



Dorset Environmental Records Centre

Annual Report and Financial Statements

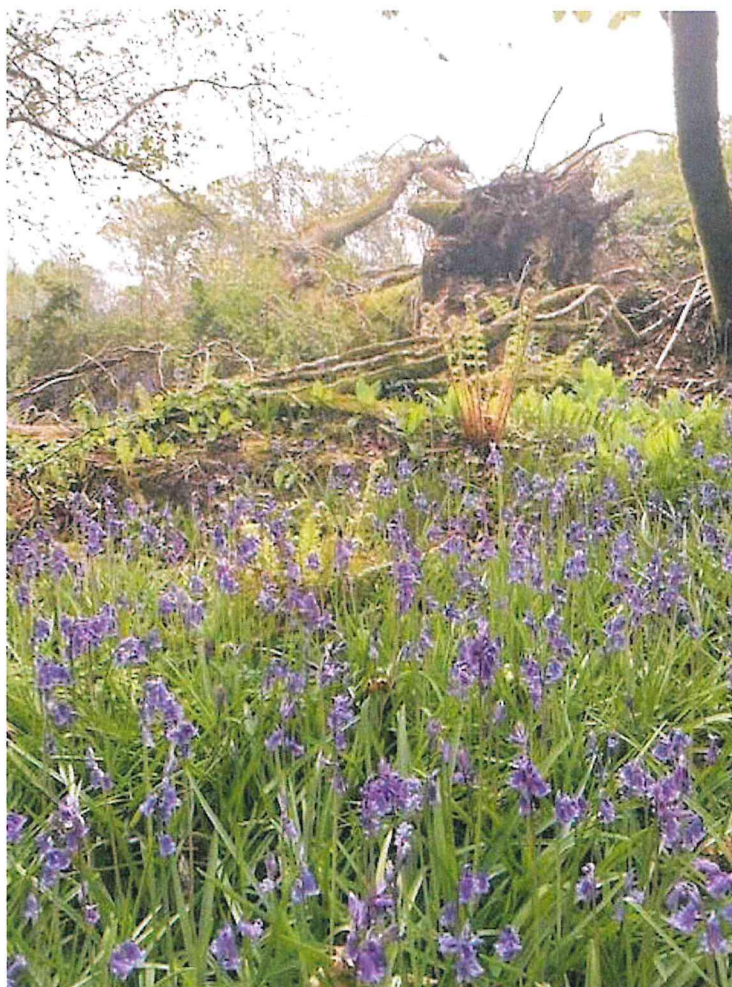
Of

The Dorset Environmental Records Centre Trust Company Limited
(A company limited by guarantee)

For the Year Ended 31 March 2023

Registered Charity Number 900287

Company Number 2447393



Spring Bluebells © Carolyn Steele

Registered in England as The Dorset Environmental Records Centre Trust Company Limited
Reg. Office: DERC, Dorset History Centre, Bridport Road, Dorchester, Dorset DT1 1RP
Registered Charity No. 900287 Registered Company No. 2447393 VAT Registration No. 834 5747 06

The Dorset Environmental Records Centre Trust Company Limited

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The Dorset Environmental Records Centre Trust Company Limited

Reference and Administrative Details

Trustees	Mrs L Cooch Mr K Cook Dr J Cripps Ms I Davenport Mr J Davis Mrs A King Mr J Newbould Mr N Squirrell, for Natural England Dr P Sterling Ms N Taylor (appointed 14/06/2023) Mrs S Welton Mr J White (appointed 14/06/2023)
Secretary	Mrs C Steele
Charity Registration Number	900287
Company Registration Number	02447393 The Charity is incorporated in Wales
Registered Office	Dorset History Centre Bridport Road Dorchester Dorset DT1 1RP
Independent Examiner	Marcus Cridland B.A.(Hons) F.C.A. Scott Vevers Ltd Chartered Accountants and Registered Auditors 65 East Street Bridport Dorset DT6 3LB

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2023

Chairman's Report for 2022/23

Once again it is my pleasure to write the Chairman's Report and summarise some of the highlights of the 2022/23 year. The Dorset Environmental Records Centre Trust Company Limited (DERC) continues to be a successful and professional organisation with high standards of accuracy and efficiency, maintained by our most extraordinary team lead by Carolyn Steele. The team is extraordinary because they have the most important capacity to just get on with the job in a gentle, low maintenance and no fuss way which is what makes me pleased to be Chairman. It is also why I support financial rewards to the staff wherever it is deemed necessary, as long as DERC can afford it then we will support the staff that makes the organisation work. I thank too, Carolyn and the Trustees for their considered contributions to salary increase discussions over the last year.

