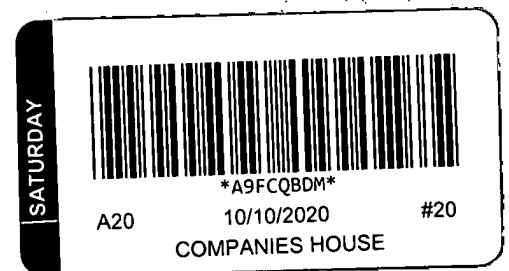


Registered number: 04965522
Charity number: 293190

FRIENDS OF WESTONBIRT ARBORETUM
(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019



**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 2019**

Trustees	E Bottril (appointed 18 April 2019) C L Burt L G Grant M Green (appointed 18 April 2019) J D K Hammond (resigned 22 May 2019) M B Headen (resigned 22 May 2019) M Howarth M A Mintram M Potter (resigned 22 May 2019) M D Smith M R Ulyatt (resigned 2 January 2019) R Walker (appointed 18 April 2019) E F Weston (resigned 1 August 2019)
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 16 Queen Square Bristol BS1 4NT

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

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2019**

The Trustees present their annual report together with the audited financial statements of the Charity for the year 1 January 2019 to 31 December 2019. 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.

a. WELCOME FROM THE CHAIR

This year saw a significant move forward for the Friends of Westonbirt Arboretum. The Charity's trustees have worked with Forestry England to develop a new 10-year vision for the arboretum. In December 2019, the 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 as both the climate and society changes. Our place in a changing world, brings together our conservation, education and participation objectives and will be supported by a more detailed master planning document over the course of 2020.

In 2019 the Charity was instrumental in supporting Forestry England in the once-in-a-generation purchase of the neighbouring Silk Wood House property, growing Westonbirt, The National Arboretum (the "Arboretum") for the first time in 200 years. We also officially opened the new Westonbirt Woodworks, a major project which now means we can better utilise the felled timber we have on site and better educate and engage with visitors on site around the lifecycle of trees. A further grant to the Tree Team saw us purchase a timber trailer and crane enabling us to better move those logs around the site for sustainable use.

The Charity's work would not be possible without the significant support it receives from several different sources: volunteer time, membership subscriptions, donations and direct funding. Our supporters are so important to FOWA and to Westonbirt and as we move into our 35th year as a charity and 20th year in the Great Oak Hall. Members continue to be our single biggest source of income through subscriptions, donations, appeals and fundraising events. Members have played a vital role in the Charity 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 incredibly grateful for their continuing loyalty and support.

Sadly, around the time of producing our accounts, we have lost some significant Friends who were instrumental in the development of the Arboretum and had key roles with the Charity. Mike Westgate, a former trustee and arboretum phenologist; Peter Gregory, a trustee fundamental in our development; and lastly our Vice President, Peregrine Pollen, who sadly passed in February 2020 and was a leading light in the development of the Arboretum and the Friends. They will long be remembered for their outstanding contributions.

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

(CONTINUED)

b. 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 33,000 members, 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.

In 2019 a new Fundraising Development Panel group was established to support best practice in fundraising and the Charity has chosen to follow both the Code of Fundraising Practice (as overseen by the Fundraising Regulator) and the Charity Governance Code (as endorsed by the Charity Commission).

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

(CONTINUED)

c. OBJECTIVES AND 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" through:

- 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 so as to encourage long-term relationships and fundraising opportunities.

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. By studying and conserving our trees, sharing our knowledge and encouraging more people to engage with The National Arboretum, we can improve understanding of our natural assets, communicate the important role they play to all life on earth, and get more people benefiting from the positive impacts on health and well-being.

Following the new 10-year vision for the Arboretum, jointly written with Forestry England, our renewed mission as the Charity is to support it.

In support of this, a new 3-year strategy 2020 – 2023 has been devised to move the Arboretum and the Charity forward under seven Strategic Aims. These aims range from direct engagement with the Arboretum, developing the supporter experience, to leveraging technology for a more efficient organisation.

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.

