously been funded for the preceding two years. The post holder co-curates/develops activities in response to the specific needs of the individuals and community groups they work with. Through 2024, this role has enabled a range of community groups, schools and young people to engage in education, participation and to support conservation efforts in the Arboretum. The Forestry England community team are often working with participants who have complex needs and wouldn't otherwise be able to engage in the outdoors in this way. The Charity continues to fundraise to cover this commitment and ensure the long-term sustainability of the post given the economic restraints faced by Forestry England.

“The Community Engagement Programme (CEP) was created 10 years ago to connect with local communities and develop the opportunities on offer, so they can take advantage of the park's health and wellbeing benefits. A focal point of the CEP now is engaging vulnerable and disadvantaged young people to engage with outdoor activities inspired by nature, to build confidence and resilience and improve quality of life. Through a diverse educational programme of onsite and outreach activities, we expect to see an improvement in participants' mental wellbeing and physical health”. Mandy Leivers – Forestry England Community Coordinator

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Westonbirt Wilder Play – A multi-year grant to support the funding of the development of the provision of Play at Westonbirt Arboretum – Phase 1 was completed in August 2024. The Charity has been instrumental in supporting the requirement of the site to improve and update the play provision offered to visitors as we recognise the appeal of the play provision to families with young children and are also conscious of the importance of outdoor play in the development of healthy minds and bodies. We continue to fundraise externally towards this longer-term project to develop play further at Westonbirt Arboretum.

<https://www.the Friends.org.uk/blog/westonbirts-brand-new-play-areas-where-families-and-nature-connect>

The Friends Community Grant Giving Fund is designed to enable individuals, and particularly those who would otherwise struggle to access the site, to be able to afford the costs of entry, travel and refreshments, as well as engagement in Forestry England activities. We continue to fundraise towards the Community Grant Giving Fund to enable us to support further community organisations and individuals.

During 2024 we supported 2 community groups to access the Arboretum. The Friendship Cafe brought groups to explore the Arboretum, and we funded the screening of a film entitled 'Unreflected Reflections' which shared the story of pioneers of the Muslim community in Gloucester. Avon Needs Trees also received funding for transport costs and access which enabled them to bring a number of groups to complete outdoor education and tree planting.

<https://www.the Friends.org.uk/blog/whats-in-a-story-unreflected-reflections-the-biography-of-community>

"Woodland Skills participants are exploring different roles in forestry and gaining greater understanding of different types of work they can do and different organisations they can approach for employment or training. The project is still in the early stages, we are expecting participants to begin applying for jobs, apprenticeships and training in spring 2025. The days were really enjoyable, and everyone got a lot out of them, thank you for the support with transport and refreshment costs that enabled this to happen." Debs Hoy, Green Skills Coordinator – Avon Needs Trees.

Accessibility

Westonbirt Sustainable Transport Feasibility Study – A project focusing on both public transport and improving access for all to nature and Westonbirt, through a jointly commissioned research piece informing strategy development. This partnership includes working with Gloucestershire Community Rail Partnership, WWT, National Trust and Cotswold National Landscape. The output of which was developing a joint approach to marketing the Robin Bus service.

<https://www.the Friends.org.uk/blog/the-robin-bus-enhancing-accessibility-at-westonbirt-arboretum>

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Whole Site Diversity and Inclusion Training - Our mission was to support the staff at Westonbirt to connect people with trees to improve the quality of life. Visitors need to feel welcomed and understood to be able to gain the wider benefits the site and experience has to offer. Following an Access Audit of the site completed by Inclusion Gloucestershire – it was highlighted that we could improve accessibility and engagement for visitors through the development and delivery of a site wide training on Customer & Culture. The funding helped to deliver:

- 4 workshops on inclusion delivered Spring 2024 to approximately 60 site-based staff;
- 4 videos filmed in December 2024 to be available to existing Forestry and the Friends staff, staff of business partners, volunteers and as induction material for new starters and customer facing event staff, covering the following areas:
 - Neurodiversity;
 - Customer welcome;
 - Strategic context; and
 - Case studies.

National Forestry England colleagues were also invited to the workshops and the video assets shared with them to enable wider learning and sharing of best practice for accessibility.

Picnic Benches - In response to the Access Audit completed by Inclusion Gloucestershire, Forestry England identified the need to improve and replace the picnic tables across the site – ensuring accessibility for wheelchair users and other needs of visitors and also to be in keeping with the heritage and conservation of the site. This is an ongoing programme of renewal and upgrade which will run into 2025, the Charity will continue to fundraise toward the cost of this project.

Wheelchairs and Mobility Scooters – providing for free public use. The Charity continues to fundraise for this this equipment which is so necessary in ensuring access to the Arboretum.

“The scooter was brilliant, saved us so much time and energy not having to push, we have seen so much more of the arboretum” – Mr Barton

Priorities for 2025 - Looking ahead

During 2025, we plan to continue to focus on building our partnership and collaboration with Forestry England staff to deliver the best possible outcomes for the Arboretum. In addition to this we will continue to ensure we are operating as efficiently and effectively as we can as a charity. Joint planning for the future enables the Charity to target its activities on having the best possible outcomes for the site through our grant making activity and efforts through fundraising. We will also continue to focus on providing a positive visitor experience through the development of the retail offer which will not only enables us to redirect profits from retail toward the site's development but also provides an opportunity to promote the Charity and its impact and engage with Members or encourage new membership sign up.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

We intend to focus our attention on the key charitable objectives of fundraising and membership growth and retention so as to achieve our primary objectives: preserve, develop and provide access to the Arboretum. We will do this by further implementation of our marketing strategy which will include new initiatives to retain Members' engagement and also to acquire new Members as well as concentrate efforts on providing a high-quality membership service that is supported by efficient IT systems. We will also continue to develop our fundraising efforts, celebrating the impact of the Charity over the last 40 years and thanking previous donors and developing major giving as a fundraising resource. In turn, this will allow us to continue to undertake grant giving (to the community and Forestry England). Supporting the exciting development projects being delivered by Forestry England, presents an opportunity to grow our profile and fundraising capability, ensuring we can maximise our impact as a Charity on the sustainability and development of the beautiful site that is Westonbirt Arboretum and its globally important tree collection.

We are grateful to all those individuals and organisations that have supported our work through financial and in-kind support. These include individual donors, charitable trusts and grant-making organisations and others who offer support through their expertise or services.

Westonbirt Forestry England Volunteers supporting The Friends of Westonbirt Arboretum (The Friends)

The volunteers at Westonbirt are managed by Forestry England and they have a team of over 300 dedicated volunteers who provide essential contributions to the site. The Charity is extremely grateful to be able to work with Forestry England and their volunteers to promote the Charity, membership and fundraising on site. The Charity works in close partnership with the Welcome Building volunteers and Tree Guides in particular, who support the Charity by promoting membership and further giving opportunities to day visitors and Members alike and provide sign-up support for those taking up membership.

The Friend's Membership Team continue to work closely with Forestry England's Visitor Services team to keep the volunteers up to date by providing regular training and eNews. This ensures they have the information needed to support the Friend's work. The Charity is grateful for everything volunteers do in support of the Friend's activities and membership sales, and for the exceptional management and training provided to volunteers by the onsite Forestry England team.

Our Patron and Ambassador

The Friends of Westonbirt Arboretum are privileged to continue to enjoy the support of our Royal Patron HM The Queen and our Ambassador the Honourable Beth Rothschild. We are most grateful for your ongoing commitment.

Investments

Investment policy

The Charity's investment policy is reviewed from time to time and amended when necessary. The investment policy in place during 2024 was conservative, limiting investments to deposits with high quality counterparts and investments in CCLA's money market fund. The Trustees reviewed the policy during the year and, in light of the current economic and political climate, have considered that continuing to adopt this investment policy remains appropriate.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

Financial review

Going concern

After making appropriate enquires, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and do not anticipate that there are any circumstances that are likely to arise leading to a significant reduction in the Charity's ongoing income streams or ability to continue to operate. The Charity is in a strong financial position with healthy reserves. The Trustees have approved the 2025 budget and the performance of the Charity, to date, which is in line with the financial plan.

Results

After accounting for net grant expenditure totalling £28,595 (2023: £216,118), the Charity made a consolidated unrestricted surplus of £176,030 (2023: deficit of £67,818). This surplus was added to the brought forward reserves of £630,185 (2023: £698,003) to give carried forward unrestricted funds of £806,215 (2023: 630,185) at the year end.

After accounting for grant expenditure totalling £228,160 (2023: £10,000), the Charity made a consolidated restricted funds loss of £22,164 (2023: loss of £146,637). This movement in funds was deducted from the brought forward reserves of £156,637 (2023: £10,000) to give carried forward restricted funds of £134,473 (2023: £156,637) at the year end.

Across all funds the Charity made a consolidated surplus of £153,866 (2023: £78,819) which was added to the brought forward reserves of £786,822 (2023: £708,003) to give carried forward reserves of £940,688 (2023: £786,822) at the year end.

Reserves policy

The Charity held reserves of £940,688 (2023: £786,822) at the year end. Of these funds, £406,215 (2023: £234,592) were designated funds, £134,473 (2023: £156,637) were restricted and £400,000 (2023: £395,593) were held as general reserves. The Charity's reserves policy is that the general reserves held by the Charity should be a minimum of 3 months running costs, including salary costs. After stripping out exceptional costs, grant expenditure, depreciation, donated facility costs and costs of goods sold relating to the Shop, the Charity's annual expenditure was £1.6m which equates to £400k. As such, the Trustees feel that the funds held as general reserves are at the correct level.

Free reserves of the funds that are not otherwise restricted or designated and which are not invested in tangible fixed assets, as such, the Charity's free reserves equate to the balance of the general funds less fixed assets so at the year end, the Charity held free reserves of £359,415 (2023: £341,582). The Trustees have reviewed the funds held by the Charity at the year end and are content that the Charity is holding an appropriate level of reserves, in accordance with the reserves policy.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2024

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the group and the incoming resources and application of resources, including the net income or expenditure, of the charity and the group for the year. In preparing those 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 accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and the group and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditors

Godfrey Wilson Limited were re-appointed as auditors to the group and parent charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 14 May 2025 and signed on their behalf by

Martyn Smith - Chair of Trustees

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

Opinion

We have audited the financial statements of Friends of Westonbirt Arboretum (the 'parent charity') and its subsidiary (the 'group') for the year ended 31 December 2024 which comprise the consolidated statement of financial activities, consolidated and parent charity balance sheets, consolidated statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and the Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group and parent charity's affairs as at 31 December 2024 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 10 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the group and parent charity financial statements and our auditor's report thereon. Our opinion on the group and parent charity financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and the parent charity and their environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charity, or returns adequate for our audit have not been received from branches not visited by us;
- the parent charity financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made;
- we have not obtained all the information and explanations necessary for the purposes of our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
 - identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
 - designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
 - testing the appropriateness of journal entries;
 - assessing judgements and accounting estimates for potential bias;
 - reviewing related party transactions; and
 - testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Date: 14 May 2025

Rob Wilson FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Friends of Westonbirt Arboretum

Consolidated statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 December 2024

	Note	Restricted £	Unrestricted £	2024 Total £	2023 Total £
Income from:					
Donations and legacies	3	265,606	26,133	291,739	242,513
Charitable activities	4	-	1,528,011	1,528,011	1,436,608
Other trading activities	5	-	526,707	526,707	491,399
Investments		-	55,779	55,779	34,195
Other		-	198	198	181
Total income		<u>265,606</u>	<u>2,136,828</u>	<u>2,402,434</u>	<u>2,204,896</u>
Expenditure on:					
Raising funds		-	602,704	602,704	552,261
Charitable activities		<u>228,160</u>	<u>1,417,704</u>	<u>1,645,864</u>	<u>1,573,816</u>
Total expenditure	7	<u>228,160</u>	<u>2,020,408</u>	<u>2,248,568</u>	<u>2,126,077</u>
Net income		37,446	116,420	153,866	78,819
Transfers between funds		<u>(59,610)</u>	<u>59,610</u>	<u>-</u>	<u>-</u>
Net movement in funds	10	(22,164)	176,030	153,866	78,819
Reconciliation of funds:					
Total funds brought forward		<u>156,637</u>	<u>630,185</u>	<u>786,822</u>	<u>708,003</u>
Total funds carried forward		<u><u>134,473</u></u>	<u><u>806,215</u></u>	<u><u>940,688</u></u>	<u><u>786,822</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 23 to the accounts.

Friends of Westonbirt Arboretum

Consolidated balance sheets

As at 31 December 2024

	Note	The group 2024 £	The group 2023 £	The charity 2024 £	The charity 2023 £
Fixed assets					
Intangible assets	13	2,535	6,258	2,377	4,185
Tangible assets	14	38,050	47,753	25,771	35,374
Investments		-	-	1,000	1,000
		40,585	54,011	29,148	40,559
Current assets					
Stocks	17	49,884	54,828	-	8,820
Debtors	18	122,611	108,047	282,991	270,771
Cash at bank and in hand		2,060,581	1,930,524	1,896,771	1,780,753
		2,233,076	2,093,399	2,179,762	2,060,344
Liabilities					
Creditors: amounts falling due within 1 year	19	(1,224,499)	(1,199,117)	(1,159,748)	(1,148,203)
		1,008,577	894,282	1,020,014	912,141
Net current assets					
		1,049,162	948,293	1,049,162	952,700
Total assets less current liabilities					
Creditors: amounts falling due after more than 1 year	20	(108,474)	(161,471)	(108,474)	(161,471)
		940,688	786,822	940,688	791,229
Net assets					
		940,688	786,822	940,688	791,229
Funds					
Restricted funds	23	134,473	156,637	134,473	156,637
Unrestricted funds					
Designated funds		406,215	234,592	406,215	234,592
General funds		400,000	395,593	400,000	400,000
		940,688	786,822	940,688	791,229
Total charity funds					
		940,688	786,822	940,688	791,229

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 14 May 2025 and signed on their behalf by

Martyn Smith - Chair of Trustees

Friends of Westonbirt Arboretum

Consolidated statement of cash flows

For the year ended 31 December 2024

	2024	2023
	£	£
Cash used in operating activities:		
Net movement in funds	153,866	78,819
Adjustments for:		
Depreciation charges	19,361	18,632
Amortisation charges	3,723	3,721
Dividends, interest and rents from investments	(55,779)	(34,195)
Decrease in stock	4,944	972
(Increase) / decrease in debtors	(14,564)	11,433
Decrease in creditors	(27,615)	(22,763)
Net cash provided by operating activities	<u>83,936</u>	<u>56,619</u>
Cash flows from investing activities:		
Dividends, interest and rents from investments	55,779	34,195
Purchase of tangible fixed assets	(9,658)	(18,222)
Net cash provided by investing activities	<u>46,121</u>	<u>15,973</u>
Increase in cash and cash equivalents in the year	130,057	72,592
Cash and cash equivalents at the beginning of the year	<u>1,930,524</u>	<u>1,857,932</u>
Cash and cash equivalents at the end of the year	<u><u>2,060,581</u></u>	<u><u>1,930,524</u></u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

1. Accounting policies

a) Basis of preparation

Friends of Westonbirt Arboretum is a charitable company limited by guarantee registered in England and Wales. The registered office address is The Great Oak Hall, Westonbirt, The National Arboretum, Tetbury, Gloucestershire, GL8 8QS.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Friends of Westonbirt Arboretum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Group accounts

These financial statements consolidate the results of the charitable company and its wholly-owned (controlled) subsidiary on a line by line basis. Transactions and balances between the charitable company and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two companies are disclosed in the notes of the charitable company's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006.

c) Going concern basis of accounting

The accounts have been prepared on the assumption that the charitable company is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charitable company's ability to continue as a going concern.

d) Income

Income is recognised when the charitable company has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charitable company has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

1. Accounting policies (continued)

d) Income

For legacies, entitlement is taken as the earlier of the date on which either: the charitable company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charitable company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charitable company, or the charitable company is aware of the granting of probate, and the criteria for income recognition have been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of provision of membership subscriptions is deferred until criteria for income recognition are met.

e) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company: this is normally upon notification of the interest paid or payable by the bank.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charitable company. Designated funds are unrestricted of the charitable company which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particularly areas of the charitable company's work or for specific projects being undertaken by the charitable company.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charitable company but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charitable company, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charitable company's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities based on the number of people employed within fundraising as follows:

	2024	2023
Raising funds	4.1%	4.3%
Charitable activities	95.9%	95.7%

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

1. Accounting policies (continued)

i) Grants payable

Grants which have been authorised and paid are included as expenditure in the Statement of Financial Activities. Grants which have been authorised but not yet paid are accrued in the balance sheet and are included within creditors falling due within one year or after one year (as appropriate).

j) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Leasehold improvements	5% straight line
Fixtures and fittings	20% straight line
IT assets	10% - 33% straight line

Items of equipment are capitalised where the purchase price exceeds £500.

k) Intangible fixed assets

Intangible fixed assets are amortised at rates calculated to write off the assets on a straight line basis over their estimated useful economic lives. Impairment of intangible assets is reviewed where circumstances indicate that the carrying value of an assets may not be fully recoverable. Amortisation is provided at the following rates:

Computer software	20% straight line
Goodwill	20% straight line

l) Investment in subsidiaries

The charitable company has one wholly owned subsidiary, Friends of Westonbirt Arboretum Enterprises Limited, (registered company number 12410907). The subsidiary is used for non-primary purpose trading activities. The subsidiary undertaking is valued at cost less any cumulative impairment losses in the charitable company's accounts.

m) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charitable company would have been willing to pay for the items on the open market.

n) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

o) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1. Accounting policies (continued)

p) Creditors

Creditors and provisions are recognised where there is a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

q) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

r) Pension costs

The charitable company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

s) Accounting estimates and key judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are depreciation as described in note j above and amortisation as described in note k above.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

2. Prior period comparatives: statement of financial activities

	Restricted £	Unrestricted £	2023 Total £
Income from:			
Donations and legacies	156,637	85,876	242,513
Charitable activities	-	1,436,608	1,436,608
Other trading activities	-	491,399	491,399
Investments	-	34,195	34,195
Other	-	181	181
Total income	156,637	2,048,259	2,204,896
Expenditure on:			
Raising funds	-	552,261	552,261
Charitable activities	10,000	1,563,816	1,573,816
Total expenditure	10,000	2,116,077	2,126,077
Net income / (expenditure) and net movement in funds	146,637	(67,818)	78,819

3. Income from donations and legacies

	Restricted £	Unrestricted £	2024 Total £
Grants:			
The Summerfield Charitable Trust	10,000	-	10,000
The Ernest Kleinwort Charitable Trust	5,000	-	5,000
Samuel William Farmer Trust	5,000	-	5,000
Julia Rausing Trust	133,000	-	133,000
The Swire Charitable Trust	30,000	-	30,000
J and M Britton Charitable Trust	5,000	-	5,000
The John Horseman Trust	60,000	-	60,000
The Ammco Trust	500	-	500
Miller Knoll	8,138	-	8,138
The Edward Cadbury Charitable Trust	3,000	-	3,000
Bruce Wake Charitable Trust	5,000	-	5,000
Douglas Arter Foundation	500	-	500
Cotswolds National Landscape	468	-	468
Individual donations	-	14,883	14,883
Donated facilities	-	11,250	11,250
Total income from donations and legacies	265,606	26,133	291,739

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

3. Income from donations and legacies (continued)

Prior period comparative

	Restricted £	Unrestricted £	2023 Total £
Grants:			
The John Horseman Trust	60,000	-	60,000
Garfield Weston	50,000	-	50,000
The Swire Charitable Trust	30,000	-	30,000
Barnwood Trust	-	18,179	18,179
Miller Knoll	13,637	-	13,637
The D'Oyly Carte Charitable Trust	3,000	-	3,000
Individual donations	-	37,407	37,407
Legacies	-	19,040	19,040
Donated facilities	-	11,250	11,250
Total income from donations and legacies	156,637	85,876	242,513

4. Income from charitable activities

	2024 £	2023 £
Membership subscriptions	1,528,011	1,436,608

All income from charitable activities in the current and prior year was unrestricted.

5. Income from other trading activities

	2024 £	2023 £
Friends of Westonbirt Arboretum Enterprises	517,157	484,223
Letting fees and commission relating to the Great Oak Hall	9,550	7,176
Total income from other trading activities	526,707	491,399

All income from other trading activities in the current and prior year was unrestricted.

6. Government grants

The charitable company does not receive government grants.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

7. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2024 Total £
Arboretum access rights	-	762,342	-	762,342
Grant expenditure (note 8)	-	256,755	-	256,755
Staff costs (note 11)	238,739	178,260	144,548	561,547
Staff recruitment and development	-	-	4,009	4,009
Other staff expenditure	-	-	4,080	4,080
FoWAE trading costs, excluding wages and depreciation/amortisation	325,131	-	-	325,131
Fundraising costs	14,501	-	-	14,501
Donated facilities - office space	5,625	5,625	-	11,250
Membership activities	-	96,590	-	96,590
Westonbirt magazine costs	-	70,462	-	70,462
Depreciation and amortisation	6,844	-	16,238	23,082
Governance	-	-	15,147	15,147
Telephone	-	-	3,660	3,660
Rates	-	-	1,283	1,283
Utilities	-	-	3,279	3,279
Insurance	-	-	10,858	10,858
Printing, postage and stationery	-	-	2,275	2,275
General maintenance	-	-	2,083	2,083
Information technology	-	-	75,961	75,961
Marketing	-	-	57	57
Miscellaneous expenses	-	-	2,686	2,686
Bank charges	-	-	3,207	3,207
Professional and accounting services	-	-	13,121	13,121
Write back of over-provision	-	-	(15,915)	(15,915)
Corporation tax	-	-	1,117	1,117
Sub-total	590,840	1,370,034	287,694	2,248,568
Allocation of support and governance costs	11,864	275,830	(287,694)	-
Total expenditure	602,704	1,645,864	-	2,248,568

Total governance costs in 2024 were £17,857 (2023: £29,335).

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

7. Total expenditure (continued)

Prior period comparative

	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £
Arboretum access rights	-	718,718	-	718,718
Grant expenditure (note 8)	-	226,118	-	226,118
Staff costs (note 11)	194,374	176,805	125,117	496,296
Staff recruitment and development	-	-	4,480	4,480
Other staff expenditure	-	-	4,698	4,698
FoWAE trading costs, excluding wages and depreciation/amortisation	315,842	-	-	315,842
Fundraising costs	15,390	-	-	15,390
The Great Oak Hall expenses	70	-	-	70
Donated facilities - office space	5,625	5,625	-	11,250
Membership activities	-	58,490	-	58,490
Westonbirt magazine costs	-	65,603	-	65,603
Depreciation and amortisation	6,413	-	15,940	22,353
Governance	-	-	29,335	29,335
Telephone	-	-	2,395	2,395
Rates	-	-	1,085	1,085
Utilities	-	-	7,000	7,000
Insurance	-	-	9,742	9,742
Printing, postage and stationery	-	-	1,184	1,184
General maintenance	-	-	2,727	2,727
Information technology	-	-	72,266	72,266
Miscellaneous expenses	-	-	2,281	2,281
Bank charges	-	-	3,229	3,229
Professional and accounting services	-	-	10,380	10,380
Exceptional item	-	-	45,145	45,145
Sub-total	537,714	1,251,359	337,004	2,126,077
Allocation of support and governance costs	14,547	322,457	(337,004)	-
Total expenditure	552,261	1,573,816	-	2,126,077

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

8. Grants payable

During the year, 7 (2023: 7) new grants were awarded to Forestry England to further the development of the Arboretum.

Total grants committed to during the year were as follows:

	The group	
	2024	2023
	£	£
Grants payable to Forestry England were for the following projects:		
Play Project	103,140	187,500
Replacement Shuttle Bus	-	26,000
Silk Wood Regeneration Project Manager	67,250	-
Silk Wood Community Planting Project	147,760	-
Other projects < £10,000	53,505	12,618
Total grants payable to Forestry England	371,655	226,118
Underspends from commitments made in prior years:		
Westonbirt Tree Conservation Management	(85,000)	-
Community Shelter	(11,448)	-
Other projects < £10,000	(18,452)	-
Total grants payable after amendments	256,755	226,118

9. Grants commitments

	The group	
	2024	2023
	£	£
Grant commitments brought forward	498,929	570,461
Grants committed during the period	371,655	226,118
Grants written back during the period	(114,900)	-
Grants paid during the period	(335,166)	(297,650)
Grant commitments carried forward	420,518	498,929

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

10. Net movement in funds

This is stated after charging:

	The group	2023
	2024	£
	£	£
Depreciation and amortisation	23,084	22,353
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	252
Auditors' remuneration (excluding VAT):		
▪ Statutory audit	10,800	8,900
▪ Other services	700	350
	<u>700</u>	<u>350</u>

In 2023, two trustees were reimbursed £252 for travel expenses (2024: nil).

In common with other charities of our size and nature we use our auditors to assist with the preparation of the financial statements and to prepare and submit returns to the tax authorities.

11. Staff costs and numbers

Staff costs were as follows:

	The group	2023	The charity	2023
	2024	£	2024	£
	£	£	£	£
Salaries and wages	495,662	429,411	388,673	334,822
Social security costs	28,400	25,436	22,524	21,216
Pension costs	37,485	41,449	31,986	34,788
	<u>561,547</u>	<u>496,296</u>	<u>443,183</u>	<u>390,826</u>

No employees earned more than £60,000 during the current year and prior year.

The key management personnel of the charitable company comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel were £75,132 (2023: £71,116).

During the year, redundancy payments totalling £4,564 were paid to five employees (2023: Nil). No amounts were outstanding at year end.

	The group	2023	The charity	2023
	2024	#	2024	#
	#	#	#	#
Average number of employees	<u>24</u>	<u>23</u>	<u>12</u>	<u>14</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

12. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes. The subsidiary company distributes any available profits to the charity. The corporation tax charge arising from non-distributable reserves was £1,117 in 2024 (2023: £nil).

13. Intangible fixed assets

Group

	Computer software £	Goodwill £	Total £
Cost			
At 1 January 2024 and 31 December 2024	<u>9,042</u>	<u>9,567</u>	<u>18,609</u>
Amortisation			
At 1 January 2024	4,857	7,494	12,351
Charge for the year	<u>1,809</u>	<u>1,914</u>	<u>3,723</u>
At 31 December 2024	<u>6,666</u>	<u>9,408</u>	<u>16,074</u>
Net book value			
At 31 December 2024	<u>2,376</u>	<u>159</u>	<u>2,535</u>
At 31 December 2023	<u>4,185</u>	<u>2,073</u>	<u>6,258</u>

Charity

	Computer software £
Cost	
At 1 January 2024 and 31 December 2024	<u>9,042</u>
Amortisation	
At 1 January 2024	4,857
Charge for the year	<u>1,808</u>
At 31 December 2024	<u>6,665</u>
Net book value	
At 31 December 2024	<u>2,377</u>
At 31 December 2023	<u>4,185</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

14. Tangible fixed assets

Group

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At 1 January 2024	33,518	57,435	95,262	186,215
Additions in year	-	4,832	4,826	9,658
At 31 December 2024	<u>33,518</u>	<u>62,267</u>	<u>100,088</u>	<u>195,873</u>
Depreciation				
At 1 January 2024	24,907	39,377	74,178	138,462
Charge for the year	<u>1,676</u>	<u>7,230</u>	<u>10,455</u>	<u>19,361</u>
At 31 December 2024	<u>26,583</u>	<u>46,607</u>	<u>84,633</u>	<u>157,823</u>
Net book value				
At 31 December 2024	<u>6,935</u>	<u>15,660</u>	<u>15,455</u>	<u>38,050</u>
At 31 December 2023	<u>8,611</u>	<u>18,058</u>	<u>21,084</u>	<u>47,753</u>

Charity

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At 1 January 2024	33,518	20,559	90,760	144,837
Additions in year	-	-	4,826	4,826
At 31 December 2024	<u>33,518</u>	<u>20,559</u>	<u>95,586</u>	<u>149,663</u>
Depreciation				
At 1 January 2024	24,907	13,365	71,191	109,463
Charge for the year	<u>1676</u>	<u>3320</u>	<u>9433</u>	<u>14,429</u>
At 31 December 2024	<u>26,583</u>	<u>16,685</u>	<u>80,624</u>	<u>123,892</u>
Net book value				
At 31 December 2024	<u>6,935</u>	<u>3,874</u>	<u>14,962</u>	<u>25,771</u>
At 31 December 2023	<u>8,611</u>	<u>7,194</u>	<u>19,569</u>	<u>35,374</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

15. Subsidiary undertakings

Friends of Westonbirt Arboretum Enterprises Limited

The purpose of the wholly owned subsidiary (Company No. 12410907) is to manage the shop at Westonbirt Arboretum.

	2024 £	2023 £
Turnover	517,063	484,222
Cost of sales	<u>(289,300)</u>	<u>(267,308)</u>
Gross profit	227,763	216,914
Other operating income	93	-
Administrative expenses	<u>(184,821)</u>	<u>(182,736)</u>
Operating profit	43,035	34,178
Interest payable	<u>(9,602)</u>	<u>(10,236)</u>
Profit on ordinary activities	33,433	23,942
Corporation tax	(1,117)	-
Gift aid to parent undertaking	<u>(27,909)</u>	<u>-</u>
Profit for financial year	<u>4,407</u>	<u>23,942</u>
The aggregate of the assets, liabilities and funds was:		
	2024 £	2023 £
Assets	232,060	216,912
Liabilities	<u>(231,060)</u>	<u>(220,319)</u>
Funds	<u>1,000</u>	<u>(3,407)</u>

16. Parent charity

The parent charity's gross income and the results for the year are disclosed as follows:

	2024 £	2023 £
Gross income	1,946,572	1,753,229
Results for the year	<u>149,459</u>	<u>(5,204)</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

17. Stock

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
Finished goods and goods for resale	49,884	54,828	-	8,820

18. Debtors

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
Trade debtors	2,938	5,863	2,938	5,863
Prepayments	43,921	39,327	41,508	37,261
Accrued income	75,752	62,857	72,262	58,243
Amounts owed by group undertakings	-	-	166,283	169,404
	122,611	108,047	282,991	270,771

19. Creditors : amounts due within 1 year

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
Trade creditors	57,894	17,020	30,926	3,503
Grants payable (note 9)	312,044	337,458	312,044	337,458
Accruals	49,633	37,437	41,772	26,030
Corporation tax	1,117	-	-	-
Other taxation and social security	68,287	174,742	40,433	149,227
Deferred income (note 21)	734,573	631,985	734,573	631,985
Other creditors	951	475	-	-
	1,224,499	1,199,117	1,159,748	1,148,203

20. Creditors : amounts due in more than 1 year

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
Grants payable (note 9)	108,474	161,471	108,474	161,471

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

21. Deferred income

	The group		The charity	
	2024	2023	2024	2023
	£	£	£	£
At 1 January 2024	631,985	622,788	631,985	622,788
Deferred during the year	734,573	631,985	734,573	631,985
Released during the year	(631,985)	(622,788)	(631,985)	(622,788)
At 31 December 2024	734,573	631,985	734,573	631,985

Deferred income relates to membership subscriptions which were purchased during 2024 but for which the membership period ends in the following financial year.

22. Analysis of net assets between funds

	Restricted funds	Designated funds	General funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	38,050	38,050
Intangible fixed assets	-	-	2,535	2,535
Current assets	277,897	718,259	1,236,920	2,233,076
Current liabilities	(143,424)	(312,044)	(769,031)	(1,224,499)
Non-current liabilities	-	-	(108,474)	(108,474)
Net assets at 31 December 2024	134,473	406,215	400,000	940,688
Prior year comparative				
	Restricted funds	Designated funds	General funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	47,753	47,753
Intangible fixed assets	-	-	6,258	6,258
Current assets	206,637	240,842	1,645,920	2,093,399
Current liabilities	(50,000)	(6,250)	(1,142,867)	(1,199,117)
Non-current liabilities	-	-	(161,471)	(161,471)
Net assets at 31 December 2023	156,637	234,592	395,593	786,822

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

23. Movements in funds

	At 1 January 2024 £	Income £	Expenditure £	Transfers between funds £	At 31 December 2024 £
Restricted funds					
Silk Wood Community					
Woodland Project	156,637	241,138	(228,160)	(35,142)	134,473
Access	-	9,000	-	(9,000)	-
Tree Conservation	-	5,000	-	(5,000)	-
Play Phase 1	-	5,000	-	(5,000)	-
Neurodivergence	-	468	-	(468)	-
Community Engagement	-	5,000	-	(5,000)	-
Total restricted funds	156,637	265,606	(228,160)	(59,610)	134,473
Unrestricted funds					
<i>Designated funds:</i>					
Arboretum					
Development Fund	179,592	-	(12,240)	179,863	347,215
Small Grants Fund	30,000	-	(27,149)	27,149	30,000
Community Grant					
Giving Fund	25,000	-	(2,356)	(17,644)	5,000
Grant for site rates	-	-	-	24,000	24,000
<i>Total designated funds</i>	234,592	-	(41,745)	213,368	406,215
General funds	400,000	1,619,671	(1,620,146)	475	400,000
FOWA Enterprises	(4,407)	517,157	(358,517)	(154,233)	-
<i>Total general funds</i>	395,593	2,136,828	(1,978,663)	(153,758)	400,000
Total unrestricted funds	630,185	2,136,828	(2,020,408)	59,610	806,215
Total funds	786,822	2,402,434	(2,248,568)	-	940,688

Purposes of restricted funds

Silk Wood Community Funding for this project will bring together community groups to replant Silk Wood, and will provide an accessible space for people to enjoy the wellbeing benefits of nature for generations to come.

Woodland Project

The funders are:

The D'Oyly Carte Charitable Trust

The John Horseman Trust

The Swire Charitable Trust

Garfield Weston

Julia Rausing Trust

Miller Knoll

The Summerfield Charitable Trust

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

23. Movements in funds (continued)

Purposes of restricted funds (continued)

Access	Funding for mobility scooters, wheelchairs and picnic benches. The funders are: The Ammco Trust The Edward Cadbury Charitable Trust Bruce Wake Charitable Trust Douglas Arter Foundation
Tree Conservation	Funding from The Ernest Kleinwort Charitable Trust for a student arborist.
Play Phase 1	Funding from Samuel William Farmer Trust towards the development of a new play area.
Neurodivergence	Funding from Cotswolds National Landscape for customer and culture training for the whole site from a neurodivergent perspective.
Community Engagement	Funding from J and M Britton Charitable Trust towards community engagement role delivering FE community projects.