Whilst DERC incurred a loss of £18,535 in 2022/23, its reserves remain strong. We acknowledged that there are areas of the work that need additional staff and with this in mind DERC employed Fiona Wood as a Habitat Surveyor to assist the incomparable Bryan Edwards, thus using funds generated last year to improve our habitat data layers.

DERC's database of species made a 200,000 increase over the last year to a total of 3,827,516 records. All very different to those early days of DERC when in 1977, my first recording year I think, I sent my records into the Biological Records Centre on cards!

I was pleased too to see that the Dorset Notables List has been updated. This is an invaluable tool when assessing habitats, and certainly as a consultant, to say a species is a Dorset Notable, greatly strengthens arguments for mitigation in development situations.

The Panel generally remains a stable group, but DERC is conscious that new opinions are invaluable. With this in mind I was delighted when Jim White agreed to become a Trustee, his long-term understanding of Dorset's wildlife and clearheaded contributions at meetings will be a great benefit to us. Nikki Taylor too is a long standing and respected member of the conservation movement in the county and her experience of working within the planning system will be a great asset in her role as a Trustee from 2022. Looking at the staff and Trustees list it is obvious we have been able to attract some of the county's most experienced ecologists in their fields, we are very lucky. Many thanks to all our Trustees and Staff for their support in 2022/23.



.....
Kevin Cook

26th Oct 2023

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2023

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2023.

The accounts have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, applicable law and the requirements of the 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).

Structure, governance and management

Governing document

The company is a registered charity, number 900287, limited by guarantee and having no share capital. The company was formed on 29 November 1989 to continue the work of the Dorset Environmental Records Centre and all assets were transferred to the company on 1 March 1990. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

DERC Directors and employees

Directors

Lyn Cooch	(Dorset Council)
Kevin Cook	(Chairman, consultant ecologist)
Jennifer Cripps	(Dorset Natural History & Archaeological Society)
Imogen Davenport	(Dorset Wildlife Trust)
John Davis	(Consultant Ecologist)
Annabel King	(Dorset Council)
John Newbould	(Dorset Natural History & Archaeological Society)
Nicholas Squirrell	(on behalf of Natural England)
Phil Sterling	(Butterfly Conservation)
Sarah Welton	(Dorset Wildlife Trust)

Employees

Carolyn Steele	Records Centre Manager
Alison Stillman	Environmental Database Manager
Bryan Edwards	Ecologist
Jon Corkill	GIS Officer
Silvia Freire	Records Centre Assistant
Jo Stephens	AWI Project Officer
Fiona Wood	Habitat Surveyor

Organisation

The Board of Trustees administers the charity and meets quarterly. The Secretary, members of The Dorset Environmental Records Centre Trust Company Limited staff and non-Trustee advisers also attend the quarterly Trustee meetings but do not have voting rights. The Record Centre Manager is appointed by the Trustees to manage the day-to-day operations of the charity, including supervision of staff and volunteers.

Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Trust. The Board of Management manages the affairs of the Trust, with the number of members of the Board being between 6 and 12. The Articles state that there are to be no less than two Board members representing each of Dorset County Council, Dorset Wildlife Trust and Dorset Natural History & Archaeological Society. New trustees are elected by invitation from the Board, who aim to recruit from a

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2023

diverse background of related organisations and interests. The Trustees meet every quarter to oversee the work of the Records Centre and its continued development.

On 1 April 2019 two new unitary authorities were founded in Dorset. Dorset Council and Bournemouth, Christchurch and Poole Unitary Authority replaced Dorset County Council, two unitary authorities (Bournemouth and Poole) and six district authorities.

Trustee induction and training

Trustees are already familiar with the practical work of the charity and will have been invited to attend management meetings as an observer, prior to becoming a trustee. An induction pack for new trustees has been put together, and includes a copy of the Memorandum and Articles, the Charity Commission guide "The Essential Trustee" and the latest annual report and financial statements.

Related Parties

The Trust works closely with local authorities in Dorset and government organisations (including Natural England and the Environment Agency).