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

(CONTINUED)

d. MAIN ACTIVITIES UNDERTAKEN TO FURTHER THE CHARITY'S PURPOSES FOR PUBLIC BENEFIT

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 public benefits of the Charity's activities are conservation and education, and these are achieved principally by the award and monitoring of grants and payments made to Forestry England to manage 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.

e. ACHIEVEMENTS AND PERFORMANCE

MAIN FINANCIAL ACHIEVEMENTS IN 2019

The Charity had significant revenue growth in the year with total income for 2019 at £1,433K with £1385K of that revenue unrestricted, representing a growth in income of £108K or 8% year on year. This has been driven by a significant increase in membership subscription income to £1,226K; an increase of £40K. There was also a significant income deferment to 2020 of £476K, up some £37K on the previous year.

Revenue from unrestricted donations also increased by £102K driven by legacies received in the year, which is a vital source of revenue to the Charity. There was also £48K of restricted income raised through individuals' trusts and foundations supporting allocated projects on site.

Trading income was slightly up on budget generating £21K through Great Oak Hall meetings and events, which is another way the Charity engages with local organisations to develop support. The consolidation of bank accounts as well as reducing our financial risk also supported investment income increases of £2K.

We have continued to invest in the provision of good administration to aid the efficient running of the Charity's activities while financially supporting grantees and their work with beneficiaries to a higher level than 2018. Total expenditure was £2,024K an increase of £875K on the previous year. This was largely driven by the £750K grant for the purchase of Silk Wood House with 97% of the Charity's expenditure going on charitable activities. This has reduced the Arboretum Development Fund down from £1,188K in the opening balance down to £352k for projects on site that align with the vision.

Direct costs increased by £817K to £1,599K. However, £820K of that can be attributed to an increase in the Arboretum Access Rights, grants and the development fund expenditure for site projects. Support costs saw an overall increase of £55K to £373K driven by increased salary costs including a new CEO, additional membership staff and a new fundraiser role to drive forward the revenue creation. There were also significant increases in our IT infrastructure costs recognised in 2019 linked to the development of a new CRM (the customer relationship management database that drives the charity administration).

The Charity made an operating surplus of £285K in the period with an overall net expenditure deficit of £591K after designated and grant expenditure, bringing the total unrestricted funds carried forward to £831K.

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

(CONTINUED)

REVIEW OF ACTIVITIES

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

- Development of charity governance
- Access Rights Payment
- Development and growth of the membership scheme
- Fundraising
- Awarding of Grants

Charity Governance

2019 was a year of planning for the charity with new CEO Mike Coe taking over in January with a strategy to 'prepare the ground' and audit the current operation in order to develop the new vision. This saw a reduction in the governance and agency costs of 61% in the previous financial year with a more settled structure. Three new trustees Beth Bottrill, Rachel Ellis and Martin Green joined the board in April providing additional skills to the Board.

At the May AGM there were three retiring trustees - Malcolm Potter, John Hammond and Margaret Headen all having volunteered tirelessly with the Charity over the course of the last decade. Beth Weston also retired as a Trustee during the financial year and we owe them all a debt of gratitude for their service.

Arboretum Access Rights Payment (AARP)

Following the recalculation of the AARP, the Trustee Board reviewed and maintained the member linked calculation to give £551K, which represents an additional £6K year-on-year to support the Arboretum, as consideration for allowing the Charity's members the right of access to the Arboretum. There was also an additional £26K in discounted rebate to Forestry England from refunded entrance tickets in 2019. This additional income directly supports a wide range of 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.

Membership

As a membership organisation, our members are our lifeblood, raising 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 2019, our membership grew by 5.5% to just under 34,000 (33,816) maintaining our retention rate at 82% which was a significant achievement while also elevating the conversion rate to 5.24%.

The number of member visits increased this year by 6.7% to 324,000 visits showing the strength and value of the membership to the Arboretum. There was an increase in the number of single memberships sold with a slight decline in joint memberships highlighting the shift in our membership demographic.

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

(CONTINUED)

This growth was largely organic and was enabled through renewed emphasis on communicating awareness of membership on site with the Welcome Building, training of volunteers and a significant external communications strategy highlighting the positive work of the Charity at the Arboretum and the good work that the membership donation does to supporting our charitable objectives.

