



The Friends of Oxford Botanic Garden & Arboretum

Rose Lane, Oxford, OX1 4AZ | 01865 610303 | friends.administrator@obg.ox.ac.uk

**Annual General Meeting held at 7.30pm on Thursday, 3rd October 2019
Jaqueline du Pré Music Building, St Hilda's College, Oxford**

Apologies were received but none were noted. 55 members and 7 Directors attended.

1. Chairman's report

Sarah Taylor reported that this has been another wonderful year for the Garden and Arboretum, with record visitor numbers and plans for the 400th Anniversary developing well. It has been a more challenging year for the Friends. Our administrator, Jo Ashby, resigned in April, to work more full time in the chemistry department. We found an outstanding candidate in the shape of Isabella Raeburn, who has come to us from Magdalen College School with a wealth of experience. However, she couldn't start until the end of term in mid-July, so we had a three-month hiatus. The person who suffered most from this was our treasurer, Hemlata, who has had to put in many more hours than she ever signed up for as a volunteer. We owe her the most profound gratitude for having soldiered on and produced her usual high standard of accounts and reporting.

The other setback this year has been the decision by Kew Gardens to terminate the free entry reciprocal arrangements they had with several gardens, not just us. The free entry has been replaced by a still generous offer of 2 for 1 entry. That a number of people had joined us simply to get into Kew for less has been evidenced by the fact that a number of mostly London based people have not renewed their subscription. This is of course a disappointment, but we will renew our efforts to recruit new Friends, highlighting the benefits available such as, to cite just one example, access to the garden on May Day morning, a truly magical experience.

Over the year since our last AGM, we have paid out £223,500 to the Garden, and committed a further £82,000. By far the biggest proportion of this money is going to enhancing the Garden and Arboretum plant collections, to the tune of £115,000 spent and a further £60,500 committed. We paid £28,000 for a generator for the glasshouse to safeguard the collections in the face of a failing heating system. We also contributed to Pia Ostlund's beautiful and informative interpretation panels at the two sites and to equipment to help the education programme. We can be justly proud of enabling the vision of Simon Hiscock and his team to come to fruition and both the Garden and the Arboretum have been transformed over the last four years.

Your Friend's Forum continues to organise a busy programme of garden visits, which are hugely popular: the team works hard to try and keep up with demand! The coffee mornings at the Garden and Arboretum continue to grow in popularity, being regularly attended by up to 100 Friends. The annual opera event was again a great success this year. We also help the Garden staff by producing tea and cake at several other events, like the Spring and Summer Fairs at the Arboretum, the Christmas Fair at the Garden and Alice Day.

The new Danby Group of Patrons which supports both the garden and the University Herbarium has been going for a year now. We have 18 members, who have, thanks to Maura Allen, enjoyed no fewer than 5 events, ranging from fascinating talks in the University Herbarium given by Stephen Harris, to a presentation on threatened trees in the Arboretum by Ben Jones, and a night time tour of the glasshouses



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given by Chris Thorogood, complete with the night flowering cactus obliging us miraculously on cue with a spectacular bloom. All these events are accompanied by refreshments, from champagne and canapes in the Department of Plant sciences, to a barbeque at the Arboretum, and a truly memorable Japanese meal cooked by the very talented Taeko Sakai in the Conservatory. Plans for next year include viewing more unseen items at the Herbarium, tree canopy swings at the Arboretum, Mediterranean wine tasting at the Garden and a fabulous Sicilian plants and garden tour.

Our other Patrons group, Bobarts, goes from strength to strength under the devoted leadership of Jennie Turner, ably aided by Helen Potts.

As of today, Jennie has resigned as a Director of the Friends and I want to pay tribute to the indispensable role she has played in our development. She joined the Council, as it was then known, in 1996, in time to help with our education endowment appeal. Then, in 2004, she took on her defining role, launching the Bobarts Patrons Group. She single-handedly set it up, recruited its members and organised a programme of regular visits to private gardens. Thanks to her meticulous research and organisation – she finds the gardens, persuades the owners to open for her, visits them to ensure that they are suitable, organises transport if needs be, edits the booking leaflets and writes up the visits for the *Newsletter* - she has ensured a thriving group, many of whose members have become firm friends. The Bobarts group now has 87 members and contributes some £15,000 per annum to the funds which the Friends can give to the Garden.

Jennie was also central to the conversion in 2004 of the Friends into a Company Limited by Guarantee, no trivial task: the paperwork involved was intricate and voluminous. She became the founder Secretary and remained so until 2014, devotion to duty indeed. As a result, she is also the de facto keeper of the Friends' archive, an invaluable source of information. She is resigning as a Director but intends to continue helping with the Bobarts group and with fund raising. Thank you, Jennie, for all that you have done and do for the Friends and the Garden.