Risk management

Procedures are in place to ensure compliance with health and safety of staff, volunteers and people attending workshops in the field. The Health and Safety Policy is reviewed annually by the Board of Trustees.

Potential external risks to funding have led to consideration of the diversification of funding opportunities. Internal control risks are minimised by the implementation of procedures for co-authorising online payments.

Health and Safety Policy

The Trustees review and update the Health and Safety policy annually in the light of any incidents. It is a requirement that any incidents are reported to the Record Centre Manager; no incidents occurred within the year to 31 March 2023.

Objectives and activities

The principal activity of the company as set out in the Memorandum and Articles of Association is the advancement of public education in the natural history and geology of Dorset. This is achieved through the following objectives:

- to collect and provide quality biological and geological data for the county;
- to ensure that data can be provided quickly and efficiently;
- to provide a service to all professionals involved in conservation and planning within Dorset;
- to provide all amateur naturalists with support for field recording in the county;
- to provide a public service: the principal activities of the charity are to provide environmental services, education and training.

In a constantly changing environment our aims remain constant and during the year we have achieved the following.

The DERC website has been transformed, making it easier for professionals, local naturalists and members of the public to use. The Resources Library is particularly useful for amateur naturalists and recording groups.

We have provided a bi-annual newsletters to update everyone on recording issues, new finds and wildlife to look out for.

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2023

The Records Centre provides administrative assistance for the Dorset Flora Group (DFG) and support to other recording groups in the county with various projects.

The Records Centre provides a valuable link between local naturalists and professionals. In recent years we have invested in technology to help us improve the efficiency of our work. This has included the development of a data automation tool to extract data from the database and create GIS layers. Some of these data layers are available to the public through Dorset Explorer. Other GIS data layers are provided to local authorities, government agencies and conservation bodies to assist them in their work. Introducing automation to the process of extracting and formatting data from the GIS into Excel has been essential to help us meet an increasing demand for information related to Biodiversity Plans for planning assessments.

The work to update the Ancient Woodland Inventory has continued during 2022-23 and we have also appointed a second ecologist to undertake field survey work. The current focus is on habitat survey to help us update the Priority Habitat mapping. These two projects will both contribute to our principal activities.

We have dealt with an increased number of requests. Whether enquiries to the Records Centre come from members of the public, students, consultants, local authorities or government agencies, each time we depend upon information updated largely by voluntary recorders in our local community. We take this opportunity within our annual report to include a note of thanks for everyone who has submitted their records of sightings from the last year.

Achievements and performance in 2022-23

The Record Resource

Over 165,000 records were imported to the Recorder database during the year. As records from online recording sources had been prioritised, 65% were records entered and verified on Living Record over recent years and 34% records accepted on iRecord. Significant contributions were the extraction of data from the Durlston Country Park Rangers diaries, recording on the NT Purbeck Estate and the ongoing work of the Dorset Flora Group.

The total number of records on the database at the end of March 2023 was 3,827,516.

Requests for Data

During 2022/23 there was an increase in the number of data requests to 1060. The proportion of commercial requests remained at 87% of all enquiries, with 2% for agreement holders and 11% of enquires from private individuals, students or conservation organisations. Data automation is now an essential tool to help staff respond to the increased number of enquiries in a timely way.

DERC continue to provide GIS data through the Dorset Biodiversity Information System which allows agreement holders to access data sets multiple times throughout the year or to use data as a screening tool for potential works.

Dorset Explorer is an online system used by Dorset Council (among others) which allows members of the public to view data sets over base maps. DERC has contributed data layers on Local Nature Reserves, Local Geological Sites, Veteran Trees and ecological networks. With Dorset Explorer a viewer can see our information alongside other data sets such as SSSI, rights of way, open access land, data from the Historic Environment team, Natural England, Environment Agency and much more.

Dorset Biodiversity Information System

The Dorset Biodiversity Information System has developed as a way to provide data to local authorities and some of our partner organisations through GIS layers. GIS allows the user to look at species and site data over OS base maps or aerial photos. Through our data agreements, data has been provided to BCP Council, Dorset Council, Dorset Wildlife Trust, the Environment Agency and Wessex Water. DERC also has agreements to provide data to Network Rail and the team managing the Purbeck Heaths NNR. Site boundaries for Sites of Nature

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2023

Conservation Interest, Local Geological Sites, Local Nature Reserves, Conservation Verges and Habitat Restoration Sites and species data layers have all been updated.