We also launched our membership survey, which highlighted a high level of satisfaction and commitment by members to our cause and the growing diversity of our supporters. This survey was published on our digital channels to share with members.

The second half of the year saw the Membership Team start the work of migrating from an unsupported system 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.

Fundraising

Our Fundraising Team continued to work hard throughout the year to secure additional revenue and project funding from a range of sources to support ongoing and new areas of work at the Arboretum.

Unrestricted donations were up £102k, driven by a legacy received in the year of £65K, which was gratefully received and highlights the significance of legacy gifts. Other unrestricted fundraising from individuals is down by £4K on the previous year with more focus going on converting the large individual donations to specific restricted projects.

Fundraised income still exceeded expenditure (including allocation of a proportion of the Charity's central costs).

Grants

Silk Wood House

The Charity supported the once-in-a-generation purchase of the neighbouring Silk Wood House with a grant to Forestry England from the Arboretum Development Fund of £750K. This significant grant was instrumental in helping secure the property and 35 acres of land as part of the 10-year vision and masterplanning work. The purchase has provided much needed land for the Arboretum to expand both planting but also a canvas for future project work. We are indebted to our supporters for their membership donations that helped to acquire the land.

Wood Centre

During 2019, the Wood Centre fundraising ended with the completion and official opening as Westonbirt Woodworks in May. 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 Sawmill, a significant investment in the project, became operational with timber from the Arboretum being processed with potential usage on site. In December 2019, the shop element of the woodworks started to sell certain items made on site with £88K spent by the Charity in 2019 to finish the work.

Community Shelter

Through 2019, we supported the work of Forestry England on developing a Community Shelter, enlisting an expert team of designers and architects to reinvigorate an area of Silk Wood to be used exclusively for community activities. Local community groups were brought together during autumn and winter 2019 to help design the shelter with the build planned for 2020 in collaboration with those groups who will be using the space. The Charity raised £11K in 2019 for the project including grants from the Gloucestershire Community Foundation and Kirby Laing Foundation. The Charity has also allocated £59K in designated funds for the project.

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

(CONTINUED)

Quarantine House

The Charity has also supported the Arboretum in 2019 through fundraising for a new Quarantine House. 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 constantly monitor and regularly inspect all new plants and seeds. Supporting the conservation objectives in the new 10-year vision, we have raised over £21K from individual members and from trusts and grants including the Stanley Smith Horticultural Trust.

Coppice Shelter

In 2019, 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 store their coppicing equipment safely. The structure will also provide a drying area for material to be readied for the charcoal kiln. Through the year, we raised £8K alongside committing a further £9K in designated money from the Arboretum Development Fund.

Timber Trailer and Crane

In December 2019, the Charity funded the purchase of a timber trailer and crane with a grant of £16K to the Tree Team. The timber trailer will revolutionise the way that timber is processed on site with the arborists now able to move large timber loads around the site for utilisation with the new sawmill at Westonbirt Woodworks. The aim is to produce our own building materials supporting both our conservation and engagement work on site.

Signage and Path Improvements

During 2019, the Charity designated £72K 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. In total some £54K 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.

Student Arborists

During 2019, £9K was spent to support the salary of one of the student arborists. 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.

Access and Mobility

During 2019, there was a significant investment in mobility access in line with our participation objectives. A grant of £8k was paid to support the shuttle bus on site and a further £6K grant and £4K in designated funds spent on additional wheelchairs on site with better rough terrain capacity. This helps us to continue to allow access for all, a fundamental objective for the Charity.

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
(A COMPANY LIMITED BY GUARANTEE)**

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

(CONTINUED)

f. 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. 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. It is clear that the current closure of the arboretum will lead to an adverse financial impact, mainly through deferred membership revenue and lost shop sales. We are, however, confident that many members will return once the arboretum reopens. We are working closely with Forestry England to minimise the adverse impact. In the meantime, the charity is financially resilient and will be ready to resume its full activity at due course. Until then we will need to reduce or defer some of our payments to FE until the future is clearer and revenues stabilise.

RESERVES POLICY

The trustees have established a policy whereby free reserves (unrestricted funds not committed or investment in tangible fixed assets) held by the charity should be at a minimum of three months running costs and workers' salary costs. This has been calculated to be approximately £285,000.