Purpose of designated funds

Arboretum Development Fund	This fund seeks to raise funds for operational and revenue needs to promote the sustainability and development of the arboretum.
Small Grants Fund	This is a discretionary grant fund for applications valued at less than £10,000, awarded by the CEO in conjunction with approval of at least one Trustee.
Community Grant Giving Fund	This fund has been created to enable grants to be awarded, at the discretion of the CEO, to support accessibility to the Arboretum for community groups that would otherwise struggle to gain access to site, afford entry costs, travel, refreshment and engagement in Forestry England activities.
Grant for site rates	This fund has been created for next year's contribution to FE for site rates.

Transfers

A transfer has been made from the Arboretum Development Fund to general funds, to bring the balance up to £400,000.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2024

23. Movements in funds (continued)

Prior year comparative

	At 1 January 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 December 2023 £
Restricted funds					
Core Costs	10,000	-	(10,000)	-	-
Silk Wood Community Woodland Project	-	156,637	-	-	156,637
Total restricted funds	10,000	156,637	(10,000)	-	156,637
Unrestricted funds					
<i>Designated funds:</i>					
Arboretum					
Development Fund	271,352	-	-	(91,760)	179,592
Small Grants Fund	30,000	-	(12,618)	12,618	30,000
Community Grant Giving Fund	25,000	-	-	-	25,000
<i>Total designated funds</i>	<i>326,352</i>	<i>-</i>	<i>(12,618)</i>	<i>(79,142)</i>	<i>234,592</i>
General funds	400,000	1,564,036	(1,643,178)	79,142	400,000
FOWA Enterprises	(28,349)	484,223	(460,281)	-	(4,407)
<i>Total general funds</i>	<i>371,651</i>	<i>2,048,259</i>	<i>(2,103,459)</i>	<i>79,142</i>	<i>395,593</i>
Total unrestricted funds	698,003	2,048,259	(2,116,077)	-	630,185
Total funds	708,003	2,204,896	(2,126,077)	-	786,822

24. Related party transactions

The group has a close relationship with Forestry England.

The Arboretum is managed by Forestry England. Membership of the Friends of Westonbirt Arboretum follows payment of a prescribed fee. Members are entitled to visit the Arboretum during the opening hours without having to pay an entrance fee to Forestry England. Friends of Westonbirt Arboretum purchase access rights for its members from Forestry England. The cost for the current year was £762,342 (2023: £718,718).

Friends of Westonbirt Arboretum is the parent charity of Friends of Westonbirt Arboretum Enterprises Limited (company registration no. 12410907). Three of the trustees of the Charity serve on the Board of the trading company. The Charity operates payroll and manages transactions on behalf of the company. During the year, the Charity charged £23,784 for management fees (2023: £22,320) and £9,602 for interest on the intercompany loan (2023: £10,236). At year end, £166,283 was owed to the Charity (2023: £169,404), which includes a loan of £125,000 (2023: £155,000).

Accounts

Company no. 04965522
Charity no. 293190

Friends of Westonbirt Arboretum
Report and Audited Financial Statements
31 December 2023

Friends of Westonbirt Arboretum

Reference and administrative details

For the year ended 31 December 2023

Company number 04965522

Charity number 293190

Registered office and operational address The Great Oak Hall
Westonbirt, The National Arboretum
Tetbury
Gloucestershire
GL8 8QS

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report, and the subcommittees on which they served, were as follows:

E Bottrill	(resigned 4 May 2023)	1
O Forster		2
N Frost	(appointed 13 July 2023)	3
L Grant	(retired 13 July 2023)	1
M Green	(resigned 28 November 2023)	1
P Isherwood		1
M Mintram	(retired 12 October 2023)	
N Sachdev	(appointed 13 July 2023)	1,2,3
M Smith		2,3
S Troupe		2
C Walker	(appointed 13 July 2023)	1
R Walker		4
A Woods	(resigned 23 February 2024)	1

Committees to the board	Chairperson
1. Joint working panel	M Green (Disbanded on 15 December 2023)
2. Finance and risk panel	M Smith
3. Enterprise board	M Smith (Nigel Frost from 15 December 2023)
4. Human resources	R Walker

The Chair of Trustees has an ex-officio appointment on all committees

Senior leadership team The management of FoWA is overseen by a senior leadership team employed by the Trust during the year. This comprised as follows:

E Griffiths	Chief Executive
H Turner	Finance Director

Bankers Lloyds Bank PLC
14 Castle Street
Cirencester
Gloucestershire
GL7 1QJ

Friends of Westonbirt Arboretum

Reference and administrative details

For the year ended 31 December 2023

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

CCLA Investment Management Ltd
80 Cheapside
London
EC2V 6DZ

Auditors

Godfrey Wilson Limited
Chartered accountants and statutory auditors
5th Floor Mariner House
62 Prince Street
Bristol
BS1 4QD

2023 highlights



Secured £180,000 in fundraising



Free Will-writing partnership



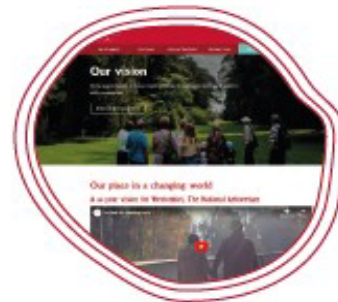
Raised over £1,650 from contactless donation boxes



Volunteers signed up 695 members



Increased annual membership rates



Enhanced user navigation on charity website



Interpretation installed to celebrate our history



Secured numerous funded roles to FE



Working with Access to Nature to address barriers

Friends of Westonbirt Arboretum

Chair's statement

For the year ended 31 December 2023

In 2023, our dedicated and long-standing outgoing Chair, Mike Mintram, concluded his 3 term, 9 year tenure with us. On behalf of our entire community, we extend heartfelt gratitude for his unwavering stewardship and inspirational leadership throughout his tenure. Trustee, Gavin Grant, also retired from his position after 9 years of diligent service to the Charity and we also received resignations from Martin Green and Beth Bottrill during the year and extend our thanks to them for their invaluable contributions during their respective tenures. As we bid farewell, we warmly welcomed new additions to our Board of Trustees, including myself as Chair, alongside Christian Walker and Nigel Frost, who bring invaluable expertise and energy to our cause.

We can record with pride that during 2023, FoWA agreed to new grant commitments of £226,118 in support of Arboretum projects. It is good to see many projects completed, or near completion, including the Green Woodworking Shelter which complements the Community Shelter very well and is getting good use from Community Groups. We have had a successful fundraising year and secured £156,637 for the Silk Wood Regeneration Community Planting Project. The site is now cleared, and community groups are engaged in planting. It is really exciting to see this space come back to life, and we continue to fundraise over the coming year for this project. This and other projects are discussed in greater detail within this report.

During the year we paid out at total of £297,650 against previously committed grants to Forestry England projects and other third parties whose work will enhance and develop the site. These include; ongoing funding of a PhD student to carry out research in partnership with the University of the West of England (UWE), the ongoing Coppice Apprenticeship and from our Community Grant Giving we supported children and families to access the Forestry England Wild Wonder Childrens Literature Festival.

In addition to supporting Forestry England through the provision of grants, we also provided £20,124 in Shop rental and £718,718 Arboretum Access Rights payments (AARP). The AARP that we make to Forestry England allows our members free access to the site during usual opening hours. This income goes directly to the running of the site, contributing a sizeable proportion of the site's overall income.

Through our trading subsidiary, the Shop, we ensure a vibrant retail experience that enhances visitor enjoyment while generating essential revenue for site maintenance and development. We recruited a new Buying & Retail Manager in 2023, and he has quickly got to work with securing new product lines that further compliment the site and are locally sourced, where possible.

FOWA staff continue to build strong collaborative relationships with Forestry England staff, both on site and at a national level. We are continuing to work collaboratively, developing plans for the site and in particular joint fundraising activity to make these plans become a reality. In 2024, we are looking forward to supporting the emerging Masterplan and proposed works to continue to achieve the Ten-year vision for the site: 'To be a world leader in trees, inspiring people through education, participation and conservation'.

As we embark on this journey, we extend heartfelt thanks to our Members and Supporters for their continued commitment to the site.

Neil Sachdev - Chair of the Board of Trustees

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

Reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

About the charity

Westonbirt, The National Arboretum (the Arboretum) is the location for a historic, Victorian picturesque landscape and internationally important tree and shrub collection that is managed by Forestry England with the support of the FoWA. The nearly 15,000 labelled specimens come from Britain, China, North America, Japan, Chile and other temperate climates.

The Arboretum covers 600 acres and consists of three main areas: the Old Arboretum is a carefully designed landscape dating from the 1850s offering beautiful vistas, stately avenues and trees from around the world; Silk Wood is an ancient, semi-natural woodland which has exotic planting throughout its landscape; and the Downs is Grade 1 registered and hosts species-rich grassland.

FoWA is a local Charity with over 36,000 members. Its mission is to further the public enjoyment and knowledge of Westonbirt Arboretum and to secure its sustainable future.

The Charity was established in 1985 by a small group of enthusiasts who were committed to the preservation and development of this unique landscape. The Charity works closely with Forestry England to support their aspirations for the long-term development of the Arboretum.

The Charity has a dual legal status as a registered company regulated under company law, and as a registered Charity regulated under Charity law. It is governed for public benefit by the Trustee Board according to the Charity's Articles. The strategic direction and development of the Charity is managed by the Trustee Board, alongside an established Finance and Risk Committee providing additional financial control. The day-to-day operation of the Charity is delegated to the Chief Executive and staff team.

The Charity is committed to good governance and good practice in fundraising, having voluntarily chosen to follow the Code of Fundraising Practice (as overseen by the Fundraising Regulator) and the Charity Governance Code (as endorsed by the Charity Commission).

Structure, governance and management

Governing document

The governing document is the Memorandum and Articles of Association incorporated on 17 November 2003, as amended by special resolutions in 2008, 2011, 2012, 2014 and 2018.

FoWA is a membership and fundraising organisation for Westonbirt, The National Arboretum and as of 31 December 2023 we had 36,418 Members. The Board is accountable to the Charity Commission as a registered Charity.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

Recruitment and appointment of Trustees

There are currently eight Trustees on the Board. Trustees are recruited following a skills audit of Board members to ensure that the Board has the right mix of skills and experience. The services of a recruitment consultant may be used to recruit new Trustees. Trustees are required to retire from office following the completion of their term of office, serving a maximum of three terms of office. There is an induction process to support new Trustees, set out in the Trustee policy, including meetings with key staff and stakeholders and offers training and development opportunities.

The Board meets at least five times during the year. There are also three subcommittees: a Joint Working Panel (disbanded in December 2023), an Enterprise Board and a Finance and Risk Panel, which meet four to five times per year. Additionally, there is a Human Resources Panel which is convened when needed. Membership of committees is set out on page 1.

The Trustees have continued to keep FoWA's governance needs and the diversity of the Board under review. The Trustees are responsible for staff pay, benefits and terms and conditions. Detailed oversight of finance is delegated specifically to the elected Treasurer who works closely with the Finance Director and keeps the Board informed.

Risk management

Risk is managed through a risk management register and detailed policy; this is reviewed by the CEO alongside a Trustee with specialist expertise in risk management who reports to the full Board. Major risks are reviewed annually by the full Board and are kept under review on a quarterly basis by the Finance and Risk Panel. The Board monitors impact, probability, mitigations taken and identifies any additional action required. Key potential risks facing FoWA that require careful monitoring include the impact of any major changes in membership recruitment and retention which is often influenced by the current economic climate. Other risks are cyber security and data protection, staff turnover and the relationship with Forestry England who run the site.

Organisational structure

Day-to-day responsibility for operations of FoWA is delegated to the full-time employed Chief Executive Officer (CEO) and, through them, to the staff team. FoWA is committed to good governance: during 2020 a governance review was performed to ensure maintenance of good standards of practice and further reviews will be held periodically going forwards. FoWA is also a fully paid member of the Fundraising Regulator and are committed to good practice in fundraising.

The Board works closely with the CEO to set the strategic direction of FoWA, as well as working with key stakeholders such as Forestry England. This has been demonstrated through the Joint Working Panel and, going forward, the Joint Steering Board attended by senior FoWA staff and senior Forestry England staff. The Director of the Arboretum (employed by Forestry England) attends the Board meetings as a guest to report on performance and developments of the Arboretum on a quarterly basis.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

Related parties

Forestry England is the site manager of the Arboretum and the major beneficiary of our grant giving. To this end, FoWA has in place a partnership agreement that is signed off by the Board of Trustees and FE senior management. We have a grant policy in place with a transparent process for application and awarding of grants against our charitable objectives and criteria set in the policy. In awarding grants, the recipient (including Forestry England) are bound by the terms of those grants to provide impact reporting and we monitor the completion of projects against these terms.

Pay policy for key management staff

The Trustees consider that the Board of Trustees, the Chief Executive Officer and the Senior Management comprise the Key Management personnel of the Charity in charge of directing and controlling, running and operating on a day-to-day basis. All Trustees give their time freely and no Trustee received remuneration or other benefit from their work in the year. Details of Trustees' expenses are disclosed in note 11 to the accounts.

The pay for the Chief Executive Officer and all staff is reviewed by the Board of Trustees annually. The pay review includes a third party benchmarking against both the voluntary sector and visitor attractions. Consideration is also given to staff performance during the pay review and adjusted as appropriate.

Aims, objectives and activities

Objectives

The Friends of Westonbirt Arboretum aims to further public enjoyment and knowledge of the Arboretum's world-renowned tree collection and to secure its sustainable future. It does this by engaging, informing and increasing its membership and also by giving financial and practical support to the management and development of Westonbirt, The National Arboretum and, in particular, by:

- providing support to the National Arboretum at Westonbirt in promoting public understanding of the critical role of trees to the environment and society;
- providing support for the Arboretum's research and education in all fields relating to trees;
- providing support for the conservation, maintenance and development of the unique tree collection and historic landscape for future generations;
- providing funds to enhance the public's experience at the Arboretum;
- acting as an advocate for the Arboretum, promoting its values and the need for continuing funding;
- providing support to the Arboretum by cultivating the Charity's relationship with its members so as to encourage long-term relationships and fundraising opportunities;
- promoting opportunities for access and participation to a diverse range of public individuals and groups; and
- providing funds for such other charitable purposes as will further the work of the Arboretum.

Strategies

In December 2019, a new vision for the Arboretum as a whole was launched by Forestry England entitled 'Our Place in a Changing World', which focusses on responding to the environmental and human challenges we face over the next 10 years as the climate and society changes. The vision is for the Arboretum to be ***A world leader in trees, inspiring people through conservation, education and participation.***

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

2020 saw FoWA begin delivery of its 3-year strategy, focusing on the following priorities with the overall aim of supporting the Arboretum and this shared Ten-Year Vision, as detailed below:

- contributing to the Arboretum Development Masterplan;
- helping to deliver Arboretum Development projects;
- improving the supporter journey; and
- increasing stakeholder engagement.

Progress against this strategy has been positive for FoWA, despite it running through the time period and upheaval of Covid Pandemic, staff changes, in both FoWA and Forestry England, and an economic and fuel crisis in the UK. Forestry England's Masterplan of developments for the site continues to evolve and emerge and during 2023 we have funded some exciting projects and developments relating to this plan and further details of this funding are provided in subsequent sections of this report.

With the establishment of FoWA's new Chair and Board members, the CEO, Finance Director, and the staff team resource and time has been focussed on reviewing our operations to ensure we are efficient and effective in all areas of the charity - which is particularly pertinent during the economic crisis our country is currently facing. The Board and staff have spent time revisiting the Charity purpose and reviewing the effectiveness and impact achieved to date. This work has been carried out in consultation with the Board of Trustees, all staff at FoWA and through stakeholder engagement, including our partners at Forestry England and Members via a members' survey. FoWA enhanced its fundraising capability during 2023 to enable on-site developments to come to fruition, alongside Forestry England's own investment in the site, as key development projects have taken shape.

The latter part of 2023 enabled us opportunity to reflect on this progress and as the newly appointed Board and staff establish themselves, fresh ideas and approaches will inform the development of FoWA's strategy for 2024 and beyond.

Public benefit

The Charity provides several public benefits, primarily focused on supporting the Arboretum itself. This is made possible through fundraising and generating income through membership, with this income we support, enable and facilitate the following, primarily through our strong partnership and collaboration with Forestry England who manage the site.

Conservation and Preservation: The Charity contributes to the conservation and preservation efforts of Westonbirt Arboretum, ensuring that the diverse collection of trees and plants are maintained for future generations to enjoy.

Education and Outreach: The Charity payment to Forestry England for Members to access the site contributes to the running cost of the educational programs, workshops, and guided tours to schools and the public, promoting environmental awareness and appreciation for nature.

Access and Enjoyment: The Charity works to improve access to the Arboretum, making it more enjoyable and accessible for visitors of all ages and abilities.

Research and Development: Funding from the Charity supports research initiatives aimed at better understanding tree species, ecosystems, and environmental sustainability, seed collection and conservation efforts.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

Community Engagement: The Charity supports through grants the facilitation of community events, volunteer opportunities, and membership engagement, fostering a sense of belonging and stewardship among supporters of both the Charity itself and Forestry England, Westonbirt.

Overall, the Charity plays a crucial role in enhancing the Arboretum's value as a public resource, both ecologically and recreationally.

Achievements and performance

During the year, FoWA's main activities fell into the following areas:

1. Membership
2. Arboretum Access Rights Payment (AARP)
3. Fundraising
4. Grant giving
5. Retail

Membership

As a membership organisation, FoWA relies on the lifeblood of our membership income, enabling us to raise charitable funds to meet our charitable objectives in support of Westonbirt Arboretum. Increase in membership numbers directly impacts the level of Arboretum Access Rights Payments FoWA makes to the Arboretum: greater membership numbers result in a greater level of financial support for the Arboretum through further grant giving.

The Supporter Engagement and Servicing Team have focussed on improving Westonbirt's supporter journey by encouraging regular visits to the site through marketing initiatives, tactics, and incentives. Members receive comprehensive membership benefits whilst sitting inside the permissible Gift Aid threshold, such as shopping discounts with partner organisations and entry to partner gardens, newsletters and 'behind the scenes' updates.

Members have played a vital role in FoWA since it was established in 1985 and continue to be pivotal in enabling the Charity to support the Arboretum and secure its sustainable future for generations to come. We are truly grateful for their ongoing loyalty and support, which not only allows us to support the maintenance of the Arboretum on a regular basis, but also to provide support for an ambitious vision which will secure the future sustainability of the Arboretum.

By the end of 2023, we had 36,418 members, and 73% of those memberships were eligible for Gift Aid.

This resulted in membership income of £1,436,608 (including Gift Aid).

Member feedback:

"I've been a member of Westonbirt for many years now. I think originally because I enjoyed the calm and peace I felt whilst there. In the last few years, I've grown fascinated by the life of trees. How they communicate, how they provide a home to so many species even after they die. And of course, how much we as humans depend on them to survive. They are doing vital work and need our support to continue doing it."

"My personal journey with Westonbirt is woven with memories of exploration, learning, and finding peace in nature's embrace. It's a place that has shaped my love for the environment and the importance of preserving these precious natural spaces."

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

I'm passionate about securing donations to support Westonbirt because I believe in its transformative power."

"Westonbirt holds many special memories for me and as a result of the excellent customer service I purchased a Christmas Gifted membership for my family member today – thank you".

Arboretum Access Rights Payment (the AARP)

The AARP is the payment FoWA makes to Forestry England, the site managers, to secure access for Members. This money is then incorporated into the site's income and goes towards Forestry England's operational management of the site. This includes:

- conservation and tree management work including collection and landscape management, propagation activity, dendrology, survey and inventory work, and volunteer, student and work experience;
- education, learning and interpretation, including enabling schools to use the Arboretum to support the learning of their pupils and supporting visitors' understanding of the importance of trees in general, and Westonbirt in particular, as well as widening access from underrepresented audiences;
- volunteer participation support; and
- improving accessibility to the Arboretum, including the funding and maintenance of mobility scooters.

The 2023 AARP was £718,718.

Fundraising

Fundraising in 2023 has comprised a mixed income portfolio of individual donations and grants from trusts and foundations. During the year we received £175k of income from external trust and grant foundations and £56k from individuals through various forms of donations.

Silk Wood Community Planting Project

The Silk Wood Community Planting Project has been a major fundraising focus of our joint activities. During the year we raised **£156,637** through trust and grant fundraising. This was further supplemented by Forestry England's own fundraising efforts.

Acknowledgement of support

We, and the Westonbirt FE team, are extremely grateful to the following funders for their support via grants in 2023:

- John Horseman Trust
- Swire Charitable Trust
- Garfield Weston Foundation
- MillerKnoll Foundation
- D'Oyly Carte Charitable Trust
- Gloucestershire Funders

Silk Wood Community Planting Project – Forestry England statement

"This project is an ambitious three-year endeavour to not just restore the woodland, but to transform it into a vibrant "Community Woodland" – a living testament to collaboration and environmental stewardship.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

Hundreds of passionate individuals are joining forces with the dedicated team at Westonbirt. Together, they'll embark on a journey of shared purpose: designing the future of the forest, clearing the ground, and meticulously planting 9,000 carefully chosen saplings.

Over 20 resilient tree species will be woven into the landscape, creating a tapestry of biodiversity and strength. This includes a mix of our well-known native tree species but also some non-natives chosen for their resilience to harsher extremes in weather, temperature changes or anticipated pest and disease threats.

This isn't just about planting trees; it's about building a legacy. A legacy of community, of environmental responsibility, and of hope for a greener future."

Grants awarded and paid

During 2023, we received impact reports for grants that had been awarded in previous years and projects that came to an end during the year. A number of these projects had experienced some delays due to Covid and resourcing, however, progress has been made toward completion and the majority are now finalised or close to completion. More details of these projects can be found on our website: <https://www.fowa.org.uk/our-cause/what-we-do/projects/>

During 2023 FoWA paid out a total of **£254,753** in relation to **previously awarded grants**.

Oct 2018 Community Shelter and Green Wood Working Shelter (sum awarded - £58,845) the Community Shelter was an exciting programme that built, in partnership with the community groups who now use it, a beautifully designed timber framed structure using timber from the arboretum in Silk Wood. FoWA had previously agreed to provide a grant of £59k. The aim of the Community Shelter is to host a bespoke programme of events and activities to give disadvantaged and excluded individuals the opportunity to participate in coppicing, green woodworking, bush crafts, arts and crafts and learning to use the cob oven. <https://www.fowa.org.uk/our-cause/what-we-do/projects/community-shelter-project>

During 2023, the Green Wood Working Shelter element of this grant was completed: <https://www.fowa.org.uk/our-cause/what-we-do/projects/green-woodworking-shelter/>

Oct 2018 Coppice Shelter and Composting Toilet (sum awarded £49,000) The budget for the Coppice Shelter was developed in 2018 but completion was delayed by COVID and staff shortages. Significant construction progress was made in 2022 with the work being completed in January 2023. <https://www.fowa.org.uk/our-cause/what-we-do/projects/coppice-shelter-project>

Jan 2021 Quarantine House (sum awarded £62,000) The Quarantine House was completed in early 2023 with the first plant material going into quarantine in spring of that year. <https://www.fowa.org.uk/our-cause/what-we-do/projects/quarantine-house-project>

Jan 2019 Arboretum Access Improvements (sum awarded £305,489) FoWA had previously confirmed its funding support for this ambitious project that consisted of three main elements: signage, car park landscaping and footpath improvements. Some of this work was delayed due to Covid and the final part of the project concluded in 2023 which was car park landscaping and heritage fencing installation.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

July 2022 Silk Wood Project Manager (sum awarded - £82,500) FoWA awarded salary costs for 1 year 11 months, including employers costs for pension, NI and other salary levies for the employment of a Project Manager to plan and initiate the Community replanting programme, (<https://www.fowa.org.uk/our-cause/what-we-do/our-work/silk-wood-community-planting/>) in addition a portion of this grant was used to contract a freelance bid writer to support trust and grant fundraising for this project. The project manager was appointed in January 2023. <https://www.fowa.org.uk/blog/new-silk-wood-project-manager>

Dec 2022 Westonbirt Community Coordinator (sum awarded £73,000) This grant was awarded to fund the appointment of a Forestry England employed Community Co-ordinator over 2 years to March 2025. The post holder will co-curate/develop activities in response to the specific needs of the individuals and community groups they work with. This will ensure the best outcomes for the participants, many of whom have complex needs. The Community Shelter providing a great space for engagement and a hub for activity in the woodland.

“The Community Coordinator in January 2023. With a team of 22 dedicated volunteers, the programme continues to work with a diverse range of groups to support participants’ positive mental health and wellbeing, enabling them to connect with nature and enjoy the fantastic, therapeutic benefits that Westonbirt has to offer.

In 2023 just under 800 people visited as part of the ‘led programme’ and a further 1,527 people came on group self-led visits through the Community Access Scheme. (The Community Access Scheme allows visitors who would otherwise face barriers to visiting the arboretum independently, to enjoy all the wellbeing and mental health benefits at a reduced rate.)

The Community Shelter, and new Green Woodworking Shelter, are the setting for most of the Community Programme activities, including our Wild Westonbirt youth group. Through activities such as practical conservation tasks, woodland crafts, wildlife watching and campfire cook-ups, 14 – 18-year-olds gain confidence and make friends, whilst boosting their mental health and wellbeing”. Feedback from Forestry England.

“It was an amazing experience and I learnt so many new skills. I enjoyed the meals we had, being there to see the new growth in the coppice area and seeing how we have made a difference to the community shelter was really great. Also thank you so much for being my DofE [Duke of Edinburgh] assessor and helping me complete my volunteering section of the award”. Wild Westonbirt participant.

Dec 2022 Westonbirt Interpretation Projects (sum awarded £10,000) A grant was awarded to Forestry England to update on site interpretation to support the vision in strengthening the connection between visitors and trees. The funding has been used to design and purchase tree plinths to highlight 40 key specimens. The grant will be complete in April 2024.

Dec 2022 Westonbirt Tree Conservation Manager (sum awarded £180,000) FoWA have funded the 3-year appointment of a Forestry England employed Tree Conservation Officer, whose appointment started in April 2023, and to contribute to the cost of associated tree research trips and seed collections.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

“As highlighted in the State of the World’s Trees, published by Botanic Gardens Conservation International (BGCI) in September 2021, 30% of the world’s tree species are threatened with extinction in the wild. To scale-up tree conservation, in partnership with Forestry England and multiple other institutions, BGCI is establishing a suite of Global Conservation Consortia (GCC), to address the conservation needs of highly threatened tree groups. Consortia established so far include groups of great significance to Forestry England tree collections: maples, oaks, magnolias and rhododendrons. Additionally, the GCC work closely with the International Conifer Conservation Programme (ICCP), led by the Royal Botanic Garden Edinburgh (RBGE), and Bedgebury National Pinetum is a very significant contributor. Through these partnership projects, the Westonbirt Tree Conservation Manager will be establishing and developing international contacts with institutions and people contributing to the project, strengthening Westonbirt’s role as a National Arboretum collaborating on a global platform .

In addition to this global work, the Tree Conservation Manager will also establish and develop a Sorbus conservation consortia led by Westonbirt in partnership with National Botanic Gardens Wales. Propagation of endangered trees at the Arboretum (some for sharing with other institutions) and the planting of new specimens of endangered species in the Arboretum”. Mark Ballard FE Arboretum Curator

<https://www.fowa.org.uk/blog/expanding-westonbirts-role-in-global-tree-conservation>

July 2022 Trainee-Student Arborist 2023-2025 (sum awarded £65,000) FoWA have again funded a 3-year programme offering a trainee student arborist a Forestry England fixed term contract (51 weeks), to work with the Westonbirt Arboretum Tree Team. The grant allows for funding of 2 further placements in Year 2: 2024-25 and Year 3: 2025-26.

The Trainee/Student Arborist placement is an opportunity for young people studying arboriculture, forestry, horticulture or a related subject to gain practical industry experience within a world-class tree collection. This initiative has been praised by several educational institutions as being a key factor in student personal development and ultimate success.

The Trainee/Student Arborist not only assists the Forestry England, Westonbirt Tree Team each year with the essential conservation, maintenance and development of the living tree collection and historic landscape, but it enables new entrants into the field of arboriculture to learn key skills and adopt the highest industry standards, at a time when trees and woodlands have never been more important.

FoWA is proud to be supporting the development of the workforce trained in the specialist skills required for looking after the nationally important tree collection, here at Westonbirt.

Nov 2022 Coppice Apprentice (sum awarded £5,292) FoWA agreed to help meet some of the costs of a Coppice Apprentice in 2022, over a 2-year period. This grant is to provide tools and training costs/top-up to the salary of a Coppice Apprentice, over a two-year period, who has been recruited through the Small Woodlands Association Apprentice Scheme. From January 2023, she has worked on the Westonbirt Coppice Restoration Project. The Coppice Restoration Program is virtually unique in the UK and provides an important opportunity to educate the public on the benefits of woodland management. The coppice workers frequently interact informally with members of the public and more formally with visiting Groups.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

“The funding that FOWA have provided to me to support my coppicing apprenticeship with Brian Williamson, as part of Westonbirt’s 45 Acres of hazel coppice restoration project, has been invaluable to my progress as an apprentice. The tools and education courses I have been able to purchase have been critical in both progressing learning in woodland management to continue restoring the hazel coppice, alongside creating an economically viable livelihood creating marketable coppice products. A lengthy tuition, and practice in these skills, as an apprentice, is critical to gain the knowledge and efficiency in working, that will make continuing to be a member of the team delivering Westonbirt’s coppice restoration project viable into the future.”

Naomia Cantor Apprentice.

June 2022 University of the West of England PhD Student (sum awarded £25,000) FoWA awarded a grant of up to £25,000 across four years to part-fund a PhD research project. This is a collaboration with the University of West England (UWE) with 25% funding from FoWA, the residual 75% funded by UWE. The research builds on work carried out at the arboretum in 2020-21 by a UWE MSc student and will provide an in-depth survey of the current and potential future threats to *Tilia* in the UK. The research aims to improve our understanding of the health of an important parkland tree species, and the partnership strengthens the link between academic institutions and Westonbirt, the National Arboretum. The grant is ongoing up to 4 years.

<https://www.fowa.org.uk/blog/protecting-tilia-trees-how-members-are-helping-to-research-tree-diseases>

Nov 2022 Mobility Scooters (sum awarded £6,200) and Off-Road Mobility Scooter (sum awarded £4,995) The Charity is keen to ensure that the site is accessible to as many people as possible. A fleet of 10 mobility scooters are available for Arboretum visitors to hire free of charge, but many of them were more than 10 years old and were becoming increasingly unreliable and maintenance costs untenable. FoWA has, therefore, supported the replacement of the two scooters, and funded the purchase of an off-road mobility scooter for use by Forestry England’s volunteers and community groups to enable better access to all areas of the arboretum beyond the capability of the visitor fleet of mobility scooters. The grant was complete in Jan 2023.

New grants awarded in 2023

In 2023, FoWA paid out a total of £226,118 in relation to new grants awarded in the year. The details relating to these grants are provided below:

Jan 2023 Westonbirt Play Project (sum awarded £187,500) FoWA awarded a multi-year grant to fund the development of the provision of Play at Westonbirt Arboretum. Including a small contribution toward trust and grant fundraiser time to secure further funding for the project. During 2023, we have paid out £9,600 of this grant which financed towards consultancy costs. We continue to fundraise externally towards this longer-term project to develop play at Westonbirt Arboretum.

Jan 2023 Visitor Shuttle Bus Over (sum awarded £26,000) FoWA awarded a grant to enable Forestry England to purchase a new visitor shuttle bus - enabling a more reliable service, taking visitors deeper into the arboretum and to be weather proofed. The shuttle bus is designed not only for use by those with access needs but has space for groups to travel together, it is safer to drive so enabling more volunteers to provide a reliable bus service on site. This bus was due to be purchased and in place by Autumn 2023, subject to procurement, unfortunately there have been delays so it is now expected to be in place by Easter 2024.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

June 2023 Pricing Strategy (£6,250) FoWA funded an external consultancy to provide industry analysis and benchmarking to inform a Forestry England pricing strategy, to cover membership and day admission to help inform FoWA and Forestry England management decisions. The consultancy advice has helped underpin both FoWA's and Forestry England's commercial strategy and aid our partnership by achieving a clearer understanding of how admission and membership prices should relate to each other, what we can do to optimise income, number of entries, supporter journey and engagement with onsite case for support, and Forestry England's other objectives such as reducing arrivals by car.

Oct 2023 Roadside and What's On today Signage (£6,730) FoWA awarded this grant to Forestry England to provide an externally facing roadside sign-frame to promote arboretum activities and membership to passers-by on A433, replacing a sign that was removed approx. 3 years ago due to structural decay. In addition to this, a 'What's on Today' ladder board to be placed outside the Welcome Building and visible to visitors immediately on entering the Arboretum. This facility has not been provided before and there is significant demand for it as identified through the Access Audit completed on site by Inclusion Gloucestershire, aiming to make the site more accessible and user friendly especially to those with access needs.

Oct 2023 Scooter & Wheelchair (£5,230) FoWA awarded this grant to Forestry England to replenish the Mobility Scooter and Wheelchairs for hire at the Welcome Building to improve access, as the arboretum becomes more well known for its accessible paths, demand for these resources is often outstripping supply so we aim to continue to fundraise further to meet this need.

Oct 2023 Welcome Building Member Card Scanning App (£5,450) FoWA awarded this grant to Forestry England to improve member data collection through scanning of membership cards at entry and providing the data for analysis by our membership team.

FoWA Community Grant Giving Fund (£25,000) The FoWA Community Grant Giving Fund is designed to enable individuals, and particularly those who would otherwise struggle to access the site, to be able to afford the costs of entry, travel and refreshments, as well as engagement in Forestry England activities.

Aug 2023 Wild Wonder Access tickets £380 FoWA awarded this grant to community groups and organisations free entry tickets, transport costs and a book voucher providing a free book for each child attending the children's literature festival. <https://www.fowa.org.uk/blog/wild-wonder-at-westonbirt-a-book-festival-for-all>

Retail

We appointed a new Buying and Retail Manager in October who has continued to develop the variety of products available, purchasing from artisan makers and, where possible, from local suppliers as well as increasing the amount of Westonbirt-own produce and merchandise. Overall, FoWA has sought to follow an ethical approach in its buying strategy, sourcing British produce and merchandise locally whenever possible.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

The previous year was a challenging time for retail however, during 2023 a range of actions were implemented to address improvement of the shop turnover, development of products available and marketing. We also had significant support from Forestry England who in 2023 temporarily reduced the rent charge while we addressed improvements. As a result of this combination of efforts we have seen an improvement in shop performance in late 2023 and we are positive that with the improved systems and more favourable lease terms, we will see a further improvement in performance in 2024. With FoWA running the retail, we are able to provide Forestry England with an onsite shop that reflects the Arboretum well and provides the Charity with profits to then award as grants to Forestry England and others in support of the Arboretum.