Dorset Habitat Layer

The Dorset Habitat Layer has data from a variety of surveys, including SSCI surveys and DERC contract surveys. Using IHS (Integrated Habitat System) all habitats from improved grassland to priority heathland are included in a single layer. A second layer, Dorset Priority Habitats, has also been produced. This only includes those habitats protected through current legislation. Since 2012 these layers have been made available to Dorset Wildlife Trust, Dorset Council and BCP Council through the Dorset Biodiversity Information System. These habitat layers will continue to be updated through on-going work, with updates available annually. With the appointment of a DERC Habitat Surveyor we will be able to focus on new habitat surveys in the next few years, updating existing information and filling gaps.

Dorset Marine Biodiversity Database

The Dorset Marine Biodiversity Database is held by DWT and DWT respond to requests for marine data (co-ordinated by DERC as appropriate).

DERC Contracts

A significant proportion of our income is through ecological surveys. This year, surveys for consultancies included Southbourne Cliffs and Canford Heath, ongoing monitoring at Wytch Farm, and land at HMP The Verne for the Ministry of Justice.

Several of our contracts during 2022-23 came through Dorset Council including surveys at Chesil, Norden, Upton Bypass and Hamm Beach. We also began a series of surveys on Dorset Council farms, covering most of the farms within the two AONBs funded through FIPL (Farming in Protected Landscapes – DEFRA grant).

DERC ran training days for the National Trust, waxcap fungi on Corfe Common and fungi and Veteran Trees in Purbeck (Purbeck's Precious Past).

Our skills with GIS and mapping helped with the Dorset Wildlife Trust project the Dorset Peat Project and a collaborative project, Jurassic Coast Nature Recovery Network, co-ordinated by the National Trust.

We have added to the series of Biodiversity Character Area reports to complement the AONB Landscape Character Areas, and continue to extract data from ecological reports from Biodiversity Plans and BCP Council applications.

Urban Heaths Partnership Project

The Urban Heaths Partnership project is derived from the EU LIFE project which ran from 2002 – 2005 and was established to help combat urban pressures on the internationally important heathlands in Southeast Dorset. The current partnership includes local authorities, emergency services, wildlife organisations and government bodies. DERC's role in the project is to disseminate fire records from the Dorset & Wiltshire Fire and Rescue Service (DWFRS) to the partner organisations and to provide figures, reports and other requests for data from the partners.

There are many different types of incidents which are detrimental to the heathland with the most common being fire, vandalism, fly-tipping, mountain biking, and motor cycling. The data collected on these incidents has been used to reveal trends and patterns in activity on the heaths. This is useful, for instance, in allowing wardening to be targeted to the most affected places (e.g., Canford Heath which has had, at 929, more incidents recorded than at any other site) and at a time when incidents occur most often.

