

**THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM**

**COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**28 FEBRUARY 2023**



Registered Charity No. 1111939

Registered Company No: 05547805

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

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

**DIRECTORS' ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

The Directors have pleasure in presenting their report and the unaudited financial statements of The Friends of Oxford Botanic Garden and Arboretum ('The Friends'), a company limited by guarantee and registered charity, for the year ended 28 February 2023

**LEGAL AND ADMINISTRATIVE INFORMATION**

|                                       |   |
|---------------------------------------|---|
| Registered charity name:              | The Friends of Oxford Botanic Garden and Arboretum  |
| Charity number:                       | 1111939   |
| Patron:                               | His Royal Highness, King Charles III  |
| President:                            | Lord Patten of Barnes   |
| Constitution:                         | Memorandum and Articles of Association  |
| Company registration number:          | 05547805  |
| Registered and administrative office: | Oxford Botanic Garden<br>Rose Lane<br>Oxford<br>OX1 4AZ   |
|                                       | Telephone: 01865 286690<br>Email: <a href="mailto:friends.administrator@obg.ox.ac.uk">friends.administrator@obg.ox.ac.uk</a><br>Web: <a href="http://www.botanic-garden.ox.ac.uk">www.botanic-garden.ox.ac.uk</a> |
| Secretary:                            | Mrs Anna Nasmyth  |
| Accountants:                          | Wenn Townsend, Oxford   |
| Bankers                               | CAF Bank Ltd, West Malling, Kent<br>HSBC, Oxford  |

**DIRECTORS**

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

Mrs Anna Nasmyth, Secretary  
Mrs Sarah Taylor, Chair  
Mrs Hemlata Bountra, Treasurer  
Dr Rebecca Mather  
Professor Simon Hiscock  
Mrs Helen Potts  
Mrs Seonaid Danziger  
Ms Diana Naumann

The administrator to the Directors of The Friends of Oxford Botanic Garden & Harcourt Arboretum is Grace Denton-Spalding.

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

**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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

Hemlata Bountra, appointed in 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.

Seonaid Danziger, appointed in 2020, is a mathematician and keen photographer who moved from teaching maths, chemistry and computer science to working in IT for the NHS. She served for 20 years as a lay Magistrate on the Oxford bench with a specialist role in Youth Courts. When she retired from the bench, she was appointed a School Governor, and subsequently became a trustee of the Northern House Schools Academy Board. She was for many years editor of the Friends' e-bulletin. She has now taken on the role of managing the volunteers for the Friends, recruiting and organising and matching volunteers to roles for events.

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 in 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 in 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. She is also a trustee of Mila.

Diana Naumann, appointed in 2021 has been actively involved in the Friends since 2014 as a member of the extraordinarily productive and creative Garden Visits team. Diana trained as a drama teacher and spent her early career teaching in London. More recently she spent 15 years co-ordinating key University events. Her involvement with the Friends came from a chance conversation with Timothy Walker.

Helen Potts, appointed in 2019, is responsible for the Bobarts Patron group. She moved to Oxford in 2007 and has been a trustee of the Rose Hill Advice Centre and Chairman of the Friends of St Mary's, Iffley. She joined the Worshipful Company of Gardeners in 2014, taking Livery in 2015. As a Court Assistant, she sits on two committees: Communications & External Affairs and Election & Membership Affairs. She has opened her garden as part of Iffley Village's NGS day each year since 2009.

Sarah Taylor, appointed in 2005, helps with activities for the Danby Group 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 and Sylva Foundation, 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.

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

**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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 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 204,403 (2022: 181,330) visitors to the two facilities. Visitor numbers have continued to increase at both the Garden and Arboretum.

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 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 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.

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

**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

An administrator who is a University employee supports The Friends on a full 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**

It was a good year for the Friends, with all of the normal activity, of garden visits and fund-raising events. These were well supported by the members. In addition, both the Garden and Arboretum had increased visitors numbers. There was as a small decrease in membership from 3,470 to 3,218 which is disappointing and we are hopeful for a swift return to pre-Covid levels.

The Friends continue to provide financial and volunteer support to the Garden. They benefit from close relationships with Garden and Arboretum staff and from enthusiastic help from many members.