Priorities for 2024 - looking ahead

During 2024, we plan to continue to focus on building our partnership and collaboration with Forestry England staff to deliver the best possible outcomes for the Arboretum. In addition to this we will continue to ensure we are operating as efficiently and effectively as we can as a charity. Joint planning for the future enables FoWA to target its activities on having the best possible outcomes for the site through our grant making activity and efforts through fundraising. We will also continue to focus on providing a positive visitor experience through the development of the retail offer which will not only enables us to redirect profits from retail toward the site's development but also provides an opportunity to promote the Charity and its impact and engage with Members or encourage new membership sign up.

The Board have experienced a period of refresh as three long-standing Trustees retired or stepped down during the year. The focus going forwards into 2024 will be a review of governance policy and procedures and development of the 3-year strategy that will see us into 2025 and beyond.

During 2024, we intend to refocus our attention on the key charitable objective of fundraising and membership growth and retention so as to achieve our primary objectives: preserve, develop and provide access to the Arboretum. We will do this by developing a marketing strategy that will include new initiatives to retain Members' engagement and also to acquire new Members as well as concentrate efforts on providing a high-quality membership service that is supported by efficient IT systems. We will also continue to develop our fundraising efforts and, in turn, undertake grant giving (to the community and Forestry England). Supporting the exciting development projects being delivered by Forestry England, presents an opportunity to grow our profile and fundraising capability, ensuring we can maximise our impact as a Charity on the sustainability and development of the beautiful site that is Westonbirt Arboretum and its globally important tree collection.

We are grateful to all those individuals and organisations that have supported our work through financial and in-kind support. These include individual donors, charitable trusts and grant-making organisations and others who offer support through their expertise or services.

Westonbirt Forestry England Volunteers supporting The Friends of Westonbirt Arboretum (FoWA)

The volunteers at Westonbirt are managed by Forestry England and they have a team of over 280 dedicated volunteers who provide essential contributions to the site. FoWA are extremely grateful to be able to work with Forestry England and their volunteers to promote the Charity, membership and fundraising on site. FoWA works in close partnership with the Welcome Building volunteers and Tree Guides in particular, who support the Charity by promoting membership and further giving opportunities to day visitors and Members alike and provide sign-up support for those taking up membership.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

The FoWA Membership Team continue to work closely with Forestry England's Visitor Services team to keep the volunteers up to date by providing regular training and eNews. This ensures they have the information needed to support FoWA's work. The Charity is grateful for everything volunteers do in support of FoWA's activities and membership sales, and for the exceptional management and training provided to volunteers by the onsite Forestry England team.

Our Patron and Ambassador

The Friends of Westonbirt Arboretum are privileged to continue to enjoy the support of our Royal Patron HM The Queen and our Ambassador the Honourable Beth Rothschild. We are most grateful for your ongoing commitment.

Prior year adjustment

It was necessary to process prior year adjustments in respect of two different matters arising from the treatment of agreed grant commitments and from the calculation of VAT on membership income.

Grant commitments: previously expenditure relating to agreed grants was ring-fenced through the use of designated funds and grant expenditure was only recognised as a cost at the point that the grant was paid out. Following a change of auditor, the Charity has been advised that in compliance with approved accounting standards, grants should be recognised as a cost at the time of commitment, rather than at the time of payment. As such the classification of grant commitments has altered from forming part of the designated funds, appearing below the line, to creditors, forming part of the Charity's liabilities above the line. Further details relating to the prior year adjustments resulting from this change in the treatment of grant commitments can be found in note 2 of these accounts.

VAT on membership income: membership income is a mixed supply for the purposes of value added tax. As such, the VAT rate applied to membership income is a calculated rate, not a standard rate. Following advice from HMRC, it was necessary for the Charity to amend the basis on which it calculated the VAT rate to be applied to membership income. It was necessary to apply this adjustment to a retrospective period going back to the start of 2020, therefore, this adjustment has an impact on previous years and has been processed through these accounts as a prior year adjustment. At the time of completing these accounts, a submission has been made to HMRC in relation to the additional VAT due but no response has yet been received from HMRC so potential interest and penalty charges have been included as estimated figures. Further details relating to the prior year adjustments resulting from this adjustment can be found in note 2 of these accounts.

Investments

Investment policy

The Charity's investment policy is reviewed from time to time and amended when necessary. The investment policy in place during 2022 was conservative, limiting investments to deposits with high quality counterparties and investments in CCLA's money market fund. The Trustees reviewed the policy during the year and, in light of the current economic and political climate, have considered that continuing to adopt this investment policy remains appropriate.

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

Financial review

Going concern

After making appropriate enquires, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and do not anticipate that there are any circumstances that are likely to arise leading to a significant reduction in the Charity's ongoing income streams or ability to continue to operate. The Charity is in a strong financial position with healthy reserves. The Trustees have approved the 2024 budget and the performance of the Charity, to date, which is in line with the financial plan.

Results

After accounting for grant expenditure totalling £226,118 (2022: £498,612), the Charity made a consolidated unrestricted loss of £67,818 (2022: loss of £409,580). This loss was deducted from the brought forward reserves of £698,003 (2022: £1,107,583) to give carried forward unrestricted funds of £630,185 (2022: 698,003) at the year end.

After accounting for grant expenditure totalling £10,000 (2022: 18,985), the Charity made a consolidated restricted fund surplus of £146,637 (2022: loss of £1,785). This movement in funds was added to the brought forward reserves of £10,000 (2022: £11,785) to give carried forward restricted funds of £156,637 (2022: £10,000) at the year end.

Across all funds the Charity made a consolidated surplus of £78,819 (2022: loss of £411,365) which was added to the brought forward reserves of £708,003 (2022: 1,119,368) to give carry forward reserves of £786,822 (2022: £708,003).

Reserves policy

The Charity held reserves of £786,822 (2022: £708,003) at the year end. Of these funds, £234,592 (2022: £326,352) were designated funds, £156,637 (2022: £10,000) were restricted and £395,593 (2022: £371,651) were held as general reserves. The Charity's reserves policy is that the general reserves held by the Charity should be a minimum of 3 months running costs, including salary costs. After stripping out exceptional costs, grant expenditure, depreciation, donated facility costs and costs of goods sold relating to the Shop, the Charity's annual expenditure was £1.5m equates to £375k. As such, the Trustees feel that the funds held as general reserves are at the correct level.

Free reserves of the funds that are not otherwise restricted or designated and which are not invested in tangible fixed assets, as such, the Charity's free reserves equate to the balance of the general funds less fixed assets so at the year end, the Charity held free reserves of £341,582 (2022: £313,509). The Trustees have reviewed the funds held by the Charity at the year end and are content that the Charity is holding an appropriate level of reserves, in accordance with the reserves policy.

Statement of responsibilities of the trustees

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

Friends of Westonbirt Arboretum

Report of the trustees

For the year ended 31 December 2023

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and the group and the incoming resources and application of resources, including the net income or expenditure, of the charity and the group for the year. In preparing those 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 accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and the group and which enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Auditors

Godfrey Wilson Limited were appointed as auditors to the group and parent charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 1 May 2024 and signed on their behalf by

Neil Sachdev - Chair of Trustees

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

Opinion

We have audited the financial statements of Friends of Westonbirt Arboretum (the 'parent charity') and its subsidiary (the 'group') for the year ended 31 December 2023 which comprise the consolidated statement of financial activities, consolidated and parent charity balance sheets, consolidated statement of cash flows and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and the Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group and parent charity's affairs as at 31 December 2023 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the group and parent charity financial statements and our auditor's report thereon. Our opinion on the group and parent charity financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and the parent charity and their environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charity, or returns adequate for our audit have not been received from branches not visited by us;
- the parent charity financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made;
- we have not obtained all the information and explanations necessary for the purposes of our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out in the trustees' report, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The procedures we carried out and the extent to which they are capable of detecting irregularities, including fraud, are detailed below:

- (1) We obtained an understanding of the legal and regulatory framework that the charity operates in, and assessed the risk of non-compliance with applicable laws and regulations. Throughout the audit, we remained alert to possible indications of non-compliance.
- (2) We reviewed the charity's policies and procedures in relation to:
 - identifying, evaluating and complying with laws and regulations, and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risk of fraud, and whether they were aware of any actual, suspected or alleged fraud; and
 - designing and implementing internal controls to mitigate the risk of non-compliance with laws and regulations, including fraud.
- (3) We inspected the minutes of trustee meetings.
- (4) We enquired about any non-routine communication with regulators and reviewed any reports made to them.
- (5) We reviewed the financial statement disclosures and assessed their compliance with applicable laws and regulations.
- (6) We performed analytical procedures to identify any unusual or unexpected transactions or balances that may indicate a risk of material fraud or error.
- (7) We assessed the risk of fraud through management override of controls and carried out procedures to address this risk. Our procedures included:
 - testing the appropriateness of journal entries;
 - assessing judgements and accounting estimates for potential bias;
 - reviewing related party transactions; and
 - testing transactions that are unusual or outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. Irregularities that arise due to fraud can be even harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

Independent auditors' report

To the members of

Friends of Westonbirt Arboretum

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Date: 1 May 2024

Rob Wilson FCA
(Senior Statutory Auditor)

For and on behalf of:

GODFREY WILSON LIMITED

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Friends of Westonbirt Arboretum

Consolidated statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 December 2023

		Restricted	Unrestricted	2023 Total	Restated 2022 Total
	Note	£	£	£	£
Income from:					
Donations and legacies	4	156,637	85,876	242,513	66,864
Charitable activities	5	-	1,436,608	1,436,608	1,423,746
Other trading activities	6	-	491,399	491,399	448,137
Investments		-	34,195	34,195	5,595
Other		-	181	181	39,102
Total income		<u>156,637</u>	<u>2,048,259</u>	<u>2,204,896</u>	<u>1,983,444</u>
Expenditure on:					
Raising funds		-	552,261	552,261	558,983
Charitable activities		<u>10,000</u>	<u>1,563,816</u>	<u>1,573,816</u>	<u>1,835,826</u>
Total expenditure	8	<u>10,000</u>	<u>2,116,077</u>	<u>2,126,077</u>	<u>2,394,809</u>
Net income / (expenditure)		146,637	(67,818)	78,819	(411,365)
Transfers between funds		-	-	-	-
Net movement in funds	11	146,637	(67,818)	78,819	(411,365)
Reconciliation of funds:					
Total funds brought forward		<u>10,000</u>	<u>698,003</u>	<u>708,003</u>	<u>1,119,368</u>
Total funds carried forward		<u>156,637</u>	<u>630,185</u>	<u>786,822</u>	<u>708,003</u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 24 to the accounts.

The 2022 comparatives have been restated for changes in accounting policies and other prior period adjustments, as set out in note 2 to the accounts.

Friends of Westonbirt Arboretum

Consolidated balance sheets

As at 31 December 2023

	Note	The group 2023 £	Restated The group 2022 £	The charity 2023 £	Restated The charity 2022 £
Fixed assets					
Intangible assets	14	6,258	9,979	4,185	5,993
Tangible assets	15	47,753	48,163	35,374	32,947
Investments		-	-	1,000	1,000
		54,011	58,142	40,559	39,940
Current assets					
Stocks	18	54,828	55,800	8,820	-
Debtors	19	108,047	119,480	270,771	282,655
Cash at bank and in hand		1,930,524	1,857,932	1,780,753	1,762,381
		2,093,399	2,033,212	2,060,344	2,045,036
Liabilities					
Creditors: amounts falling due within 1 year	20	(1,199,117)	(1,089,249)	(1,148,203)	(1,054,522)
Net current assets		894,282	943,963	912,141	990,514
Total assets less current liabilities		948,293	1,002,105	952,700	1,030,454
Creditors: amounts falling due after more than 1 year	21	(161,471)	(294,102)	(161,471)	(294,102)
Net assets	23	786,822	708,003	791,229	736,352
Funds	24				
Restricted funds		156,637	10,000	156,637	10,000
Unrestricted funds					
Designated funds		234,592	326,352	234,592	326,352
General funds		395,593	371,651	400,000	400,000
Total charity funds		786,822	708,003	791,229	736,352

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 1 May 2024 and signed on their behalf by

Neil Sachdev - Chair of Trustees

Friends of Westonbirt Arboretum

Consolidated statement of cash flows

For the year ended 31 December 2023

	2023	Restated
	£	2022
		£
Cash supplied by (used in) operating activities:		
Net movement in funds	78,819	(411,365)
Adjustments for:		
Depreciation charges	18,632	24,775
Amortisation charges	3,721	3,722
Dividends, interest and rents from investments	(34,195)	(5,595)
Loss on the sale of fixed assets	-	62
Decrease / (increase) in stock	972	(4,197)
Decrease / (increase) in debtors	11,433	(20,336)
Increase / (decrease) in creditors	(22,763)	392,659
Net cash provided by / (used in) operating activities	<u>56,619</u>	<u>(20,275)</u>
Cash flows from investing activities:		
Dividends, interest and rents from investments	34,195	5,595
Purchase of tangible fixed assets	(18,222)	(27,050)
Net cash provided by / (used in) investing activities	<u>15,973</u>	<u>(21,455)</u>
Increase / (decrease) in cash and cash equivalents in the year	72,592	(41,730)
Cash and cash equivalents at the beginning of the year	<u>1,857,932</u>	<u>1,899,662</u>
Cash and cash equivalents at the end of the year	<u><u>1,930,524</u></u>	<u><u>1,857,932</u></u>

The charity has not provided an analysis of changes in net debt as it does not have any long term financing arrangements.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Friends of Westonbirt Arboretum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b) Group accounts

These financial statements consolidate the results of the charitable company and its wholly-owned (controlled) subsidiary on a line by line basis. Transactions and balances between the charitable company and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two companies are disclosed in the notes of the charitable company's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006.

c) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves. There are no material uncertainties about the charity's ability to continue as a going concern.

d) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of provision of membership subscriptions is deferred until criteria for income recognition are met.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

1. Accounting policies (continued)

e) Interest receivable

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.

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Governance costs are the costs associated with the governance arrangements of the charity, including the costs of complying with constitutional and statutory requirements and any costs associated with the strategic management of the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities based on the number of people employed within fundraising as follows:

	2023	Restated 2022
Raising funds	4.3%	4.0%
Charitable activities	95.7%	96.0%

i) Grants payable

Grants which have been authorised and paid are included as expenditure in the Statement of Financial Activities. Grants which have been authorised but not yet paid are accrued in the balance sheet and are included within creditors falling due within one year or after one year (as appropriate).

j) Tangible fixed assets

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

Leasehold improvements	5% straight line
Fixtures and fittings	20% straight line
IT assets	10% - 33% straight line

Items of equipment are capitalised where the purchase price exceeds £500.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

1. Accounting policies (continued)

k) Intangible fixed assets

Intangible fixed assets are amortised at rates calculated to write off the assets on a straight line basis over their estimated useful economic lives. Impairment of intangible assets is reviewed where circumstances indicate that the carrying value of an assets may not be fully recoverable. Amortisation is provided at the following rates:

Computer software	20% straight line
Goodwill	20% straight line

l) Investment in subsidiaries

The charitable company has one wholly owned subsidiary, Friends of Westonbirt Arboretum Enterprises Limited, (registered company number 12410907). The subsidiary is used for non-primary purpose trading activities. The subsidiary undertaking is valued at cost less any cumulative impairment losses in the charitable company's accounts.

m) Stock

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

n) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

o) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

p) Creditors

Creditors and provisions are recognised where there is a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

q) Financial instruments

The charitable company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently recognised at amortised cost using the effective interest method.

r) Pension costs

The company operates a defined contribution pension scheme for its employees. There are no further liabilities other than that already recognised in the SOFA.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

1. Accounting policies (continued)

s) Accounting estimates and key judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

s) Accounting estimates and key judgements (continued)

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

The key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements are depreciation as described in note [j] above and amortisation as described in note [k] above.

2. Prior period restatement

Grant commitments

Prior period expenditure, creditors and funds have been restated to recognise grant commitments in full when they are communicated to grantees. Previously, grant commitments were ringfenced as designated funds when committed, and expenses recognised in the SoFA on a claims basis against the designated fund.

VAT

Prior period expenditure, creditors and funds have been restated to include a VAT underpayment, which is shown as an exceptional item in expenditure note 7.

Funds brought forward

This has affected funds brought forward, as follows:

	Restricted funds £	Designated funds £	General funds £	Total funds £
Funds as originally stated at 1 January 2022	11,785	945,013	365,000	1,321,798
Adjustment to grants payable	-	(159,209)	-	(159,209)
Adjustment to VAT payable	-	-	(43,221)	(43,221)
Adjustment to general reserves top up	-	(78,221)	78,221	-
Funds as restated at 1 January 2022	<u>11,785</u>	<u>707,583</u>	<u>400,000</u>	<u>1,119,368</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

2. Prior period restatement (continued)

	Restricted funds £	Designated funds £	General funds £	Total funds £
Funds as originally stated at 31 December 2022	10,000	921,901	371,651	1,303,552
Adjustment to grants payable	-	(521,925)	-	(521,925)
Adjustment to VAT payable	-	-	(73,624)	(73,624)
Adjustment to general reserves top up	-	(73,624)	73,624	-
Funds as restated at 31 December 2022	<u>10,000</u>	<u>326,352</u>	<u>371,651</u>	<u>708,003</u>

Creditors: amounts due within 1 year

Creditor balances have been affected as follows:

	Other taxation and social security £	Grants payable £	Accruals and deferred income £	Trade creditors £
Creditor balances as originally stated at 31 December 2022	41,533	-	676,599	65,862
Adjustment for grants payable	-	230,461	-	-
Adjustment for VAT liability	73,624	-	-	-
Reclassification of grants payable	-	48,536	(20,730)	(27,806)
Balances restated at 31 December 2022	<u>115,157</u>	<u>278,997</u>	<u>655,869</u>	<u>38,056</u>

Creditors : amounts due after more than 1 year

Long term creditor balances have been affected as follows:

	Grants payable £
Grants payable after 1 year as originally stated at 31 December 2022	-
Adjustment for grants payable	<u>291,464</u>
Grants payable after 1 year as restated at 31 December 2022	<u>291,464</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

2. Prior period restatement (continued)

Expenditure

Expenditure balances shown in the SoFA been affected as follows:

	Raising funds £	Charitable activities £	Total expenditure £
Expenditure as originally stated at 31 December 2022	539,432	1,462,258	2,001,690
Adjustment for grants payable charged to SoFA in year	-	362,716	362,716
Adjustment for VAT charged to SoFA in year	-	30,403	30,403
Reanalysis for costs of raising funds	19,551	(19,551)	-
Expenditure as restated at 31 December 2022	<u>558,983</u>	<u>1,835,826</u>	<u>2,394,809</u>

3. Prior period comparatives: statement of financial activities (restated)

	Restricted £	Unrestricted £	2022 Total £
Income from:			
Donations and legacies	17,200	49,664	66,864
Charitable activities	-	1,423,746	1,423,746
Other trading activities	-	448,137	448,137
Investments	-	5,595	5,595
Other	-	39,102	39,102
Total income	<u>17,200</u>	<u>1,966,244</u>	<u>1,983,444</u>
Expenditure on:			
Raising funds	-	558,983	558,983
Charitable activities	18,985	1,816,841	1,835,826
Total expenditure	<u>18,985</u>	<u>2,375,824</u>	<u>2,394,809</u>
Net expenditure and net movement in funds	<u>(1,785)</u>	<u>(409,580)</u>	<u>(411,365)</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

4. Income from donations and legacies

	Restricted £	Unrestricted £	2023 Total £
Grants:			
The John Horseman Trust	60,000	-	60,000
Garfield Weston	50,000	-	50,000
The Swire Charitable Trust	30,000	-	30,000
Barnwood Trust	-	18,179	18,179
Herman Miller	13,637	-	13,637
The D'Oyly Carte Charitable Trust	3,000	-	3,000
Donations	-	37,407	37,407
Legacies	-	19,040	19,040
Donated facilities	-	11,250	11,250
Total income from donations and legacies	156,637	85,876	242,513

Prior period comparative:

	Restricted £	Unrestricted £	2022 Total £
Grants:			
The Julia and Hans Rausing Trust	10,000	-	10,000
Cotswold National Landscape	7,200	-	7,200
Donations	-	19,414	19,414
Legacies	-	19,000	19,000
Donated facilities	-	11,250	11,250
Total income from donations and legacies	17,200	49,664	66,864

5. Income from charitable activities

	2023 £	2022 £
Membership subscriptions	1,436,608	1,423,746

All income from charitable activities in the current and prior year was unrestricted.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

6. Income from other trading activities

	2023 £	2022 £
Friends of Westonbirt Arboretum Enterprises	484,223	440,461
Letting fees and commission relating to the Great Oak Hall	<u>7,176</u>	<u>7,676</u>
Total income from other trading activities	<u>491,399</u>	<u>448,137</u>

All income from other trading activities in the current and prior year was unrestricted.

7. Government grants

The charitable company receives government grants, defined as funding from Cotswold County Council, to fund charitable activities. The total value of such grants in the year ending 31 December 2023 was £nil (2023: £4,000). There are no unfulfilled conditions or contingencies attaching to this grant.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

8. Total expenditure

	Raising funds £	Charitable activities £	Support and governance costs £	2023 Total £
Staff costs (note 12)	194,374	176,805	125,117	496,296
Staff recruitment and development	-	-	4,480	4,480
Other staff expenditure	-	-	4,698	4,698
FoWAE trading costs, excluding wages and depreciation/amortisation	315,842	-	-	315,842
Purchases for events	15,390	-	-	15,390
The Great Oak Hall expenses	70	-	-	70
Donated facilities - office space	5,625	5,625	-	11,250
Arboretum access rights	-	718,718	-	718,718
Grant expenditure (note 9)	-	226,118	-	226,118
Membership activities	-	58,490	-	58,490
Westonbirt magazine costs	-	65,603	-	65,603
Depreciation and amortisation	6,413	-	15,940	22,353
Governance	-	-	29,335	29,335
Telephone	-	-	2,395	2,395
Rates	-	-	1,085	1,085
Utilities	-	-	7,000	7,000
Insurance	-	-	9,742	9,742
Printing, postage and stationery	-	-	1,184	1,184
General maintenance	-	-	2,727	2,727
Information technology	-	-	72,266	72,266
Miscellaneous expenses	-	-	2,281	2,281
Bank charges	-	-	3,229	3,229
Professional and accounting services	-	-	10,380	10,380
Exceptional item	-	-	45,145	45,145
Sub-total	537,714	1,251,359	337,004	2,126,077
Allocation of support and governance costs	14,547	322,457	(337,004)	-
Total expenditure	552,261	1,573,816	-	2,126,077

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

8. Total expenditure

Prior period comparative (restated)

	Raising funds £	Charitable activities £	Support and governance costs £	2022 Total £
Staff costs (note 12)	182,882	20,878	307,745	511,505
Staff recruitment and development	-	-	21,122	21,122
Other staff expenditure	-	-	3,341	3,341
FoWAE trading costs, excluding wages and depreciation/amortisation	334,581	-	-	334,581
Purchases for events	10,071	-	-	10,071
The Great Oak Hall expenses	669	-	-	669
Donated facilities - office space	5,625	5,625	-	11,250
Arboretum access rights	-	728,439	-	728,439
Grant expenditure	-	498,612	-	498,612
Membership activities	-	66,238	-	66,238
Westonbirt magazine costs	-	46,817	-	46,817
Depreciation and amortisation	5,604	-	22,893	28,497
Governance	-	-	10,775	10,775
Telephone	-	-	689	689
Rates	-	-	941	941
Utilities	-	-	5,918	5,918
Insurance	-	-	9,641	9,641
Printing, postage and stationery	-	-	1,140	1,140
General maintenance	-	-	2,091	2,091
Information technology	-	-	58,714	58,714
Marketing	-	-	859	859
Miscellaneous expenses	-	-	3,344	3,344
Bank charges	-	-	1,359	1,359
Professional and accounting services	-	-	7,855	7,855
Exceptional item	-	-	30,403	30,403
(Profit) / loss on disposal of fixed assets	-	-	(62)	(62)
Sub-total	539,432	1,366,609	488,768	2,394,809
Allocation of support and governance costs	19,551	469,217	(488,768)	-
Total expenditure	558,983	1,835,826	-	2,394,809

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

9. Grants payable

During the year, 7 (2022: 11) new grants were awarded to Forestry England to further the development of the Arboretum.

Total grants committed to during the year were as follows:

	The group	
	2023	2022
	£	£
Grants payable to Forestry England were for the following projects:		
Play Project	187,500	-
Replacement Shuttle Bus	26,000	-
Interpretation Project	-	10,000
Westonbirt Community Co-ordinator	-	73,000
Westonbirt Tree Conservation Management	-	180,000
Trainee (Student) Arborist Placement	-	65,000
PhD Student UWE	-	25,000
Silk Wood Regeneration Project Manager and Bid Work	-	82,500
Other projects < £10,000	12,618	63,112
Total grants payable to Forestry England	226,118	498,612

10. Grants commitments

	The group	
	2023	2022
	£	£
Grant commitments brought forward	570,461	211,887
Grants committed during the period	226,118	498,612
Grants paid during the period	(297,650)	(140,038)
Grant commitments carried forward	498,929	570,461

11. Net movement in funds

This is stated after charging:

	The group	
	2023	2022
	£	£
Depreciation and amortisation	22,353	28,497
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	252	128
Auditors' remuneration (excluding VAT):		
▪ Statutory audit	8,900	10,667
▪ Other services	350	500

Two trustees were reimbursed £252 for travel and subsistence relating to attending board meetings (2022: one trustee was reimbursed £128 for travel).

Notes to the financial statements

For the year ended 31 December 2023

12. Staff costs and numbers

Staff costs were as follows:

	The group		The charity	
	2023	2022	2023	2022
	£	£	£	£
Salaries and wages	429,411	443,664	334,822	348,832
Social security costs	25,436	28,802	21,216	23,877
Pension costs	41,449	39,039	34,788	31,109
	<u>496,296</u>	<u>511,505</u>	<u>390,826</u>	<u>403,818</u>

No employee earned more than £60,000 during the current or prior year.

The key management personnel of the charitable company comprise the Trustees and Chief Executive Officer. The total employee benefits of the key management personnel were £71,116 (2022: £55,471).

	The group		The charity	
	2023	2022	2023	2022
	#	#	#	#
Average number of employees	<u>23</u>	<u>25</u>	<u>14</u>	<u>14</u>

13. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes. The subsidiary company distributes any profits to the charity and therefore no corporation tax is payable.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

14. Intangible fixed assets

Group

	Computer software £	Goodwill £	Total £
Cost			
At 1 January 2023 and 31 December 2023	<u>9,042</u>	<u>9,567</u>	<u>18,609</u>
Amortisation			
At 1 January 2023	3,049	5,581	8,630
Charge for the year	<u>1,808</u>	<u>1,913</u>	<u>3,721</u>
At 31 December 2023	<u>4,857</u>	<u>7,494</u>	<u>12,351</u>
Net book value			
At 31 December 2023	<u>4,185</u>	<u>2,073</u>	<u>6,258</u>
At 31 December 2022	<u>5,993</u>	<u>3,986</u>	<u>9,979</u>

Charity

	Computer software £
Cost	
At 1 January 2023 and 31 December 2023	<u>9,042</u>
Amortisation	
At 1 January 2023	3,049
Charge for the year	<u>1,808</u>
At 31 December 2023	<u>4,857</u>
Net book value	
At 31 December 2023	<u>4,185</u>
At 31 December 2022	<u>5,993</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

15. Tangible fixed assets

Group

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At 1 January 2023	33,518	46,673	87,802	167,993
Additions in year	-	10,762	7,460	18,222
At 31 December 2023	<u>33,518</u>	<u>57,435</u>	<u>95,262</u>	186,215
Depreciation				
At 1 January 2023	23,231	33,011	63,588	119,830
Charge for the year	<u>1,676</u>	<u>6,366</u>	<u>10,590</u>	18,632
At 31 December 2023	<u>24,907</u>	<u>39,377</u>	<u>74,178</u>	138,462
Net book value				
At 31 December 2023	<u>8,611</u>	<u>18,058</u>	<u>21,084</u>	<u>47,753</u>
At 31 December 2022	<u>10,287</u>	<u>13,662</u>	<u>24,214</u>	<u>48,163</u>

Charity

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Total £
Cost				
At 1 January 2023	33,518	10,598	84,162	128,278
Additions in year	-	9,961	6,598	16,559
At 31 December 2023	<u>33,518</u>	<u>20,559</u>	<u>90,760</u>	144,837
Depreciation				
At 1 January 2023	23,231	10,462	61,638	95,331
Charge for the year	<u>1,676</u>	<u>2,903</u>	<u>9,553</u>	14,132
At 31 December 2023	<u>24,907</u>	<u>13,365</u>	<u>71,191</u>	109,463
Net book value				
At 31 December 2023	<u>8,611</u>	<u>7,194</u>	<u>19,569</u>	<u>35,374</u>
At 31 December 2022	<u>10,287</u>	<u>136</u>	<u>22,524</u>	<u>32,947</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

16. Subsidiary undertakings

Friends of Westonbirt Arboretum Enterprises Limited

The purpose of the wholly owned subsidiary (Company No. 12410907) is to manage the shop at Westonbirt Arboretum.

	2023 £	2022 £
Turnover	484,222	440,461
Cost of sales	<u>(267,308)</u>	<u>(250,234)</u>
Gross profit	216,914	190,227
Other operating income	-	4,000
Administrative expenses	<u>(182,736)</u>	<u>(218,890)</u>
Operating profit	34,178	(24,663)
Interest payable	<u>(10,236)</u>	<u>(3,686)</u>
Profit on ordinary activities	23,942	(28,349)
Corporation tax	-	-
Gift aid to parent undertaking	<u>-</u>	<u>-</u>
Profit for financial year	<u>23,942</u>	<u>(28,349)</u>

The aggregate of the assets, liabilities and funds was:

	2023 £	2022 £
Assets	216,912	175,292
Liabilities	<u>(220,319)</u>	<u>(202,641)</u>
Funds	<u>(3,407)</u>	<u>(27,349)</u>

17. Parent charity

The parent charity's gross income and the results for the year are disclosed as follows:

	2023 £	2022 £
Gross income	1,753,229	1,563,921
Results for the year	<u>(5,204)</u>	<u>(241,015)</u>

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

18. Stock

	The group		The charity	
	2023	2022	2023	2022
	£	£	£	£
Finished goods and goods for resale	54,828	55,800	8,820	-

19. Debtors

	The group		The charity	
	2023	2022	2023	2022
	£	£	£	£
Trade debtors	5,863	5,260	5,863	5,260
Prepayments	39,327	40,520	37,261	38,213
Accrued income	62,857	73,700	58,243	71,268
Amounts owed by group undertakings	-	-	169,404	167,914
	108,047	119,480	270,771	282,655

20. Creditors : amounts due within 1 year

	The group		The charity	
	2023	Restated 2022	2023	Restated 2022
	£	£	£	£
Trade creditors	17,020	38,056	3,503	26,327
Grants payable (note 9)	337,458	278,997	337,458	278,997
Accruals	37,437	33,081	26,030	23,150
Other taxation and social security	174,742	115,157	149,227	103,260
Deferred income (note 22)	631,985	622,788	631,985	622,788
Other creditors	475	1,170	-	-
	1,199,117	1,089,249	1,148,203	1,054,522

21. Creditors : amounts due in more than 1 year

	The group		The charity	
	2023	Restated 2022	2023	Restated 2022
	£	£	£	£
Grants payable (note 9)	161,471	291,464	161,471	291,464
Deferred income (note 22)	-	2,638	-	2,638
	161,471	294,102	161,471	294,102

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

22. Deferred income

	The group		The charity	
	2023	2022	2023	2022
	£	£	£	£
At 1 January 2023	622,788	642,901	622,788	642,901
Deferred during the year	631,985	622,788	631,985	622,788
Released during the year	(622,788)	(642,901)	(622,788)	(642,901)
At 31 December 2023	631,985	622,788	631,985	622,788

Deferred income relates to membership subscriptions which were purchased during 2023 but for which the membership period ends in the following financial year.

23. Analysis of net assets between funds

	Restricted funds	Designated funds	General funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	47,753	47,753
Intangible fixed assets	-	-	6,258	6,258
Current assets	206,637	240,842	1,645,920	2,093,399
Current liabilities	(50,000)	(6,250)	(1,142,867)	(1,199,117)
Non-current liabilities	-	-	(161,471)	(161,471)
Net assets at 31 December 2023	156,637	234,592	395,593	786,822
Prior year comparative (restated)				
	Restricted funds	Designated funds	General funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	-	48,163	48,163
Intangible fixed assets	-	-	9,979	9,979
Current assets	10,000	332,552	1,690,660	2,033,212
Current liabilities	-	(6,200)	(1,083,049)	(1,089,249)
Non-current liabilities	-	-	(294,102)	(294,102)
Net assets at 31 December 2022	10,000	326,352	371,651	708,003

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

24. Movements in funds

	At 1 January 2023 £	Income £	Expenditure £	Transfers between funds £	At 31 December 2023 £
Restricted funds					
Core Costs	10,000	-	(10,000)	-	-
Silk Wood Community Woodland Project	-	156,637	-	-	156,637
Total restricted funds	10,000	156,637	(10,000)	-	156,637
Unrestricted funds					
<i>Designated funds:</i>					
Arboretum Development Fund	271,352	-	-	(91,760)	179,592
Small Grants Fund	30,000	-	(12,618)	12,618	30,000
Community Grant Giving Fund	25,000	-	-	-	25,000
<i>Total designated funds</i>	326,352	-	(12,618)	(79,142)	234,592
General funds	400,000	1,564,036	(1,643,178)	79,142	400,000
FOWA Enterprises	(28,349)	484,223	(460,281)	-	(4,407)
<i>Total general funds</i>	371,651	2,048,259	(2,103,459)	79,142	395,593
Total unrestricted funds	698,003	2,048,259	(2,116,077)	-	630,185
Total funds	708,003	2,204,896	(2,126,077)	-	786,822

Purposes of restricted funds

Core Costs	Funding from Julia and Hans Rausing Trust to mark the accession of Her Majesty the Queen (formerly HRH The Duchess of Cornwall), towards FoWA's core costs.
Silk Wood Community Woodland Project	Funding for this project will bring together community groups to replant Silk Wood, and will provide an accessible space for people to enjoy the wellbeing benefits of nature for generations to come. The funders are: Herman Miller Garfield Weston The D'Oyly Carte Charitable Trust The John Horseman Trust The Swire Charitable Trust

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

24. Movements in funds (continued)

Purpose of designated funds

Arboretum Development Fund This fund seeks to raise funds for operational and revenue needs to promote the sustainability and development of the arboretum.