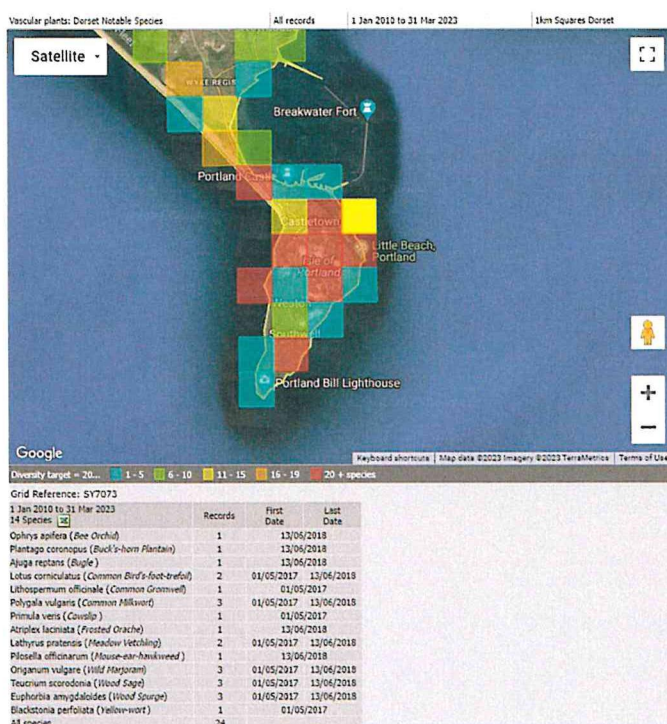
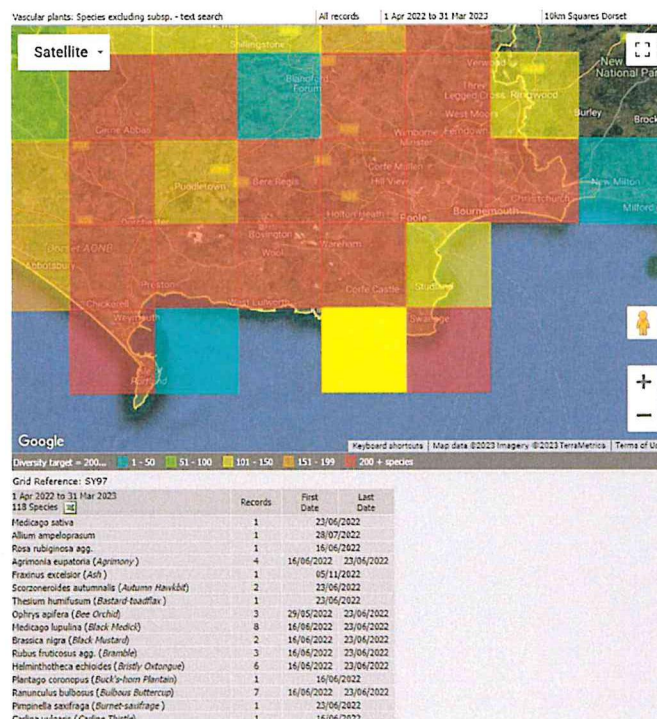
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Trustees' Report For the Year Ended 31 March 2023

Living Record – on-line recording for Dorset

Living Record continues to be the main source of online recording used by DERC.

During the year 153,525 records were added to Living Record including 73,927 Moth records and 35,754 Vascular Plant records. The map on the right shows the diversity of Vascular Plant records collected during the year across Dorset, with part of a list of species recorded in the yellow 10km square below the map.



Recording Groups

The Records Centre has always worked with species recording groups in Dorset, supporting them through the provision of data and maps. In recent years this has included maps for Hedgehog Towns – encouraging people to look out for and record Hedgehogs in their local area. We help with data processing, particularly for the Dorset Moth Group and Dorset Flora Group. We maintain the contact database for the Dorset Flora Group, sending out information on events and courses.

During 2022-23 we updated the Dorset Notable list for Vascular Plants. This is available on our website for interested wildlife recorders. As part of that project, we funded the work to update the Dorset Notables within Living Record. Recorders can click on a square and see the recorded species in the list below.

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Trustees' Report For the Year Ended 31 March 2023

Public Benefit

In 2022-23 DERC Trustees paid due regard to the Charity Commission guidance on public benefit, overseeing the work undertaken by the Records Centre during the year. DERC's principal aim as a charity is the advancement of public education in the natural history and geology of Dorset. The activities undertaken in the year (as listed above) demonstrate that the Records Centre has been actively involved with local recording groups through promotion of their activities to the wider public and administrative support to co-ordinate the membership. In addition, DERC officers have provided maps for site visits or to monitor recording effort and results, provided space on the DERC website to promote the work of recording groups (or links to recording group websites) and promoted workshops and walks available to group members and members of the public.

Members of the public can access data set prepared by the Records Centre and available through Dorset Explorer. This includes ecological network mapping, Local Geological Sites, Local Nature Reserves, and Veteran Tree Sites.

ALERC

DERC is a member of the Association of Local Environmental Records Centres (ALERC). ALERC provides a central voice on behalf of UK LERCs developing and promoting accreditation and advocating good standards of practice.

Financial Review

Total reported income was £228,514 (2022: £274,222). The net deficit for the year, before the movement on the revaluation of fixed asset investments, was £18,535 (2022: net surplus of £91,142). Unrestricted reserves at 31 March 2023 were £332,959 (2022: £367,593).

Copies of the Report of the Directors and Financial Statements for the year ended 31 March 2023 are available from the DERC office.