The database installed in 2020 makes compliance with GDPR easier, gives far more flexibility in communication with and administration of members and allows the purchase of membership online. It will in due course also allow for booking garden visits online.

**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.

During 2019 the Friends launched an appeal to improve the paths at the Arboretum to make this more accessible for all. This appeal was launched to mark the 400<sup>th</sup> anniversary of the Botanic Garden, which was to be celebrated in 2021. The appeal also supports the Garden and Arboretum's wider strategy for a visitor centre. To date the appeal has raised £431,166. In addition £54,639 has been received directly by the University development office. The target is £750,000. As well as asking Friends for donations, applications are being made to grant making trusts for funds.

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.

Visits to other gardens by members of The Friends and by the Bobarts Group are hugely popular and many are fully booked and there is often a waiting list. May morning and New College Opera are also well supported.

Over the last 10 years, The Friends have raised £2.52m and made grants to the Garden totalling £1.75m.

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

**DIRECTORS' ANNUAL REPORT (continued)  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

**Grant making**

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 £73,397 (2022: £358,821) was committed to the Garden for the following purposes:

|                               | <b>2023</b> | <b>2022</b> |
|-------------------------------|-------------|-------------|
|                               | <b>£</b>    | <b>£</b>    |
| Improvement of facilities     | 29,040      | 305,800     |
| Staff development             | 3,411       | -           |
| Plant collection management   | 17,398      | 7,601       |
| Public educational programmes | -           | 19,520      |
| Equipment & other items       | 23,548      | 25,900      |

The main grants were for park railing at the Arboretum, continuing enhancement of the plant collections for research and staff professional development. In addition, The Friends supported the costs of the 400<sup>th</sup> anniversary celebrations.

**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.

**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 beyond the 400<sup>th</sup> 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 82% of Friends now pay by Direct Debit and 86% 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 popular.

**FINANCIAL REVIEW**

**Income:**

Subscription income, excluding Gift Aid tax refunds was £134,085 (2022: £123,037), Contribution from garden visits and special events was £27,258 (2022: £11,788). Other income included donations of £62,635 (2022: £100,668). Most of these donations were for the paths appeal. In addition, there was investment income of £2,813 (2022: £91).

## THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

### COMPANY LIMITED BY GUARANTEE

#### DIRECTORS' ANNUAL REPORT (continued) FOR THE YEAR ENDED 28 FEBRUARY 2023

##### **Expenditure:**

Grants totalling £73,397 (2022: £358,821) were made to the Garden. Governance and communication costs were £40,985 (2022: £55,232). The costs in 2022 were higher as a new database was introduced to manage the membership and streamline the administrative processes. Most of the costs of The Friends relate to the production and circulation of the Garden Newsletter to Friends three times a year and administrative support.

##### **Cash:**

The total cash held at 28 February 2023 was £814,664 (2022: £349,926). The large increase in cash is due to donations to the paths appeal held on deposit by The Friends, until the project starts and the funds are drawn down by the university. In addition £189,000 has been committed to the Gardens and will be spent in the coming year. As agreed, The Friends maintain a minimum of £30,000 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 £30,000 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<br>£000 |
|------|------------|-----------------------------------|---------------|---------------|---------------------|
|      |            | Appeals<br>£000                   | Other<br>£000 | Total<br>£000 |                     |
| 2018 | 3,317      | -                                 | 220           | 220           | 176                 |
| 2019 | 3,537      | -                                 | 199           | 199           | 192                 |
| 2020 | 3,402      | 163                               | 136           | 299           | 133                 |
| 2021 | 3,302      | 64                                | 119           | 183           | 120                 |
| 2022 | 3,470      | 110                               | 97            | 207           | 358                 |
| 2023 | 3,218      | 120                               | 108           | 228           | 74                  |

##### **FUTURE PLANS**

The Directors were pleased with the fundraising appeal for the paths at the Arboretum to support the Garden's 400<sup>th</sup> anniversary. Vigorous efforts will continue to be made to increase membership income. The Director of the Botanic Garden & 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.



## THE FRIENDS OF OXFORD BOTANIC GARDEN & ARBORETUM

### COMPANY LIMITED BY GUARANTEE

#### DIRECTORS' ANNUAL REPORT (continued) FOR THE YEAR ENDED 28 FEBRUARY 2023

#### 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.

#### 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 30 September 2021 Wenn Townsend were appointed to act as reporting accountants for the accounts to 28 February 2022.