Small Grants Fund This is a discretionary grant fund for applications valued at less than £10,000, awarded by the CEO in conjunction with approval of at least one Trustee.

Community Grant Giving Fund This fund has been created to enable grants to be awarded, at the discretion of the CEO, to support accessibility to the Arboretum for community groups that would otherwise struggle to gain access to site, afford entry costs, travel, refreshment and engagement in Forestry England activities.

Transfers

A transfer has been made from the Arboretum Development Fund to general funds, to bring the balance up to £400,000.

Friends of Westonbirt Arboretum

Notes to the financial statements

For the year ended 31 December 2023

24. Movements in funds (continued)

Prior year comparative (restated)

	At 1 January 2022 £	Income £	Expenditure £	Transfers between funds £	At 31 December 2022 £
Restricted funds					
Community Shelter	-	7,200	(7,200)	-	-
Quarantine House	10,677	-	(10,677)	-	-
Coppice Shelter	1,108	-	(1,108)	-	-
Core Costs	-	10,000	-	-	10,000
Total restricted funds	11,785	17,200	(18,985)	-	10,000
Unrestricted funds					
<i>Designated funds:</i>					
Arboretum Development Fund	707,583	-	-	(436,231)	271,352
Small Grants Fund	-	-	(28,877)	58,877	30,000
Community Grant Giving Fund	-	-	-	25,000	25,000
<i>Total designated funds</i>	<i>707,583</i>	<i>-</i>	<i>(28,877)</i>	<i>(352,354)</i>	<i>326,352</i>
General funds	400,000	1,521,783	(1,874,137)	352,354	400,000
FOWA Enterprises	-	444,461	(472,810)	-	(28,349)
<i>Total general funds</i>	<i>400,000</i>	<i>1,966,244</i>	<i>(2,346,947)</i>	<i>352,354</i>	<i>371,651</i>
Total unrestricted funds	1,107,583	1,966,244	(2,375,824)	-	698,003
Total funds	1,119,368	1,983,444	(2,394,809)	-	708,003

25. Related party transactions

The group has a close relationship with Forestry England.

The Arboretum is managed by Forestry England. Membership of the Friends of Westonbirt Arboretum follows payment of a prescribed fee. Members are entitled to visit the Arboretum during the opening hours without having to pay an entrance fee to Forestry England. Friends of Westonbirt Arboretum purchase access rights for its members from Forestry England. The cost for the current year was £718,718 (2022: £728,439).

Friends of Westonbirt Arboretum is the parent charity of Friends of Westonbirt Arboretum Enterprises Limited (company registration no. 12410907). Three of the trustees of the charity serve on the board of the trading company. The charity operates payroll and manages transactions on behalf of the company. During the year, the charity charged £22,320 for management fees (2022: £21,252) and £10,236 for interest on the intercompany loan (2022: £3,686). At year end, £169,404 was owed to the charity (2022: £167,914), which includes a loan of £155,000 (2022: £155,000).

Accounts

Registered number: 04965522
Charity number: 293190

FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2022**

Trustees

E Bottril (resigned 4 May 2023)¹
O Foster (appointed 7 July 2022)²
L Grant¹
M Green¹
P Isherwood (appointed 7 July 2022)¹
M Mintram, Chair^{1,2,3,4}
J Parker (resigned 8 December 2022)
M Smith, Treasurer^{2,3}
S Troupe (appointed 7 July 2022)²
R Walker⁴
A Woods (appointed 7 July 2022)¹
V Morriss (resigned 25 February 2023)

- ¹ Joint Working Panel
² Finance and Risk Panel
³ Enterprise Board
⁴ Human Resources

**Company registered
number** 04965522

**Charity registered
number** 293190

Registered office The Great Oak Hall
Westonbirt, The National Arboretum
Tetbury
Gloucestershire
GL8 8QS

Company secretary H Turner

Chief executive officer F Willow (resigned 31/07/2022)
E Griffiths (appointed 01/08/2022)

Independent auditors Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
10 Temple Back
Bristol
BS1 6FL

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
(CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

Bankers

Lloyds Bank PLC
14 Castle Street
Cirencester
Gloucestershire
GL7 1QJ

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

CCLA Investment Management Ltd
80 Cheapside
London
EC2V 6DZ

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2022**

During the year we have returned to business-as-usual following adaptation post the Covid pandemic. We are proud of how the team have continued to be flexible and agile and of the support we have been able to give to Forestry England through grants and collaborative working. The first half of the year was led by the Interim Chief Executive Officer (CEO) Felicia Willow, and we recruited a permanent CEO (Emma Griffiths) who took up post from 1st August 2022. We also appointed a Finance Director, (Helen Turner) from 1st September 2022. Strengthening the senior leadership team of the Charity, these appointments have already made a positive impact on the development of the Charity, and a positive impact on the working relationship with our partner organisation, Forestry England.

We can record with pride that during 2022, FoWA paid out £159,023 in grants in support of Arboretum projects. In addition, FoWA pledged grants of £440,500 relating to future projects emerging through Forestry England's site development plans. It is good to see many projects completed, or near completion, including the Coppice Shelter, Quarantine House and Community Shelter. These projects are discussed in greater detail within this report. In addition, to directly supporting the site, we have also awarded some external grants which includes the funding of a PhD student to carry out research in partnership with the University of the West of England (UWE).

Members continue to be our single biggest source of income through subscriptions, donations, appeals and fundraising events. Having seen an unprecedented increase in membership numbers during the Covid pandemic, the membership numbers declined slightly in 2022 and we now have just over 37k members. It is evident that both internal and external factors can impact visitor numbers and therefore could lead either to a growth or decline in membership. We continue to proactively monitor and respond to these fluctuations alongside our partner organisation Forestry England.

During 2022, Forestry England prepared to launch a National Membership Scheme. Whilst the offering between this membership scheme and the local FoWA membership scheme are different in scope, there have been concerns that this move could lead to an erosion of our member numbers. I am pleased to report that through collaborative work with Forestry England (FE), our local FoWA membership scheme is being protected for at least the next 5 years as FoWA membership is the only scheme being sold on site to visitors.

In addition to supporting Forestry England through the provision of grants, we also provided £48,000 in shop rental and £728,439 Arboretum Access Rights payments (AARP). The AARP that we make allows our members free access to the site during usual opening hours. This income goes directly to the running of the site, contributing a sizeable proportion of the site's overall income.

Through FoWA running the Shop as a trading subsidiary of the Charity, we have ensured that the site continues to have a high-quality retail experience for the benefit of visitors and members alike. During the year, FoWA invested in the refurbishment of the Shop to make it a brighter and more engaging space. We developed the buying and retail policy to ensure that the products being offered compliment the site and are locally sourced where possible. Products inspired by the Arboretum that have been designed by local artisan traders are now part of our merchandise.

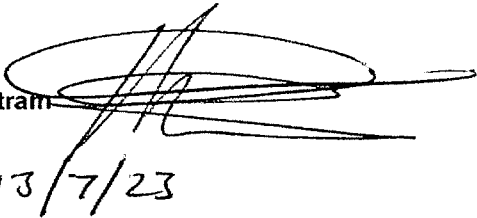
2022 was difficult for the retail trade in general, and FoWA was no exception. Business has been impacted by the economic crisis and severe weather in the lead up to Christmas, causing a decline in visitor numbers and, therefore, trading. This has led to a loss for the Shop this year. With the support of FE, we have been able to negotiate a more favourable rental agreement and we are confident that it will enable us to return the Shop to a profit-making entity in 2023.

FE's progress towards finalising a Masterplan for Westonbirt site development has been slowed due to the impact of COVID and resourcing challenges. We were pleased that FOWA and its staff were involved in workshop sessions which have helped inform Forestry England's work towards developing a Masterplan. In 2023, we are looking forward to seeing and supporting the emerging Masterplan and proposed works to achieve the Ten-year vision for the site, 'To be a world leader in trees, inspiring people through education, participation and conservation'.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**CHAIRMAN'S STATEMENT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

2023 will be my final year as Chair and I continue to be inspired by all the dedicated staff, volunteers and Trustees that lead and support FoWA. As always, I would finally like to thank our members and supporters for their continuing support, particularly through these challenging times.


M A Mintram
Chair

Date: 13/7/23

FRIENDS OF WESTONBIRT ARBORETUM (A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees, who are also directors for the purposes of company law, present their annual Trustees' Report together with the audited Financial Statements of the company for the year ended 31 December 2022 which are also prepared to meet the requirements for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) (effective 1 January 2019).

About the Charity

Westonbirt, The National Arboretum (the Arboretum) is the location for a historic, Victorian picturesque landscape and internationally important tree and shrub collection that is managed by FE with the support of FoWA. The nearly 15,000 labelled specimens come from Britain, China, North America, Japan, Chile and other temperate climates.

The Arboretum covers 600 acres and consists of three main areas: the Old Arboretum is a carefully designed landscape dating from the 1850s offering beautiful vistas, stately avenues and trees from around the world; Silk Wood is an ancient, semi-natural woodland which has exotic planting throughout its landscape; and the Downs is Grade 1 registered and hosts species-rich grassland.

FoWA is a local Charity with approximately 37,000 members and supporters. Its mission is to further the public enjoyment and knowledge of Westonbirt Arboretum and to secure its sustainable future.

The Charity was established in 1985 by a small group of enthusiasts who were committed to the preservation and development of this unique landscape. The Charity works closely with FE to support their aspirations for the long-term development of the arboretum.

The Charity has a dual legal status as a registered company regulated under company law, and as a registered Charity regulated under Charity law. It is governed for public benefit by the Trustee Board according to the Charity's Articles. The strategic direction and development of the Charity is managed by the Trustee Board, alongside an established Finance and Risk Committee providing additional financial control. The day-to-day operation of the Charity is delegated to the Chief Executive and staff team.

The Charity is committed to good governance and good practice in fundraising, having voluntarily chosen to follow the Code of Fundraising Practice (as overseen by the Fundraising Regulator) and the Charity Governance Code (as endorsed by the Charity Commission).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The governing document is the Memorandum and Articles of Association incorporated on 17 November 2003, as amended by special resolutions in 2008, 2011, 2012, 2014 and 2018.

FoWA is a membership and fundraising organisation for Westonbirt, The National Arboretum and as of 31st December 2022 we had 37,118 Members. The Board is accountable to the Members and the Charity Commission as a registered Charity.

Recruitment and Appointment of Trustees

There are currently nine Trustees on the Board. Trustees are recruited following a skills audit of Board members to ensure that the Board has the right mix of skills and experience. The services of a recruitment consultant may be used to recruit new Trustees. Trustees are required to retire from office following the completion of their term of office, serving a maximum of three terms of office. There is an induction process to support new Trustees, set out in the Trustee policy, including meetings with key staff and stakeholders and offers training and development opportunities.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

The Board meets at least five times during the year. There are also three subcommittees: a Joint Working Panel, an Enterprise Board and a Finance and Risk Panel, which meet four to five times per year. Additionally, there is a Human Resources Panel which is convened when needed. Membership of these committees is set out on page 1.

The Trustees have continued to keep FoWA's governance needs and the diversity of the Board under review. The Trustees are responsible for staff pay, benefits and terms and conditions. Detailed oversight of finance is delegated specifically to the elected Treasurer who works closely with the Finance Director and keeps the Board informed.

Risk Management

Risk is managed through a risk management register and detailed policy; this is reviewed by the CEO alongside a Trustee with specialist expertise in risk management who reports to the full Board. Major risks are reviewed annually by the full Board and are kept under review on a quarterly basis by the Finance and Risk Panel. The Board monitors impact, probability, mitigations taken and identifies any additional action required. Key potential risks facing FoWA that require careful monitoring include the impact of any major changes in membership recruitment and retention which is often influenced by the current economic climate, cyber security and data protection, and more recently staff turnover.

Organisational Structure

Day-to-day responsibility for operations of FoWA is delegated to the full-time employed Chief Executive Officer (CEO) and, through them, to the staff team. FoWA is committed to good governance: during 2020 a governance review was performed to ensure maintenance of good standards of practice and further reviews will be held periodically going forwards. FoWA is also a fully paid member of the Fundraising Regulator and are committed to good practice in fundraising.

The Board works closely with the CEO to set the strategic direction of FoWA, as well as working with key stakeholders such as FE. This is demonstrated through the Joint Working Panel which focuses on joint planning and is chaired by a member of the Trustee Board and attended by both Trustees, senior FoWA staff and Senior FE staff. The Director of the Arboretum (employed by FE) attends the Board meetings as a guest to report on performance and developments of the Arboretum on a quarterly basis.

Related Parties

Forestry England is the site manager of the Arboretum and the major beneficiary of our grant giving. To this end, FoWA has in place a partnership agreement that is signed off by the Board of Trustees and FE senior management. We have a clear grant policy in place with a transparent process for application and awarding of grants against our charitable objectives and criteria set in the policy. In awarding grants, the recipient (including FE) are bound by the terms of those grants to provide impact reporting and we monitor the completion of projects against these terms.

Pay Policy for Key Management Staff

The Trustees consider that the Board of Trustees, the Executive Team and the Senior Management Team comprise the Key Management personnel of the Charity in charge of directing and controlling, running and operating on a day-to-day basis. All Trustees give their time freely and no Trustee received remuneration or other benefit from their work in the year. Details of Trustees' expenses are disclosed in note 11 to the accounts.

The pay for the Chief Executive Officer and all staff is reviewed by the Board of Trustees annually. The pay review includes a 3rd-party benchmarking against both the voluntary sector and visitor attractions. Consideration is also given to staff performance during the pay review and adjusted as appropriate.

In order to make employment by the Charity more attractive to staff in a competitive market, an employee benefit scheme was introduced in the year, as well as an investment in staff development and training.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

AIMS, OBJECTIVES AND ACTIVITIES

Objectives

The Friends of Westonbirt Arboretum aims to further public enjoyment and knowledge of the Arboretum's world renowned tree collection and to secure its sustainable future. It does this by engaging, informing and increasing its membership and also by giving financial and practical support to the management and development of Westonbirt, The National Arboretum and, in particular, by:

- providing support to the National Arboretum at Westonbirt in promoting public understanding of the critical role of trees to the environment and society;
- providing support for the Arboretum's research and education in all fields relating to trees;
- providing support for the conservation, maintenance and development of the unique tree and collection and historic landscape for future generations;
- providing funds to enhance the public's experience at the Arboretum;
- acting as an advocate for the Arboretum, promoting its values and the need for continuing funding;
- providing support to the Arboretum by cultivating the Charity's relationship with its members so as to encourage long-term relationships and fundraising opportunities;
- promoting opportunities for access and participation to a diverse range of public individuals and groups;
- providing funds for such other charitable purposes as will further the work of the Arboretum;

Strategies

In December 2019, a new vision for the Arboretum was launched entitled 'Our Place in a Changing World', which focusses on responding to the environmental and human challenges we face over the next 10 years as the climate and society changes. The vision is for the Arboretum to be A world leader in trees, inspiring people through conservation, education and participation.

2020 saw FoWA begin delivery of its 3-year strategy, focusing on the following priorities with the overall aim of supporting the Arboretum and our shared Ten Year Vision, as detailed below:

- contributing to the Arboretum Development Masterplan;
- helping to deliver Arboretum Development projects;
- improving the supporter journey; and
- increasing stakeholder engagement.

Progress against this strategy has been positive for FoWA and the arrival of our newly appointed CEO, in August 2022, has been timely to review achievements against the current strategy and to inform the development of FoWA's strategy for 2024 through to 2029.

Since 2019 and the launch of the Joint FE/FoWA Ten Year Vision for the site, FoWA has worked on its own strategic aims and also supported Forestry England in delivery of projects aimed at bringing this vision alive. Forestry England's Masterplan of developments for the site continues to evolve and emerge, despite challenges through the Covid pandemic and staffing resource. Whilst this delay has impacted on FoWA's opportunity to fundraise additional income to support delivery of FE's site developments, we have funded some exciting projects and developments which form part of the Masterplan, further details of which can be found later in this report.

With the establishment of FoWA's new CEO and Finance Director, the team and Trustees' resource and time is being focused on the development and rearticulation of the Charity purpose and strategic aims for the coming 3 years. This work is being carried out in consultation with the Board of Trustees, all staff at FoWA and through stakeholder engagement including our partners at Forestry England. This is an exciting time for the Charity and with the appointment of a new Chair of Trustees in July 2023, gives us an opportunity to revisit our mission and refocus our vision and strategy, through engagement with both 3rd parties and partner organisations. FoWA is preparing to enhance its fundraising capability during 2023 to enable on-site developments to come to fruition, alongside Forestry England's own investment in the site as the Masterplan projects take shape.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

Public Benefit

The Trustees confirm they have complied with their duty in regard to public benefit as outlined in the guidance published by the Charity Commission. The beneficiaries of FoWA's activities are the general public and the tree collection; and these are supported principally by the awarding and monitoring of grants and payments made to support and develop the Arboretum.

FoWA grants have provided FE with the ability to maintain, develop and document the Arboretum's tree collection as a world-class resource for science and learning. Furthermore, some of the grants provided by the Charity to FE are aimed at supporting the provision of onsite activities and methods of engagement that broaden inclusivity and access. These include educational activities for young people, multi-sensory participation activities, the provision of mobility scooters and new initiatives to encourage a broader audience to enjoy the Arboretum's trees and heritage. FoWA has a Grant Policy which sets out criteria for applications which are made in line with FoWA's objectives.

STRATEGIC REPORT

ACHIEVEMENTS AND PERFORMANCE

During the year, FoWA's main activities fell into the following areas:

1. Membership
2. Arboretum Access Rights Payment (AARP)
3. Fundraising
4. Development of Retail
5. Grants Awarded and Paid

Membership

As a membership organisation, FoWA relies on our members as lifeblood, enabling us to raise charitable funds to meet our charitable objectives in support of Westonbirt Arboretum.

Increase in membership numbers directly impacts the level of Arboretum Access Rights Payments FoWA makes to the Arboretum: greater membership numbers result in a greater level of financial support for the Arboretum. Despite a challenging year, our membership retention rate remains just above industry benchmark at 83.7%, and our overall Gift Aid on memberships increased in 2022 to 72%.

The Supporter Engagement and Servicing Team have focused on improving Westonbirt's supporter journey by implementing a holistic Supporter Engagement Plan, encouraging regular visits to the site through marketing initiatives, tactics, and incentives.

Members receive comprehensive membership benefits whilst sitting inside the permissible Gift Aid threshold, such as shopping discounts with partner organisations and entry to partner gardens, newsletters and 'behind the scenes' updates. We are proud to note that over 22% of FoWA's members have had a seamless tenure with FoWA for more than 10 years meaning that they provide long-lasting support for our charitable mission.

Members have played a vital role in FoWA since it was established in 1985 and continue to be pivotal in enabling the Charity to support the Arboretum and secure its sustainable future for generations to come. We are truly grateful for their ongoing loyalty and support, which not only allows us to support the maintenance of the Arboretum on a regular basis, but also to provide support for an ambitious vision which will secure the future sustainability of the Arboretum.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

During 2022, the Supporter Engagement and Servicing Team have achieved the following results:

- 37,118 members at the year end;
- 83.7% retention rate ; and
- 72% of memberships were eligible for Gift Aid.

This resulted in membership income of £1,424k (including Gift Aid).

"Joining FoWA was the best thing to have come from the pandemic. Coming to hang out in among the trees is the best way I have found to soothe my nervous system and reset it after the week working in a mental health team in NHS, at my kitchen table, talking down a mobile line to someone I've never met, and never will. All very strange, but surprisingly, and thankfully, successful. As is, sometimes, laying on our backs on the ground in among the trees and looking up at the sky and just breathing". (Member Feedback).

Arboretum Access Rights Payment (the AARP)

The AARP payment is the payment FoWA makes to Forestry England, the site managers, to secure access for members. This money is then incorporated into the site's income and goes towards Forestry England's operational management of the site. This includes:

- conservation and tree management work including collection and landscape management, propagation activity, dendrology, survey and inventory work, and volunteer, student and work experience.
- education, learning and interpretation, including enabling schools to use the Arboretum to support the learning of their pupils and supporting visitors' understanding of the importance of trees in general, and Westonbirt in particular, as well as widening access from under represented audiences.
- volunteer participation support; and
- improving accessibility to the Arboretum, including the funding and maintenance of mobility scooters.

The 2022 AARP payment was £728,439.

Fundraising

Direct Fundraising Activity

The 2022 goal was to secure £33k donations plus the supporting gift aid. The actual figure FoWA achieved was £55,614 (excluding donated facilities), representing a 92% increase. This amount includes £19,000 from two legacy gifts.

Overall, 438 donations were received including 94 general donations, 175 replacement membership card donations, 65 'Support A Square' donations and 12 gifted 'Leaves of Life'.

This increase was attributed to the first year of our new Individual Giving Manager position within the Supporter Engagement Team along with improved segmentation, engagement and processes, which aided supporter development and stewardship.

Great Oak Hall Income

Toward the end of 2021, due to the impact on FoWA's limited staff resources, the Great Oak Hall (GOH) management was outsourced to Fosters, who run the onsite restaurant and café. We received just over £7.7k in commission on the hire of GOH. However, following a review of this arrangement it has been agreed that the letting of GOH will return to FoWA in 2023.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

Development of Retail

It was necessary to close the Shop at the beginning of 2022 to complete refurbishment works which had an impact on the Shop sales. The Retail Manager has continued to develop the variety of products available, purchasing from artisan makers and, where possible, from local suppliers as well as increasing the amount of Westonbirt-own produce and merchandise. Overall, FoWA has sought to follow an ethical approach in its buying strategy, sourcing British produce and merchandise locally whenever possible.

The Shop was refurbished during the year to make it a brighter, more engaging space, and visual merchandising training was undertaken by the team. Unfortunately, this still did not compensate the negative impact on site visitor numbers caused by poor and sometimes severe weather and ongoing pre-booking rules that have remained in place (post pandemic) during peak visitor periods. As a result, Shop sales failed to reach target which led to the Shop recording a deficit in the year under review. However, FE has been sympathetic to the challenges faced by the Shop and in response has temporarily reduced the rent charge in 2023. We are positive that with the coming full year of uninterrupted trading conditions, improved systems and staffing and more favourable lease terms, we will see an improvement in performance in 2023. With FoWA running retail, we are able to provide FE with an onsite shop that reflects the Arboretum well and provides FE with rental income for use of the space.

Grants Awarded and Paid

During 2022, we received impact reports for grants that had been awarded in previous years. A number of these projects had experienced some delays due to Covid and resourcing, however, progress has been made toward completion and the majority are now finalised or close to completion. During 2022 FoWA paid out a total of £91,768 in relation to previously awarded grants.

Some of the projects supported through these grant payments are detailed below:

- **Community Shelter and Wood Working Shelter** the Community Shelter was an exciting programme that built, in partnership with the community groups who now use it, a beautifully designed timber framed structure using timber from the arboretum in Silk Wood.

FoWA had previously agreed to provide a grant of £59k. During 2021 and into 2022, FoWA continued to support the costs of engaging community groups in the design and build of the new Community Shelter. The aim of the Community Shelter is to host a bespoke programme of events and activities to give disadvantaged and excluded individuals the opportunity to participate in coppicing, green woodworking, bush crafts, arts and crafts and learning to use the cob oven.

In addition to the FoWA Grant funding for this project, we secured a grant of £7.2k received from Cotswold Conservation Board towards the completion of this project during the year.

The final stage of the works is to design and build a Green Wood Working Shelter which will be completed in early 2023.

"All students developed hugely in confidence, self-esteem and resilience while they took part in the building of the Community Shelter. We saw a huge improvement in one student who is challenging at school... his behaviour had plummeted, and we were really worried about him attending. At Westonbirt Arboretum, he is a completely different student, trustworthy, hardworking and game for any challenge. This environment helped him thrive and, in the groups, working together he enjoyed being experienced by others as 'a very likeable and top volunteer'. Experiences like this can be life changing for our pupils. Thank you Westonbirt."
(Participant Feedback).

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

- **Coppice Shelter and Composting Toilet** FoWA had previously awarded a grant of £49k in support of this project. The grant was awarded to fund the building of a timber-framed shelter and toilets facility to enable the coppicers to use their coppice compound throughout the year. This provides suitable shelter and welfare facilities for their team and volunteers.

The budget for the Coppice Shelter was developed in 2018 but completion was delayed by COVID and staff shortages. Significant construction progress was made in 2022 with the work being completed in January 2023.

- **Quarantine House** FoWA had previously awarded a grant of £53k in support of this project. Little remains of Britain's natural woodland and what is left is precious, unique and has little resistance against the threat of pests and diseases. The acquisition and accessioning of new plants into the living collection at Westonbirt is the lifeblood of the Arboretum, and importantly will ensure that future generations are able to enjoy the Arboretum. The majority of new accessions arrive as seed, often collected in the wild by foreign seed collecting expeditions, or through sharing and exchanging surplus plants and seeds with partner organisations.

All incoming plant and organic material present a potential biosecurity risk to the living collection. In order to protect the site, FoWA has supported the installation of a Quarantine House to better protect Westonbirt. The Quarantine House means that all new plants and seeds, and associated organic matter, can be separated from both the other plants in the Propagation Unit and those within the living collection. Importantly, this specialist and purpose-built facility will allow FE to constantly monitor, and regularly inspect, all new accessions. The Quarantine House was completed in 2023 with the first plant material going into quarantine in spring of that year.

- **Westonbirt Car Park Project** – FoWA had previously committed to awarding funds for the benefit of improvements to the car park which were delayed through. During 2022, FoWA paid a grant of £23k for car park landscaping and the installation of heritage fencing.

In 2022, FoWA paid out a total of £67,255 in relation to new grants awarded in the year. The details relating to some of these grants are provided below:

- **Student Arborist placement (£20,878)** The Trainee/Student Arborist placement is an opportunity for young people studying arboriculture, forestry, horticulture or a related subject to gain practical industry experience within a world-class tree collection. This initiative has been praised by several educational institutions as being a key factor in student personal development and ultimate success.

The Trainee/Student Arborist not only assists the Forestry England, Westonbirt Tree Team each year with the essential conservation, maintenance and development of the living tree collection and historic landscape, but it enables new entrants into the field of arboriculture to learn key skills and adopt the highest industry standards, at a time when trees and woodlands have never been more important.

FoWA is proud to be supporting the development of the workforce trained in the specialist skills required for looking after the nationally important tree collection, here at Westonbirt.

"An annual placement has successfully formed a key part of Westonbirt Tree Team for many years. As a small but highly skilled team of six arborists, with a very big job on their hands, the support of a Trainee/Student Arborist has proved to be extremely beneficial in aiding us to achieve the highest standards of curation befitting The National Arboretum" Mark Ballard, (Arboretum Curator).

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

- **Attendance at the 7th Global Botanic Gardens Congress 'Influence and Action: Botanic Gardens as Agents of Change' in Melbourne, Australia (£9,890).** Two members of FE staff attended the congress and in addition to this, a field trip was undertaken to botanic gardens and natural habitats in Melbourne, Tasmania and Sydney. During the trip, Mark Ballard (Arboretum Curator) and his team were able to meet with existing international partners, such as Sydney Botanic Garden, with whom FE is already working on conservation projects. They also included a visit to colleagues in Tasmania, to look at endemic taxa and the conservation status of *Nothofagus*. Meetings and discussions with various counterparts took place, exploring FE's major ambition to be involved with protecting threatened tree species and international conservation projects to a greater degree.
- "Without the support of funding from FoWA for such important research and collaboration, we would not be able to achieve our vision of being a world leader in conservation. Westonbirt is incredibly well regarded within the international community, and it is essential that we continue to work closely with tree experts within our global community, building and maintaining a network of contacts that enables the sharing of knowledge to the benefit of everyone. A huge thank you must go to the FoWA, its members and supporters, as travel of this nature leads directly to many exciting opportunities and projects that would otherwise not be possible". Mark Ballard, (Arboretum Curator).
- **Mobility scooters (£6,200) and Off-Road Mobility Scooter (£4,995)** The Charity is keen to ensure that the site is accessible to as many people as possible. A fleet of 10 mobility scooters are available for Arboretum visitors to hire free of charge, but many of them were in excess of 10 years old and were becoming increasingly unreliable and maintenance costs untenable. A five-year replacement cycle has therefore been implemented, with two new scooters brought in annually. FoWA has, therefore, supported the replacement of the first two scooters, which replaced the two most problematic scooters in 2022. In addition to this, we have funded the purchase of an off-road mobility scooter for use by FE's volunteers and community groups to enable better access to all areas of the arboretum beyond the capability of the visitor fleet of mobility scooters.

"One of the groups, had been looking forward for two months to this trip. He has just recently lost the mobility in his legs and is feeling isolated and frustrated about his ability to participate in social events. This trip relaxed him and made him feel part of something. This programme enables those who would not be able to afford it and who may not visit due to lack of transport, mobility, and support to experience the beauty, tranquillity and spectacle that is Westonbirt. Thanks!" (Participant Feedback).
- **Coppice Apprentice (£5,292)** FoWA agreed to help meet some of the costs of a Coppice Apprentice in 2022. This grant is to provide tools and training costs/top-up to the salary of a Coppice Apprentice, over a two-year period, who has been recruited through the Small Woodlands Association Apprentice Scheme. From January 2023, she will work on the Westonbirt Coppice Restoration Project. Developing a skilled workforce supports the coppice in future proofing the workforce and also contributes to the knowledge base of this important skill, which is essential to healthy woodland management. The Coppice Restoration Program is virtually unique in the UK and provides an important opportunity to educate the public on the benefits of woodland management. The coppice workers frequently interact informally with members of the public and more formally with visiting Groups.
- **Global Conservation Consortia (GCC) (£17,500)** FoWA agreed to jointly fund, in partnership with Botanic Gardens Conservation International, the payroll costs of a GCC manager working across the Westonbirt and Bedgebury Arboretum sites.

In 2022, FoWA awarded a total of £440,500 in relation to new grants that will be funded by the Charity in future years. The details of these will be provided in the 2023 annual report as the projects go live.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

During the year FoWA also made grant awards to applicants other than Forestry England and these are outlined below:

- **University of the West of England PhD Student (£25,000)** FoWA awarded a grant of up to £25,000 across four years to part-fund a UWE Partnership PhD. The PhD student will undertake research on bacterial disease of lime (*Tilia*) trees. This is a collaboration with the University of West England (UWE) with 25% funding from FoWA, the residual 75% funded by UWE. The research builds on work carried out at the arboretum in 2020-21 by a UWE MSc student and will provide an in-depth survey of the current and potential future threats to *Tilia* in the UK. The research aims to improve our understanding of the health of an important parkland tree species, and the partnership strengthens the link between academic institutions and Westonbirt, the National Arboretum.
- **FoWA Community Grant Giving Fund (£25,000)** The Board agreed to create a designated fund of £25,000 toward the development and launch of grants to be awarded to community groups. This is an exciting development for FoWA as we put in action our commitment to ensuring accessibility to the Arboretum. The FoWA Community Grant Giving Fund is designed to enable individuals, and particularly those who would otherwise struggle to access the site, to be able to afford the costs of entry, travel and refreshments, as well as engagement in FE activities.

"We are delighted that the FoWA Board of Trustees are supporting our charitable vision to ensure we can facilitate access to nature and all the benefits that we know this can bring. Barriers through socio economic or demographic circumstances should not mean these opportunities are not attainable to our communities. Westonbirt, the National Arboretum is a beautiful, magical space and we have a responsibility to do what we can as a Charity to ensure there are not barriers to our communities to enjoying and learning from it. I look forward to developing our grant giving to the communities during 2023 and working with organisations and groups to enable access".

Emma Griffiths, (CEO, FoWA).

Priorities for 2023 - Looking Ahead

The previous 3 years have been a challenging time for all charities with the onset and extended period of the Covid-19 Pandemic, economic crisis, fuel crisis and societal uncertainty. In addition to this, FoWA has had a challenging few years with changes in staff personnel, particularly the leadership, having seen 3 CEOs in post in as many years. The appointment of our current CEO in August 2022 has brought a welcome stability with a commitment to settling the team and organisation, and making firm plans for the future as we emerge from Covid and begin to return to pre-pandemic lives.

The established team at FoWA demonstrated huge commitment and loyalty during this period, pulling together and ensuring that the highest quality of services were provided to members. Focus on appropriate grant making and efforts through developing Individual Giving were maintained and the development of the retail outlet took place.

The following year will be a period of consolidation, with a focus on improving internal operational efficiencies and processes. The Board will be refreshed as two long-standing Trustees retire, including the Chair. FoWA owes them much gratitude for the huge contribution they have made to our Charity. We welcomed four new Trustees during 2022 and as we look into the future, recruitment of a replacement Chair and vice Chair will be critical. Our relationship with our partner, FE, continues to evolve and a fresh approach from our Board and new CEO is proving productive in establishing more collaborative working relationships. This will in turn support better joint planning and a renewed focus from FoWA on supporting delivery of the joint 2019 Ten-Year Vision for the Arboretum.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

During 2023, we intend to refocus our attention on the key charitable objective of fundraising, whose primary aim is to preserve, develop and provide access to the Arboretum. We will do this by concentrating effort on providing a high-quality membership service, a profit-making retail outlet and continuing to undertake grant giving (to the community and FE). The recruitment of a replacement Chair of Trustees presents an exciting opportunity to grow our profile and fundraising capability, ensuring we can maximise our impact as a Charity on the sustainability and development of the beautiful site that is Westonbirt Arboretum and its globally important tree collection.

We are grateful to all those individuals and organisations that have supported our work through financial and in-kind support. These include individual donors, charitable trusts and grant-making organisations, and others who offer support through their expertise or services.

Westonbirt Forestry England Volunteers supporting The Friends of Westonbirt Arboretum (FoWA)

The volunteers at Westonbirt are managed by FE. FoWA works in close partnership with the Welcome Building volunteers, who support the Charity by promoting membership and further giving opportunities to day visitors and members alike. FoWA has continued to take advantage of the new digital membership processes by training the volunteers to take membership sign-ups, renewals and enquiries via digital tablets. This change was adopted extremely well amongst the volunteers. Working closely with FE, FoWA also implemented dedicated guest WiFi and internet connectivity for this purpose in the Welcome Building.

The FoWA membership team continue to work closely with Forestry England's Visitor Services team to keep the volunteers up to date by providing regular training and eNews. This ensures they have the information needed to support The Friends' work. The Charity is grateful for everything volunteers do in support of FoWA activities and membership sales, and for the exceptional management and training provided to volunteers by the onsite Forestry England team.