The Independent Examiner's Report to the Trustees has been prepared by Scott Vevers Chartered Accountants, 65 East Street, Bridport, Dorset DT6 3LB. DERC's bankers are Lloyds, Dorchester Branch, 1 High West Street, Dorchester, Dorset DT1 1UG.

DERC wishes to acknowledge contributions received from Dorset Council and BCP Council, Environment Agency, Wessex Water and Dorset Wildlife Trust.

Reserves Policy

The Dorset Environmental Records Centre Trust Company Limited (DERC) maintains a stable pattern of expenditure from month to month, the majority of its costs being staff salaries, tax and national insurance. However, a significant amount of DERC's income is from grants funded by other organisations, who themselves are subject to a fluctuating financial climate. The reserves policy requires that DERC should hold instant access funds at a level that will cover three months' expenditure and any surplus has been transferred to COIF investments. This will maximise the potential to earn investment income whilst ensuring retention of the staff that have the skills and local knowledge that are key to the on-going work of DERC. DERC's Reserves Policy is considered at each quarterly Trustees meeting in relation to actual income and expenditure and the policy is renewed annually. Reserves are held by CCLA Investment Management Ltd, 80 Cheapside, London EC2V 6DZ.

DERC's activities in the year to 31 March 2023 continued to provide a good and reliable information and survey service with no significant changes or developments during the year. At 31 March 2023, reserves held by the company were £332,959, being in accordance with the above policy. All of the company's reserves are considered by the trustees to be unrestricted. However, some years ago the trustees earmarked funds of £8,000 to cover the future costs involved in producing DERC publications on the species and habitats of the county. This sum is treated within these financial statements as a designated fund within the unrestricted reserves.

The Dorset Environmental Records Centre Trust Company Limited

Trustees' Report For the Year Ended 31 March 2023

Investment Policy

DERC's reserves policy states that it is desirable to hold reserves at a level that will cover 3 months expenditure. Therefore, it is DERC's policy to invest the moneys of the Trust not immediately required for its purposes in funds that:

- are in accordance with the Trustee Investment Act 2000,
- provide reasonable access,
- provide income at a competitive rate for current needs, and
- preserve or increase the value of investments for the future.

To minimise risk, DERC funds are invested through a specialist charity investment fund approved by the Charity Commission, with due regard to ethical investments whilst maximising the return on capital.

Plans for the future

The charity plans on continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Statement of Trustees' responsibilities

The Trustees are required under Charity law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the financial activities of the Charity for that period. 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 estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with applicable laws and regulations. They are also responsible for ensuring that the Charity maintains an adequate system of internal control designed to provide reasonable assurance that assets are safeguarded against loss or unauthorised use and to prevent and detect fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

On behalf of the board:

.....


Mr K Cook
Chairman

Date: 26th October 2023

**Report of the Independent Examiner
To the Trustees of The Dorset Environmental Records Centre Trust Company Limited
For the Year Ended 31 March 2023**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2023, which are set out on pages 11 to 20.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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


.....
Marcus Cridland B.A.(Hons) F.C.A.
Scott Vevers Ltd.
Chartered Accountants and Registered Auditors
65 East Street
Bridport
Dorset
DT6 3LB

Date: 7/4/23

The Dorset Environmental Records Centre Trust Company Limited

**Statement of Financial Activities (Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2023**

	Notes	Unrestricted funds £	2023 Total funds £	2022 Total funds £
INCOME				
Income and endowments from:				
Donations and legacies	3	2,870	2,870	13,375
Charitable activities	4	216,920	216,920	252,865
Investment income		8,724	8,724	7,982
Total incoming resources		<u>228,514</u>	<u>228,514</u>	<u>274,222</u>
EXPENDITURE ON:				
Charitable activities	5	247,049	247,049	183,080
Total expenditure		<u>247,049</u>	<u>247,049</u>	<u>183,080</u>
Net income/(expenditure) before transfers		(18,535)	(18,535)	91,142
Other recognised gains and losses				
Gains / (losses) on revaluation of fixed assets	11	(16,099)	(16,099)	22,178
Net Movement in Funds for the year		<u>(34,634)</u>	<u>(34,634)</u>	<u>113,320</u>
Total Funds:				
Brought Forward		367,593	367,593	254,273
Carried Forward		<u>332,959</u>	<u>332,959</u>	<u>367,593</u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 13 to 20 form an integral part of these financial statements.