#### 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: 6 June 2023

**THE FRIENDS OF OXFORD BOTANIC GARDENS & ARBORETUM**  
**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF FRIENDS OF OXFORD BOTANICAL GARDEN & ARBORETUM**

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2023 which are set out on pages 9 to 18.

**Responsibilities and basis of report**

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

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


**Independent examiner's statement**

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the institute of Chartered Accountants, which is one of the listed bodies.

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

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

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



**Andrew Rodzynski ACA**  
**Wenn Townsend**  
**Institute of Chartered Accountants in England and Wales**  
**30 St Giles**  
**Oxford**  
**OX1 3LE**

06/06/ 2023

**The Friends of Oxford Botanic Gardens & Arboretum**  
**Statement of Financial Activities**  
**For the year ended 28 February 2023**  
**(including Income and Expenditure Account)**

|  | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2023<br>£ | Total<br>2022<br>£ |
|--|------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income and endowments from:</b>                 |      |                            |                          |                    |                    |
| Donations and subscriptions                        | 2    | 176,154                    | 62,635                   | 238,789            | 250,816            |
| Charitable activities                              | 4    | 30,205                     | 20,125                   | 50,330             | 33,005             |
| Investment income                                  | 5    | 2,813                      | -                        | 2,813              | 91                 |
| <b>Total income</b>                                |      | <u>209,172</u>             | <u>82,760</u>            | <u>291,932</u>     | <u>283,912</u>     |
| <b>Expenditure on:</b>                             |      |                            |                          |                    |                    |
| Raising funds                                      | 6    | (13,903)                   | (9,169)                  | (23,072)           | (21,217)           |
| Charitable activities                              | 7    | (73,397)                   | -                        | (73,397)           | (358,821)          |
| Other  | 8    | (40,985)                   | -                        | (40,985)           | (55,232)           |
| <b>Total</b>                                       |      | <u>(128,285)</u>           | <u>(9,169)</u>           | <u>(137,454)</u>   | <u>(435,270)</u>   |
| <b>Net income / (expenditure) before transfers</b> |      | 80,887                     | 73,591                   | 154,478            | (151,358)          |
| Transfers between funds                            |      | (37,579)                   | 35,579                   | -                  | -                  |
| <b>Net income / (expenditure) for the period</b>   |      | <u>43,308</u>              | <u>111,170</u>           | <u>154,478</u>     | <u>(151,358)</u>   |
| <b>Net movement in funds</b>                       |      | 43,308                     | 111,170                  | 154,478            | (151,358)          |
| <b>Reconciliation of Funds</b>                     |      |                            |                          |                    |                    |
| Funds brought forward at 1 March 2022              |      | <u>124,699</u>             | <u>29,996</u>            | <u>154,695</u>     | <u>306,053</u>     |
| <b>Funds carried forward at 28 February 2023</b>   |      | <u>168,007</u>             | <u>141,166</u>           | <u>309,173</u>     | <u>154,695</u>     |

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 2023**

**Company  
number:  
05547805**

|   | Notes | 2023<br>£        | 2023<br>£       | 2022<br>£        | 2022<br>£       |
|---|-------|------------------|-----------------|------------------|-----------------|
| <b>Current assets</b>                                   |       |                  |                 |                  |                 |
| Debtors   | 10    | 35,533           |                 | 25,391           |                 |
| Cash at bank and in hand                                |       | 815,664          |                 | 349,926          |                 |
|   |       | <u>851,197</u>   |                 | <u>375,317</u>   |                 |
| <b>Liabilities</b>                                      |       |                  |                 |                  |                 |
| Creditors: Amounts falling due within one year          | 11    | <u>(513,265)</u> |                 | <u>(189,241)</u> |                 |
| <b>Net current assets</b>                               |       |                  | <u>337,932</u>  |                  | <u>186,076</u>  |
| <b>Total assets less current liabilities</b>            |       |                  | 337,932         |                  | 186,076         |
| Creditors: Amounts falling due after more than one year | 12    |                  | <u>(28,759)</u> |                  | <u>(31,381)</u> |
| <b>Net assets excluding pension liability</b>           |       |                  | 309,173         |                  | 154,695         |
| Defined benefit pension scheme liability                |       |                  |                 |                  |                 |
| <b>Total net assets</b>                                 |       |                  | <u>309,173</u>  |                  | <u>154,695</u>  |
| <b>Funds:</b>   |       |                  |                 |                  |                 |
| Restricted funds  | 13    |                  | 141,166         |                  | 29,996          |
| Unrestricted funds                                      |       |                  | <u>168,007</u>  |                  | <u>124,699</u>  |
| <b>Total funds</b>                                      |       |                  | <u>309,173</u>  |                  | <u>154,695</u>  |