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 and was set up by a Trust deed.

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 take overall responsibility 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.

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)

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 Society'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. 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.

f. PAY POLICY FOR KEY MANAGEMENT PERSONNEL

The Trustees consider all staff remuneration in the same way on an annual basis. Their pay policy allows for an annual cost of living increase and performance bench marked against the voluntary sector.

g. FUTURE DEVELOPMENTS

The Charity's trustees are developing a 3-year strategy to support the 10-year vision focussing on both charity and master planning development.

In February 2020, the Charity took over the running of the gift shop at Westonbirt setting up a trading subsidiary, The Friends of Westonbirt Arboretum Enterprises Ltd. The profits from the shop will be donated to the Charity to support the projects outlined in the 10-year vision. The shop aims to better tell the story of the Arboretum, selling products that align with our sustainable objectives.

In March 2020, we launched our new cloud-based CRM Raisers Edge NXT. This will move our membership and fundraising operation under one interconnected system with the older ThankQ database now unsupported.

h. TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Friends of Westonbirt Arboretum 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

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

**TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

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 as 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 on 28/9/20 and signed on their behalf by:


M A Mintram
Chair

**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 'charity') for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the 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 charitable company's affairs as at 31 December 2019 and of its 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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.

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)**

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:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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 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 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.

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. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state 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.

Bishop Fleming LLP

David Butler FCA DChA (Senior statutory auditor)

for and on behalf of

Bishop Fleming LLP

Chartered Accountants

Statutory Auditors

16 Queen Square

Bristol

BS1 4NT

Date:

7 October 2020

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

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:					
Donations and legacies	2	130,449	47,760	178,209	111,485
Charitable activities	3	1,225,993	-	1,225,993	1,186,459
Other trading activities	4	21,817	-	21,817	21,692
Investments	5	7,004	-	7,004	5,289
TOTAL INCOME		1,385,263	47,760	1,433,023	1,324,925
EXPENDITURE ON:					
Raising funds	6	51,839	43	51,882	49,515
Charitable activities		1,955,167	17,200	1,972,367	1,099,555
TOTAL EXPENDITURE		2,007,006	17,243	2,024,249	1,149,070
NET (EXPENDITURE)/INCOME		(621,743)	30,517	(591,226)	175,855
Transfers between funds	13	5,164	(5,164)	-	-
NET MOVEMENT IN FUNDS		(616,579)	25,353	(591,226)	175,855
RECONCILIATION OF FUNDS:					
Total funds brought forward		1,447,686	18,826	1,466,512	1,290,657
Net movement in funds		(616,579)	25,353	(591,226)	175,855
TOTAL FUNDS CARRIED FORWARD		831,107	44,179	875,286	1,466,512

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 18 to 33 form part of these financial statements.

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

**BALANCE SHEET
AS AT 31 DECEMBER 2019**

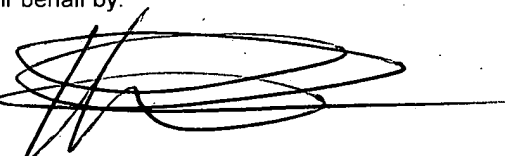
	Note	2019 £	2018 £
FIXED ASSETS			
Tangible assets	9	82,527	59,544
		<u>82,527</u>	<u>59,544</u>
CURRENT ASSETS			
Debtors	10	84,341	49,825
Cash at bank and in hand		1,344,797	1,940,440
		<u>1,429,138</u>	<u>1,990,265</u>
Creditors: amounts falling due within one year	11	(613,583)	(546,609)
NET CURRENT ASSETS		<u>815,555</u>	<u>1,443,656</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>898,082</u>	<u>1,503,200</u>
Creditors: amounts falling due after more than one year	12	(22,796)	(36,688)
TOTAL NET ASSETS		<u><u>875,286</u></u>	<u><u>1,466,512</u></u>
CHARITY FUNDS			
Restricted funds	13	44,179	18,826
Unrestricted funds	13	831,107	1,447,686
TOTAL FUNDS		<u><u>875,286</u></u>	<u><u>1,466,512</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 on 28/19/20 and signed on their behalf by:

M A Mintram
Chair



The notes on pages 18 to 33 form part of these financial statements.