The Dorset Environmental Records Centre Trust Company Limited

Balance Sheet At 31 March 2023

		2023	2022
	Notes	£	£
Fixed Assets			
Tangible assets	10	-	-
Investments	11	251,071	267,170
		<u>251,071</u>	<u>267,170</u>
Current assets			
Debtors	12	36,332	66,573
Cash at bank and in hand		122,052	60,672
		<u>158,384</u>	<u>127,245</u>
Creditors: Amounts falling due within one year	13	<u>(76,496)</u>	<u>(26,822)</u>
Net current assets		81,888	100,423
Total assets less current liabilities		<u>332,959</u>	<u>367,593</u>
The funds of the charity:	14		
Unrestricted funds		240,279	258,814
Revaluation reserve		92,680	108,779
Total charity funds		<u>332,959</u>	<u>367,593</u>

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

For the financial year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts:

The financial statements were approved by the Board of Trustees on 26th Oct 2023 and signed on its behalf by:



Mr K Cook - Trustee

The notes on pages 13 to 20 form an integral part of these financial statements.

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2023

1 General information

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

2 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a. Statement of compliance and basis of preparation

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared under the historical cost convention and includes the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The financial statements are prepared under the historical cost convention and in accordance with the Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

b. Accounting convention

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements.

c. Income

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Charitable activities

All voluntary income and donations are accounted for on receipt by the charity. Donated assets and services are included at open market value.

Investment income

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

d. Classification of expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff cost allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2023

2 Accounting policies (continued)

e. 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.

f. Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Furniture and equipment	- 50% reducing balance
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g. Fixed asset investments

Fixed asset investments, other than programme related investments, are included at market value at the balance sheet date. Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the Statement of Financial Activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the Statement of Financial Activities based on the market value at the year end.

h. Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

i. Fund structure

Unrestricted income funds are general funds that are available for use at the trustees discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

j. Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

k. Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangement entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2023

2 Accounting policies (continued)

k. Financial instruments (continued)

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transactions. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for similar debt instruments.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

Investments

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

Fair value measurement

The best evidence of fair value is a quoted price for identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

3 Donations and legacies

	2023	2022
	£	£
Grants receivable	2,870	13,375
	<u>2,870</u>	<u>13,375</u>

4 Income from charitable activities

	2023	2022
	£	£
Data agreements	63,452	59,773
Contracts	42,011	58,911
Data searches	111,417	134,159
Publications	40	22
	<u>216,920</u>	<u>252,865</u>

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2023

5 Expenditure on charitable activities

	2023	2022
	£	£
Staff costs (including travel)	218,605	159,599
Direct costs	17,391	14,365
Support costs	6,800	8,252
Governance costs	4,253	864
	<u>247,049</u>	<u>183,080</u>
<u>Direct costs:</u>		
Contract costs	3,680	831
Subscriptions	1,528	800
Computer consumables and repairs	6,156	6,240
Insurance	6,027	5,499
Advertising	-	995
	<u>17,391</u>	<u>14,365</u>
<u>Support costs:</u>		
Office service charge	1,879	1,878
Rent	3,940	3,939
Rates	290	445
Printing, postage and stationery	638	1,820
Sundry expenses	53	170
	<u>6,800</u>	<u>8,252</u>
<u>Governance costs:</u>		
Accountancy fees	4,253	864
	<u>4,253</u>	<u>864</u>

6 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses from the charity during the year.

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2023

7 Staff costs

The aggregate payroll costs were as follows:

	2023	2022
	£	£
Wages and salaries	184,181	130,550
Social security costs	12,491	7,047
Pension costs	20,365	21,525
	<u>217,037</u>	<u>159,122</u>

No employee received remuneration of more than £60,000 during the year.