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

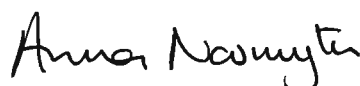
The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The financial statements were approved by the trustees and authorised for issue on ..... 2023 and are signed on their behalf by:

  
**Sarah Taylor**

Chair



**Anna Nasmyth**  
Company  
Secretary

## **The Friends of Oxford Botanic Gardens & Arboretum**

### **Notes to the accounts**

**For the year ended 28 February 2023**

#### **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 accounts (continued)  
For the year ended 28 February 2023**

**2 Income from donations and legacies**

|  | <b>Unrestricted<br/>2023<br/>£</b> | <b>Restricted<br/>2023<br/>£</b> | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|--|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Donations                                | 15,205                             | 60,622                           | 75,827                      | 98,606                      |
| Legacies                                 | 600                                | -                                | 600                         | -                           |
| Membership subscriptions (excl gift aid) | 134,085                            | -                                | 134,085                     | 123,037                     |
| Gift aid                                 | 26,264                             | 2,013                            | 28,277                      | 29,173                      |
|  | <u>176,154</u>                     | <u>62,635</u>                    | <u>238,789</u>              | <u>250,816</u>              |

**3 Membership**

|               | <b>Total<br/>2023<br/>number</b> | <b>Total<br/>2022<br/>number</b> |
|---------------|----------------------------------|----------------------------------|
| Single        | 1,207                            | 1,303                            |
| Joint         | 1,668                            | 1,874                            |
| Single + 1    | 45                               | -                                |
| Bobart Single | 39                               | 38                               |
| Bobart Joint  | 46                               | 46                               |
| Life Single   | 99                               | 94                               |
| Life Joint    | 94                               | 92                               |
| Danby Single  | 6                                | 7                                |
| Danby Joint   | 14                               | 16                               |
|               | <u>3,218</u>                     | <u>3,470</u>                     |

**4 Charitable activities**

|                   | <b>Unrestricted<br/>2023<br/>£</b> | <b>Restricted<br/>2023<br/>£</b> | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|-------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Visits to gardens | 23,805                             | -                                | 23,805                      | 18,921                      |
| Concerts, opera   | -                                  | 13,241                           | 13,241                      | 10,211                      |
| Other activities  | 6,400                              | 6,884                            | 13,284                      | 3,873                       |
|                   | <u>30,205</u>                      | <u>20,125</u>                    | <u>50,330</u>               | <u>33,005</u>               |

**The Friends of Oxford Botanic Gardens & Arboretum**

**Notes to the accounts (continued)  
For the year ended 28 February 2023**

**5 Income from investments**

|               | <b>Total<br/>2022<br/>£</b> | <b>Total<br/>2021<br/>£</b> |
|---------------|-----------------------------|-----------------------------|
| Bank interest | 2,813                       | 91                          |

**6 Raising funds**

|                     | <b>Unrestricted<br/>2023<br/>£</b> | <b>Restricted<br/>2023<br/>£</b> | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|---------------------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Visits to gardens   | 13,903                             | -                                | 13,903                      | 14,123                      |
| Opera               | -                                  | 5,211                            | 5,211                       | 4,088                       |
| Other activities    | -                                  | 743                              | 743                         | 104                         |
| Plant sale          | -                                  | 51                               | 51                          | -                           |
| Evening of delights | -                                  | -                                | -                           | 80                          |
| All about trees     | -                                  | 2,879                            | 2,879                       | -                           |
| Paths appeal        | -                                  | 285                              | 285                         | 2,822                       |
|                     | <u>13,903</u>                      | <u>9,169</u>                     | <u>23,072</u>               | <u>21,217</u>               |