Our Patron and Ambassadors

The Friends of Westonbirt Arboretum are privileged to continue to enjoy the support of our Royal Patron HRH Queen Camilla and our Ambassador the Honourable Beth Rothschild. We are most grateful for your ongoing commitment.

INVESTMENTS

Investment Policy

The Charity's Investment Policy is reviewed from time to time and amended when necessary. The investment policy in place during 2022 was conservative, limiting investments to deposits with high quality counterparties and investments in CCLA's money market fund. The Trustees have recently reviewed this policy and, in light of the current economic and political climate, have considered that continuing to adopt this investment policy remains appropriate.

FINANCIAL REVIEW

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and do not anticipate that there are any circumstances that are likely to arise leading to a significant reduction in the Charity's ongoing income streams or ability to continue to operate.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2022**

The Charity is in a strong financial position with healthy reserves. Although the Charity's trading subsidiary made a loss in 2022, plans have been put in place to turn this position around with the 2023 budget anticipating a return to profit with the actual performance of the Shop, to date, exceeding the financial plans. The Trustees regularly review the financial forecast for 2023 and the performance of the Charity, to date, is in line with the financial plan. The cash balance as at 31 December 2022 was £1.8m and the Trustees consider that the Charity holds sufficient funds to meet its liabilities and to mitigate against the loss of any income, should that arise. For these reasons, the Trustees believe that it is correct to adopt the going concern basis in preparing these financial statements.

Results

After accounting for grant expenditure totalling £140,038 (2021: £41,259), the Charity made a consolidated unrestricted fund loss of £16,461 (2021: surplus of £193,451). This loss was deducted from the brought forward reserves of £1,310,013 (2021: £1,116,562) to give carried forward unrestricted funds of £1,293,552 (2021: £1,310,013) at the year end.

After accounting for grant expenditure totalling £18,985 (2021: £48,461), the Charity made a consolidated restricted fund loss of £1,785 (2021: surplus of £11,785). This loss was deducted from the brought forward reserves of £11,785 (2021: £54,546) to give carried forward restricted funds of £10,000 (2021: £11,785) at the year end.

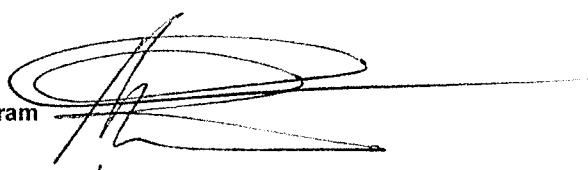
Across all funds the Charity made a consolidated loss of £18,246 (2021: £150,690) which was deducted from the brought forward reserves of £1,321,798 (2021: £1,171,108) to give carried forward funds of £1,303,552 (2021: £1,321,798) at the year end.

Reserves Policy

The Charity held reserves of £1,303,552 (2021: £1,321,798) at the end of the year. Of these funds, £921,901 (2021: 945,013) were held as designated funds, £10,000 (2021: 11,785) and £400,000 (2021: £365,000) were held as general reserves. The Charity's reserves policy is that the general reserves held by the Charity should be a minimum of 3 months running costs, including salary costs. After stripping out grant expenditure, depreciation, donated facility costs and costs of goods sold relating to the Shop, the Charity's annual expenditure was £1.6m of which, 3 months expenditure equates to £400k. As such, the Trustees agreed to increase the Charity's General Fund reserves from £365k at the start of the year to £400k by the end of the year.

Free reserves are funds that are not otherwise restricted or designated and which are not invested in tangible fixed assets, as such, the Charity's free reserves equate to the balance of the general fund less fixed assets so at the year end, the Charity held free reserves of £341,858 (2021: £305,349). The Trustees have reviewed the funds held by the Charity at the year end and are content that the Charity is holding an appropriate level of reserves, in accordance with the reserves policy.

Approved by order of the members of the board of Trustees and signed on their behalf by:


M A Mintram
Chair

Date: 13/7/23

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2022**

The Trustees (who are also the directors of the Charity for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Charity and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM

OPINION

We have audited the financial statements of Friends of Westonbirt Arboretum (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2022 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Charity Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 31 December 2022 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM
(CONTINUED)**

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- the parent charitable company has not kept sufficient accounting records; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM
(CONTINUED)**

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We have been appointed as auditor under section 151 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We have considered the nature of the industry and sector, control environment and business performance of the entity;
- We have considered the results of our enquiries with management and the directors to their own identification and assessment of the risk of irregularities within the entity; and
- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the areas of high risk to be in relation to revenue recognition. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained an understanding of the legal and regulatory frameworks that the Company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures within the financial statements. The key laws and regulations we considered in this context included the UK Companies Act, Financial Reporting Standard 102 and UK tax legislation. In addition, we considered provision of other laws and regulations that do not have a direct effect on the financial statements but compliance with may be fundamental for the Company's ability to operate or avoid a material penalty. These included health and safety regulations; employment legislation; and data protection laws.

Our audit procedures performed to respond to the risks identified included, but were not limited to:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Reviewing the financial statement disclosures and testing to supporting documentation to assess the recognition of revenue;
- Discussions with management, including consideration of known or suspected instances of non-compliance with laws and regulation and fraud;
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgments made in accounting estimates are indicative of potential bias; and evaluating the business rationale of significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements,

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

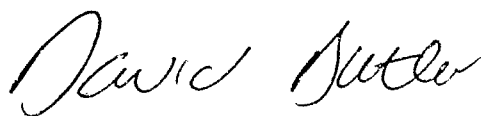
**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM
(CONTINUED)**

recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from an error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



David Butler FCA DChA
Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
10 Temple Back
Bristol
BS1 6FL

18 July 2023

Bishop Fleming LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND
EXPENDITURE ACCOUNT)**
FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income from:					
Donations and legacies	2	49,664	17,200	66,864	51,321
Charitable activities	3	1,423,746	-	1,423,746	1,376,737
Other trading activities	4	448,137	-	448,137	355,295
Investments	5	5,595	-	5,595	357
Other income	6	39,102	-	39,102	88,967
Total income		1,966,244	17,200	1,983,444	1,872,677
Expenditure on:					
Raising funds		539,432	-	539,432	414,859
Charitable activities	8	1,443,273	18,985	1,462,258	1,307,128
Total expenditure		1,982,705	18,985	2,001,690	1,721,987
Net movement in funds		(16,461)	(1,785)	(18,246)	150,690
Reconciliation of funds:					
Total funds brought forward		1,310,013	11,785	1,321,798	1,171,108
Net movement in funds		(16,461)	(1,785)	(18,246)	150,690
Total funds carried forward		1,293,552	10,000	1,303,552	1,321,798

FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:04965522

CONSOLIDATED BALANCE SHEET
AS AT 31 DECEMBER 2022

	Note	2022 £	2021 £
Fixed assets			
Intangible assets	12	9,979	13,701
Tangible assets	13	48,163	45,950
		<u>58,142</u>	<u>59,651</u>
Current assets			
Stocks	15	55,800	51,603
Debtors	16	119,480	99,144
Cash at bank and in hand		1,857,932	1,899,662
		<u>2,033,212</u>	<u>2,050,409</u>
Creditors: amounts falling due within one year	17	(785,164)	(778,911)
Net current assets		<u>1,248,048</u>	<u>1,271,498</u>
Total assets less current liabilities		<u>1,306,190</u>	<u>1,331,149</u>
Creditors: amounts falling due after more than one year	18	(2,638)	(9,351)
Total net assets		<u><u>1,303,552</u></u>	<u><u>1,321,798</u></u>
Charity funds			
Restricted funds	19	10,000	11,785
Unrestricted funds	19	1,293,552	1,310,013
Total funds		<u><u>1,303,552</u></u>	<u><u>1,321,798</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

M A Mintram
Chair

Date: 13/7/23

The notes on pages 25 to 49 form part of these financial statements.

FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:04965522

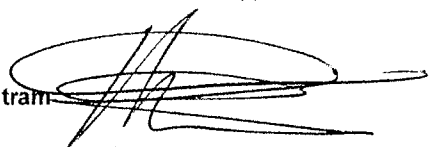
CHARITY STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 DECEMBER 2022

	Note	2022 £	2021 £
Fixed assets			
Intangible assets	12	5,993	7,801
Tangible assets	13	32,947	42,253
Investments	14	1,000	1,000
		39,940	51,054
Current assets			
Debtors	16	282,655	161,792
Cash at bank and in hand		1,762,381	1,861,585
		2,045,036	2,023,377
Creditors: amounts falling due within one year	17	(750,437)	(743,282)
Net current assets		1,294,599	1,280,095
Total assets less current liabilities		1,334,539	1,331,149
Creditors: amounts falling due after more than one year	18	(2,638)	(9,351)
Total net assets		1,331,901	1,321,798
Charity funds			
Restricted funds	19	10,000	11,785
Unrestricted funds	19	1,321,901	1,310,013
Total funds		1,331,901	1,321,798

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

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M A Mintram
 Chair

Date: 13/7/23

The notes on pages 25 to 49 form part of these financial statements.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2022**

	2022 £	2021 £
Cash flows from operating activities		
Net cash generated from operating activities	(20,337)	269,460
Cash flows from investing activities		
Interest received	5,595	357
Loss/(gain) on disposal of fixed assets	62	12,572
Purchase of intangible assets	-	(9,042)
Purchase of fixed assets	(27,050)	(12,893)
Net cash used in investing activities	(21,393)	(9,006)
Change in cash and cash equivalents in the year	(41,730)	260,454
Cash and cash equivalents at the beginning of the year	1,899,662	1,639,208
Cash and cash equivalents at the end of the year	1,857,932	1,899,662

The notes on pages 25 to 49 form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Friends of Westonbirt Arboretum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Group and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

1.2 GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future and do not anticipate that there are any circumstances that are likely to arise leading to a significant reduction in the Charity's ongoing income streams or ability to continue to operate.

The Charity is in a strong financial position with healthy reserves. The cash balance as at 31 December 2022 was £1.8m and the Trustees consider that the Charity holds sufficient funds to meet its liabilities and to mitigate against the loss of any income, should that arise. The Trustees regularly review the financial forecast for 2023 and the performance of the Charity, to date, is in line with the financial plan. For these reasons, the Trustees believe that it is correct to adopt the going concern basis in preparing these financial statements.

1.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Grants are included in the Consolidated Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance Sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. ACCOUNTING POLICIES (continued)

1.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.6 TAXATION

The Charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

1.7 INTANGIBLE ASSETS AND AMORTISATION

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Intangible assets are amortised over the expected useful economic life of the asset. If a reliable estimate of the useful economic life cannot be determined, the life shall not exceed five years.

Amortisation is provided on the following bases:

Computer software	- 20 % straight line
Goodwill	- 20 % straight line

1.8 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. ACCOUNTING POLICIES (continued)

1.8 TANGIBLE FIXED ASSETS AND DEPRECIATION (CONTINUED)

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Leasehold improvements	- 5% straight line
Fixtures and fittings	- 20% straight line
IT assets	- 10% and 33% straight line

1.9 INVESTMENTS

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'gains/(losses) on investments' in the Consolidated Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

1.10 STOCKS

Stocks are stated at the lower of cost and net realisable value, being the estimated selling price less costs to complete and sell. Cost is based on the cost of purchase on a first in, first out basis.

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash, cash held in deposit accounts and also any short-term, highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account are also included within this balance.

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

1. ACCOUNTING POLICIES (continued)

1.14 FINANCIAL INSTRUMENTS

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.15 PENSIONS

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

1.16 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
DONATIONS				
Donated facilities	11,250	-	11,250	11,250
Other donations	19,414	17,200	36,614	40,071
Legacies	19,000	-	19,000	-
	<u>49,664</u>	<u>17,200</u>	<u>66,864</u>	<u>51,321</u>
TOTAL 2021	<u>45,621</u>	<u>5,700</u>	<u>51,321</u>	

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Membership subscriptions	1,423,746	1,423,746	1,376,737

4. INCOME FROM OTHER TRADING ACTIVITIES

Income from fundraising events

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Friends of Westonbirt Arboretum Enterprises	440,461	440,461	339,975
Letting fees and commission relating to the Great Oak Hall	7,676	7,676	15,320
	448,137	448,137	355,295

5. INVESTMENT INCOME

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Investment income	5,595	5,595	357

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

6. OTHER INCOMING RESOURCES

	Unrestricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Government grants	4,000	4,000	17,900
Coronavirus Job Retention Scheme grant income	-	-	20,452
Recharges from Forestry England	35,102	35,102	50,615
	<u>39,102</u>	<u>39,102</u>	<u>88,967</u>

7. FUNDRAISING TRADING EXPENSES

	2022 £	2021 £
Friends of Westonbirt Arboretum Enterprises Limited	340,185	253,228
Purchases for events	10,071	5,492
The Great Oak Hall expenses	669	748
Donated facilities - office space (50% of total)	5,625	5,625
Fundraising staff costs	75,195	46,512
Trading staff costs	107,687	103,254
	<u>539,432</u>	<u>414,859</u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £	Total funds 2021 £
Charitable Activities	1,006,142	456,116	1,462,258	1,307,128
TOTAL 2021	846,459	460,669	1,307,128	

ANALYSIS OF DIRECT COSTS

	Activities undertaken directly 2022 £	Total funds 2022 £	Total funds 2021 £
Arboretum access rights	728,439	728,439	637,252
Grant expenditure	159,023	159,023	110,233
Membership activities	66,238	66,238	37,371
Westonbirt magazine costs	46,817	46,817	55,978
Donated facilities - office space (50% of total)	5,625	5,625	5,625
	1,006,142	1,006,142	846,459

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

ANALYSIS OF SUPPORT COSTS

	Supporting Activities 2022 £	Total funds 2022 £	Total funds 2021 £
Staff costs	272,643	272,643	267,031
Staff costs - Project Manager recharged to Forestry England	35,102	35,102	36,707
Depreciation	22,893	22,893	22,497
Other staff expenditure	3,341	3,341	2,186
Staff recruitment and development	21,122	21,122	7,315
Governance	10,775	10,775	12,844
Telephone	689	689	1,242
Rates	941	941	979
Utilities	5,918	5,918	2,854
Insurance	9,641	9,641	8,082
Printing, post and stationery	1,141	1,141	523
General maintenance	2,092	2,092	2,734
Information technology	58,714	58,714	55,103
Marketing	859	859	-
Miscellaneous expenses	3,504	3,504	17,876
Bank charges	1,359	1,359	158
Accounting services	5,444	5,444	2,668
Sundry expenses	-	-	299
Redundancy costs	-	-	7,000
Loss on disposal of software	-	-	12,571
(Profit)/loss on disposal of fixed assets	(62)	(62)	-
	456,116	456,116	460,669

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

9. STAFF COSTS

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
Wages and salaries	443,664	410,939	348,832	323,511
Social security costs	28,802	29,408	23,877	25,556
Contribution to defined contribution pension schemes	39,039	33,827	31,109	28,580
	511,505	474,174	403,818	377,647

Staffing costs comprises of £20,878 (2021: £20,670) within direct costs, £307,745 (2021: £303,738) within support costs and £182,882 (2021: £149,767) within fundraising trading expenses.

10. STAFF NUMBERS

The average number of persons employed by the Charity during the year was as follows:

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
	25	23	14	11

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the Charity comprise the Trustees (who do not receive remuneration for their role as a Trustee) and the Chief Executive Officer. The total amount of employee benefits (including Employer pension contributions) received by key management personnel for their services to the Charity was £55,471 (2021: £64,121).

11. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 December 2022, no Trustee expenses have been incurred (2021 - £NIL).

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

12. INTANGIBLE ASSETS

GROUP

	Computer software £	Goodwill £	Total £
COST			
At 1 January 2022	9,042	9,567	18,609
At 31 December 2022	9,042	9,567	18,609
AMORTISATION			
At 1 January 2022	1,241	3,667	4,908
Charge for the year	1,808	1,914	3,722
At 31 December 2022	3,049	5,581	8,630
NET BOOK VALUE			
At 31 December 2022	5,993	3,986	9,979
At 31 December 2021	7,801	5,900	13,701

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

12. INTANGIBLE ASSETS (CONTINUED)

COMPANY

	Computer software £
COST	
At 1 January 2022	9,042
At 31 December 2022	<u>9,042</u>
AMORTISATION	
At 1 January 2022	1,241
Charge for the year	1,808
At 31 December 2022	<u>3,049</u>
NET BOOK VALUE	
At 31 December 2022	<u>5,993</u>
At 31 December 2021	<u>7,801</u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

13. TANGIBLE FIXED ASSETS

GROUP

	Leasehold improvements £	Fixtures and fittings £	IT assets £	Total £
COST OR VALUATION				
At 1 January 2022	33,518	53,346	114,925	201,789
Additions	-	13,009	14,041	27,050
Disposals	-	(19,682)	(41,164)	(60,846)
At 31 December 2022	33,518	46,673	87,802	167,993
DEPRECIATION				
At 1 January 2022	21,555	49,828	84,456	155,839
Charge for the year	1,676	2,865	20,234	24,775
On disposals	-	(19,682)	(41,102)	(60,784)
At 31 December 2022	23,231	33,011	63,588	119,830
NET BOOK VALUE				
At 31 December 2022	10,287	13,662	24,214	48,163
At 31 December 2021	11,963	3,518	30,469	45,950

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

13. TANGIBLE FIXED ASSETS (CONTINUED)

COMPANY

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Total £
COST OR VALUATION				
At 1 January 2022	33,518	30,280	113,485	177,283
Additions	-	-	11,841	11,841
Disposals	-	(19,682)	(41,164)	(60,846)
At 31 December 2022	33,518	10,598	84,162	128,278
DEPRECIATION				
At 1 January 2022	21,555	29,939	83,536	135,030
Charge for the year	1,676	205	19,204	21,085
On disposals	-	(19,682)	(41,102)	(60,784)
At 31 December 2022	23,231	10,462	61,638	95,331
NET BOOK VALUE				
At 31 December 2022	10,287	136	22,524	32,947
At 31 December 2021	11,963	341	29,949	42,253

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

14. FIXED ASSET INVESTMENTS

	Investments in subsidiary companies £
CHARITY	
COST OR VALUATION	
Additions	1,000
AT 31 DECEMBER 2022	<u>1,000</u>
NET BOOK VALUE	
AT 31 DECEMBER 2022	<u>1,000</u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

14. FIXED ASSET INVESTMENTS (CONTINUED)

PRINCIPAL SUBSIDIARIES

The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Principal activity
Friends of Westonbirt Arboretum Enterprises Limited	12410907	The Great Oak Hall, Westonbirt, The National Arboretum, Tetbury, Gloucestershire, United Kingdom, GL8 8QS	Retail sale of new goods in on site shop

Class of shares	Holding	Included in consolidation
Ordinary	100%	Yes

The financial results of the subsidiary for the year were:

Name	Income £	Expenditure £	Profit/(Loss) for the year £	Net liabilities £
Friends of Westonbirt Arboretum Enterprises Limited	444,461	(472,810)	(28,349)	(28,349)

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

15. STOCKS

	Group 2022 £	Group 2021 £
Finished goods and goods for resale	55,800	51,603

16. DEBTORS

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
DUE AFTER MORE THAN ONE YEAR				
Amounts owed by group undertakings	-	-	160,484	56,798
	-	-	160,484	56,798
DUE WITHIN ONE YEAR				
Trade debtors	5,260	1,039	5,260	1,039
Amounts owed by group undertakings	-	-	7,430	8,360
Prepayments and accrued income	114,220	98,105	109,481	95,595
	119,480	99,144	282,655	161,792

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
Trade creditors	65,862	28,032	54,133	13,684
Other taxation and social security	41,533	48,556	29,636	38,308
Other creditors	1,170	-	-	-
Accruals and deferred income	676,599	702,323	666,668	691,290
	785,164	778,911	750,437	743,282
	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
Deferred income at 1 January	642,901	539,874	642,901	539,874
Resources deferred during the year	622,788	642,901	622,788	642,901
Amounts released from previous periods	(642,901)	(539,874)	(642,901)	(539,874)
	622,788	642,901	622,788	642,901

The deferred income balance of £622,788 relates to membership subscriptions which were purchased during 2022 but for which the membership period ends in the following financial year.

18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Group 2022 £	Group 2021 £	Company 2022 £	Company 2021 £
Deferred income	2,638	9,351	2,638	9,351

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

19. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2022 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Arboretum Development Fund	785,804	-	-	(440,829)	344,975
Westonbirt Car Park Project	47,975	-	(23,000)	-	24,975
Westonbirt Signage Project	3,398	-	-	-	3,398
Coppice Shelter	37,312	-	(21,571)	9,000	24,741
Community Shelter	42,096	-	(14,945)	-	27,151
Quarantine House	28,428	-	(13,267)	(9,000)	6,161
Student Arborist Fund	-	-	(20,878)	85,878	65,000
Small Grants fund	-	-	(28,877)	58,877	30,000
Global Conservation Consortia	-	-	(17,500)	17,500	-
PhD Student UWE	-	-	-	25,000	25,000
Silkwood Regeneration	-	-	-	82,500	82,500
Interpretation Project	-	-	-	10,000	10,000
Westonbirt Community Co-ordinator	-	-	-	73,000	73,000
Westonbirt Tree Conservation Management	-	-	-	180,000	180,000
Community grant giving fund	-	-	-	25,000	25,000
	945,013	-	(140,038)	116,926	921,901
GENERAL FUNDS					
General Funds	365,000	1,521,783	(1,369,857)	(116,926)	400,000
FoWA Enterprises	-	444,461	(472,810)	-	(28,349)
	365,000	1,966,244	(1,842,667)	(116,926)	371,651
TOTAL UNRESTRICTED FUNDS	1,310,013	1,966,244	(1,982,705)	-	1,293,552

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

19. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 January 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2022 £
RESTRICTED FUNDS					
Community Shelter	-	7,200	(7,200)	-	-
Quarantine House	10,677	-	(10,677)	-	-
Coppice Shelter	1,108	-	(1,108)	-	-
Core Costs	-	10,000	-	-	10,000
	<u>11,785</u>	<u>17,200</u>	<u>(18,985)</u>	<u>-</u>	<u>10,000</u>
TOTAL OF FUNDS	<u><u>1,321,798</u></u>	<u><u>1,983,444</u></u>	<u><u>(2,001,690)</u></u>	<u><u>-</u></u>	<u><u>1,303,552</u></u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

19. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2021 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Arboretum Development Fund	615,638	-	-	170,166	785,804
Quarantine House	28,428	-	-	-	28,428
Westonbirt Signage Project	-	-	-	-	-
Coppice Shelter	37,312	-	-	-	37,312
Community Shelter	62,685	-	(20,589)	-	42,096
Quarantine House	-	-	-	-	-
Student Arborist Fund	-	-	(20,670)	20,670	-
Westonbirt Signage Project	3,398	-	-	-	3,398
Westonbirt Car Park Project	47,975	-	-	-	47,975
	<u>795,436</u>	<u>-</u>	<u>(41,259)</u>	<u>190,836</u>	<u>945,013</u>
GENERAL FUNDS					
General Funds	325,000	1,494,245	(1,264,040)	(190,205)	365,000
FoWA Enterprises	(3,874)	372,732	(368,227)	(631)	-
	<u>321,126</u>	<u>1,866,977</u>	<u>(1,632,267)</u>	<u>(190,836)</u>	<u>365,000</u>
TOTAL UNRESTRICTED FUNDS	<u>1,116,562</u>	<u>1,866,977</u>	<u>(1,673,526)</u>	<u>-</u>	<u>1,310,013</u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

19. STATEMENT OF FUNDS (CONTINUED)

	Balance at 1 January 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2021 £
RESTRICTED FUNDS					
Community Shelter	26,909	-	(26,909)	-	-
Quarantine House	26,529	5,700	(21,552)	-	10,677
Coppice Shelter	1,108	-	-	-	1,108
Core Costs	-	-	-	-	-
	<u>54,546</u>	<u>5,700</u>	<u>(48,461)</u>	<u>-</u>	<u>11,785</u>
TOTAL OF FUNDS	<u>1,171,108</u>	<u>1,872,677</u>	<u>(1,721,987)</u>	<u>-</u>	<u>1,321,798</u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

19. STATEMENT OF FUNDS (CONTINUED)

Unrestricted Funds:

Unrestricted funds are available to be spent for any of the purposes of the Charity and includes designated funds where the Trustees have set aside money for a specific purpose.

Purpose of designated and restricted funds:

Designated Fund

The Arboretum Development Fund – this fund seeks to raise funds for operational and revenue needs to promote the sustainability and development of the arboretum.

Westonbirt Car Park Project – the purpose of this project is to improve the Car Parking facilities at the Arboretum with a view to including charging points for Electric Vehicles in support of our commitment to the environment and sustainability. Construction work on this project is anticipated in summer 2022

Westonbirt Signage Project - the purpose of this project is to improve the signage within the Arboretum to enhance the visitor experience. As an example, signage for running routes across the arboretum were installed during 2020. The Signage project was largely completed in 2020 with the final retention expenditure due in early 2022.

Coppice Shelter – the purpose of this fund is to provide a shelter for the Arboretum Coppicers and to provide them with the facilities required to carry out their day-to-day activities and enable them to store their equipment safely. The shelter will help to sustain an ancient tradition and ensure that Silk Wood can be sustainably managed.

Community Shelter – the purpose of this fund is to support the work of Forestry England to develop a Community Shelter to be used exclusively for community activities.

Quarantine House - the purpose of this fund is to support the fundraising for a new Quarantine House on-site to support our conservation objectives. This large structure which will significantly boost the biosecurity at the Arboretum as it will be a specialist, purpose-built facility, allowing the Tree Team to constantly monitor and regularly inspect all new plants and seeds.

Student Arborists Fund – the purpose of this fund is to support the salary for one student arborist. The fund provides a year's salaried placement for students who are either part way through or nearing the end of their degrees in Countryside Management, Arboriculture, Horticulture, Forestry or a related subject which is beneficial in providing first class training for the UK's future arborists.

Small Grant Funds – discretionary grant fund for applications valued at less than £10,000, awarded by the CEO in conjunction with approval of at least one Trustee.

Global Conservation Consortia (GCC) – joint funding in partnership with Botanic Gardens Conservation International to meet the of payroll costs of a GCC manager working across the Westonbirt and Bedgebury Arboretum sites.

PhD Student UWE – funding commitment, in partnership with the University of the West of England (UWE), to support research costs over a 4 year period evaluating risks to Tilia health (2023 to 2026).

Silkwood Regeneration Manager – funding contribution to Forestry England the payroll costs of the Silkwood Project Manager for a fixed period of 1 year and 11 months (January 2023 to November 2024).

Interpretation Project – funding to support the design, printing and installation of 40 tree plinths highlighting key specimens.

Westonbirt Community Coordinator – funding contribution to Forestry England for the payroll costs of the

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

Community Coordinator for a fixed period of 2 years to develop and deliver activities in response to the specific needs of community groups (April 2023 to March 2025).

Westonbirt Tree Conservation Manager – funding contribution to Forestry England for the payroll costs of the Tree Conservation Manager for a fixed period of 3 years (April 2023 to March 2026).

Community Grant Giving Fund – this fund has been created to enable grants to be awarded, at the discretion of the CEO, to support accessibility to the Arboretum for community groups that would otherwise struggle to gain access to the site, afford entry costs, travel, refreshment and engagement in Forestry England activities.

Restricted Funds:

Community Shelter – the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources.

Coppice Shelter – the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources.

Quarantine House – the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources.

Core costs – the income received in the year relates to a donation from the Julia and Hans Rausing Trust to mark the accession of Her Majesty the Queen (formerly HRH The Duchess of Cornwall), towards FoWA's core costs. This grant is not to be used towards any new project costs or work relating towards any organisation other than FoWA.

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	48,163	-	48,163
Intangible fixed assets	9,979	-	9,979
Current assets	2,023,212	10,000	2,033,212
Creditors due within one year	(785,164)	-	(785,164)
Creditors due in more than one year	(2,638)	-	(2,638)
TOTAL	1,293,552	10,000	1,303,552

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

20. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Tangible fixed assets	45,950	-	45,950
Intangible fixed assets	13,701	-	13,701
Current assets	2,038,624	11,785	2,050,409
Creditors due within one year	(778,911)	-	(778,911)
Creditors due in more than one year	(9,351)	-	(9,351)
TOTAL	1,310,013	11,785	1,321,798

21. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2022 £	Group 2021 £
Net income/expenditure for the year (as per Statement of Financial Activities)	(18,246)	150,690
ADJUSTMENTS FOR:		
Depreciation charges	24,775	21,873
Amortisation charges	3,722	3,154
Interest on investments	(5,595)	(357)
Increase in stocks	(4,197)	(21,615)
Increase in debtors	(20,336)	(27,785)
Increase/(decrease) in creditors	(460)	143,500
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	(20,337)	269,460

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022**

22. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Group 2022 £	Group 2021 £
Cash in hand	758,485	903,707
Notice deposits (less than 3 months)	1,099,447	995,955
TOTAL CASH AND CASH EQUIVALENTS	1,857,932	1,899,662

23. ANALYSIS OF CHANGES IN NET DEBT

	At 1 January 2022 £	Cash flows £	At 31 December 2022 £
Cash at bank and in hand	1,899,662	(41,730)	1,857,932
	1,899,662	(41,730)	1,857,932

24. RELATED PARTY TRANSACTIONS

The group has a close relationship with Forestry England.

The Arboretum is managed by Forestry England. Membership of the Friends of Westonbirt Arboretum follows payment of a prescribed fee. Members are entitled to visit the Arboretum during the opening hours without having to pay an entrance fee to Forestry England. Friends of Westonbirt Arboretum purchase access rights for its members from Forestry England. The cost for the current year was £728,439 (2021: £637,252).

The charity operates from the Great Oak Hall and a second office known as 'the cabin' at Westonbirt Arboretum. This office space is leased from Forestry England at a peppercorn rent. The purpose of the office space is to provide administrative offices for the Charity and a hall for the use of the Charity, Forestry England and for commercial lettings. The value of these donated facilities has been quantified at the value of £11,250 (2021: £11,250) and recognised in the financial statements.

The charity has taken advantage of the exemption available in FRS 102 whereby it has not disclosed transactions or balances with the wholly owned subsidiary of the group.

25. CONTROLLING PARTY

The company is limited by guarantee and therefore there are no individual controlling parties. The company is controlled by the Trustees and its Members.

Accounts



Friends of Westonbirt Arboretum

Annual Report 2021

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Trustees' Report

The Trustees present their Annual Report, together with the audited Financial Statements of the Friends of Westonbirt Arboretum (the 'Charity' or 'The Friends') for the year 1 January 2021 to 31 December 2021. The Trustees confirm that the Annual Report and Financial Statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the Charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.



2021 was another year of adapting to the challenges of the Covid pandemic, and we are proud of how the team and Board have continued to be flexible - by working from home, engaging remotely, and following procedures intended to keep everyone safe over these challenging times.

As many people have turned to Westonbirt Arboretum as a place to escape the daily pressures of life and wander amongst the trees, safely distanced from others, we have now reached more than 38,000 members: an all-time record in our history.

The continuation of pre-booking systems for all day visitors and members has created additional challenges to accessing the site, and we have been working behind the scenes with FE to address our concerns about this system, and how we can ensure these are not discriminatory or otherwise preventing access to this wonderful site. Recent progress has been made in moving away from the pre-booking system except in peak periods. We also had some challenging conversations with FE around their desire to introduce a national membership scheme that incorporated Westonbirt and may have directly impacted the interests of the site and the charity. After extensive consultation FE and The Friends are close to adopting a feasible alternative proposal suggested by The Friends. These issues have caused significant uncertainty for the The Friends team and we hope that going forward we can continue to build a collaborative and professional relationship with FE and focus on implementing our new vision whilst incorporating the Silk Wood purchase into the site.

Expenditure has been limited this year - held back primarily by the struggles facing the onsite FE team with limited staff capacity and resources mid-pandemic.

Despite these challenges, we are proud to have supported a range of developments and activities onsite, including:

- Upgrading the first two mobility scooters to ensure they are up to standard and available for visitors when needed as phase one of a full replacement programme over the coming five years

- Funding the propagation unit for climate control
- Contributing to the Community Shelter, which is now underway and should be finalised in early 2022
- Providing funding for the Quarantine House, which is also due for completion in early 2022
- Funding a yearly student arborist secondment role, and
- Providing almost £700,000 in shop rental and Arboretum Access rights payments that go directly to the running of the site, reflecting a sizeable proportion of the site's overall income.

We have also added considerably to our Arboretum Development Fund, which is in place and ready for when plans progress to implement the vision.

We have delivered a very small profit from the shop this year, reflecting the ongoing challenges with the pandemic lockdowns, and we suspect some impact from the requirement to pre-book visits.

In 2022, we are looking forward to seeing the development of the masterplan and proposed works in order to achieve the 10-Year Vision 'To be a world leader in trees, inspiring people through conservation, education and participation.' The charity is ready to support this work and hopes that further progress can be made this year.

Last year we said goodbye to Mike Coe our CEO for three years. Mike achieved so much for The Friends, strengthening the The Friends team, helping to develop the Westonbirt vision and introduced a new CRM system. We have welcomed back Felicia Willow as our interim CEO, who previously led the charity during the transition period before Mike's appointment. During the year we also said farewell to Bev and Lorna and welcomed Tracey, Ellie, Rachel, Linda and Debbie to the team.



As always, I would like to finally thank our members and supporters for their ongoing support, particularly through these challenging times.

A handwritten signature in black ink, appearing to read 'M A Mintram'.

M A Mintram
Chair

Trustees' Report

About the Charity

The Arboretum at Westonbirt is the location of a historic, Victorian picturesque landscape and internationally important tree and shrub collection that is managed by Forestry England with the support of the Charity. The 15,000 labelled specimens come from Britain, China, North America, Japan, Chile and other temperate climates.

The Arboretum now covers 635 acres and consists of three main areas: the Old Arboretum is a carefully designed landscape dating from the 1850s offering beautiful vistas, stately avenues and trees from around the world; Silk Wood is an ancient, semi natural woodland which has exotic planting throughout its landscape; and the Downs is a Grade 1 registered landscape and hosts species rich grassland.

The Friends is a local charity, now with over 38,000 members and supporters established to further the public enjoyment and knowledge of the Arboretum and to secure its sustainable future.

The Charity is a company regulated under company law, and as a registered charity regulated under charity law. It is governed for public benefit by the Trustee Board according to the Charity's Articles.

The strategic direction and development of the Charity is set by the Trustee Board, which met six times during the year. There is a Finance and Risk Panel, which provides additional financial control and a Joint Working Panel, which ensures collaborative working to support Forestry England on site.

The day-to-day operation of the Charity is delegated to the Chief Executive and staff team.

The Charity is committed to good governance and good practice in fundraising.