The monthly average number of persons (including senior management / leadership team) employed by the charity during the year expressed as full time equivalents was as follows:

	2023	2022
	No.	No.
Administration	<u>5.00</u>	<u>6.00</u>
Field surveyors	<u>2.0</u>	<u>1.0</u>

8 Pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £20,365(2022: £21,525).

9 Net income/ (expenditure) for the year

This is stated after charging:

	2023	2022
	£	£
Independent examiner's remuneration	<u>1,434</u>	<u>972</u>

10 Tangible fixed assets

	Furniture and equipment £	Total £
Cost or valuation		
As at 1 April 2022	13,901	13,901
As at 31 March 2023	<u>13,901</u>	<u>13,901</u>
Depreciation		
As at 1 April 2022	13,901	13,901
As at 31 March 2023	<u>13,901</u>	<u>13,901</u>
Net book value		
As at 31 March 2023	<u>-</u>	<u>-</u>
As at 31 March 2022	<u>-</u>	<u>-</u>

The Dorset Environmental Records Centre Trust Company Limited

**Notes to the Financial Statements
For The Year Ended 31 March 2023**

11 Fixed asset investments

	2023	2022
	£	£
Other investments	<u>251,071</u>	<u>267,170</u>
	Listed	Total
	investments	£
	£	£
Cost or valuation		
As at 1 April 2022	267,170	267,170
Revaluation	(16,099)	(16,099)
As at 31 March 2023	<u>251,071</u>	<u>251,071</u>
Net book value		
As at 31 March 2023	<u>251,071</u>	<u>251,071</u>
As at 31 March 2022	<u>267,170</u>	<u>267,170</u>

The market value of the listed investments at 31 March 2023 was £251,071 (2022: £267,170).

12 Debtors

	2023	2022
	£	£
Trade debtors	32,743	31,533
Prepayments	3,483	2,152
Accrued income	106	32,888
	<u>36,332</u>	<u>66,573</u>

13 Creditors: Amounts falling due within one year

	2023	2022
	£	£
Social security and other taxes	20,463	17,397
Other creditors	2,100	1,235
Accruals and income received in advance	53,933	8,190
	<u>76,496</u>	<u>26,822</u>

The Dorset Environmental Records Centre Trust Company Limited

Notes to the Financial Statements For The Year Ended 31 March 2023

14 Funds

	At 01.04.22	Incoming resources	Resources expended	Other recognised gains/(losses)	At 31.03.23
	£	£	£	£	£
Unrestricted funds					
General	250,814	228,514	(247,049)	-	232,279
Designated	8,000	-	-	-	8,000
	<u>258,814</u>	<u>228,514</u>	<u>(247,049)</u>	<u>-</u>	<u>240,279</u>
Revaluation reserve					
Revaluation reserve	108,779	-	-	(16,099)	92,680
	<u>108,779</u>	<u>-</u>	<u>-</u>	<u>(16,099)</u>	<u>92,680</u>
Total funds	<u>367,593</u>	<u>228,514</u>	<u>(247,049)</u>	<u>(16,099)</u>	<u>332,959</u>

	At 01.04.21	Incoming resources	Resources expended	Other recognised gains/(losses)	At 31.03.22
	£	£	£	£	£
2022 Unrestricted funds					
General	159,672	274,222	(183,080)	-	250,814
Designated	8,000	-	-	-	8,000
	<u>167,672</u>	<u>274,222</u>	<u>(183,080)</u>	<u>-</u>	<u>258,814</u>
Revaluation reserve					
Revaluation reserve	86,601	-	-	22,178	108,779
	<u>86,601</u>	<u>-</u>	<u>-</u>	<u>22,178</u>	<u>108,779</u>
Total funds	<u>254,273</u>	<u>274,222</u>	<u>(183,080)</u>	<u>22,178</u>	<u>367,593</u>

15 Analysis of fund balances between net assets

	Unrestricted funds	Total
	£	£
Tangible fixed assets	-	-
Fixed asset investments	251,071	251,071
Current assets	158,384	158,384
Current liabilities	(76,496)	(76,496)
Total funds	<u>332,959</u>	<u>332,959</u>
2022	£	£
Tangible fixed assets	-	-
Investments	267,170	267,170
Current assets	127,245	127,245
Current liabilities	(26,822)	(26,822)
Total funds	<u>367,593</u>	<u>367,593</u>

The Dorset Environmental Records Centre Trust Company Limited

**Notes to the Financial Statements
For The Year Ended 31 March 2023**

16 Financial instruments

	2023	2022
	£	£
Categorisation of financial instruments:		
Financial assets that are debt instrument measured at amortised cost	<u>154,795</u>	<u>92,205</u>
Financial liabilities measured at amortised cost	<u>76,496</u>	<u>26,822</u>

Items of income, expense, gains or losses

The total interest income for financial assets not measured at fair value through profit or loss is £8,724 (2022: £7,982).