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

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2019**

	2019 £	2018 £
CASH FLOWS FROM OPERATING ACTIVITIES		
Net cash used in operating activities	(564,563)	229,228
CASH FLOWS FROM INVESTING ACTIVITIES		
Dividends, interests and rents from investments	7,004	5,289
Purchase of tangible fixed assets	(38,084)	(12,600)
NET CASH USED IN INVESTING ACTIVITIES	(31,080)	(7,311)
CHANGE IN CASH AND CASH EQUIVALENTS IN THE YEAR	(595,643)	221,917
Cash and cash equivalents at the beginning of the year	1,940,440	1,718,523
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	1,344,797	1,940,440

The notes on pages 18 to 33 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 2019**

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.

The Charity has elected to apply all amendments to FRS 102, as set out in the Financial Reporting Council's triennial review published in December 2017, and included in Update Bulletin 2 to the Charities SORP (FRS 102), prior to mandatory adoption for accounting periods beginning on or after 1 January 2019.

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.

1.2 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.

1.3 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 Charity 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 Charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

1. ACCOUNTING POLICIES (continued)

1.4 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 institution with whom the funds are deposited.

1.5 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

1.6 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.

1.7 CASH AT BANK AND IN HAND

Cash at bank and 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.

1.8 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 Statement of financial activities as a finance cost.

1.9 FINANCIAL INSTRUMENTS

The Charity 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.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

1. ACCOUNTING POLICIES (continued)

1.10 PENSIONS

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

1.11 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 Charity 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 Charity 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 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	65,449	47,760	113,209	110,509
Legacies	65,000	-	65,000	976
	<u>130,449</u>	<u>47,760</u>	<u>178,209</u>	<u>111,485</u>
TOTAL 2018	<u>28,373</u>	<u>83,112</u>	<u>111,485</u>	

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Membership subscriptions	1,225,993	1,225,993	1,186,459
TOTAL 2018	<u>1,186,459</u>	<u>1,186,459</u>	

4. INCOME FROM OTHER TRADING ACTIVITIES

Income from fundraising events

	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Guide book sales	-	-	438
Letting fees and commission relating to the Great Oak Hall	21,817	21,817	21,254
	<u>21,817</u>	<u>21,817</u>	<u>21,692</u>

5. INVESTMENT INCOME

	Unrestricted funds/ 2019 £	Total funds 2019 £	Total funds 2018 £
Investment income	7,004	7,004	5,289
TOTAL 2018	<u>5,289</u>	<u>5,289</u>	

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

6. EXPENDITURE ON RAISING FUNDS

FUNDRAISING TRADING EXPENSES

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Bench purchases	-	-	-	2,402
Purchases for events	4,134	43	4,177	991
The Great Oak Hall expenses	9,894	-	9,894	9,854
Donated facilities - The Great Oak Hall	5,625	-	5,625	5,625
Wages and salaries	32,186	-	32,186	30,643
	<u>51,839</u>	<u>43</u>	<u>51,882</u>	<u>49,515</u>
TOTAL 2018	<u>49,515</u>	<u>-</u>	<u>49,515</u>	

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2019 £	Support costs 2019 £	Total funds 2019 £	Total funds 2018 £
Direct and support costs	<u>1,599,130</u>	<u>373,237</u>	<u>1,972,367</u>	<u>1,099,555</u>
TOTAL 2018	<u>781,775</u>	<u>317,780</u>	<u>1,099,555</u>	

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of direct costs

	Total funds 2019 £	Total funds 2018 £
Arboretum access rights	551,151	544,555
Grant expenditure	202,960	138,025
Arboretum Development Fund expenditure (Silk Wood House)	750,000	-
Membership activities	38,959	30,649
Westonbirt magazine costs	50,435	62,921
Donated facilities - The Great Oak Hall	5,625	5,625
	<u>1,599,130</u>	<u>781,775</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES (CONTINUED)