2. Treasurer's report

Hemlata Bountra reported on the 2018/2019 financial highlights: membership increased from 3,317 to 3,537 an increase of 6.6% with 8% non-renewal; total funds raised were £192k (2018 £239k); distributable funds generated were £137k (2018 £181k) after all costs; grants made to the Garden were £192k (2018 £176k); reserves carried forward were £76k (2018 £131k); and the Danby group was launched.

The sources of net income for 2018/2019 were membership fees, events, gift aid tax refunds, donations and legacies, and interest. The grants were used for enhancing & developing collections, both at the Arboretum and Garden, including in the walled garden and the riverside planters; further interpretation by Pia Ostlund; and backup heating for the glass houses. In addition, the Danby Group donated £7k to Plant Sciences for work in the Herbarium.

Fees increased on 1st March 2018 by 2%-4%. The next increase will be 1st March 2020.

The Friends have raised £2.26m since 2005, with £1.75m raised in the ten years to 2018/2019.



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3. Resolutions

Resolution 1

That the Trustees' Annual Report and Financial Statements for the year ended 28th February 2019 and the Accountants' Report be received and adopted.

All present were in favour and the Resolution was adopted.

Resolution 2 relates to the appointment and remuneration of the Reporting Accountants of the Company.

Critchleys are one of the leading firms of chartered accountants in the Thames Valley. They audit several of the Oxford University Colleges. They were first appointed as Reporting Accountants to the Friends of Oxford Botanic Garden & Harcourt Arboretum Ltd for the year ended 29^h February 2008. Last year, they charged us a very reasonable £1500.

Resolution 2

That Critchleys be re-appointed Reporting Accountants to the Company for the period until the conclusion of the next Annual General Meeting, and that the Directors of the Company be authorised to agree the remuneration of the Reporting Accountants.

Maura Allen proposed the Resolution. All present were in favour and the Resolution was adopted.

The final resolutions relate to the re-election of Directors of the company. The Articles of Association of the Company provide that, excluding any Director appointed since the last AGM, at least one third of the Directors should retire by rotation each year. This year Hemlata Bountra, Rebecca Mather and Anna Nasmyth retire by rotation and stand for re-election.

Resolution 3(a)

The Chairman proposed that Hemlata Bountra who retires by rotation, but being eligible, be proposed for re-election as a Director of the Company.

All present were in favour and the Resolution was adopted.

Resolution 3(b)

The Chairman proposed that Rebecca Mather who retires by rotation, but being eligible, be proposed for re-election as a Director of the Company.

All present were in favour and the Resolution was adopted.

Resolution 3(c)

The Chairman proposed that Anna Nasmyth who retires by rotation, but being eligible, be proposed for re-election as a Director of the Company.

All present were in favour and the Resolution was adopted.

Resolution 3 (d)



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The Chairman proposed that Helen Potts, having been co-opted as a Director since the last AGM, be elected a Director of the Company.

All present were in favour and the Resolution was adopted.

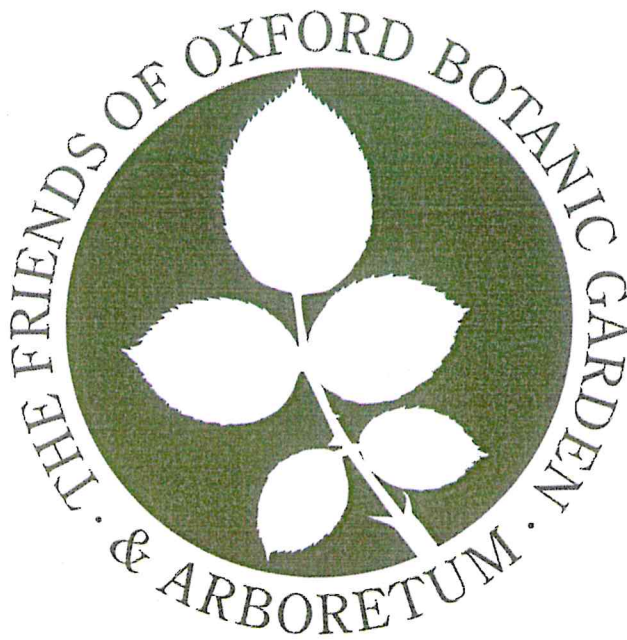
4. Any other business

There was none.

The Chairman declared the 2019 Annual General Meeting of the Company to be closed.

Following the AGM, Ben Jones, Curator of the Harcourt Arboretum, updated members on the plans for the Arboretum and Professor Liam Dolan, Sherardian Professor of Botany, gave an inspiring talk entitled “The Future of the Planet’s Botanic Gardens”.