The Charity is committed to good practice in Fundraising, is a fully paid member of the Fundraising Regulator and seeks to follow the Fundraising Codes of Practice in all of its fundraising activities.



Objectives

The object of the charity is 'To further public enjoyment and knowledge of this world renowned tree collection and to secure its sustainable future by engaging, informing and increasing its membership, and also by giving financial support and practical assistance to the management and development of Westonbirt Arboretum'.

- Providing support to the Arboretum in promoting public understanding of the critical role of trees to the environment and society
- Providing support for the Arboretum's research and education in a ll fields relating to trees
- Providing support for the conservation, maintenance and development of the unique tree collection and historic landscape for future generations
- Providing funds to enhance the public's experience and the Arboretum
- Acting as an advocate for the Arboretum, promoting its values and the need for continuing funding, and
- Providing support to the Arboretum by cultivating the Charity's relationship with its members to encourage long-term relationships and fundraising opportunities.

In recent years, since the launch of the joint The Friends / FE 10-Year Vision in 2019, progress towards master planning has been slow, partly due to the Covid epidemic. This delay has impacted the Charity's opportunity to fundraise additional income to support developments at Westonbirt Arboretum.

It is hoped that we can accelerate progress on finalising the masterplan in 2022 so that the charity can realise its potential in supporting the conservation, education and participation vision themes.

Strategies

In December 2019, a new vision for the Arboretum was launched entitled 'Our Place in a Changing World' and focusses on our response to the challenges faced by both trees and people over the next 10 years as both the climate and society changes. The vision is for the Arboretum to be a world leader in trees, inspiring people through conservation, education and participation.

2020 saw the organisation start to deliver the 3-year The Friends strategy, devised to move the Arboretum and the Charity forward under the following strategic aims:

- i. Arboretum Development Masterplan - a significant development across the whole site extending beyond 2023, but needing firm plans with capacity building lead-time.
- ii. Arboretum Development projects - delivering important projects already in progress.
- iii. Supporter Journey - thoughtfully developing our engagement with current supporters and developing future relationships.
- iv. Stakeholder Engagement - building our relationship with wider stakeholders and influencers.
- v. Forestry England Development - deepening shared understanding of each other's distinct but complementary roles.

Grant - making policies

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The beneficiaries of the Charity's activities are conservation, education and participation activities at Westonbirt the National Arboretum and these are achieved principally by the award and monitoring of grants and payments made to support and develop the Arboretum.

In addition to maintaining, developing and documenting the Arboretum and its tree collection as a world class resource for science and learning, the grants and payments provided by the Charity enable Forestry England to provide onsite educational activities to young people each year and reach out to encourage a broader audience to learn from, participate in and enjoy the Arboretum's trees and heritage supporting access for all. Inclusive multi-sensory participation activities also aim to engage and inspire those groups who need it most to find a connection with the trees at Westonbirt.

During the year, the Charity's main activities fell into the following areas:

1. Arboretum Access Rights Payment (AARP)
2. Development and growth of the membership scheme
3. Fundraising
4. Grant Awards
5. Development of Charity Governance

Arboretum Access Rights Payment (AARP)

The AARP payment is the payment the charity makes to FE, the current managers of the site, to secure access for the Charity's members. This money is then incorporated into the site's income and goes towards FE's operational management of the site. This includes:

- Conservation and tree management work including collection and landscape management, propagation activity, dendrology, survey and inventory work, and volunteer, student and work experience
- Education, learning and interpretation, including enabling schools to use the Arboretum to support the learning of their pupils and supporting visitors' understanding of the importance of trees in general, and Westonbirt in particular, as well as widening access from underrepresented audiences
- Volunteer participation support including the Volunteer Coordinator and Volunteer Assistant, and
- Improving accessibility to the Arboretum, including the funding and maintenance of mobility scooters.

The overall AARP in 2021 was £637,252 (£764,702 including VAT).

Development and growth of the membership scheme

2021 has been a year of significant growth and development at the charity, and the Supporter Engagement & Servicing Team has achieved a huge amount under challenging circumstances.

The 2021 goals were to:

- Maintain 35,000 members
- Achieve 83% retention

We undertook a piece of research on market segmentation, aimed at understanding the motivations of our visitors and members, and identifying their interest in supporting the site further. We identified our five key customer types (Dogs in the Lead, Kids Playtime, Active Outdoor Families, Nature Lovers, Culture Tourists) and analysed them to help understand their motivations in visiting Westonbirt, and their potential for further giving. We developed targeted creative responses to customer types, including leaflets for Kids Playtime and Nature Lovers. We also identified barriers to visiting, key demographic targets to raise awareness, and opportunities for encouraging a wider range of people - including those from lower socio-economic groups for whom price is a barrier - to visit.

As a result of the team's work, the following goals were achieved in 2021:

- Total net income of almost £1.4m, comprised of £1.1m of membership subscriptions plus £0.25m of Gift Aid
- 38,852 members (up 8.4%)
- 88% retention rate (up 3%)
- 72% Gift Aid, and
- 11,267 new members or members who returned after 30 days of their membership lapsing.

Fundraising

The 2021 goal was to secure £24k donations + Gift Aid.

The pandemic and the slow progress on master planning onsite has meant that the charity's ability to fundraise has been limited in 2021, so a lower than usual target was set. However, we took a number of steps to put ourselves in a stronger position going forward. This includes undertaking a major review and restructure process, which highlighted key areas for improvement in the coming years. It led to the development of a new Individual Giving staff position, which was recruited to in November 2021 and will focus on developing a range of strategies for engaging and stewarding low, mid and high-level donors.

In terms of further giving, we achieved 58 Support-A-Squares, 17 Leaves of Life and 9 Bench Adoptions. Overall, we exceeded our target by achieving a total gross income of £34,372, including Gift Aid.

Great Oak Hall

The 2021 goal was to secure at least £13k for Great Oak Hall hire.

During the year, due to the impact on The Friends' limited staff resources, the Great Oak Hall management was outsourced to Fosters, who run the onsite restaurant and café.

Overall, we had a total gross income of more than £15k for Great Oak Hall hire and commission on sales.

Shop

The 2021 goal was to achieve a profit of £33.9k. The shop's actual performance was a profit of £4.5k. This was largely due to the enforced closure of the shop from January to mid-April 2021 due to the Government's COVID-19 restrictions and also reduced visitor numbers across the crucial autumn trading period. The outlook for 2022 is very positive with strong sales recorded within the first quarter and with compulsory pre-booking ending in May 2022 we anticipate increased footfall and sales over the latter part of the year.

Our shop leadership changed in July 2021 when we said goodbye to Alistair Williams who has been our Retail Manager since we began operating the shop in 2020. We would like to extend our thanks to Alistair for all his work in setting up the shop and for trading over what was an exceptionally difficult and unpredictable period. We then welcomed Tracey Burgoyne as our new Retail Manager in July 2021. Tracey has focussed on bringing in more artisan makers and suppliers, and increasing the amount of Westonbirt-produced and Westonbirt-specific merchandise. The shop now stocks Westonbirt items including postcards, fridge magnets, pencils, pens and prints. These products are made by Europe-based manufacturers and mostly use recycled materials.

Overall, our buying strategy is to buy local British where possible, which are ethically created using sustainable practices. The items focus on British woodlands and wildlife.

The total profit for the shop for 2021 before rental payments to Forestry England was £52.5k. The rental charge for 2021 was £48k, bring the shop's profits to £4.5k.

Grant Awards

Mobility scooters (£6,200)

The charity is keen to ensure that the site is accessible to everyone. A fleet of 10 mobility scooters is available for arboretum users to hire free of charge, but many of them were reaching 10+ years old and were becoming increasingly unreliable. Maintenance costs were becoming untenable.

A five-year replacement cycle has therefore been implemented, with two new scooters brought in annually. The Friends has therefore supported the replacement of the first two scooters, which will replace the two most problematic scooters in 2022. FE has secured a quote with site-specific modifications provided free of charge.

I wanted to say a huge thank you for a brilliant day today at the arboretum! I have torn ligaments in my foot and haven't been able to go very far at all for two months, so it was so great to have a mobility scooter and spend a few hours in nature today. It made my month!!

A member of The Friends

Propagation Unit for Climate Control (£14,313)

The Propagation Unit (or nurseries) at Westonbirt has existed in some form or other since Sir Robert Holford set up the arboretum in the 19th century to the present day.

Their original purpose was to support a private collection of trees from around the temperate world, growing and displaying only a few. Today, as a Grade I Listed Landscape, the site has a responsibility to safeguard the collection for future generations, as well as growing and planting trees that meet Westonbirt's strict accession policy criteria.

The existing system was 40 years old, and the vents are longer automated, and the thermal shade screens (which are essential for providing maximum light levels) also need to be automated.

Having a fully automated computer system would prevent potential breakage, the need to travel to site out of hours, and it can be programmed to maximise light levels and environmental conditions all of which is better for young propagules.

The Friends is therefore supporting the modernisation of two existing glasshouses to install a new climate control system to automate many important functions including the vents, thermal shade screens, heated benches, mist system and fans.

Community Shelter (£47,498)

The Community Shelter is an exciting programme that is being built in partnership with the community groups who will be using it. It is a timber round house that is being built from timber from the arboretum, on the site of previous community facilities in Silk Wood.

We continued to support the costs of engaging community groups in the design and build of the new shelter. The Community Shelter, which was due for completion in 2021 but has now been pushed in 2022 due to pandemic-related delays.

The Community Shelter, once complete will host a bespoke programme of events and activities throughout the year to give disadvantaged and excluded individuals the opportunity to participate in coppicing, green woodworking, bush crafts, arts and crafts and learning to use the cob oven.

'The Covid-19 pandemic has highlighted how important it is to connect with nature, now perhaps more than ever. For the community groups we work with this was not always easy before the pandemic, so the lockdown hit them harder than most.'

Graham Anstey, Community Shelter
Development Officer, Forestry England



Quarantine House (£21,552)

Little remains of Britain’s woodland. What we have left is precious, unique and has little resistance against the threat of pests and diseases. The acquisition and accessioning of new plants into the living collection at Westonbirt is the lifeblood of this botanical garden, and importantly will ensure that future generations are able to enjoy the arboretum.

The majority of new accessions arrive as seed, often collected in the wild by foreign seed collecting expeditions, or through sharing and exchanging surplus plants and seeds with partner organisations.

All incoming plant and organic material presents a potential biosecurity risk to the living collection. In order to protect the site, the charity has supported the installation of a Quarantine House to better protect Westonbirt.

A Quarantine House will mean that all new plants and seeds, and associated organic matter, can be separated from both the other plants in the Propagation Unit and those within the living collection. Importantly, this specialist and purpose-built facility will allow us to constantly monitor and regularly inspect all new accessions. By checking the health and condition of these new seeds and plants, we can also apply the correct biological controls if and when required.

Student Arboretum role (£20,673)

Since 2020, the charity has been sponsoring a student arborist role, who works with the dedicated Tree Team to manage both the specimen trees and shrubs within the living collection, and the historic grounds of the Arboretum. This three-year project comes to an end in 2022.

Support for Global Conservation Consortium (GCC) Manager in 2022

In 2021, The Friends committed to support 50% of the costs of the GCC Manager’s role in 2022. This role will lead on the joint project Integrated conservation of threatened Acer Species of Sichuan Province, China. Many of the species and botanical specimens within our own living collection at Westonbirt originate from China, and the Sichuan province in particular. We have been unable to collaborate and work with Chinese counterparts for many, many years, and we are extremely keen to forge new relations. Conservation of threatened species in the wild should of course be an essential part of our wider international role, as well as ex-situ conservation through botanical survey and wild seed collecting expeditions.



Volunteers

Most volunteers at Westonbirt are managed by Forestry England, but nonetheless support the charity to promote membership and to support day visitors and members with their enquiries. The Friends works closely with Forestry England to keep volunteers updated and ensure they have the information they need to support The Friends' work, particularly in those heavily public facing roles such as the Welcome Building volunteers, Shuttle Drivers and Guided walks.

Forestry England manages around 280 volunteers in more than 20 roles when at full strength. Volunteering was significantly affected by Covid in 2020, and it was challenging to restart this in 2021 with changing scenarios and Covid safety protocols. Volunteers embraced new technologies as we amended the way we worked to keep everyone safe.

By Autumn 2021 all volunteer roles had restarted (with the exception of outside talks and one or two administrative positions) after extensive re-training and re-engagement programmes.

From June 2021, volunteers were back offering public guided walks, helping at the welcome building, helping to tidy up the arboretum, assisting with labelling, supporting community groups and visits, supporting learning through school visits and family events, continuing with scientific recordings of flora, fauna and seasonal changes, supporting propagation and tree team, assisting visitors accessing Westonbirt with the shuttle, supporting the return of special events and contributing to marketing through photography. This support has continued to recommence and increase throughout the latter part of 2021 and in to 2022 through the re-engagement of existing volunteers, the normalisation of volunteer programmes and roles and the recruitment of new volunteers and the development of new volunteer opportunities.

The Friends is grateful for everything volunteers do, and for the exceptional management and training provided to volunteers by the onsite FE team.

'Our volunteers are the lifeblood of Westonbirt activities, there is so much we simply couldn't achieve without them! It's been tough without them and we missed them terribly through the height of the pandemic but from June (2021) we were able to start welcoming back more of our volunteer...it's been a long haul, but I think we made it. Thank you to all the Westonbirt teams and especially our volunteers for their support and patience'

Claire Bradley, Volunteer Coordinator,
Forestry England



Chalara Ash Dieback

In February, more than 3,000 chalara infected trees were removed from Silk Wood during Phase One of managing the dieback. This was effectively a clear fell of 6.7ha of heavily infected woodlands. A successful operation was carried out with great care and skill by a specialist contractor; ground damage was left to a minimum and the intricate network of grass paths were preserved. Timber produced from the removals was sold and the money raised went some way to offset the financial cost of the project so far.

Planning is now underway for how to best manage the restock of the woodland, and we are in discussions with FE about their ideas to adopt a community-led regeneration approach for this challenge. This must combine regeneration alongside enrichment planting to help speed up the natural process of replacing the woodland canopy and ensure a diverse species composition. We also hope to bring in a range of different community groups to get involved with the replanting, and look forward to working the details of the community programme in partnership with FE.



Investment Policy

The Charity's Investment Policy is reviewed from time to time and amended when necessary. The current Investment Policy is conservative, limiting investments to deposits with high quality counterparties and investments in CCLA's money market fund. The charity reviewed its investment policy during 2021 with a view to potentially diversifying our investments during 2022 by working with an investment management company to ensure that the charity is making the best use of its resources and achieving returns to invest in its charitable purpose. The investment policy is to focus on high quality investments and funds with strong ESG (Environment, Social and Governmental) credentials that align with our charitable purpose.



Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

In response to COVID-19 the trustees actively considered the impact of the pandemic on the charity. The closure of the arboretum from March to June 2020 had an impact on membership income as members could not access the arboretum and some chose to cancel or not to renew their memberships. However, this position recovered during the latter part of 2020 as people re-joined once the arboretum re-opened. During the 2021 lockdown, the Arboretum was allowed to stay open, enabling local members access. The membership income in the first quarter of 2021 was robust and was in line with the Charity's financial plan for 2021. The final membership income for 2021 was higher than the original financial plan for the year. Though the rate of growth in membership slowed later in 2021, it has increased again in early 2022. As the pre-booking system for visiting the Arboretum is relaxed from May 2022, the charity is anticipating further growth, with an ambition to achieve 40,000 members by the end of the year.

The shop, the running of which we took over from the end of February 2020, was subject to periods of closure and restrictions throughout 2020 and 2021. This clearly had an impact on the profitability of the business. However, even under these challenging conditions the shop still achieved a profit of £4.5k during 2021. Trading across the first quarter of 2022 has been encouraging and in line with the financial plan.

The charity is clearly in a strong financial position with healthy reserves. The cash balance as at 31st December 2021 was £1.9m (an increase from £1.6m in 2020) and we consider that the charity holds sufficient funds to mitigate against the risks of any loss of income. The Trustees are reviewing the financial forecasts for 2022 on a regular basis and performance in the first quarter of 2022 is in line with the financial plan. Therefore, although the effects of COVID-19 and the increases in cost of living for our supporters may have some impact on the income received by the charity, we are in a financially resilient position to manage these risks.

Reserves Policy

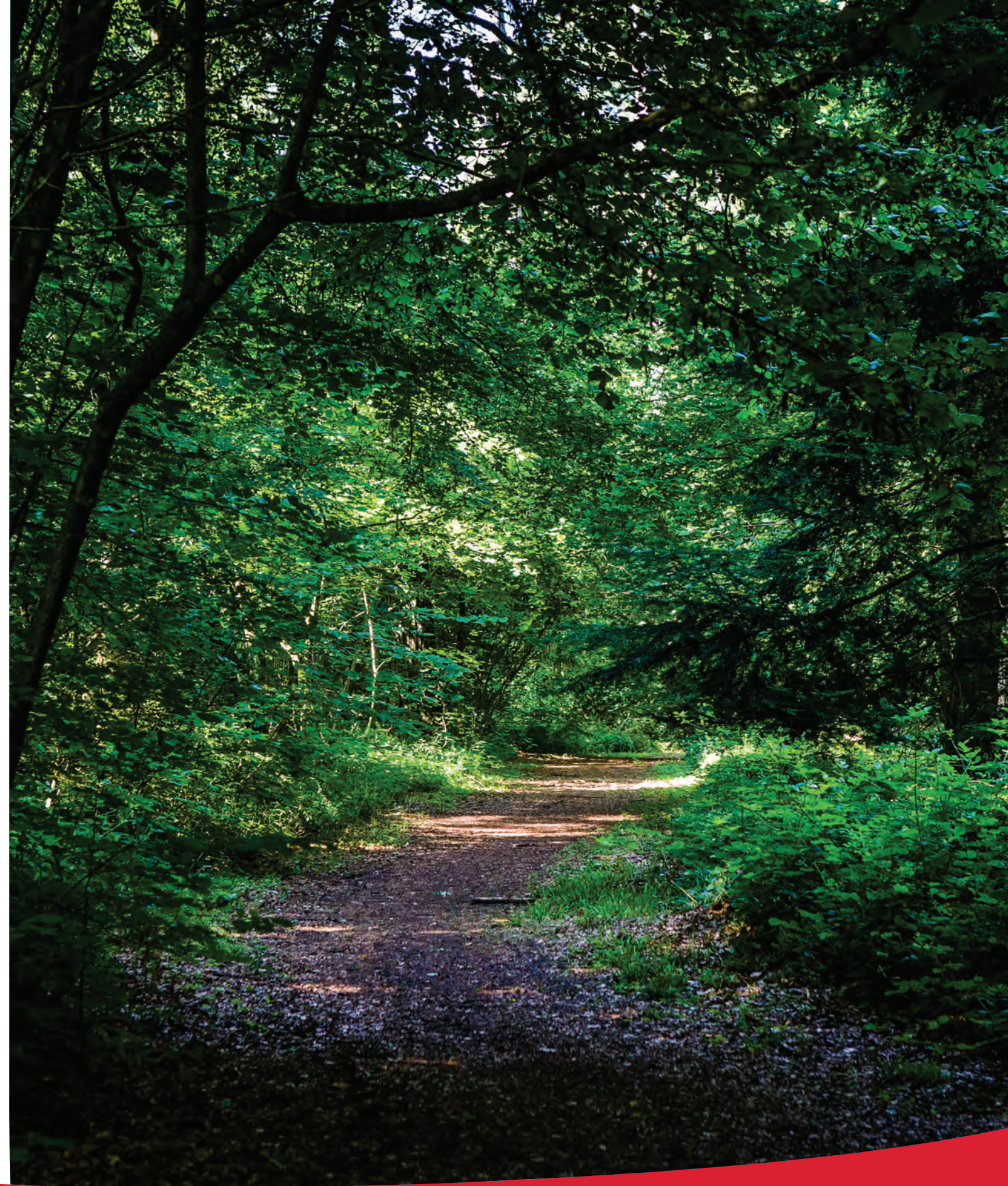
The charity's reserves policy is that free reserves held by the charity should be a minimum of three months running costs, including salary costs. Free reserves are funds that are not otherwise restricted or designated and which are not invested in tangible fixed assets.

For 2020 the free reserves required for the group were calculated as £325k. For 2021 this has been increased to £365k. These figures cover three months of salary costs for all staff, estimated redundancy costs and other payments (such as leases and rental payments) which the charity would be obliged to pay. The increase is largely to cover the increased costs of the Arboretum Access Rights Payments and inflationary cost increases.

The free reserves recorded in these statutory accounts is £365k, in line with the Charity's Reserves Policy.

Risk Management

The trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The management of risk is an integral part of the Board's decision-making processes. The Charity's Scheme of Delegation, which is reviewed annually by the Board, sets out the delegated authority to the Finance & Risk Panel with individual risks identified and reviewed quarterly.



Constitution

Friends of Westonbirt Arboretum is registered as a charitable company limited by guarantee.

Methods and Appointment of Trustees

The management of the Charity is the responsibility of the trustees, who are elected and co-opted under the company's Articles of Association.

Organisational Structure and Decision-Making Policies

The Trustees are responsible for the Charity and its decision-making. The trustees particularly focus on developing and agreeing the organisation's strategy, holding the Management Team to account for its implementation and for significant areas of the Charity's grant making. The trustees delegate operational decision-making to the Chief Executive. Trustees review each year a scheme of delegation, which ensures that both trustees and management understand their responsibilities. Financial decisions are reviewed by the Finance and Risk panel quarterly.

Policies Adopted for the Induction and Training of Trustees

All trustees are made aware of their obligations and the charitable company's Articles of Association and are provided with regular updates on its financial performance and status. Trustees are encouraged to avail themselves of Charity Commission guidance, including "The Essential Trustee" and other trustee training material is made available. Trustees also have access to the Board Chair and the Charity's administrative staff. The Board aims to use a skills matrix to identify gaps in its group competencies so that selection, induction and training of trustees is targeted as effectively as possible. There is also a Trustee policy that guides all trustee processes and activities.

Diversity, Equality and Inclusion

One of the key components of the 10-Year Vision is to increase our focus on the diversity and inclusivity of the Arboretum. The Friends and our Forestry England partners have a commitment to make Westonbirt more inclusive for both staff and the members and visitors that come to the Arboretum. Though racial minority inclusion needs improvement, in terms of gender equality The Friends fares much better with 60% of the Senior Leadership Team (100% from 29th November) and 38% of the Trustee Board female. A working group of staff has been established to develop a set of strategic goals to support Inclusion, Access & Diversity within the Arboretum.

Pay Policy for Key Management Personnel

The Trustees consider all staff remuneration in the same way on an annual basis. The Charity's pay policy allows for an annual cost of living increase and performance bench marked against the voluntary sector.

Disclosure of Information to Auditors

Each of the persons who are Trustees at the time when this Trustee' Report is approved has confirmed that:

- So far that Trustee is aware, there is no relevant audit information of which the Charity's auditors are unaware, and
- That Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.



M A Mintram
Chair

Statement of Trustees' Responsibilities

The Trustees (who are also the directors of the Charity for the purposes of company law) 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).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Charity and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles of the Charities SORP (FRS 102)
- Make judgments and accounting estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards (FRS 102) 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 Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



M A Mintram
Chair

Independent Auditors' Report to the Members of Friends of Westonbirt Arboretum

Opinion

We have audited the financial statements of Friends of Westonbirt Arboretum (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2021 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Charity Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- Give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 31 December 2021 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- Have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions Relating to Going Concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other Information

The other information comprises the information included in the Annual Report other than the financial statements and our Auditors' Report thereon. The Trustees are responsible for the other information contained within the Annual Report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on Other Matters Prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements, and
- The Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on Which We Are Required to Report by Exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- The parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us, or
- The parent charitable company financial statements are not in agreement with the accounting records and returns, or
- Certain disclosures of Trustees' remuneration specified by law are not made, or
- We have not received all the information and explanations we require for our audit, or
- The Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of Trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We have considered the nature of the industry and sector, control environment and business performance of the entity
- We have considered the results of our enquiries with management and the directors to their own identification and assessment of the risk of irregularities within the entity, and

- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the areas of high risk to be in relation to revenue recognition. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained an understanding of the legal and regulatory frameworks that the Company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures within the financial statements. The key laws and regulations we considered in this context included the UK Companies Act, Financial Reporting Standard 102 and UK tax legislation. In addition, we considered provision of other laws and regulations that do not have a direct effect on the financial statements but compliance with may be fundamental for the Company's ability to operate or avoid a material penalty. These included health and safety regulations; employment legislation; and data protection laws.

Our audit procedures performed to respond to the risks identified included, but were not limited to:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements

Reviewing the financial statement disclosures and testing to supporting documentation to assess the recognition of revenue

- Discussions with management, including consideration of known or suspected instances of non-compliance with laws and regulation and fraud
- Performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud, and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgments made in accounting estimates are indicative of potential bias; and evaluating the business rationale of significant transactions that are unusual or outside the normal course of business.

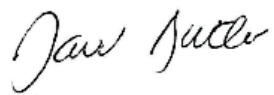
We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from an error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we would become aware of it.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our Report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



David Butler FCA DChA (Senior Statutory Auditor)
for and on behalf of
Bishop Fleming LLP, Chartered Accountants, Statutory Auditors
10 Temple Back, Bristol, BS1 6FL



Consolidated Statement of Financial Activities

Incorporating Income and Expenditure Account

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2021	2021	2021	2020
Note		£	£	£	£
Income from:					
Donations and legacies	2	45,621	5,700	51,321	72,480
Charitable activities	3	1,376,737	-	1,376,737	1,260,539
Other trading activities	4	355,295	-	355,295	245,803
Investments	5	357	-	357	2,744
Other income	6	88,967	-	88,967	54,963
Total income		1,866,977	5,700	1,872,677	1,636,529
Expenditure on:					
Raising funds	7	414,859	-	414,859	312,527
Charitable activities	8	1,258,667	48,461	1,307,128	1,028,180
Total expenditure		1,673,526	48,461	1,721,987	1,340,707
Net movement in funds		193,451	(42,761)	150,690	295,822
Reconciliation of funds:					
Total funds brought forward		1,116,562	54,546	1,171,108	875,286
Net movement in funds		193,451	(42,761)	150,690	295,822
Total funds carried forward		1,310,013	11,785	1,321,798	1,171,108

Consolidated Balance Sheet

			2021	2020
	Note		£	£
Fixed assets		Intangible assets	11	13,701
		Tangible assets	12	45,950
			59,651	75,315
Current assets		Stocks	14	51,603
		Debtors	15	99,144
		Cash at bank and in hand		1,899,662
			2,050,409	1,740,555
		Creditors: amounts falling due within one year	16	(778,911)
		Net current assets	1,271,498	1,105,144
		Total assets less current liabilities	1,331,149	1,180,459
		Creditors: amounts failing due after more than one year	17	(9,351)
		Total net assets	1,321,798	1,171,108
Charity funds		Restricted funds	18	11,785
		Unrestricted funds	18	1,310,013
		Total funds	1,321,798	1,171,108

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime. The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



M A Mintram

Charity Statement of Financial Position

			2021	2020
		Note	£	£
Fixed assets	Intangible assets	11	7,801	-
	Tangible assets	12	42,253	66,377
	Investments	13	1,000	1,000
			51,054	67,377
Current assets	Debtors	15	161,792	129,352
	Cash at bank and in hand		1,861,585	1,587,801
			2,023,377	1,717,153
	Creditors: amounts falling due within one year	16	(743,282)	(600,197)
	Net current assets		1,280,095	1,116,956
	Total assets less current liabilities		1,331,149	1,184,333
	Creditors: amounts falling due after more than one year	17	(9,351)	(9,351)
	Total net assets		1,321,798	1,174,982
Charity funds	Restricted funds	18	54,546	54,546
	Unrestricted funds	18	1,267,252	1,120,436
	Total funds		1,321,798	1,174,982

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:



M A Mintram

Consolidated Statement of Cash Flows

	2021	2020
	£	£
Cash flows from operating activities		
Net cash generated from operating activities	269,383	313,927
Cash flows from investing activities		
Interest received	357	2,744
Loss on disposal of fixed assets	12,572	-
Purchase of intangible assets	(9,042)	-
Purchase of fixed assets	(12,893)	(22,260)
Net cash used in investing activities	(9,006)	(19,516)
Change in cash and cash equivalents in the year	260,377	294,411
Cash and cash equivalents at the beginning of the year	1,639,208	1,344,797
Cash and cash equivalents at the end of the year	1,899,585	1,639,208

Notes to the Financial Statements

1. Accounting Policies

Basis of Preparation of Financial Statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Friends of Westonbirt Arboretum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Group and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Group has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

The charity is in a strong financial position with healthy reserves. The cash balance as at 31st December 2021 was £1.9m and we consider that the charity holds sufficient funds to mitigate against the risks of any loss of income. The Trustees are reviewing the financial forecasts for 2022 on a regular basis and performance in the first quarter of 2022 is in line with the financial plan. Therefore, although the effects of COVID-19 will clearly have some impact on the income received by the charity, we are in a financially resilient position to manage these risks. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

Income

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

Intangible Assets and Amortisation

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Intangible assets are amortised over the expected useful economic life of the asset. If a reliable estimate of the useful economic life cannot be determined, the life shall not exceed five years.

Amortisation is provided on the following bases:

Computer software	- 20 % Straight line
Goodwill	- 20 % Straight line

Tangible Fixed Assets and Depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Leasehold improvements	- 5% straight line
Fixtures and fittings	- 20% straight line
IT assets	- 10% and 33% straight line

Investments

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

Stocks

Stocks are stated at the lower of cost and net realisable value, being the estimated selling price less costs to complete and sell. Cost is based on the cost of purchase on a first in, first out basis.

Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at Bank and In Hand

Cash at bank and in hand includes cash, cash held in deposit accounts and also any short-term, highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account are also included within this balance.

Liabilities and Provisions

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

Financial Instruments

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.



Notes to the Financial Statements (Continued)

2. Income from Donations and Legacies

	Unrestricted funds	Restricted funds	Total funds	Total funds
	2021	2021	2021	2020
	£	£	£	£
Donations	45,621	5,700	51,321	66,364
Legacies	-	-	-	6,116
Total 2021	45,621	5,700	51,321	72,480
Total 2020	58,539	13,941	72,480	

3. Income from Charitable Activities

	Unrestricted funds	Total funds	Total funds
	2021	2021	2020
	£	£	£
Grants	-	-	1,000
Membership subscriptions	1,376,737	1,376,737	1,259,539
Total 2021	1,376,737	1,376,737	1,260,539

Notes to the Financial Statements (Continued)

4. Income from other Trading Activities

Income from Fundraising Events

	Unrestricted funds	Total funds	Total funds
	2021	2021	2020
	£	£	£
Friends of Westonbirt Arboretum Enterprises	339,975	339,975	239,705
Letting fees and commission relating to the Great Oak Hall	15,320	15,320	6,098
Total	355,295	355,295	245,803

5. Investment Income

	Unrestricted funds	Total funds	Total funds
	2021	2021	2020
	£	£	£
Investment income	357	357	2,744

6. Other Incoming Resources

	Unrestricted funds	Total funds	Total funds
	2021	2021	2020
	£	£	£
Government Grants	17,900	17,900	27,000
Coronavirus Job Retention Scheme grant income	20,452	20,452	27,963
Recharges from Forestry England	50,615	50,615	-
Total	88,967	88,967	54,963

7. Expenditure on Raising Funds

Fundraising Trading Expenses

	Unrestricted funds	Total funds	Total funds
	2021	2021	2020
	£	£	£
Friends of Westonbirt Arboretum Enterprises Limited	253,228	253,228	186,570
Purchases for events	5,492	5,492	460
The Great Oak Hall expenses	748	748	180
Donated facilities - The Great Oak Hall	5,625	5,625	5,625
Fundraising and Trading staff costs	132,248	132,248	107,601
Fundraising trading expenses - NI	7,814	7,814	4,510
Fundraising trading expenses - pension costs	9,704	9,704	7,581
Total	414,859	414,859	312,527

Notes to the Financial Statements (Continued)

8. Analysis of Expenditure by Activities

	Activities undertaken directly	Support costs	Total funds	Total funds
	2021	2021	2021	2020
	£	£	£	£
Charitable Activities	825,789	481,339	1,307,128	1,028,180
Total 2020	581,850	446,330	1,028,180	

Analysis of Direct Costs

	Activities undertaken directly	Total funds	Total funds
	2021	2021	2020
	£	£	£
Arboretum access rights	637,252	637,252	481,863
Grant Expenditure	89,563	89,563	15,583
Membership Activities	37,371	37,371	29,695
Westonbirt magazine costs	55,978	55,978	49,084
Donated facilities - The Great Oak Hall	5,625	5,625	5,625
Total	825,789	825,789	581,850

Analysis of Support Costs

	Supporting activities	Total funds	Total funds
	2021	2021	2020
	£	£	£
Staff costs	324,408	324,408	295,080
Depreciation	22,497	22,497	27,403
Other staff expenditure	2,186	2,186	1,015
Staff recruitment and development	7,315	7,315	10,314
Governance	12,844	12,844	18,179
Telephone	1,242	1,242	557
Rates	979	979	1,321
Utilities	2,854	2,854	2,374
Insurance	8,082	8,082	8,269
Printing, post and stationary	523	523	1,267
General maintenance	2,734	2,734	2,978
Information technology	55,103	55,103	62,362
Marketing	-	-	302
Miscellaneous expenses	17,876	17,876	6,960
Bank charges	158	158	87
Accounting services	2,668	2,668	7,862
Sundry Expenditure	299	299	-
Redundancy costs	7,000	7,000	-
Loss on disposal of software	12,571	12,571	-
Total	481,339	481,339	446,330

Notes to the Financial Statements (Continued)

9. Staff Costs

	Group	Group	Company	Company
	2021	2020	2021	2020
	£	£	£	£
Wages and salaries	403,066	360,023	315,638	280,967
Social security costs	29,408	20,265	25,556	16,914
Contribution to defined contribution pension schemes	41,700	34,484	36,453	30,422
Total	474,174	414,772	377,647	328,303

Staffing costs comprises of £324,408 (2020: £295,080) within support costs and £149,767 (2020: £119,692) within fundraising trading expenses.

The average number of persons employed by the Charity during the year was as follows:

Group	Group	Company	Company
2021	2020	2021	2020
No.	No.	No.	No.
23	20	11	11

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the Charity comprise the Trustees (who do not receive remuneration for their role as a Trustee) and the Chief Executive Officer. The total amount of employee benefits (including Employer pension contributions) received by key management personnel for their services to the Charity was £64,121 (2020: £52,464).

10. Trustees' Remuneration and Expenses

During the year, no Trustees received any remuneration or other benefits (2020 - £NIL).