The Friends of Oxford Botanic Gardens & Arboretum

Notes to the accounts (continued)  
For the year ended 28 February 2023

7 Other expenditure

|   | Unrestricted  | Restricted | Total         | Total          |
|---|---------------|------------|---------------|----------------|
| Grants to Oxford Botanic Garden & Arboretum | 2023          | 2023       | 2023          | 2023           |
|   | £             | £          | £             | £              |
| <b>Improvement of facilities</b>            |               |            |               |                |
| Paths repair                                |               |            |               | 300,000        |
| Literary Garden                             |               |            |               | 4,000          |
| Walled Garden                               |               |            |               | 1,800          |
| Arboretum parkland railing                  | 29,040        | -          | 29,040        |                |
| <b>Staff development</b>                    |               |            |               |                |
| Support for staff costs                     | 3,411         | -          | 3,411         |                |
| <b>Plant collection management</b>          |               |            |               |                |
| Enhancing collections                       | 17,398        | -          | 17,398        | 7,600          |
| <b>Public education and communication</b>   |               |            |               |                |
| Education programme support                 | -             | -          | -             | 19,520         |
| <b>Other</b>                                |               |            |               |                |
| Small equipment                             | 2,985         | -          | 2,985         |                |
| 400th Anniversary support                   | 19,305        | -          | 19,305        |                |
| Danby funds                                 |               |            |               | 5,900          |
| Digital marketing                           | 1,258         | -          | 1,258         | 20,000         |
|   | <u>73,397</u> | <u>-</u>   | <u>73,397</u> | <u>358,820</u> |



**The Friends of Oxford Botanic Gardens & Arboretum**

**Notes to the accounts (continued)  
For the year ended 28 February 2023**

**8 Other costs**

|  | <b>Unrestricted</b> | <b>Restricted</b> | <b>Total</b>  | <b>Total</b>  |
|--|---------------------|-------------------|---------------|---------------|
|  | <b>2023</b>         | <b>2023</b>       | <b>2023</b>   | <b>2022</b>   |
|  | <b>£</b>            | <b>£</b>          | <b>£</b>      | <b>£</b>      |
| Newsletters                              | 13,202              | -                 | 13,202        | 11,366        |
| General postage                          | 1,037               | -                 | 1,037         | 1,017         |
| Printing and stationery                  | 3,145               | -                 | 3,145         | 1,958         |
| Software fees and IT support             | 7,344               | -                 | 7,344         | 6,997         |
| Administration & other costs             | 14,697              | -                 | 14,697        | 32,334        |
| Governance - independent examination fee | 1,560               | -                 | 1,560         | 1,560         |
|  | <u>40,985</u>       | <u>-</u>          | <u>40,985</u> | <u>55,232</u> |

**9 Staff costs**

The trustees neither received nor waived any remuneration during the year (2022: £Nil). Expenses relating primarily to event costs and totalling £2,881 were reimbursed to four Trustees during the year (2022: £2,320)

**10 Debtors**

|                                | <b>2022</b>   | <b>2021</b>   |
|--------------------------------|---------------|---------------|
|                                | <b>£</b>      | <b>£</b>      |
| Gift aid debtor                | 28,260        | 25,391        |
| Other debtors                  | 1,200         | -             |
| Prepayments and accrued income | 6,073         | -             |
|                                | <u>35,533</u> | <u>25,391</u> |

**The Friends of Oxford Botanic Gardens & Arboretum**

**Notes to the accounts (continued)  
For the year ended 28 February 2023**

**11 Creditors: amounts falling due within one year**

|                               | <b>2023</b>    | <b>2022</b>    |
|-------------------------------|----------------|----------------|
|                               | <b>£</b>       | <b>£</b>       |
| Grants payable                | 489,000        | 174,629        |
| Accruals and deferred income  | 26,999         | 22,104         |
| Life membership subscriptions | (2,734)        | (7,492)        |
|                               | <u>513,265</u> | <u>189,241</u> |