The AGM was followed by drinks and the evening concluded at 9.30pm.



THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
28 FEBRUARY 2019

Registered Charity No. 1111939

Registered Company No: 05547805

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT
FOR THE YEAR ENDED 28 FEBRUARY 2019**

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Harcourt Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 28 February 2019.

LEGAL AND ADMINISTRATIVE INFORMATION

Registered charity name:	The Friends of Oxford Botanic Garden and Arboretum
Charity number:	1111939
Patron:	His Royal Highness, Prince of Wales
Constitution:	Memorandum and Articles of Association
Company registration number:	05547805
Registered and administrative office:	Oxford Botanic Garden Rose Lane Oxford OX1 4AZ Telephone: 01865 286690 Email: friends.administrator@obg.ox.ac.uk Web: www.botanic-garden.ox.ac.uk
Secretary:	Mrs Anna Nasmyth
Accountants:	Critchleys Audit LLP, Oxford
Bankers	CAF Bank Ltd, West Malling, Kent HSBC, Oxford

DIRECTORS

The Directors who served on the Board of the company during the year were as follows:

Mrs Jane Annett
Mrs Anna Nasmyth, Secretary
Mrs Sarah Taylor, Chair
Dr Jennie Turner
Mrs Hemlata Bountra, Treasurer
Mrs Maura Allen
Dr Rebecca Mather
Mrs Harriet Bretherton
Professor Simon Hiscock

The administrator to the Directors of The Friends of Oxford Botanic Garden and Harcourt Arboretum is Joanne Ashby.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 28 FEBRUARY 2019**

Details of the Directors of The Friends are set out below:

Maura Allen, appointed 2014 is responsible for fundraising events. Maura trained as an art teacher at the University of Tasmania, Hobart and taught in both state and private sectors in Tasmania before moving first to New York then to London, where she ran a small business for eight years. She returned to teaching when her children were older and taught at The Dragon School for nine years. She recently retired to pursue her first love of botanical illustration and gardening. Maura also works for the charities Emmaus, Family Links and the Story Museum.

Jane Annett, appointed 2011, is responsible for organising a programme of fund-raising visits to gardens within reasonable reach of Oxford and has been doing this for the Friends since 2005. Jane trained as a teacher in Cambridge specialising in Biology/Botany and has taught 3 year olds to 90 year olds in her time. Her final role was heading a Field Study Centre in Headington Quarry. In 1995 the Study Centre brought students to the Botanic Gardens for joint lectures on plants and the environment and they still visit to this day.

Hemlata Bountra, appointed May 2013, is responsible for financial administration as Treasurer. She is a Chartered Accountant and currently works at St Hilda's College, Oxford. Before coming to Oxford, she had a similar role at Murray Edwards College in Cambridge. Previous finance roles included stints in the hospitality, e-commerce and manufacturing industry. She is also a trustee of Denville Hall.

Harriet Bretherton, appointed October 2017, is responsible for organising garden visits and the Forum. For most of her working life, Harriet was a Probation Officer in London. On moving to Oxford in 1993, as a manager, she moved to the Family Court Service, which in 2001 became the Children and Family Court Advisory and Support Service. Harriet ended her career as the CAFCASS Research Officer. Since her retirement, her main interest has been with the FOBGA. She is also a Trustee of Flexicare, a charity which provides babysitting for sick and disabled children.

Simon Hiscock, appointed in 2018, is Director of the Oxford Botanic Garden and Arboretum. Simon read Botany at Worcester College Oxford and gained his DPhil at Oxford in 1993. In 2000 he moved to the University of Bristol as a lecturer in Plant Sciences. He was subsequently promoted to Reader (2003) and Professor of Botany in 2007 and served as Director of the Bristol Botanic Garden from 2000-2015. He returned to Oxford in July 2015 to take up his current post and a Fellowship at Christ Church. Simon is a trustee and Scientific Secretary of the Linnean Society of London and a trustee of the New Phytologist Trust. He is Editor in Chief of *Plants, People, Planet*, an open-access interdisciplinary plant science journal.

Rebecca Mather, appointed 2016, is responsible for membership recruitment. She has lived and worked in Oxford since 1971 where she trained as a doctor and was Consultant Psychiatrist for 23 years, retiring from clinical practice in 2013. She was Associate Dean at Oxford Deanery for Postgraduate Medical and Dental education until 2016 and is a Trustee for Rose Hill Junior Youth Club. She gardens in Oxford and Cornwall.