During the year ended 31 December 2021, no Trustee expenses have been incurred (2020 - £NIL).

11. Intangible Assets

Group

	Computer software	Goodwill	Total
	£	£	£
Cost			
At 01 January 2021	-	9,567	9,567
Additions	9,042	-	9,042
At 31 December 2021	9,042	9,567	18,609
Amortisation			
At 01 January 2021	-	1,754	1,754
Charge for the year	1,241	1,913	3,154
At 31 December 2021	1,241	3,667	4,908
Net book value			
At 31 December 2021	7,801	5,900	13,701
At 31 December 2020	-	7,813	7,813

Notes to the Financial Statements (Continued)

12. Tangible Fixed Assets

Group

	Leasehold improvements	Fixtures and fittings	IT assets	Total
	£	£	£	£
Cost or valuation				
At 01 January 2021	33,518	50,156	148,327	232,001
Additions	-	3,190	9,703	12,893
Disposals	-	-	(43,105)	(43,105)
At 31 December 2021	33,518	53,346	114,925	201,789
Depreciation				
At 01 January 2021	19,879	49,224	95,396	164,499
Charge for the year	1,676	604	19,593	21,873
On revalued assets	-	-	(30,533)	(30,533)
At 31 December 2021	21,555	49,828	84,456	155,839
Net book value				
At 31 December 2021	11,963	3,518	30,469	45,950
At 31 December 2020	13,639	932	52,931	67,502

12. Tangible Fixed Assets (Continued)

Company

	Leasehold improvements	Fixtures and fittings	Computer equipment	Total
	£	£	£	£
Cost or valuation				
At 01 January 2021	33,518	30,280	146,887	210,685
Additions	-	-	9,703	9,703
Disposals	-	-	(43,105)	(43,105)
At 31 December 2021	33,518	30,280	113,485	177,283
Depreciation				
At 01 January 2021	19,879	29,473	94,956	144,308
Charge for the year	1,676	466	19,113	21,255
On revalued assets	-	-	(30,533)	(30,533)
At 31 December 2021	21,555	29,939	83,536	135,030
Net book value				
At 31 December 2021	11,963	341	29,949	42,253
At 31 December 2020	13,639	807	51,931	66,377

Notes to the Financial Statements (Continued)

13. Fixed Asset Investments

Investments in subsidiary companies

£

Charity

Cost or valuation

Additions

1,000

At 31 December 2021

1,000

Net book value

At 31 December 2021

1,000



13. Fixed Asset Investments (Continued)

Principal Subsidiaries

The following was a subsidiary undertaking of the Charity:

Name	Friends of Westonbirt Arboretum Enterprises Limited
Company number	12410907
Registered office or principal place of business	The Great Oak Hall, Westonbirt, The National Arboretum, Tetbury, Gloucestershire, United Kingdom, GL8 8QS
Principal activity	Other retail sale of new goods in specialised stores
Class of shares	Ordinary
Holding	100%
Included in consolidation	Yes

The financial results of the subsidiary for the year were:

Name	Income	Expenditure	Profit/(Loss) for the year	Net assets
	£	£	£	£
Friends of Westonbirt Arboretum Enterprises Limited	372,732	(368,227)	4,505	1,000

Notes to the Financial Statements (Continued)

14. Stocks

	Group	Group
	2021	2020
	£	£
Finished goods and goods for resale	51,603	29,988

15. Debtors

	Group	Group	Company	Company
	2021	2020	2021	2020
	£	£	£	£
Due after more than one year				
Amounts owed by group undertakings	-	-	56,798	-
Total	-	-	56,798	-
Due within one year				
Trade debtors	1,039	2,120	1,039	2,120
Amounts owed by group undertakings	-	-	8,360	58,512
Prepayments and accrued income	98,105	69,239	95,595	68,720
Total	99,144	71,359	161,792	129,352

16. Creditors: Amounts falling due within one year

	Group	Group	Company	Company
	2021	2020	2021	2020
	£	£	£	£
Trade creditors	28,032	17,076	13,684	11,443
Other taxation and social security	48,556	38,003	38,308	31,969
Accruals and deferred income	702,323	580,332	691,290	556,785
Total	778,911	635,411	743,282	600,197

	Group	Group	Company	Company
	2021	2020	2021	2020
	£	£	£	£
Deferred income at 01 January	539,874	476,702	539,874	476,702
Resources deferred during the year	642,901	539,874	642,901	539,874
Amounts released from previous periods	(539,874)	(476,702)	(539,874)	(476,702)
Total	642,901	539,874	642,901	539,874

The deferred income balance of £642,901 relates to membership subscriptions which were purchased during 2021 but for which the membership period ends in the following financial year.

Notes to the Financial Statements (Continued)

17. Creditors: Amounts falling due after more than one year

	Group	Group	Company	Company
	2021	2020	2021	2020
	£	£	£	£
Deferred income	9,351	9,351	9,351	9,351



18. Statement of Funds

Current Year

	Balance at 01 January 2021	Income	Expenditure	Transfers in/out	Balance at 31 December 2021
	£	£	£	£	£
Unrestricted funds					
Designated funds					
Arboretum Development Fund	615,638	-	-	210,166	825,804
Quarantine House	28,428	-	-	-	28,428
Coppice Shelter	37,312	-	-	-	37,312
Community Shelter	62,685	-	(20,589)	-	42,096
Student Arborist Fund	-	-	(20,670)	20,670	-
Westonbirt Signage Project	3,398	-	-	-	3,398
Westonbirt Car Park Project	47,975	-	-	-	47,975
	795,436	-	(41,259)	230,836	985,013
General funds					
General funds	325,000	1,494,245	(1,264,040)	(230,205)	325,000
Friends of Westonbirt Arboretum enterprises	(3,874)	372,732	(368,227)	(631)	-
	321,126	1,866,977	(1,632,267)	(230,836)	325,000
Total unrestricted funds	1,116,562	1,866,977	(1,673,526)	-	1,310,013
Restricted funds					
Community Shelter	26,909	-	(26,909)	-	-
Quarantine House	26,529	5,700	(21,552)	-	10,677
Coppice Shelter	1,108	-	-	-	1,108
	54,546	5,700	(48,461)	-	11,785
Total of funds	1,171,108	1,872,677	(1,721,987)	-	1,321,798

Notes to the Financial Statements (Continued)

18. Statement of Funds (Continued)

Prior Year	Balance at 01 January 2021	Income	Expenditure	Transfers in/out	Balance at 31 December 2021
	£	£	£	£	£
Unrestricted funds					
Designated funds					
Arboretum Development Fund	472,351	-	-	143,287	615,638
Quarantine House	-	-	-	28,428	28,428
The Wood Centre	-	-	439	(439)	-
Community Shelter	58,845	16,000	-	(12,160)	62,685
Disability Transport	3,740	-	(3,680)	(60)	-
Student Arborist Fund	1,695	-	(16,103)	14,408	-
Coppice Shelter	9,476	-	5,000	22,836	37,312
Westonbirt Car Park Project	-	-	-	47,975	47,975
Westonbirt Signage Project	-	830	1,233	1,335	3,398
	546,107	16,830	(13,111)	245,610	795,436
General funds					
General funds	285,000	1,320,090	(1,034,480)	(245,610)	325,000
Friends of Westonbirt Arboretum enterprises	-	285,668	(289,542)	-	(3,874)
	285,000	1,605,758	(1,324,022)	(245,610)	321,126
Total unrestricted funds	831,107	1,622,588	(1,337,133)	-	1,116,562
Restricted funds					
Community Shelter	16,662	12,241	(1,994)	-	26,909
Coppice Shelter	2,688	-	-	(1,580)	1,108
Quarantine House	24,829	1,700	-	-	26,529
	44,179	13,941	(1,994)	(1,580)	54,546
Total of funds	875,286	1,636,529	(1,339,127)	(1,580)	1,171,108

18. Statement of Funds (Continued)

Unrestricted Funds

Unrestricted funds are available to be spent for any of the purposes of the Charity and includes designated funds where the Trustees have set aside money for a specific purpose.

Purpose of Designated and Restricted Funds

Designated fund

The Arboretum Development Fund – this fund seeks to raise funds for operational and revenue needs to promote the sustainability and development of the arboretum.

Quarantine House - the purpose of this fund is to support the fundraising for a new Quarantine House onsite to support our conservation objectives. This large structure which will significantly boost the biosecurity at the Arboretum as it will be a specialist, purpose-built facility, allowing the Tree Team to constantly monitor and regularly inspect all new plants and seeds.

Coppice Shelter – the purpose of this fund is to provide a shelter for the Arboretum Coppicers and to provide them with the facilities required to carry out their day-to-day activities and enable them to store their equipment safely. The shelter will help to sustain an ancient tradition and ensure that Silk Wood can be sustainably managed. Community Shelter – the purpose of this fund is to support the work of Forestry England to develop a Community Shelter to be used exclusively for community activities.

Student Arborists Fund – the purpose of this fund is to support the salary for one student arborist. The fund provides a year's salaried placement for students who are either part way through or nearing the end of their degrees in Countryside Management, Arboriculture, Horticulture, Forestry or a related subject which is beneficial in providing first class training for the UK's future arborists.

Westonbirt Signage Project - the purpose of this project is to improve the signage within the Arboretum to enhance the visitor experience. As an example, signage for running routes across the arboretum were installed during 2020. The Signage Project was largely completed in 2020 with the final retention expenditure due in early 2022.

Westonbirt Car Park Project – the purpose of this project is to improve the Car Parking facilities at the Arboretum with a view to including charging points for Electric Vehicles in support of our commitment to the environment and sustainability. Construction work on this project is anticipated in summer 2022.

Restricted Funds

Community Shelter – the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources.

Coppice Shelter – the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources.

Quarantine House – the purpose of this fund is to support the fundraising for a new Quarantine House onsite to support our conservation objectives. This large structure which will significantly boost the biosecurity at the Arboretum as it will be a specialist, purpose-built facility, allowing the Tree Team to constantly monitor and regularly inspect all new plants and seeds.

19. Analysis of Net Assets between Funds

Current Year

	Unrestricted funds	Restricted funds	Total funds
	2021	2021	2021
	£	£	£
Tangible fixed assets	45,950	-	45,950
Intangible fixed assets	13,701	-	13,701
Current assets	2,038,624	11,785	2,050,409
Creditors due within one year	(778,911)	-	(778,911)
Creditors due in more than one year	(9,351)	-	(9,351)
Total	1,310,013	11,785	1,321,798

19. Analysis of Net Assets between Funds (Continued)

Prior Year

	Unrestricted funds	Restricted funds	Total funds
	2020	2020	2020
	£	£	£
Tangible fixed assets	67,502	-	67,502
Intangible fixed assets	7,813	-	7,813
Current assets	1,686,009	54,546	1,740,555
Creditors due within one year	(635,411)	-	(635,411)
Creditors due in more than one year	(9,351)	-	(9,351)
Total	1,116,562	54,546	1,171,108



Notes to the Financial Statements (Continued)

20. Reconciliation of Net Movement in Funds to Net Cash Flow

	Group	Group
	2021	2020
	£	£
Net income for the year (as per Statement of Financial Activities)	150,690	295,822
Adjustments for:		
Depreciation charges	21,860	47,594
Amortisation charges	3,154	1,754
Interest received	(357)	(2,744)
Increase in stocks	(21,615)	(29,988)
Decrease/(increase) in debtors	(27,910)	12,982
Increase in creditors	143,548	8,383
Net cash provided by operating activities	118,680	37,981
Cash flows from investing activities		
Purchase of tangible fixed assets	(12,893)	(19,876)
Purchase of intangible assets	(9,042)	-
Loss on disposal	12,572	-
Interest received	357	-
Net cash provided by investing activities	(9,006)	(19,876)

21. Analysis of Cash and Cash Equivalents

	Group	Group
	2021	2020
	£	£
Cash in hand	903,630	643,583
Notice deposits (less than 3 months)	995,955	995,625
Total cash and cash equivalents	1,899,585	1,639,208

22. Analysis of Changes in Net Funds

	At 01 January 2021	Cash flows	At 31 December 2021
	£	£	£
Cash at bank and in hand	1,639,208	260,454	1,899,662
	1,639,208	260,454	1,899,662

Notes to the Financial Statements (Continued)

23. Related Party Transactions

The group has a close relationship with Forestry England.

The Arboretum is managed by Forestry England. Membership of the Friends of Westonbirt Arboretum follows payment of a prescribed fee. Members are entitled to visit the Arboretum during the opening hours without having to pay an entrance fee to Forestry England. Friends of Westonbirt Arboretum purchase access rights for its members from Forestry England. The cost for the current year was £637,252 (2020: £481,863).

The charity operates from the Great Oak Hall at Westonbirt Arboretum which is leased from Forestry England at a peppercorn rent. The purpose of the Great Oak Hall is to provide administrative offices for the Charity and a hall for the use of the Charity, Forestry England and for commercial lettings. The value of these donated facilities has been quantified at the value of £11,250 (2020: £11,250) and recognised in the financial statements.

The charity has taken advantage of the exemption available in FRS 102 whereby it has not disclosed transactions or balances with the wholly owned subsidiary of the group.

24. Controlling Party

The company is limited by guarantee and therefore there are no individual controlling parties. The company is controlled by the Trustees and its Members.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Trustees

E Bottril	V E Morriss (appointed 6 May 2021, resigned 25 February 2022)
L Grant	J Parker
M Green	M Smith
M Mintram, Chair	R Walker

Company registered number

04965522

Charity registered number

293190

Registered Office

The Great Oak Hall
Westonbirt, The National
Arboretum, Tetbury, Gloucestershire, GL8 8QS

Chief Executive Officer

M Coe (resigned 3 December 2021)
F Willow (appointed 29 November 2021)

Independent Auditors

Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
10 Temple Back, Bristol, BS1 6FL

Bankers

Lloyds Bank PLC 14 Castle Street, Cirencester, Gloucestershire, GL7 1QJ	CAF Bank Ltd 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ	CCLA Investment Management Ltd 80 Cheapside London EC2V 6DZ
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Accounts

Registered number: 04965522
Charity number: 293190

FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees	E Bottril C L Burt (resigned 15 December 2020) M Green M Howarth (resigned 15 December 2020) V E Morriss (appointed 15 December 2020) J Parker (appointed 15 December 2020) M Smith R Walker L Grant M Mintram
Company registered number	04965522
Charity registered number	293190
Registered office	The Great Oak Hall Westonbirt, The National Arboretum Tetbury Gloucestershire GL8 8QS
Chief executive officer	M Coe
Independent auditors	Bishop Fleming LLP Chartered Accountants Statutory Auditors 10 Temple Back Bristol BS1 6FL
Bankers	Lloyds Bank PLC 14 Castle Street Cirencester Gloucestershire GL7 1QJ CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ CCLA Investment Management Ltd 80 Cheapside London EC2V 6DZ

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES REPORT
FOR THE YEAR ENDED 31 AUGUST 2020**

The Trustees present their Annual Report, together with the audited Financial Statements of the Friends of Westonbirt Arboretum (the "Charity") for the year 1 January 2020 to 31 December 2020. The Trustees confirm that the Annual Report and Financial Statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the Charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

WELCOME FROM THE CHAIR

2020 was a year unlike any other in the history of the charity with our response to Covid-19 impacting the organisation like so many others and dominating our operational response at a time when we would have been celebrating our 35th anniversary as a charity.

Our initial decisions were taken with the safety of both staff, members and visitors at the forefront of our thinking and in line with government restrictions. The period of closure at Westonbirt was the most challenging time with uncertainty for everyone alongside the potential effect on our ability to financially support the key work at the arboretum.

Our staff team at FOWA also had to adapt from being based at Westonbirt to having to manage the charity from home. This was made even more challenging as it came at a time where we were migrating to a new membership management system. I want to pay tribute to our FOWA staff who overcame the challenge of introducing new technology and ways of operating to deliver better service to our members. I also wanted to pay our deepest thanks to our FE colleagues on site who managed the reopening of the arboretum when restrictions lifted and ensured we could all return to Westonbirt when permitted.

In January, we also set up a trading subsidiary (FOWA Enterprises Limited) to take over the running of the shop at Westonbirt. Operating the shop proved even more challenging due to government restrictions and the reduced availability of stock from manufacturers and suppliers.

We also had to cancel most events taking place in the Great Oak Hall including our own 35th anniversary exhibition further reducing our revenue and engagement opportunities onsite.

Projects which had been planned for completion in 2020 including the Community Shelter and Quarantine house had to be delayed to 2021 due to the collaborative nature of the work involved.

However, despite all these challenges the charity has shown incredible resilience and continued to support the critical work at the Arboretum. For the first time in our history we reached over 35,000 members (in our 35th year) something that we had only dreamed of achieving as a charity.

We increased funding to the Quarantine House and Coppice Shelter alongside supporting path, signage and parking works at Westonbirt to improve the visitor experience.

We also managed to deliver a near break-even position for the shop at Westonbirt, something that would seem almost inconceivable when we first had to close in March. Despite the interruptions to business, the shop continued to provide income to the Arboretum, with significant growth expected in 2021.

In partnership with Forestry England the Arboretum is now developing a masterplan of proposed works in order to achieve the new and aspirational 10-year vision "To be a world leader in trees, inspiring people through education, participation and conservation". This scheme of programmes will involve significant expenditure of capital, investing in new infrastructure and improved engagement with members and visitors. The charity is gearing up to deliver a significant increase in activity to support Westonbirt Arboretum and achieve our vision.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

Finally, I wanted to take this opportunity to thank our members for their continued membership donations throughout the lockdown period and beyond. You have had to adapt to a new system of online booking to maintain social distancing and were unable to access the arboretum for a period of time. However, your ongoing support and the significant growth in our membership has enabled us to continue to support Westonbirt despite the tragedy of a global pandemic.



M A Mintram

Chair

Date: 17/5/21

ABOUT THE CHARITY

The Arboretum at Westonbirt is the location of a historic, Victorian picturesque landscape and internationally important tree and shrub collection that is managed by Forestry England with the support of the Charity. The 15,000 labelled specimens come from Britain, China, North America, Japan, Chile and other temperate climates.

The Arboretum now covers 635 acres and consists of three main areas: the Old Arboretum is a carefully designed landscape dating from the 1850s offering beautiful vistas, stately avenues and trees from around the world; Silk Wood is an ancient, semi natural woodland which has exotic planting throughout its landscape; and the Downs is a Grade 1 registered landscape and hosts species rich grassland.

The Friends of Westonbirt Arboretum is a local charity, now with over 35,000 members and supporters established to further the public enjoyment and knowledge of the Arboretum and to secure its sustainable future.

The Charity is a company regulated under company law, and as a registered charity regulated under charity law. It is governed for public benefit by the Trustee Board according to the Charity's Articles.

The strategic direction and development of the Charity is set by the Trustee Board, which met six times during the year. There is a Finance and Risk Panel, which provides additional financial control and a Joint Working Panel, which ensures collaborative working to support Forestry England on site.

The day-to-day operation of the Charity is delegated to the Chief Executive and staff team.

The Charity is committed to good governance and good practice in fundraising.

The charity is committed to good practice in Fundraising, is a fully paid member of the Fundraising Regulator and seeks to follow the Fundraising Codes of Practice in all of its fundraising activities.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

OBJECTIVES AND ACTIVITIES

a. Objectives

The object of the charity is "To further public enjoyment and knowledge of this world renowned tree collection and to secure its sustainable future by engaging, informing and increasing its membership, and also by giving financial support and practical assistance to the management and development of Westonbirt Arboretum".

- Providing support to the Arboretum in promoting public understanding of the critical role of trees to the environment and society;
- Providing support for the Arboretum's research and education in all fields relating to trees;
- Providing support for the conservation, maintenance and development of the unique tree collection and historic landscape for future generations;
- Providing funds to enhance the public's experience and the Arboretum;
- Acting as an advocate for the Arboretum, promoting its values and the need for continuing funding;
- Providing support to the Arboretum by cultivating the Charity's relationship with its members to encourage long-term relationships and fundraising opportunities.

b. Strategies

In December 2019, a new vision for the Arboretum was launched entitled 'Our Place in a Changing World' and focusses on our response to the challenges faced by both trees and people over the next 10 years as both the climate and society changes. The vision is for the Arboretum to be a world leader in trees, inspiring people through conservation, education and participation.

2020 saw the organisation start to deliver the 3-year FOWA strategy, devised to move the Arboretum and the Charity forward under seven strategic aims.

1. Arboretum Development Masterplan – a significant development across the whole site extending beyond 2023, but needing firm plans with capacity building lead-time.
2. Arboretum Development projects – delivering important projects already in progress.
3. Supporter Journey – thoughtfully developing our engagement with current supporters and developing future relationships.
4. Stakeholder Engagement – building our relationship with wider stakeholders and influencers.
5. Forestry England Development – deepening shared understanding of each other's distinct but complementary roles.
6. Efficient Charity Operations – making the most of our staff and capability.
7. Financial goals – running smooth and prudent financial processes.

Even though we faced significant challenges under Covid restrictions FOWA moved forward with a number of developments in line with the plan with significant emphasis on our charity digital transformation. This enabled us to develop the supporter experience leveraging technology for a more efficient organisation.

c. Grant making policies

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. The beneficiaries of the Charity's activities are conservation, education and participation activities at Westonbirt the National Arboretum and these are achieved principally by the award and monitoring of grants and payments made to support and develop the Arboretum.

In addition to maintaining, developing and documenting the Arboretum and its tree collection as a world class resource for science and learning, the grants and payments provided by the Charity enable Forestry England to provide onsite educational activities to young people each year and reach out to encourage a broader audience to learn from, participate in and enjoy the Arboretum's trees and heritage supporting access for all.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

Inclusive multi-sensory participation activities also aim to engage and inspire those groups who need it most to find a connection with the trees at Westonbirt.

ACHIEVEMENTS AND PERFORMANCE

a. Main financial achievements in 2020

In common with many organisations, 2020 was a financially challenging year for the charity due to the impact of COVID-19 on revenue generating activities. However, despite the challenges the charity has achieved a financial surplus of £296k in 2020 which is a significant, despite the current economic climate.

The charity group accounts show significant revenue growth in the year with total income for 2020 of £1,636k, an increase of £203k (14.2%) in comparison with 2019. This income growth was due to the new retail enterprise which commenced trading in February 2020 and generated £286k during 2020.

The company income figure for the charity, which excludes the revenue generated through the enterprise, was £1,350k. This represents a reduction in income from 2019 of £83k (5.8%).

The majority of the charity's income is generated through the membership subscription scheme and this income stream proved to be resilient despite the challenges of 2020. The membership subscription income for 2020 was £1,260k, which is an increase of £34k (2.8%) from 2019's figure of £1,226k. This growth in membership subscription income is a huge achievement for the charity given the challenging nature of 2020 and the closure of the arboretum during spring 2020.

Of the £1,260k of membership subscription income, £210k is Gift Aid. This represents 17% of the total membership subscription income. Gift Aid is an important source of income for the charity and helps us in our aim to support the Arboretum's development.

Although Membership income grew in 2020, income from other sources fell. Revenue from other donations and legacies reduced significantly, driven largely by a pause in projects and reduced interactions at Westonbirt due to Covid-19. Legacy income fell by £59k (2020: £6k; 2019: £65k) and donations fell by £47k (2020: £66k; 2019: £113k).

Trading income from the Great Oak Hall was also significantly reduced as events were cancelled due to COVID-19. Trading Income from the Great Oak Hall fell by £16K from £22k in 2019 to £6k in 2020. We anticipate that revenues will be reduced throughout 2021 due to continuing restrictions and reductions in large-scale bookings.

Investment income was significantly reduced in 2020 partly through a reduction of amounts invested due to 2019's £750K grant for the purchase of Silk Wood House, but also a reduction in market interest rates. As part of the charity's commitment to achieve the best value from our reserves we are developing a new investment policy with an aim to optimise investment returns.

The Charity received income from the government during 2020 which supported our position. The Enterprise subsidiary received £27k in unrestricted government grants and overall the charity received £28k under the government's COVID-19 Job Retention Scheme (£19k for the Enterprise and £9k for the Charity).

In 2020 the charity's total expenditure was £1,341k in comparison with £2,024k in 2019, a reduction of £683k. However, in 2019 there was one-off grant of £750k for the purchase of Silk Wood House. The expenditure figure for 2020 also includes £273k of expenditure on the Enterprise which only commenced trading during 2020. Once the expenditure figures are adjusted for these figures, comparable expenditure between 2019 and 2020 decreased by £206k (16.2%).

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

77% of all expenditure in 2020 was for a charitable purpose. Although a cautious approach was employed by trustees towards spending under the backdrop of Covid, Trustees committed to increasing the designation of funds towards the Quarantine House (£28k), Coppice Shelter (£23k) and the Westonbirt Car Park and signage improvements (£48k).

Direct costs decreased by £1,019k between 2019 and 2020. This reduction is largely due to the purchase of Silk House in 2019 for £750k. Once this is taken into account, the decrease in comparable expenditure between 2020 and 2019 is £269k, and this is almost entirely due to a reduction in grants to Forestry England (£189k). The Arboretum Access Rights payments were also lower in 2020 than in 2019. This was because Forestry England waived these payments for April and May 2020 when the arboretum was closed to visitors, which saved the charity £96k.

Support costs significantly increased within the group with the addition of the Enterprises subsidiary and the charity also invested in a new Finance Manager and Team Leader role. There were also significant increases in our IT infrastructure costs recognised in 2020 linked to the development of a new Customer Relationship Management (CRM) database that drives the charity administration and also the installation and operation of a new leased fibre broadband line improving the connectivity infrastructure to drive the CRM. There was also significant expenditure in response to homeworking and the charity digital transformation leading to an increase of £23K on previous year.

The Charity made an operating surplus of £296K in the period driven by reduced costs and a deliberately cautious approach to committing charitable expenditure in 2020. This approach has increased the Arboretum Development Fund 30% to £616k for projects within the 10-year vision masterplan for the development of the Arboretum.

b. Review of activities

During the year, the Charity's activities fell into the following main areas:

- Arboretum Access Rights Payment (AARP)
- Development and growth of the membership scheme
- Fundraising
- Awarding of Grants
- Development of Charity Governance

Arboretum Access Rights Payment (AARP)

The Trustee Board reviewed and maintained the member-linked calculation for the Arboretum Access Rights Payments (AARP) in 2020. The payments for 2020 were anticipated to be £578k for the year. However, while the Arboretum was closed for two months in April and May the AARP was waived, saving the charity £96k. The overall AARP for 2020 was therefore £482k.

The money paid to FE through the ARP is used to support further activities including:

- Tree management including collection and landscape management, propagation activity, dendrology, survey and inventory work, and volunteer, student and work experience;
- Learning and interpretation, including enabling schools to use the Arboretum to support the learning of their pupils and supporting visitors' understanding of the importance of trees in general, and Westonbirt in particular, as well as widening access from underrepresented audiences;
- Volunteer support including the Volunteer Coordinator and Volunteer Assistant;
- Improving access to the Arboretum, including the maintenance of mobility scooters.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

Development and growth of the membership scheme

As a membership organisation, our members' donations raise the charitable funds for us to meet our charitable objectives in support of Westonbirt Arboretum and the new 10-year vision. The rise in membership numbers directly increases the level of Arboretum Access Rights Payments the Charity makes to the Arboretum: more membership numbers result in more money for the Arboretum.

During 2020, our membership was significantly affected by COVID-19 from May to July, with a drop in members, followed by a summer plateau. However, there was a significant recovery in the Autumn with membership growing to just over 35,000, maintaining our retention rate above 80%. This was a significant achievement in the current environment and is testimony to the loyalty of members and the value of the offer. In the difficult circumstances of 2020 we postponed the June price increase to 2021 to compensate for the Arboretum closure.

The number of member visits was understandably reduced during 2020 with significant distancing and travel restrictions making an impact. This has led to much greater membership churn with delays to renewals but also an increase in new member sales to maintain growth through 2020.

The first quarter of 2020 saw the Membership Team complete the work of migrating from the Thank Q system that was no longer supported to the new Raisers Edge NXT database, a significant move to reduce any organisational data risk and future proof the charity with cloud-based integration. This major piece of work saw over 100,000 contacts cleaned and ready for go live in March 2020, a giant step forward for the Charity.

This digital transformation was accelerated due to the contactless nature of member interactions following COVID-19. The charity had to move from in person, volunteer sign ups to a digital transactional approach within the space of a few weeks through the Spring. This was something that had been planned to take over two years in the Charity's strategic roadmap. The achievements in this digital strategy are documented by the increase to over 35,000 members and the significant workload taken on by the supporter team was admirable with additional support given by new recruitment of Team Leader Julia Bartlett.

Fundraising

Fundraising:

In addition to membership donations, additional fundraising opportunities are offered to members and supporters including direct mail appeals and onsite donations. In addition, grants and donations from charitable trusts, grant givers and companies are sought for discrete projects in line with the charity's key priorities. These fundraising activities are only carried out by members of the staff team with oversight from the CEO. We did not record any complaints during the year that related to our direct Fundraising practices.

We have a number of ways in which we seek to treat donors fairly and protect vulnerable people which includes (any specific supporter care training), (a robust opt in to all marketing preferences) and (any donation of an exceptional amount being reported to the CEO so that it can be reviewed in line with the Chartered Institute of Fundraising's Treating Donors Fairly guidance).

Due to the effects of COVID-19, fundraising outside of membership donations in 2020 was significantly limited. There were no external funding campaigns or third parties used through the year with projects deferred to 2021. Plans in 2021 include using a fundraising consultancy to bring together a new funding strategy and structure to drive forward charitable giving to the Arboretum

Our Fundraising Team suffered significant disruption, a temporary fundraising manager was brought in to the team while a review of the fundraising operation across the site was planned but delayed. However, COVID-19 driven furlough absences and the retirement of long-serving Fundraising Administrator Gill Ball, combined with the integration into a new supporter team meant that fundraising capacity was restricted and projects placed on hold until 2021.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

We received grants and donations of £30,771 to support some of our specific projects with Forestry England. This was comprised of £28.2k for the Community Shelter, £1.7k for the Quarantine House and £0.8k for the Westonbirt Signage Project. Other unrestricted fundraising from individuals was significantly reduced due to the impact of COVID-19.

The strategic fundraising review (including a resource and KPI review) to be carried out in 2021 will guide an enhanced understanding of the strategic fundraising aims across the site. This should mean that FOWA is better able to fulfil the role and scope of fundraising at Westonbirt.

Great Oak Hall:

The Great Oak Hall and charity support services were significantly affected by Covid with the majority of events cancelled and only a small window of exhibitions allowed in the Autumn period. This caused significant restrictions to the capacity for generating revenue, with income down 76%

Awarding of Grants:

Projects

- Community Shelter

Through 2020, we supported the work of Forestry England in developing a Community Shelter, through extending the financial commitment to the project for completion in 2021. Whilst we have been unable to work with community groups, the planned groundworks have still managed to go ahead, transforming the area ready for development in the coming year. The funding for the completion of the project has been sourced. Overall, the Charity has committed £105k towards this project.

- Quarantine House

The Charity has continued to support the Arboretum in 2020 through increasing the overall financial contribution for the Quarantine House to £60k. During 2020, £28k was added to the designated reserve for this project to reach the £60k contribution. This large structure will significantly boost the biosecurity at the Arboretum, as it will be a specialist, purpose-built facility, allowing the Tree Team to monitor and inspect all new plants and seeds.

- Coppice Shelter

In 2020, we continued to raise money for a Coppice Shelter to revitalise a Westonbirt tradition, bringing history to life and ensure forty-five acres of Silk Wood are sustainably managed. Alongside sustaining an ancient tradition, this provides the Arboretum coppicers with the facilities required to carry out their day-to-day activities. A permanent timber-built structure will provide shelter from the elements throughout the year helping the coppicers to continue this important tradition, as well as providing a place to store their coppicing equipment safely. The structure will also provide a drying area for material to be readied for the charcoal kiln. In 2020, we committed a further £23K in designated money from the Arboretum Development Fund to support this project and overall the charity will have contributed £40k towards this project. We anticipate that this project will not now be completed until 2022, having been postponed by a year due to Covid-19

- Signage and Path Improvements

During 2020, the Charity spent £1.2k and designated a further £1.3K to support car park, footpath and signage improvements, developing the visitor journey and experience around site while trying to reduce the impact of these visits on the natural environment. The funds provided by the charity have supported new directional signage allowing visitors to better navigate the Arboretum and engage with the site, something that has been well received by our members. The majority of work was completed in 2020 but there is some residual work to be completed early 2021 and there is a designated reserve of £3.4k for this purpose.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

- Car Park Project

During 2020 the charity has committed £48k to support improvement works for the visitor car park and there is a designated reserve set aside specifically for this project. This work is anticipated to be delivered in 2021.

- Student Arborists

During 2020, the Charity spent £16k to support the salaries of the student arborists at Westonbirt. The 12-month placement here at Westonbirt provides a year's salaried placement for students who are either part way through or nearing the end of their degrees in Countryside Management, Arboriculture, Horticulture, Forestry or a related subject which is beneficial in providing first class training for the UK's future arborists. This is a unique and practical experience for the students, and one Westonbirt is committed to, knowing the importance of supporting the next generations of young people who care about the countryside. This scheme gives them the best start when it comes to their careers in woodland and countryside management.

Development of Charity Governance

2020 was, of course, significantly affected by Covid. Governance developments were focussed on the forming of a new subsidiary, financial modelling and enhancing cash flow forecasting.

The new Friends of Westonbirt Arboretum Enterprises subsidiary took significant resource to establish in the first quarter of 2020 with significant legal and accounting provision. A new Finance Manager, Emma Frost was recruited to oversee the operational financial management of the enlarged group.

The launch of the 10 Year Vision and three-year strategy saw FOWA start to develop the digital transformation. In March 2020 the migration to Raisers Edge CRM saw a significant improvement in the charity financial oversight with improvements in transparent reporting and better connectivity of the supporter journey whilst also reducing accountancy costs to the charity through continuous improvement to financial operations.

Due to the impact of Covid the AGM had to be postponed from May and moved to November to allow for the impacts of the virus on events to be better understood. The AGM was held virtually, which was a success, allowing a greater audience both at and post-AGM to engage with the meeting and 2021 will see a continuation of the virtual set up. At the AGM there were two retiring trustees, Mike Howarth and Christine Burt, who volunteered tirelessly with the Charity and supported it through a challenging 2020. Two new Trustees, Veronica Morriss and John Parker, were recruited to the board. Both have significant experience in the fields of conservation development to add to the breadth of Trustee oversight.