**12 Creditors: amounts falling due in greater than one year**

|                               | <b>2022</b>   | <b>2021</b>   |
|-------------------------------|---------------|---------------|
|                               | <b>£</b>      | <b>£</b>      |
| Life membership subscriptions | 28,759        | 31,381        |
|                               | <u>28,759</u> | <u>31,381</u> |

The Friends of Oxford Botanic Gardens & Arboretum

Notes to the accounts (continued)  
For the year ended 28 February 2022

13 Funds

|                           | Balance at     |                |                  | Gains,<br>losses<br>and<br>transfers | Balance at     |
|---------------------------|----------------|----------------|------------------|--------------------------------------|----------------|
|                           | 1 March        |                |                  |                                      | 28-Feb         |
|                           | 2022           | Income         | Expenditure      |                                      | 2023           |
|                           | £              | £              | £                | £                                    | £              |
| <b>Restricted funds</b>   |                |                |                  |                                      |                |
| Arboretum                 |                |                |                  |                                      |                |
| Paths                     | 19,996         | 82,760         | (9,169)          | 37,579                               | 131,166        |
| Rock garden               | 10,000         | -              | -                | -                                    | 10,000         |
|                           | <u>29,996</u>  | <u>82,760</u>  | <u>(9,169)</u>   | <u>37,579</u>                        | <u>141,166</u> |
| <b>Unrestricted funds</b> |                |                |                  |                                      |                |
| Unrestricted funds        | 124,699        | 209,172        | (128,285)        | (37,579)                             | 168,007        |
|                           | <u>124,699</u> | <u>209,172</u> | <u>(128,285)</u> | <u>(37,579)</u>                      | <u>168,007</u> |
| <b>Total funds</b>        | <u>154,695</u> | <u>291,932</u> | <u>(137,454)</u> | <u>-</u>                             | <u>309,173</u> |

Comparative funds

|                           | Balance at     |                |                  | Gains,<br>losses<br>and<br>transfers | Balance at     |
|---------------------------|----------------|----------------|------------------|--------------------------------------|----------------|
|                           | 1 March        |                |                  |                                      | 28-Feb         |
|                           | 2021           | Income         | Expenditure      |                                      | 2022           |
|                           | £              | £              | £                | £                                    | £              |
| <b>Restricted funds</b>   |                |                |                  |                                      |                |
| Arboretum Paths           | 226,866        | 110,224        | (307,094)        | -                                    | 29,996         |
| Rock Garden               | -              | 10,000         | -                | -                                    | 10,000         |
|                           | <u>226,866</u> | <u>110,224</u> | <u>(307,094)</u> | <u>-</u>                             | <u>29,996</u>  |
| <b>Unrestricted funds</b> |                |                |                  |                                      |                |
| Unrestricted funds        | 79,187         | 173,688        | (128,176)        | -                                    | 124,699        |
|                           | <u>79,187</u>  | <u>173,688</u> | <u>(128,176)</u> | <u>-</u>                             | <u>124,699</u> |
| <b>Total funds</b>        | <u>306,053</u> | <u>283,912</u> | <u>(435,270)</u> | <u>-</u>                             | <u>154,695</u> |

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

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

## The Friends of Oxford Botanic Gardens & Arboretum

### Notes to the accounts (continued) For the year ended 28 February 2023

#### 14 Analysis of net assets between funds

Fund balances at 28 February 2023 are represented by:

|                         | <b>Unrestricted<br/>funds<br/>£</b> | <b>Restricted<br/>funds<br/>£</b> | <b>Total<br/>funds<br/>£</b> |
|-------------------------|-------------------------------------|-----------------------------------|------------------------------|
| Current assets          | 221,031                             | 630,166                           | 851,197                      |
| Current liabilities     | (24,265)                            | (489,000)                         | (513,265)                    |
| Non-current liabilities | (28,759)                            | -                                 | (28,759)                     |
| <b>Total net assets</b> | <b>168,007</b>                      | <b>141,166</b>                    | <b>309,173</b>               |

#### 15 Capital commitments

The Charity has no capital commitments contracted for but not provided in the financial statements (2022: £nil).

#### 16 Commitments under operating leases

The Charity has no lease payments due under non-cancellable operating leases (2022: £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 (2022: £ nil).

The Charity received £45,000 donations from trustees during the year (2022: £2,500).