Anna Nasmyth, appointed 2009, is Company Secretary. After a career in publishing in the UK and USA, Anna moved with her family to Vienna and became involved in the Mendel Centre in Brno, Czech Republic, first as Project Manager and then as the Chief Executive Officer. The Mendel Centre established the Mendel Museum of Genetics in Brno and set up an annual lecture series, The Mendel Lectures.

Sarah Taylor, appointed 2005, helps with activities for Bobarts and is a member of the Visitors. She studied biochemistry at Oxford then worked as a fund manager for Phillips and Drew and Union Bank of Switzerland. She retired in 1991 to become a mother. Since 2000 she and her husband have restored the Tudor house at Rycote, near Thame, and have created a new garden there. Her other charity involvements include the League of Friends of Thame Community Hospital, which she chairs, The Oxfordshire Victoria County History Trust and Oxford Lieder festival of which she is a trustee. She was High Sheriff of Oxfordshire 2016-2017.

Jennie Turner appointed in 2006, was Company Secretary from 2006-2013. She is responsible for the activities of the Bobarts Patron Group of members, which she established in 2004 to provide extra funds for the OBGHA. She worked as an immunologist in the field of allergic lung disease in London, Harvard and Oxford and since

retirement has been involved with the Oxford University Newcomers' Club and is an Associate Fellow of Green Templeton College.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 28 FEBRUARY 2019**

Prior to the incorporation as a company limited by guarantee in August 2005, The Friends was a registered charity and its affairs were managed by a Council. Sarah Taylor (1997), Jennie Turner (1999), Mary Isaac (2000) and Richard Mayou (2002) were appointed to the Council of The Friends in the years shown.

AIMS

The aims of The Friends of Oxford Botanic Garden and Arboretum are to support and assist the work of the Oxford Botanic Garden and Harcourt Arboretum ('the Garden'). The Garden, part of Oxford University, has objectives which benefit both the University and the general public. These are to make the plant collections:

- a focus for research, teaching and collection based scholarship within the University;
- a research resource for a wide range of external scholarly users, nationally and internationally;
- a facility for communication and interaction between the University and the public;
- an educational resource for schools and for tertiary educational institutions;
- a catalyst for lifelong learning and cultural recreation in the immediate region, and for national and international visitors; and
- an active contributor to the cultural and economic development of the region.

The Garden was formed in 1621 and is the oldest botanic garden in the UK. It has a long history of serving both the University and the public with conservation, educational and recreational themes.

The Garden participates in a global strategy for plant conservation with other leading botanic gardens around the world, through a programme of propagation and distribution of rare plants. At the Arboretum the woodlands and wild flower meadows are managed to ensure these habitats are conserved for future generations. Through its staff trainee scheme the Garden makes a major contribution to the creation of the next generation of horticulturalists for the UK and overseas. In addition, both the Botanic Garden and the Arboretum provide recreational facilities for the public to enjoy throughout the year. During the year there were 186,444 (2018:165,503) visitors to the two facilities, of which 16,669 (2018: 20,227) were children.

The Trustees are mindful of their duty to ensure that the charity's activities exist for the public benefit. They have considered Charity Commission guidance in section 17(5) of the 2011 Charities Act, and are satisfied that the performance and achievements of the charity during the year, as outlined below, are consistent with this duty.

STRUCTURE, GOVERNANCE AND RISK MANAGEMENT

The Friends of the Oxford Botanic Garden and Arboretum is a registered charity and a company limited (by guarantee). The Friends are governed by a Memorandum and Articles of Association and is managed by a Board of Directors. The Directors are charity trustees as defined by Section 177 of the Charities Act 2011.

The Directors are elected for three years by members of The Friends at the Annual General Meeting. A third of the Directors must retire each year, but may stand for re-election. Separately, the University of Oxford is entitled to appoint an additional Director for a three-year term of office. Since September 2018, this post is held by Mr Simon Hiscock; Director of the University of Oxford Botanic Garden and Arboretum.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 28 FEBRUARY 2019**

The Directors have the power to co-opt members during the year. Board meetings are held at least three times each year.

Management of membership recruitment and publicity, special events and visits to private gardens is delegated to small groups of volunteers. During the year all the members of these small groups met three times with the Directors as the Forum of The Friends.

An administrator who is a University employee supports The Friends on a part time basis.

The accounts are examined each year by an independent firm of chartered accountants. The major risks to which the charity is exposed have been reviewed. The Directors are satisfied that procedures are in place to mitigate the risks so far as is possible.

ACHIEVEMENTS AND PERFORMANCE

The Friends had another successful year, continuing to increase their membership and providing financial and volunteer support to the Garden. They benefitted from close relationships with Garden and Arboretum staff and from enthusiastic help from many members.