We welcomed an official visit from our Royal Patron HRH The Duchess of Cornwall who was enthusiastic in her support of the conservation, education and participation aims of the Arboretum. She also engaged with the response of the arboretum to chalara dieback of ash within Silk Wood. Her Royal Highness also renewed her Patronage of the Friends for a further five years, and we are delighted to have such high-profile support of our cause.

INVESTMENTS

a. Investment Policy

The Charity's Investment Policy is reviewed from time to time and amended when necessary. The current Investment Policy is conservative, limiting investments to deposits with high quality counterparties and Investments in CCLA's money market fund.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

FINANCIAL REVIEW

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

In response to COVID-19 the trustees are actively considering the impact of the pandemic on the charity. The closure of the arboretum from March 23rd to 3rd June 2020 did have an impact on membership income as members could not access the arboretum and some chose to cancel or not to renew their memberships. However, this position recovered during the latter part of 2020 as people re-joined once the arboretum re-opened. The final membership income for 2020 was only 4% lower than the original plan for 2020. This is a very positive result given the challenging and unprecedented environment.

The shop, the running of which we took over from the end of February also had to be closed from 23rd March until late June in 2020 and was again closed in November 2020 to comply with lockdown restrictions, meaning that there was no sales income for these periods of closure. Even when it was open it was subject to restrictions. Bookings for using the Great Oak Hall for corporate events were also cancelled and fundraising, from individual donors, trusts and grant-awarding bodies was adversely affected.

To mitigate against these losses of income, the charity took actions to try and reduce costs wherever possible. Where appropriate staff were furloughed utilising the government's Job Retention Scheme which has reduced costs. The charity were also active in seeking additional funds and received government grants totalling £27,000 to support the Enterprise (retail shop). The charity also took advantage of deferred rental payments, as offered by Forestry England (the landlord), to assist with managing the cash position of the Enterprise. The charity also reviewed any discretionary spend and postponed projects and other expenditure where it was appropriate to do so.

In 2021, the Arboretum has been allowed to stay open under the Government's lockdown regulations enabling members access for local exercise. Membership income in the first quarter of 2021 has been robust and is in line with the charity's financial plan for 2021.

The shop has again been closed since January 2021 with a view to re-opening on 12th April in line with Government guidance so there has been no sales revenue for the Enterprise. As in 2020, the charity has sought to reduce costs where possible and have utilised the government's Job Retention Scheme where appropriate. The charity has also been proactive in seeking additional funds to mitigate against the reduced revenue and has been awarded a government grant of £13,900 to support the Enterprise. Bookings for the Great Oak Hall in 2021 have also been affected and this has been reflected in the financial plans for the charity for 2021.

The charity is in a strong financial position with healthy reserves. The cash balance as at 31st December 2020 was £1.6m and we consider that the charity holds sufficient funds to mitigate against the risks of any loss of income. The Trustees are reviewing the financial forecasts for 2021 on a regular basis and performance in the first quarter of 2021 is in line with the financial plan. Therefore, although the effects of COVID-19 will clearly have some impact on the income received by the charity, we are in a financially resilient position to manage these risks.

b. Reserves Policy

The charity's reserves policy is that free reserves held by the charity should be at a minimum of three months running costs, including salary costs. Free reserves are funds that are not otherwise restricted or designated and which are not invested in tangible fixed assets.

**FRIENDS OF WESTONBIRT ARBORETUM
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**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

In 2019 the free reserves required for the charity was calculated as being £285k. For 2020 this has been increased to £325k, which is comprised of £290k for the charity and £35k for the shop. These figures cover three months of salary costs for all staff, estimated redundancy costs and other payments (such as leases and rental payments) which the charity would be obligated to pay.

The free reserves recorded in these statutory accounts is £325k. This is in line with the Charity's Reserves Policy.

c. Risk Management

The trustees have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks. The management of risk is an integral part of the Board's decision-making processes. The Charity's Scheme of Delegation, which is reviewed annually by the Board, sets out the delegated authority to the Finance & Risk Panel with individual risks established in a matrix and reviewed quarterly.

STRUCTURE, GOVERNANCE AND MANAGEMENT

a. Constitution

Friends of Westonbirt Arboretum is registered as a charitable company limited by guarantee.

b. Methods and appointment of Trustees

The management of the Charity is the responsibility of the trustees, who are elected and co-opted under the terms of the company's Articles of Association.

c. Organisational structure and decision making policies

The Trustees are responsible for the Charity and its decision-making. The trustees particularly focus on developing and agreeing the organisation's strategy, holding the Management Team to account for its implementation and for significant areas of the Charity's grant making. The trustees delegate operational decision-making to the Chief Executive. Trustees review each year a scheme of delegation, which ensures that both trustees and management understand their responsibilities. Financial decisions are reviewed by the Finance and Risk panel quarterly.

d. Policies adopted for the induction and training of Trustees

All trustees are made aware of their obligations and the charitable company's Articles of Association and are provided with regular updates on its financial performance and status. Trustees are encouraged to avail themselves of Charity Commission guidance, including "The Essential Trustee" and other trustee training material is made available. Trustees also have access to the Board Chair and the Charity's administrative staff. The Board aims to use a skills matrix to identify gaps in its group competencies so that selection, induction and training of trustees is targeted as effectively as possible.

e. Diversity, equality and inclusion

One of the key components of the 10-year vision is to increase our focus on the diversity and inclusivity of the Arboretum. FOWA and our Forestry England Partners have a commitment to make Westonbirt more inclusive for both staff and the members and visitors that come to the Arboretum recognising that we must do more with current low BAME representation. In terms of gender equality FOWA fares much better with 60% of the Senior Leadership Team and 38% of the Trustee Board female. A working Inclusion, Access & Diversity group of staff has been established for 2021 to develop a set of strategic goals to support this within the Arboretum.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020**

f. Pay policy for key management personnel

The Trustees consider all staff remuneration in the same way on an annual basis. The Charity's pay policy allows for an annual cost of living increase and performance bench marked against the voluntary sector.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- So far that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware; and
- That Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Approved by order of the members of the Board of Trustees and signed on their behalf, by:



M A Mintram

Chair

Date:

8/6/21

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

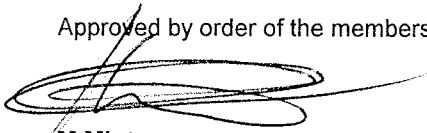
The Trustees (who are also the directors of the Charity for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Group and the Charity and of their incoming resources and application of resources, including their income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Group will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Group and the Charity's transactions and disclose with reasonable accuracy at any time the financial position of the Group and the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Group and the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on its behalf by:



M Mintram
Chair
Date: 8/6/21

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM

OPINION

We have audited the financial statements of Friends of Westonbirt Arboretum (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 December 2020 which comprise the Consolidated Statement of Financial Activities, the Consolidated Balance Sheet, the Charity Balance Sheet, the Consolidated Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Group's and of the parent charitable company's affairs as at 31 December 2020 and of the Group's incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

CONCLUSIONS RELATING TO GOING CONCERN

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Group's or the parent charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

OTHER INFORMATION

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM
(CONTINUED)**

We have nothing to report in this regard.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

RESPONSIBILITIES OF TRUSTEES

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the Group's and the parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM
(CONTINUED)**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We have considered the nature of the sector, control environment and financial performance throughout the year;
- We have considered the results of enquiries with management and Trustees in relation to their own identification and assessment of the risk of irregularities within the entity; and
- We have reviewed the documentation of key processes and controls and performed walkthroughs of transactions to confirm that the systems are operating in line with documentation.

As a result of these procedures, we have considered the opportunities and incentives that may exist within the organisation for fraud and identified the highest area of risk to be in relation to revenue recognition, with a particular risk in relation to year-end cut off. In common with all audits under ISAs (UK) we are also required to perform specific procedures to respond to the risk of management override.

We have also obtained understanding of the legal and regulatory frameworks that the Group operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the UK Charities Act, Companies Act and FRS 102 (SORP).

Our procedures to respond to risks identified included the following:

- Reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- Performing analytical procedures to identify unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- Reviewing board meeting minutes;
- Enquiring of management in relation to actual and potential claims or litigations;
- Assessing year end reserve balances, classification of funds and in year transfers between the funds;
- Performing detailed transactional testing in relation to the recognition of revenue with a particular focus around year-end cut off; and
- In addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgments made in accounting estimates are indicative of potential bias; and evaluating the business rationale of significant transactions that are unusual or outside the normal course of business.

We also communicated identified laws and regulations and potential fraud risks to all members of the engagement team and remained alert to possible indicators of fraud or non-compliance with laws and regulations throughout the audit.

As a result of the inherent limitations of an audit, there is a risk that not all irregularities, including a material misstatement in financial statements or non-compliance with regulation, will be detected by us. The risk increases the further removed compliance with a law and regulation is from the events and transactions reflected in the financial statements, given we will be less likely to be aware of it, or should the irregularity occur as a result of fraud rather than a one off error, as this may involve intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF FRIENDS OF WESTONBIRT ARBORETUM
(CONTINUED)**

USE OF OUR REPORT

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



David Butler FCA DChA (Senior Statutory Auditor)
for and on behalf of
Bishop Fleming LLP
Chartered Accountants
Statutory Auditors
10 Temple Back

Bristol
BS1 6FL

Date: 23 June 21

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND
EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
INCOME FROM:					
Donations and legacies	2	58,539	13,941	72,480	178,209
Charitable activities	3	1,260,539	-	1,260,539	1,225,993
Other trading activities	4	245,803	-	245,803	21,817
Investments	5	2,744	-	2,744	7,004
Other income	6	54,963	-	54,963	-
TOTAL INCOME		1,622,588	13,941	1,636,529	1,433,023
EXPENDITURE ON:					
Raising funds	7	312,527	-	312,527	51,882
Charitable activities	8	1,024,606	3,574	1,028,180	1,972,367
TOTAL EXPENDITURE		1,337,133	3,574	1,340,707	2,024,249
NET MOVEMENT IN FUNDS		285,455	10,367	295,822	(591,226)
RECONCILIATION OF FUNDS:					
Total funds brought forward		831,107	44,179	875,286	1,466,512
Net movement in funds		285,455	10,367	295,822	(591,226)
TOTAL FUNDS CARRIED FORWARD		1,116,562	54,546	1,171,108	875,286

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:04965522**

**CONSOLIDATED BALANCE SHEET
AS AT 31 DECEMBER 2020**

	Note	2020 £	2019 £
FIXED ASSETS			
Intangible assets	11	7,813	-
Tangible assets	12	67,502	82,527
		<u>75,315</u>	<u>82,527</u>
CURRENT ASSETS			
Stocks	14	29,988	-
Debtors	15	71,359	84,341
Cash at bank and in hand		1,639,208	1,344,797
		<u>1,740,555</u>	<u>1,429,138</u>
Creditors: amounts falling due within one year	16	(635,411)	(613,583)
NET CURRENT ASSETS		<u>1,105,144</u>	<u>815,555</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,180,459</u>	<u>898,082</u>
Creditors: amounts falling due after more than one year	17	(9,351)	(22,796)
TOTAL NET ASSETS		<u><u>1,171,108</u></u>	<u><u>875,286</u></u>
CHARITY FUNDS			
Restricted funds	18	54,546	44,179
Unrestricted funds	18	1,116,562	831,107
TOTAL FUNDS		<u><u>1,171,108</u></u>	<u><u>875,286</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

M A Mintram

Chair

Date: 8/6/21

The notes on pages 22 to 42 form part of these financial statements.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)
REGISTERED NUMBER:04965522**

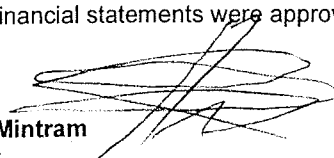
**CHARITY STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	2020 £	2019 £
FIXED ASSETS			
Tangible assets	12	66,377	82,527
Investments	13	1,000	-
		<u>67,377</u>	<u>82,527</u>
CURRENT ASSETS			
Debtors	15	129,352	84,341
Cash at bank and in hand		1,587,801	1,344,797
		<u>1,717,153</u>	<u>1,429,138</u>
Creditors: amounts falling due within one year	16	(600,197)	(613,583)
NET CURRENT ASSETS		<u>1,116,956</u>	<u>815,555</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,184,333</u>	<u>898,082</u>
Creditors: amounts falling due after more than one year	17	(9,351)	(22,796)
TOTAL NET ASSETS		<u><u>1,174,982</u></u>	<u><u>875,286</u></u>
CHARITY FUNDS			
Restricted funds	18	54,546	44,179
Unrestricted funds	18	1,120,436	831,107
TOTAL FUNDS		<u><u>1,174,982</u></u>	<u><u>875,286</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


M A Mintram

Chair

Date: 8/6/21

The notes on pages 22 to 42 form part of these financial statements.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

**CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 £	2019 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash used in operating activities	313,927	(564,563)
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interests and rents from investments	2,744	7,004
Purchase of fixed assets	(22,260)	(38,084)
NET CASH USED IN INVESTING ACTIVITIES	(19,516)	(31,080)
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR	294,411	(595,643)
Cash and cash equivalents at the beginning of the year	1,344,797	1,940,440
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	1,639,208	1,344,797

The notes on pages 22 to 42 form part of these financial statements

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - 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) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Friends of Westonbirt Arboretum meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The Consolidated Statement of Financial Activities (SOFA) and Consolidated Balance Sheet consolidate the financial statements of the Group and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis.

The Group has taken advantage of the exemption allowed under section 408 of the Companies Act 2006 and has not presented its own Statement of Financial Activities in these financial statements.

1.2 GOING CONCERN

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future.

The charity is in a strong financial position with healthy reserves. The cash balance as at 31st December 2020 was £1.6m and we consider that the charity holds sufficient funds to mitigate against the risks of any loss of income. The Trustees are reviewing the financial forecasts for 2021 on a regular basis and performance in the first quarter of 2021 is in line with the financial plan. Therefore, although the effects of COVID-19 will clearly have some impact on the income received by the charity, we are in a financially resilient position to manage these risks. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

1.3 INCOME

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the Charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the Charity, can be reliably measured.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

1. ACCOUNTING POLICIES (continued)

1.4 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on raising funds includes all expenditure incurred by the Group to raise funds for its charitable purposes and includes costs of all fundraising activities events and non-charitable trading.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Group's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

1.5 INTEREST RECEIVABLE

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Group; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

1.6 INTANGIBLE ASSETS AND AMORTISATION

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Intangible assets are amortised over the expected useful economic life of the asset. If a reliable estimate of the useful economic life cannot be determined, the life shall not exceed five years.

Amortisation is provided on the following basis:

Goodwill	- 20 % Straight line
----------	----------------------

1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following bases:

Leasehold improvements	- 5% straight line
Fixtures and fittings	- 20% straight line
IT assets	- 10% and 33% straight line

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

1. ACCOUNTING POLICIES (continued)

1.8 INVESTMENTS

Fixed asset investments are a form of financial instrument and are initially recognised at their transaction cost and subsequently measured at fair value at the Balance Sheet date, unless the value cannot be measured reliably in which case it is measured at cost less impairment. Investment gains and losses, whether realised or unrealised, are combined and presented as 'Gains/(Losses) on investments' in the Consolidated Statement of Financial Activities.

Investments in subsidiaries are valued at cost less provision for impairment.

1.9 STOCKS

Stocks are stated at the lower of cost and net realisable value, being the estimated selling price less costs to complete and sell. Cost is based on the cost of purchase on a first in, first out basis.

1.10 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.11 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash, cash held in deposit accounts and also any short-term, highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account are also included within this balance.

1.12 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Consolidated Statement of Financial Activities as a finance cost.

1.13 FINANCIAL INSTRUMENTS

The Group only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.14 PENSIONS

The Group operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Group to the fund in respect of the year.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

1. ACCOUNTING POLICIES (continued)

1.15 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Group and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Group for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

2. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Donations	52,423	13,941	66,364	113,209
Legacies	6,116	-	6,116	65,000
	<u>58,539</u>	<u>13,941</u>	<u>72,480</u>	<u>178,209</u>
TOTAL 2019	<u>130,449</u>	<u>47,760</u>	<u>178,209</u>	

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Grants	1,000	1,000	-
Membership subscriptions	1,259,539	1,259,539	1,225,993
TOTAL 2020	1,260,539	1,260,539	1,225,993

4. INCOME FROM OTHER TRADING ACTIVITIES

Income from fundraising events

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Friends of Westonbirt Arboretum Enterprises	239,705	239,705	-
Letting fees and commission relating to the Great Oak Hall	6,098	6,098	21,817
	245,803	245,803	21,817

5. INVESTMENT INCOME

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Investment income	2,744	2,744	7,004

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

6. OTHER INCOMING RESOURCES

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Other Unrestricted Government Grants	27,000	27,000	-
Coronavirus Job Retention Scheme grant income	27,963	27,963	-
	<u>54,963</u>	<u>54,963</u>	<u>-</u>

7. EXPENDITURE ON RAISING FUNDS

FUNDRAISING TRADING EXPENSES

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Friends of Westonbirt Arboretum Enterprises Limited	186,570	-	186,570	-
Purchases for events	460	-	460	4,177
The Great Oak Hall expenses	180	-	180	9,894
Donated facilities - The Great Oak Hall	5,625	-	5,625	5,625
Fundraising and Trading Staff Costs	119,692	-	119,692	32,186
	<u>312,527</u>	<u>-</u>	<u>312,527</u>	<u>51,882</u>
TOTAL 2019	<u>51,839</u>	<u>43</u>	<u>51,882</u>	

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	Total funds 2019 £
Direct and support costs	581,850	446,330	1,028,180	1,972,367
TOTAL 2019	1,599,130	373,237	1,972,367	

Analysis of direct costs

	Activities undertaken directly 2020 £	Total funds 2020 £	Total funds 2019 £
Arboretum access rights	481,863	481,863	551,151
Grant Expenditure	15,583	15,583	202,960
Arboretum Development Fund expenditure (Silk Wood House)	-	-	750,000
Membership Activities	29,695	29,695	38,959
Westonbirt magazine costs	49,084	49,084	50,435
Donated facilities - The Great Oak Hall	5,625	5,625	5,625
	581,850	581,850	1,599,130

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

8. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of support costs

	Supporting Activities 2020 £	Total funds 2020 £	Total funds 2019 £
Staff costs	295,080	295,080	252,659
Depreciation	27,403	27,403	15,101
Other staff expenditure	1,015	1,015	2,593
Staff recruitment and development	10,314	10,314	6,548
Governance	18,179	18,179	19,423
Telephone	557	557	611
Rates	1,321	1,321	1,128
Utilities	2,374	2,374	3,399
Insurance	8,269	8,269	7,960
Printing, post and stationary	1,267	1,267	1,703
General maintenance	2,978	2,978	3,863
Information technology	62,362	62,362	39,362
Marketing	302	302	2,102
Miscellaneous expenses	6,960	6,960	6,363
Bank charges	87	87	115
Accounting services	7,862	7,862	10,307
	446,330	446,330	373,237

9. STAFF COSTS

	Group 2020 £	Group 2019 £	Company 2020 £	Company 2019 £
Wages and salaries	372,114	239,975	285,645	239,975
Social security costs	15,755	20,667	15,755	20,667
Contribution to defined contribution pension schemes	26,903	24,203	26,903	24,203
	414,772	284,845	328,303	284,845

Staffing costs comprises of £295,080 (2019: £252,659) within support costs and £119,692 (2019: £42,080) within fundraising trading expenses.

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

9. STAFF COSTS (CONTINUED)

The average number of persons employed by the Charity during the year was as follows:

Group 2020 No.	Group 2019 No.
20	11

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the Charity comprise the Trustees (who do not receive remuneration for their role as a Trustee) and the Chief Executive Officer. The total amount of employee benefits (including Employer pension contributions) received by key management personnel for their services to the Charity was £52,464 (2019: £51,414).

10. TRUSTEES' REMUNERATION AND EXPENSES

During the year, no Trustees received any remuneration or other benefits (2019 - £NIL).

During the year ended 31 December 2020, no Trustee expenses have been incurred (2019 - £NIL).

11. INTANGIBLE ASSETS

Group

	Goodwill £
COST	
Additions	9,567
At 31 December 2020	9,567
AMORTISATION	
Charge for the year	1,754
At 31 December 2020	1,754
NET BOOK VALUE	
At 31 December 2020	7,813
At 31 December 2019	-

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

12. TANGIBLE FIXED ASSETS

GROUP

	Leasehold improvements £	Fixtures and fittings £	IT assets £	Total £
COST OR VALUATION				
At 1 January 2020	33,518	30,280	135,634	199,432
Additions	-	-	12,693	12,693
Acquired assets	-	19,876	-	19,876
At 31 December 2020	33,518	50,156	148,327	232,001
DEPRECIATION				
At 1 January 2020	18,204	28,787	69,914	116,905
Charge for the year	1,675	994	25,482	28,151
Charge for assets acquired	-	19,443	-	19,443
At 31 December 2020	19,879	49,224	95,396	164,499
NET BOOK VALUE				
At 31 December 2020	13,639	932	52,931	67,502
At 31 December 2019	15,314	1,493	65,720	82,527

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

12. TANGIBLE FIXED ASSETS (CONTINUED)

COMPANY

	Leasehold improvements £	Fixtures and fittings £	Computer equipment £	Total £
COST OR VALUATION				
At 1 January 2020	33,518	30,280	135,634	199,432
Additions	-	-	11,253	11,253
At 31 December 2020	33,518	30,280	146,887	210,685
DEPRECIATION				
At 1 January 2020	18,204	28,787	69,914	116,905
Charge for the year	1,675	686	25,042	27,403
At 31 December 2020	19,879	29,473	94,956	144,308
NET BOOK VALUE				
At 31 December 2020	13,639	807	51,931	66,377
At 31 December 2019	15,314	1,493	65,720	82,527

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

13. FIXED ASSET INVESTMENTS

	Investments in subsidiary companies £
Charity	
COST OR VALUATION	
Additions	1,000
AT 31 DECEMBER 2020	<u>1,000</u>
NET BOOK VALUE	
AT 31 DECEMBER 2020	<u>1,000</u>

PRINCIPAL SUBSIDIARIES

The following was a subsidiary undertaking of the Charity:

Name	Company number	Registered office or principal place of business	Principal activity
Friends of Westonbirt Arboretum Enterprises Limited	12410907	The Great Oak Hall, Westonbirt, The National Arboretum, Tetbury, Gloucestershire, United Kingdom, GL8 8QS	Other retail sale of new goods in specialised stores
Class of shares	Holding	Included in consolidation	
Ordinary	100%	Yes	

The financial results of the subsidiary for the year were:

Name	Income £	Expenditure £	Profit/(Loss) for the year £	Net liabilities £
Friends of Westonbirt Arboretum Enterprises Limited	285,668	(289,542)	(3,874)	(2,874)

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

14. STOCKS

	Group 2020 £	Group 2019 £
Finished goods and goods for resale	29,988	-

15. DEBTORS

	Group 2020 £	Group 2019 £	Company 2020 £	Company 2019 £
DUE WITHIN ONE YEAR				
Trade debtors	2,120	9,938	2,120	9,938
Amounts owed by group undertakings	-	-	58,512	-
Prepayments and accrued income	69,239	74,403	68,720	74,403
	71,359	84,341	129,352	84,341

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
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16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Group 2020 £	Group 2019 £	Company 2020 £	Company 2019 £
Trade creditors	17,076	33,365	11,443	33,365
Other taxation and social security	38,003	22,886	31,969	22,886
Accruals and deferred income	580,332	557,332	556,785	557,332
	635,411	613,583	600,197	613,583

	Group 2020 £	Group 2019 £	Company 2020 £	Company 2019 £
Deferred income at 1 January	476,702	439,528	476,702	439,528
Resources deferred during the year	539,874	476,702	539,874	476,702
Amounts released from previous periods	(476,702)	(439,528)	(476,702)	(439,528)
	539,874	476,702	539,874	476,702

The deferred income balance of £539,874 relates to membership subscriptions which were purchased during 2020 but for which the membership period ends in the following financial year.

17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Group 2020 £	Group 2019 £	Company 2020 £	Company 2019 £
Deferred income	9,351	22,796	9,351	22,796

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

18. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Arboretum Development Fund	472,351	-	-	143,287	615,638
Wood Centre	-	-	439	(439)	-
Quarantine House	-	-	-	28,428	28,428
Coppice Shelter	9,476	-	5,000	22,836	37,312
Community Shelter	58,845	16,000	-	(12,160)	62,685
Disability Transport	3,740	-	(3,680)	(60)	-
Student Arborist Fund	1,695	-	(16,103)	14,408	-
Westonbirt Signage Project	-	830	1,233	1,335	3,398
Westonbirt Car Park Project	-	-	-	47,975	47,975
	<u>546,107</u>	<u>16,830</u>	<u>(13,111)</u>	<u>245,610</u>	<u>795,436</u>
GENERAL FUNDS					
General Funds	285,000	1,320,090	(1,034,480)	(245,610)	325,000
Friends of Westonbirt Arboretum Enterprises	-	285,668	(289,542)	-	(3,874)
	<u>285,000</u>	<u>1,605,758</u>	<u>(1,324,022)</u>	<u>(245,610)</u>	<u>321,126</u>
TOTAL UNRESTRICTED FUNDS	<u>831,107</u>	<u>1,622,588</u>	<u>(1,337,133)</u>	<u>-</u>	<u>1,116,562</u>
RESTRICTED FUNDS					
Community Shelter	16,662	12,241	(1,994)	-	26,909
Quarantine House	24,829	1,700	-	-	26,529
Coppice Shelter	2,688	-	(1,580)	-	1,108
	<u>44,179</u>	<u>13,941</u>	<u>(3,574)</u>	<u>-</u>	<u>54,546</u>
TOTAL OF FUNDS	<u>875,286</u>	<u>1,636,529</u>	<u>(1,340,707)</u>	<u>-</u>	<u>1,171,108</u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

18. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2019 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Arboretum Development Fund	1,187,686	-	(750,000)	34,665	472,351
Westonbirt Project Fund	-	34,071	(71,928)	37,857	-
The Wood Centre	-	529	(87,704)	87,175	-
Community Shelter	-	-	-	58,845	58,845
Disability Transport	-	-	-	3,740	3,740
Student Arborist Fund	-	1,481	(8,833)	9,047	1,695
Coppice Shelter	-	-	-	9,476	9,476
Shuttle Bus	-	-	(8,280)	8,280	-
	<u>1,187,686</u>	<u>36,081</u>	<u>(926,745)</u>	<u>249,085</u>	<u>546,107</u>
GENERAL FUNDS					
General Funds	<u>260,000</u>	<u>1,349,182</u>	<u>(1,080,261)</u>	<u>(243,921)</u>	<u>285,000</u>
TOTAL UNRESTRICTED FUNDS	<u>1,447,686</u>	<u>1,385,263</u>	<u>(2,007,006)</u>	<u>5,164</u>	<u>831,107</u>
RESTRICTED FUNDS					
Student Arborists Fund	5,164	-	-	(5,164)	-
Disability Transport	-	6,200	(6,200)	-	-
Community Shelter	12,162	10,500	(6,000)	-	16,662
Coppice Shelter	-	7,688	(5,000)	-	2,688
Quarantine House	1,500	23,372	(43)	-	24,829
	<u>18,826</u>	<u>47,760</u>	<u>(17,243)</u>	<u>(5,164)</u>	<u>44,179</u>
TOTAL OF FUNDS	<u>1,466,512</u>	<u>1,433,023</u>	<u>(2,024,249)</u>	<u>-</u>	<u>875,286</u>

**FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)**

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

18. STATEMENT OF FUNDS (CONTINUED)

Unrestricted Funds:

Unrestricted funds are available to be spent for any of the purposes of the Charity and includes designated funds where the Trustees have set aside money for a specific purpose.

Purpose of designated and restricted funds:

Designated Funds

1. The Arboretum Development Fund – this fund seeks to raise funds for operational and revenue needs to promote the sustainability and development of the arboretum.
2. Wood Centre – the fundraising for this project ended in 2019 with the completion and official opening of the Westonbirt Woodworks in May 2019. The main focus was on the Westonbirt Wood Centre creating an area suitable for a tenant business to operate, adding financial value to the Arboretum and also enhancing the visitor experience and understanding the lifecycle of tree management. The final costs for this project were incurred in 2020 and the project has now been completed.
3. Quarantine House - the purpose of this fund is to support the fundraising for a new Quarantine House on-site to support our conservation objectives. This large structure which will significantly boost the biosecurity at the Arboretum as it will be a specialist, purpose-built facility, allowing the Tree Team to constantly monitor and regularly inspect all new plants and seeds.
4. Coppice Shelter – the purpose of this fund is to provide a shelter for the Arboretum Coppicers and to provide them with the facilities required to carry out their day-to-day activities and enable them to store their equipment safely. The shelter will help to sustain an ancient tradition and ensure that Silk Wood can be sustainably managed.
5. Community Shelter – the purpose of this fund is to support the work of Forestry England to develop a Community Shelter to be used exclusively for community activities
6. Disability Transport – the purpose of this fund is to support mobility access across Westonbirt in line with our participation objectives. This fund is to provide additional wheelchairs on site with better capacity to manage rough terrain. This helps us to provide access for all, which is a fundamental objective for the charity. This project was completed in 2020.
7. Student Arborists Fund – the purpose of this fund is to support the salary for one student arborist. The fund provides a year's salaried placement for students who are either part way through or nearing the end of their degrees in Countryside Management, Arboriculture, Horticulture, Forestry or a related subject which is beneficial in providing first class training for the UK's future arborists.
8. Westonbirt Signage Project - the purpose of this project is to improve the signage within the Arboretum to enhance the visitor experience. As an example, signage for running routes across the arboretum were installed during 2020. The Signage project was largely completed in 2020 with the final retention expenditure due in early 2021.
9. Westonbirt Car Park Project – the purpose of this project is to improve the Car Parking facilities at the Arboretum with a view to including charging points for Electric Vehicles in support of our commitment to the environment and sustainability. Construction work on this project is anticipated in summer 2021.

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

18. STATEMENT OF FUNDS (CONTINUED)

Restricted Funds:

1. Student Arborists - the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources. This restricted fund was cleared in 2019. There is no restricted balance for this fund in 2020.
2. Disability Transport - the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources. This restricted fund was cleared in 2019. There is no restricted balance for this fund in 2020.
3. Community Shelter – the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources.
4. Coppice Shelter – the purpose of this fund is as per the Designated Fund description above. This fund just pertains to the element of the fund that is funded through restricted sources.
5. Quarantine House – the purpose of this fund is to support the fundraising for a new Quarantine House on-site to support our conservation objectives. This large structure which will significantly boost the biosecurity at the Arboretum as it will be a specialist, purpose-built facility, allowing the Tree Team to constantly monitor and regularly inspect all new plants and seeds.

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT PERIOD

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	67,502	-	67,502
Intangible fixed assets	7,813	-	7,813
Current assets	1,686,009	54,546	1,740,555
Creditors due within one year	(635,411)	-	(635,411)
Creditors due in more than one year	(9,351)	-	(9,351)
TOTAL	1,116,562	54,546	1,171,108

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
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19. ANALYSIS OF NET ASSETS BETWEEN FUNDS (CONTINUED)

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR PERIOD

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	82,527	-	82,527
Current assets	1,384,959	44,179	1,429,138
Creditors due within one year	(613,583)	-	(613,583)
Creditors due in more than one year	(22,796)	-	(22,796)
TOTAL	831,107	44,179	875,286

20. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Group 2020 £	Group 2019 £
Net income/expenditure for the period (as per Statement of Financial Activities)	295,822	(591,226)
ADJUSTMENTS FOR:		
Depreciation charges	47,594	15,101
Amortisation charges	1,754	-
Interest Received	(2,744)	(7,004)
Decrease/(increase) in stocks	(29,988)	-
Decrease/(increase) in debtors	12,982	(34,516)
Increase in creditors	8,383	53,082
Acquisition of fixed assets	(19,876)	-
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	313,927	(564,563)

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
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21. ANALYSIS OF CASH AND CASH EQUIVALENTS

	Group 2020 £	Group 2019 £
Cash in hand	643,583	602,194
Notice deposits (less than 3 months)	995,625	742,603
TOTAL CASH AND CASH EQUIVALENTS	<u>1,639,208</u>	<u>1,344,797</u>

22. ANALYSIS OF CHANGES IN NET FUNDS

	At 1 January 2020 £	Cash flows £	At 31 December 2020 £
Cash at bank and in hand	1,344,797	294,411	1,639,208
	<u>1,344,797</u>	<u>294,411</u>	<u>1,639,208</u>

23. RELATED PARTY TRANSACTIONS

The group has a close relationship with the Forestry England.

The Arboretum is managed by Forestry England. Membership of the Friends of Westonbirt Arboretum follows payment of a prescribed fee. Members are entitled to visit the Arboretum during the opening hours without having to pay an entrance fee to Forestry England. Friends of Westonbirt Arboretum purchase access rights for its members from Forestry England. The cost for the current year was £481,863 (2019: £550,918).

The charity operates from the Great Oak Hall at Westonbirt Arboretum which is leased from Forestry England at a peppercorn rent. The purpose of the Great Oak Hall is to provide administrative offices for the Charity and a hall for the use of the Charity, Forestry England and for commercial lettings. The value of these donated facilities has been quantified at the value of £11,250 (2019: £11,250) and recognised in the financial statements.

In the prior year, the Charity paid £750,000 to Forestry England as a contribution towards the purchase of Silk Wood House. No such transaction occurred this year.

The charity has taken advantage of the exemption available in FRS 102 whereby it has not disclosed transactions or balances with the wholly owned subsidiary of the group.

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

24. COVID-19

After making appropriate enquiries, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

In 2021, the Arboretum has been allowed to stay open under the Government's lockdown regulations enabling members access for local exercise. Membership income in the first quarter of 2021 has been robust and is in line with the charity's financial plan for 2021. The shop has again been closed since January 2021 but has since re-opened on 12th April in line with Government guidance. As in 2020, the charity has sought to reduce costs where possible and have utilized the government's Job Retention Scheme where appropriate. The charity has also been proactive in seeking additional funds to mitigate against the reduced revenue and has been awarded a government grant of £13,900 to support the Enterprise. Bookings for the Great Oak Hall in 2021 have also been affected and this has been reflected in the financial plans for the charity for 2021.

The charity is in a strong financial position with healthy reserves. The cash balance as at 31st December 2020 was £1.6m and we consider that the charity holds sufficient funds to mitigate against the risks of any loss of income. The Trustees are reviewing the financial forecasts for 2021 on a regular basis and performance in the first quarter of 2021 is in line with the financial plan. Therefore, although the effects of COVID-19 will clearly have some impact on the income received by the charity, we are in a financially resilient position to manage these risks

25. CONTROLLING PARTY

The company is limited by guarantee and therefore there are no individual controlling parties. The company is controlled by the Directors and its Members.