Analysis of support costs

	Total funds 2019 £	Total funds 2018 £
Staff costs	252,659	179,487
Depreciation	15,101	15,761
Other staff expenditure	2,593	2,555
Staff recruitment and development	6,548	17,587
Agency costs	-	31,071
Governance	19,423	18,156
Telephone	611	924
Rates	1,128	1,010
Utilities	3,399	2,880
Insurance	7,960	7,327
Printing, post and stationery	1,703	1,620
General maintenance	3,863	3,262
Information technology	39,362	21,707
Marketing	2,102	1,597
Miscellaneous expenses	6,363	5,187
Bank charges	115	360
Accounting Services	10,307	6,375
Consultancy	-	914
	373,237	317,780

8. STAFF COSTS

	2019 £	2018 £
Wages and salaries	239,975	183,517
Social security costs	20,667	10,735
Contribution to defined contribution pension schemes	24,203	15,878
	284,845	210,130

Staffing costs comprises of £252,659 (2018: £179,487) within support costs and £32,186 (2018: £30,643) within fundraising trading expenses.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

8. STAFF COSTS (CONTINUED)

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

2019 No.	2018 No.
11	9

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 £51,414 (2018: £33,333).

9. TANGIBLE FIXED ASSETS

	Leasehold improvements £	Fixtures and fittings £	IT assets £	Total £
COST OR VALUATION				
At 1 January 2019	33,518	30,280	97,550	161,348
Additions	-	-	38,084	38,084
At 31 December 2019	33,518	30,280	135,634	199,432
DEPRECIATION				
At 1 January 2019	16,528	28,102	57,174	101,804
Charge for the year	1,676	685	12,740	15,101
At 31 December 2019	18,204	28,787	69,914	116,905
NET BOOK VALUE				
At 31 December 2019	15,314	1,493	65,720	82,527
At 31 December 2018	16,990	2,178	40,376	59,544

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

10. DEBTORS

	2019 £	2018 £
DUE WITHIN ONE YEAR		
Trade debtors	9,938	2,574
Prepayments and accrued income	74,403	47,251
	<u>84,341</u>	<u>49,825</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	33,365	76,771
Other taxation and social security	22,886	15,055
Accruals	80,630	15,255
Deferred income	476,702	439,528
	<u>613,583</u>	<u>546,609</u>

	2019 £	2018 £
Deferred income at 1 January	439,528	523,121
Resources deferred during the year	476,702	439,528
Amounts released from previous periods	(439,528)	(523,121)
	<u>476,702</u>	<u>439,528</u>

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

	2019 £	2018 £
Deferred income	<u>22,796</u>	<u>36,688</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

13. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT 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	-
Student Arborists Fund	-	1,481	(8,833)	9,047	1,695
Disability Transport	-	-	-	3,740	3,740
Community Shelter	-	-	-	58,845	58,845
The 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	260,000	1,349,182	(1,080,261)	(243,921)	285,000
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
The 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 2019**

13. STATEMENT OF FUNDS (CONTINUED)

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 January 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2018 £
UNRESTRICTED FUNDS					
DESIGNATED FUNDS					
Arboretum Development Fund	1,056,475	-	-	131,211	1,187,686
GENERAL FUNDS					
General Funds	210,000	1,243,454	(1,013,187)	(180,267)	260,000
TOTAL UNRESTRICTED FUNDS	1,266,475	1,243,454	(1,013,187)	(49,056)	1,447,686
RESTRICTED FUNDS					
Westonbirt Project Fund	595	9,756	(53,298)	42,947	-
Learning Fund	6,791	-	-	(6,791)	-
Student Arborists Fund	1,851	12,458	(9,145)	-	5,164
Community Shelter	1,078	5,439	(1,146)	6,791	12,162
The Wood Centre	12,367	53,818	(72,294)	6,109	-
Quarantine House	-	1,500	-	-	1,500
	22,682	82,971	(135,883)	49,056	18,826
TOTAL OF FUNDS	1,289,157	1,326,425	(1,149,070)	-	1,466,512

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

13. 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. *The Westonbirt Project Fund* – this fund has been used for the development of the now completed Welcome Building, the Treetop Walkway and the Tree Management Centre and a number of other works. The Westonbirt Project Fund will close when the final pledges are received in 2020.
3. *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.
4. *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.
5. *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.
6. *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
7. *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.
8. *Shuttle Bus* – the purpose of this fund is to support mobility access across Westonbirt in line with our participation objectives. This fund supported the provision of the shuttle bus on-site to improve access.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

13. STATEMENT OF FUNDS (CONTINUED)

Restricted Funds:

1. *Student Arborists* – as above. This fund has been reclassified as a designated fund as the funds for this role are drawn from the charity's unrestricted funds.
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.
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.