During the year, the Danby Group of patrons was established in collaboration with the department of Plant Sciences. Half of the monies raised from subscriptions will go to support the work of Plant Sciences

Fund raising:

The Friends raise funds from membership subscriptions, visits to third party gardens, special events, legacy donations and from occasional appeals for specific Garden projects for which alternative funding is not available.

The Directors continue to make increasing subscription income a priority. Efforts to recruit at Garden events and to encourage Friends to introduce new members, either directly or by gift subscriptions, are being increased. Membership rose during the year from 3,317 to 3,537

Visits to other gardens by members of The Friends and by the Bobarts Group continued to be very well supported and raised record funds for The Friends.

There were several very successful fund raising special events during the year, including May Morning and the annual New College Opera. The Friends also assisted the Garden and Arboretum in their Autumn and Christmas Fairs.

Over the last 10 years, The Friends have raised £1.9m and made grants to the Garden totalling £1.5m.

Grant making:

All funds generated, net of costs, are transferred to the Botanic Garden to support the strategies and priorities of the Director of the Garden and the Visitors. The exact purpose and timing of the transfer of funds is agreed between the Directors of The Friends and the Garden representatives from time to time. Subscription income, net of administration costs, is allocated to minor projects and funding needs of the Garden. During the year a total of £192,398 (2018: £175,913) was committed to the Garden for the following purposes:

	2019 £	2018 £
Improvement of facilities	75,611	47,250
Staff development		6,250
Plant collection management	85,237	84,450
Public educational programmes	10,610	9,900
Equipment & other items	20,940	5,318

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 28 FEBRUARY 2019**

The main grants were for the continuing enhancement of the plant collections for research, teaching and visitor interest. A programme of new much admired interpretation at the Botanic Garden, which will continue at the Arboretum. In addition, a grant was given to fund a generator for the glasshouses at the Garden during inclement weather.

The Friends also continued to support a programme of education events.

Volunteers

In addition to the considerable voluntary input to the work of the Friends, volunteers play an increasingly large role at both the Garden and Arboretum in gardening and other tasks. A task force planted many thousands of spring bulbs at the Arboretum. Peter Girling, a Friend continues to organise the recruitment and training of volunteers to provide garden tours. The first tours were highly successful and the program is being expanded.

Administration and Communication:

We have a very happy and fruitful working relationship with the Director, Professor Simon Hiscock and have been pleased and excited to have been able to support the first stages of his ambitious plans for both the Botanic Garden and Arboretum. We are planning considerable support for numerous projects in the years to and beyond the 400th anniversary. To help reduce costs Friends are encouraged to pay by Direct Debit and to receive communications, including the Newsletters, by email rather than post. Over 85% of Friends now pay by Direct Debit and 77% have authorised communication by email, including the e-bulletin, and 29% have elected to receive the Newsletters by email. The Friends continue to benefit from the very considerable voluntary work of members of Forum and other Friends.

Benefits to Friends:

Friends benefit from the opportunity to join specially organised visits, as well as priority booking for special events and Garden adult education programmes. Three Newsletters are sent to the Friends each year. Whilst these Newsletters are produced primarily for the Friends, they are also available to the public in hard copy at the Garden shop and through The Friends' website. Those Friends who have registered their email address with the Garden office receive e-bulletins three times a year between issues of the Newsletters. The Friends' website is part of the Garden website and continues to be enhanced. The Friends also have reciprocal visiting rights at certain other UK gardens. The monthly Coffee mornings with Garden tours are very successful and continue to be very well attended.

FINANCIAL REVIEW

Income:

Subscription income, excluding Gift Aid tax refunds was £119,284 (2018: £105,807), up on the previous year due in the main to increased membership. The contribution from garden visits and special events of £30,327 (2018: £19,165). Other income included donations of £3,258 (2018: £66,913) and investment income of £252 (2018: £12).

Expenditure:

Grants totalling £192,398 (2018: £175,913) were made to the Garden. Governance and communication costs were £39,843 (2018: £37,886). Most of the costs of The Friends relate to the production and circulation of the Garden Newsletter to Friends three times a year and the administrative support.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 28 FEBRUARY 2019**

Cash:

The total cash held at 28 February 2019 was £290,468 (2018: £373,632). Of this amount £204,832 has been committed to the Gardens and will be spent in the coming year. In addition, a minimum of £20,000 is maintained under the reserves policy as set out in the next paragraph.

Reserves policy:

It is the policy of The Friends to maintain unrestricted general funds, which are the free reserves of the company, in excess of £20,000 at all times. The minimum level of these reserves should be available as accessible cash deposits. This allows The Friends to be able to respond immediately to requests by the Garden for grants in order that the Garden may secure third party matching funds. This minimum level of unrestricted funds should also allow all commitments to be met in the unlikely event of The Friends ceasing to exist. Unrestricted funds were maintained above this level throughout the year.

HISTORICAL RECORD

The growth in membership and financial record of The Friends over the last five years is set out below:

	Membership	Funds raised (net of event costs)			Grants made
		Appeals £000	Other £000	Total £000	£000
		-			
2014	3,011	-	150	150	96
2015	3,130	-	147	147	198
2016	3,164	-	200	200	164
2017	3,247	-	202	202	228
2018	3,317		220	220	176
2019	3,537		199	199	192

FUTURE PLANS

The Directors were pleased with the continued growth in membership. This is a net figure with new joiners being offset by non-renewal of existing members. Recent experience suggests that about 1 in 12 members (i.e. about 8%) do not renew at the end of their subscription year. Vigorous efforts will continue to be made to increase membership income. The Director of the Botanic Garden and the Arboretum is very keen to extend collaboration with The Friends. We believe that the realisation of present plans and a higher public profile will provide opportunities to increase our membership and income. We are working very closely with the Garden staff on ideas to increase income from all sources and to give cost effective support to the evolving strategies for the Garden and Arboretum.

GOING CONCERN

The Directors are not aware of any reasons that the charitable company will not continue in its activities during the next 12 months.

FRIENDS AND VOLUNTEERS

The Friends depends upon the continuing financial generosity of its members. That support is appreciated greatly and allows The Friends to help the Garden to continue to develop for the benefit of the University and the general public. The Friends also relies on the time and effort given by its many voluntary helpers. The response to the request for new volunteers has been very positive and we are most grateful to those who have stepped forward. The Directors of The Friends and the Garden management and staff are indebted to all those who give their time freely in support of the activities of The Friends.

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' ANNUAL REPORT (continued)
FOR THE YEAR ENDED 28 FEBRUARY 2019**

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law they have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities and applicable law (UK Generally Accepted Accounting Practice applicable to Smaller Entities).

Under company law the Directors 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 company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

REPORTING ACCOUNTANTS

At the Annual General Meeting held on 25 September 2018 Critchleys Audit LLP were appointed to act as reporting accountants for the accounts to 28 February 2019

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Registered office:
Oxford Botanic Garden and Arboretum
Rose Lane
Oxford
OX1 4AZ

Signed by order of the Directors


Anna Nasmyth
Company Secretary

Date: 28/5/19

THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

INDEPENDENT EXAMINER'S REPORT TO THE FRIENDS OF OXFORD BOTANIC GARDEN

Independent examiner's report to the Trustees of The Friends of Oxford Botanic Garden and Arboretum Charitable Company

I report to the charity trustees on my examination of the accounts of The Friends of Oxford Botanic Garden and Arboretum (the Company) for the year ended 28 February 2019, which are set out on pages 10 to 17.

Responsibilities and basis of report

As the charity's 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').

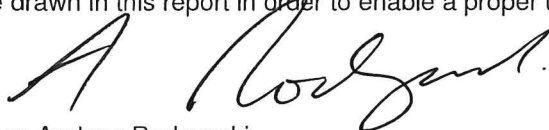
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). 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 report

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:

- 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 accounting 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.



Name of examiner: Andrew Rodzynski

Name of firm: Critchleys Audit LLP

Relevant professional body: Institute of Chartered Accountants in England and Wales

Address: Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP

Date:

20/08/19

The Friends of Oxford Botanic Gardens & Arboretum
Statement of Financial Activities
For the year ended 28 February 2019
(including Income and Expenditure Account)

	Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
Income and endowments from:					
Donations and subscriptions	2	146,077	-	146,077	200,400
Charitable activities	4	45,942	-	45,942	38,582
Investment income	5	252	-	252	12
Total income		192,271	-	192,271	238,994
Expenditure on:					
Raising funds	6	(15,615)	-	(15,615)	(19,417)
Charitable activities	7	(185,613)	(6,785)	(192,398)	(175,913)
Other	8	(39,843)	-	(39,843)	(37,886)
Total		(241,071)	(6,785)	(247,856)	(233,216)
Net income / (expenditure) before transfers		(48,800)	(6,785)	(55,585)	5,778
Transfers between funds				-	-
Net income / (expenditure) for the period		(48,800)	(6,785)	(55,585)	5,778
Net movement in funds		(48,800)	(6,785)	(55,585)	5,778
Reconciliation of Funds					
Funds brought forward at 1 March 2018		95,777	35,535	131,312	125,534
Funds carried forward at 28 February 2019		46,977	28,750	75,727	131,312

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derives from continuing activities.