14. SUMMARY OF FUNDS

SUMMARY OF FUNDS - CURRENT YEAR

	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2019 £
Designated funds	1,187,686	36,081	(926,745)	249,085	546,107
General funds	260,000	1,349,182	(1,080,261)	(243,921)	285,000
Restricted funds	18,826	47,760	(17,243)	(5,164)	44,179
	<u>1,466,512</u>	<u>1,433,023</u>	<u>(2,024,249)</u>	<u>-</u>	<u>875,286</u>

SUMMARY OF FUNDS - PRIOR YEAR

	Balance at 1 January 2018 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2018 £
Designated funds	1,056,475	-	-	131,211	1,187,686
General funds	210,000	1,243,454	(1,013,187)	(180,267)	260,000
Restricted funds	22,682	82,971	(135,883)	49,056	18,826
	<u>1,289,157</u>	<u>1,326,425</u>	<u>(1,149,070)</u>	<u>-</u>	<u>1,466,512</u>

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	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

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Unrestricted funds 2018 £	Restricted funds 2018 £	Endowment funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	-	59,544	59,544
Current assets	-	18,826	1,971,439	1,990,265
Creditors due within one year	-	-	(546,609)	(546,609)
Creditors due in more than one year	-	-	(36,688)	(36,688)
TOTAL	-	18,826	1,447,686	1,466,512

16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019 £	2018 £
Net income for the year (as per Statement of Financial Activities)	(591,226)	175,855
ADJUSTMENTS FOR:		
Depreciation charges	15,101	15,761
Interest received	(7,004)	(5,289)
Decrease/(increase) in debtors	(34,516)	41,720
Increase/(decrease) in creditors	53,082	(319)
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	(564,563)	227,728

**FRIENDS OF WESTONBIRT ARBORETUM
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

17. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Cash in hand	602,194	1,215,412
Notice deposits (less than 3 months)	742,603	725,028
TOTAL CASH AND CASH EQUIVALENTS	1,344,797	1,940,440

18. ANALYSIS OF NET DEBT

	At 1 January 2019 £	Cash flows £	At 31 December 2019 £
Cash at bank and in hand	1,940,440	(595,643)	1,344,797
	1,940,440	(595,643)	1,344,797

19. RELATED PARTY TRANSACTIONS

The Charity 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 £550,918 (2018: £543,025).

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 (2018: £11,250) and recognised in the financial statements.

The Charity paid £750,000 in the current year to Forestry England as a contribution towards Forestry England's purchase of Silk Wood House.

20. 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.

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

21. COVID-19

The COVID-19 pandemic will have some financial implications for the charity. The Arboretum was closed on March 23rd to 3rd June in line with government guidance and it is anticipated that this will lead to some memberships being cancelled and not renewed, resulting in a decrease in income for the charity.

The newly acquired shop has also had to be closed from 23rd March, meaning that there will be no sales income for the period of closure, and bookings for using the Great Oak Hall for corporate events have been cancelled. It is also anticipated that fundraising, from both individual donors and also from Trusts and grant-awarding bodies will be impacted across 2020.

However, to mitigate against these potential losses of income, we have taken actions to try and reduce costs wherever possible. Where appropriate staff have been furloughed utilising the government's Job Retention Scheme which has reduced costs. We have also been active in seeking additional funds and have applied for, and subsequently received, a government grant of £25,000 to support the Enterprise (retail shop). We are also taking advantage of deferred rental payments, as offered by Forestry England (the landlord), to assist with managing the cash position of the Enterprise. We have also reviewed our discretionary spend and have postponed projects and other expenditure where it is appropriate to do so.

The charity is in a strong financial position with healthy reserves and the cash balance as at 31st December 2019 was £1.3m 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 2020 on a regular basis. In these forecasts we have modelled various potential outcomes based on different reductions in membership renewals. 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.