The Friends of Oxford Botanic Gardens & Arboretum
Balance sheet
As at 28 February 2019

Company number:
05547805

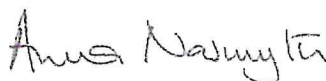
	Notes	2019 £	2019 £	2018 £	2018 £
Current assets					
Debtors	10	24,243		27,210	
Cash at bank and in hand		<u>290,468</u>		<u>373,632</u>	
		314,711		400,842	
Liabilities					
Creditors: Amounts falling due within one year	11	<u>(216,700)</u>		<u>(246,413)</u>	
Net current liabilities			<u>98,011</u>		<u>154,429</u>
Total assets less current liabilities			98,011		154,429
Creditors: Amounts falling due after more than one year	12		(22,284)		(23,117)
Net assets excluding pension liability			<u>75,727</u>		<u>131,312</u>
Defined benefit pension scheme liability					
Total net assets			<u>75,727</u>		<u>131,312</u>
Funds:	13				
Restricted funds			28,750		35,535
Unrestricted funds			<u>46,977</u>		<u>95,777</u>
Total funds			<u>75,727</u>		<u>131,312</u>

The Directors are satisfied that the company was entitled to exemption under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476 of the Companies Act 2006.

The financial statements were approved by the trustees and authorised for issue on 28/5/19 and are signed on their behalf by:



Sarah Taylor
Chair



Anna Nasmyth
Company Secretary

1 Statement of Accounting Policies

Basis of accounting

The financial statements have been prepared in accordance with United Kingdom Accounting Standards, in particular 'FRS 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102).

The Friends are a public benefit entity for the purposes of FRS 102 and a registered charity and have therefore also prepared the financial statements in accordance with 'The Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with FRS 102' (The Charity SORP (FRS 102)).

The financial statements have been prepared on a going concern basis and on the historical cost basis; the principal accounting policies adopted are set out below and have been applied consistently throughout the year.

Cash Flow Statement

The Trustees have taken advantage of the exemption in section 7 of FRS 102 from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources

Incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. No amounts are included in the financial statements for services donated by volunteers or donated facilities. Fees received for life membership are released in equal amounts to incoming resources over 20 years, commencing in the year of receipt of the subscription.

Other membership fees are recognised in the year of receipt. Income and expenditure related to fund raising activities are recognised in the year that the activity occurred.

Interest receivable for the year on bank deposits is based on interest received during the year adjusted for the amount of interest received after the year end that related to the year just ended. Tax refunds are included on the basis of the claim submitted after the end of the year for which the accounts are being prepared.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category..

Fixed assets and depreciation

The Charity has no fixed assets.

Taxation

The Friends is a registered charity and is exempt from tax on income and gains. It is not registered for Value Added Tax (VAT).

Funds accounting

General funds are unrestricted funds, which are available for use at the discretion of the Directors 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 Directors for particular purposes. The aim and use of any 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 Friends of Oxford Botanic Gardens & Arboretum
Notes to the financial statements
For the year ended 28 February 2019

2 Income from donations and legacies

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Donations	3,258	-	3,258	66,913
Membership subscriptions (excl gift aid)	119,284	-	119,284	105,807
Gift aid	23,535	-	23,535	27,680
	<u>146,077</u>	<u>-</u>	<u>146,077</u>	<u>200,400</u>

3 Membership

	Total 2019 number	Total 2018 number
Single	1,360	1,259
Joint	1,886	1,776
Bobart Single	44	45
Bobart Joint	44	46
Life Single	95	99
Life Joint	92	92
Danby Single	6	
Danby Joint	10	
	<u>3,537</u>	<u>3,317</u>

4 Charitable activities

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Visits to gardens	22,018	-	22,018	21,838
Concerts, opera	11,651	-	11,651	10,850
Other activities	2,778	-	2,778	4,676
Plant sale	9,495	-	9,495	-
Winter lecture	-	-	-	1,218
	<u>45,942</u>	<u>-</u>	<u>45,942</u>	<u>38,582</u>

5 Income from investments

	Total 2019 £	Total 2018 £
Bank interest	252	12

6 Raising funds

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Visits to gardens	8,839	-	8,839	8,974
Concerts, opera	5,544	-	5,544	7,424
Other activities	884	-	884	389
Plant sale	348	-	348	-
Winter lecture	-	-	-	2,630
	<u>15,615</u>	<u>-</u>	<u>15,615</u>	<u>19,417</u>

The Friends of Oxford Botanic Gardens & Arboretum
Notes to the financial statements
For the year ended 28 February 2019

7 Other expenditure

	Unrestricted	Restricted	Total	Total
Grants to Oxford Botanic Garden & Arboretum	2019	2019	2019	2018
	£	£	£	£
Improvement of facilities				
Family Beds		-	-	16,000
Arboretum shade frame		-	-	31,250
Heating Glasshouses	46,181	-	46,181	-
Interpretation Project	14,600	-	14,600	-
Water fountains	1,715	5,785	7,500	
Arboretum paths -feasibility	6,330	1,000	7,330	
Benches & landscaping			-	22,745
Staff development				
Horticultural Trainee	-		-	6,250
Plant collection management				
Enhancing collections	85,237	-	85,237	84,450
Public education and communication				
Education programme support	10,610	-	10,610	9,900
Other				
Small equipment	20,940	-	20,940	5,318
	185,613	6,785	192,398	175,913

8 Other costs

	Unrestricted	Restricted	Total	Total
	2019	2019	2019	2018
	£	£	£	£
Newsletters	14,140		14,140	14,131
General postage	1,748		1,748	2,284
Printing and stationery	3,110		3,110	1,250
Software fees and IT support	359		359	1,967
Administration & other costs	18,986		18,986	17,054
Governance - independent examination fee	1,500		1,500	1,200
	39,843	-	39,843	37,886

The Friends of Oxford Botanic Gardens & Arboretum
Notes to the financial statements
For the year ended 28 February 2019

9 Staff Costs

The trustees neither received nor waived any remuneration during the year (2018: £Nil). Expenses relating primarily to event costs and totalling £1,660 were reimbursed to four Trustees during the year (2018: £1,423)

10 Debtors

	2019 £	2018 £
Gift aid debtor	23,546	27,080
Other debtors	697	130
	<u>24,243</u>	<u>27,210</u>

11 Creditors: amounts falling due within one year

	2019 £	2018 £
Grants payable	204,831	244,038
Accruals and deferred income	12,126	2,664
Life membership subscriptions	(257)	(289)
	<u>216,700</u>	<u>246,413</u>

Deferred income

	2019 £	2018 £
Deferred income at 1 March	-	1,173
Released from previous years	-	(1,173)
Resources deferred in the period	-	-
	<u>-</u>	<u>-</u>
Deferred income at 28 February	<u>-</u>	<u>-</u>

Deferred income 2018 represents receipts for Bobarts visits in March.

12 Creditors: amounts falling due in greater than one year

	2019 £	2018 £
Life membership subscriptions	22,284	23,117
	<u>22,284</u>	<u>23,117</u>

The Friends of Oxford Botanic Gardens & Arboretum
Notes to the financial statements
For the year ended 28 February 2019

13 Funds

	Balance at 1 March 2018 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28-Feb 2019 £
Restricted funds					
Horticultural trainee funding	28,750			-	28,750
Bench Appeal	5,785		(5,785)	-	-
Arboretum	1,000		(1,000)	-	-
	35,535	-	(6,785)	-	28,750
Unrestricted funds					
Unrestricted funds	95,777	192,271	(241,071)	-	46,977
	95,777	192,271	(241,071)	-	46,977
Total funds	131,312	192,271	(247,856)	-	75,727

Comparative funds

	Balance at 1 March 2017 £	Income £	Expenditure £	Gains, losses and transfers £	Balance at 28-Feb 2018 £
Restricted funds					
Horticultural trainee funding		35,000	(6,250)	-	28,750
Bench Appeal		28,530	(22,745)	-	5,785
Arboretum		1,000	-	-	1,000
	-	64,530	(28,995)	-	35,535
Unrestricted funds					
Unrestricted funds	125,534	174,464	(204,221)	-	95,777
	125,534	174,464	(204,221)	-	95,777
Total funds	125,534	238,994	(233,216)	-	131,312

Horticulture fund donations were for the purpose of employing a horticulture trainee.

Bench Appeal fund is for the replacement of benches around the fountain in the garden.

Arboretum fund includes specific donations received to support the work of the Arboretum.

None of the unrestricted funds have been designated for specific projects.

14 Analysis of net assets between funds

Fund balances at 28 February 2019 are represented by:

	Unrestricted funds £	Restricted funds £	Total funds £
Current assets	314,711	-	314,711
Current liabilities	(216,700)	-	(216,700)
Non-current liabilities	(22,284)	-	(22,284)
Total net assets	75,727	-	75,727

15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2018: £nil).

16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2018: £nil).

17 Contingent liabilities

There are no contingent liabilities that require disclosure.

18 Members liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

19 Related party transactions

There are no related party transactions during the period (2018: £ nil).

The Charity received £500 donations from trustees during the year (2018: £11,250). No conditions were attached to these donations.