

**Botanic Gardens Conservation International  
(a company limited by guarantee)**

**Charity No. 1098834  
Company No. 04673175**

**Reports and Financial Statements**

**for the year ended**

**31 December 2017**

# **Botanic Gardens Conservation International**

## **(a company limited by guarantee)**

<b>Contents</b>	<b>Page</b>
Trustees' and directors' report	1 - 9
Independent auditors' report	10 - 12
Statement of financial activities	13
Balance sheet	14
Notes	15 – 22

**Botanic Gardens Conservation International  
(a company limited by guarantee)**

**Trustees' and Directors' Report for the year ended 31 December  
2017**

**Reference and Administrative details of the Charity, its Trustees and Advisors**

**Name of Charity:** Botanic Gardens Conservation International (also known as BGCI)

**Charity registration number:** 1098834

**Company registration number:** 04673175

**Principal office:**

Descanso House  
199 Kew Road  
Richmond  
Surrey  
TW9 3BW  
United Kingdom

**Trustees and directors:** The following were trustees and also directors of BGCI on the date the report was approved:

Prof Stephen Blackmore – Chair  
Mr Stuart Clenaghan  
Dr Gerard Donnelly  
Mr Martin Gibson – Chair Finance and Audit Committee  
Dr Charlotte Grezo  
Dr Kathleen Mackinnon  
Mr Michael Murphy – appointed on 12 September 2017  
HRH Princess Basma bent Ali bin Nayef – appointed 28 November 2017  
Sir Ghilleen Prance  
Ms Anna Quenby  
Mrs Beth Rothschild  
Mr Mark Webb  
Dr Peter Wyse Jackson

Mr Pesh Framjee resigned as a director on 13 February 2017.  
Mr Scot Medbury resigned as a director on 21 February 2017.

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. All directors of the charity are members.

At the Annual General Meeting held on the 21 February 2017, one third of the trustees, who were the longest serving, retired and being eligible, were re-appointed.

**Company Secretary:** Ms Martha Love

**Secretary General:** Dr Paul Smith

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Other relevant organisations:**

#### **Bankers**

HSBC plc  
City of London Branch  
60 Queen Victoria Street  
London EC4N 4TR

Barclays Bank plc  
8 George Street  
Richmond, Surrey  
TW9 1JU

#### **Auditors**

Riches & Company  
34 Anyards Road  
Cobham,  
Surrey  
KT11 2LA

#### **Solicitors**

DLA Piper  
2 Noble Street  
London  
EC2V 7EE

#### **Registered Office**

Descanso House  
199 Kew Road  
Richmond  
Surrey  
TW9 3BW

## **Structure, Governance and Management**

### **Constitution**

Botanic Gardens Conservation International was established as the Botanic Gardens Conservation Secretariat by IUCN, the World Conservation Union, at the beginning of 1987. In 1990 it became a separate entity and in 1994 changed its name to Botanic Gardens Conservation International.

On 20 February 2003, Botanic Gardens Conservation International (a company limited by guarantee) was incorporated. Charitable status was granted, and with effect from 1 January 2004, all assets, rights and liabilities were transferred from Botanic Gardens Conservation International to this new company. Botanic Gardens Conservation International (the trust) became dormant from this date. Botanic Gardens Conservation International is governed by a memorandum and articles of association and the liability of the members is limited to £10 per member.

### **Organisational Structure**

BGCI is governed by the Board of Trustees that meets quarterly to guide the organisation's work programme and to review management accounts, future development and other organisational matters.

Day to day management of the charity is delegated to the Secretary General, who acts as BGCI's chief executive officer reporting to the Board.

The charity is guided by the International Advisory Council. The Council consists of highly respected leaders of the botanic garden and plant conservation community. They provide technical and scientific guidance and advice on the strategic direction of BGCI.

The charity has a Finance and Audit Committee which meets on a regular basis to review and monitor financial and risk management issues.

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Appointment of Trustees**

New Trustees (who are also Directors of the company) can be appointed by decision of the majority of the Trustees present and voting at any duly constituted meeting. The total number of Trustees shall be not less than three.

### **Affiliation**

BGCI is a worldwide membership organisation.

BGCI has sister organisations in the United States of America and the Russian Federation:

- BGCI US was established in 1998 and is registered as a Not for Profit Organisation in the State of Pennsylvania. It is tax exempt (IRS 0427 30954) and has 501(c) 3 status.
- BGCI Russia was established in 2002 and operates as a non-commercial partnership, registered under the laws of the Russian Federation.

### **Fundraising Preference Service**

BGCI has registered with the newly established Fundraising Preference Service.

### **Risk Management**

A Risk Register which considers the major risks facing the charity, their impact and likelihood of occurrence and identified means of mitigating the risks is in place. The Risk Register is reviewed on an annual basis. The Trustees are satisfied that this process is adequate to assess the major risks to which the charitable company is exposed.

### **Grants Made for Projects**

BGCI's policy on making grants is set out in note 1(f) to the financial statements.

### **Volunteers and Donated Services and Facilities**

BGCI's policy on the value of these services provided is set out in note 1(i) to the financial statements.

## **Objectives and Activities**

### **Objectives**

The objectives of Botanic Gardens Conservation International as set out in the organisation's constitution are as follows:

- To promote for the public benefit the conservation and protection of plant species of the world, in particular the cultivation and maintenance of such plants by Botanic Gardens
- To promote the advancement of education of the public and vocational training and research concerning such plants and their conservation
- To gather and disseminate information on wild plants cultivated or maintained in Botanic Gardens for the purpose of such conservation
- To establish an international network of plant resources via an international database for the purposes of such conservation

### **Public benefit**

When planning its objectives and activities for the year, BGCI has considered the Charity Commission's guidance on public benefit. All of the charitable activities of BGCI focus on plant conservation and are undertaken to further the organisation's charitable purposes for the public benefit.

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Significant Activities and Achievements**

BGCI continues to work within the established business case and strategic plan for the 5 year period leading up to 2020.

The business case states:-

'BGCI is in a prime position to promote a more efficient, cost-effective and rational approach to plant conservation in botanic gardens.

We will do this in four ways by:

1. **Leading and advocacy:** We will provide leadership to the botanic gardens sector, grow our membership, and promote the role of botanic gardens to policymakers and funders in delivering the *Global Strategy for Plant Conservation*.
2. **Leading innovative and strategic projects that achieve outcomes in plant conservation policy, practice and education:** BGCI will lead projects and networks delivering Global Strategy for Plant Conservation targets in red listing (Target 2), seed conservation (Targets 8 & 9), ecological restoration (Targets 4 & 8), plant health and biosecurity (Target 10), ecosystem services and livelihoods (Targets 12 & 13) and education (Target 14).
3. **Building plant conservation capacity in botanic gardens and broader society:** We will build technical capacity in the botanic garden sector and beyond by acting as a knowledge hub and a clearing house for best practice, training, resources and expertise (Targets 3 and 15).
4. **Providing funding:** We will accelerate our fundraising efforts in order to mobilise funding to deliver plant conservation projects and outcomes in the botanic gardens sector and wider society.'

### **Advocacy and Policy Support**

BGCI continues to lead efforts to achieve the targets of the Global Strategy for Plant Conservation (GSPC) and to incorporate the GSPC into National Biodiversity Strategies and Action Plans, and those of botanic gardens. In 2017 BGCI continued to work closely with the Secretariat of the Convention on Biological Diversity (CBD). BGCI continues to maintain and promote the on-line multilingual toolkit [www.plants2020.net](http://www.plants2020.net) to support national implementation of the GSPC.

BGCI's work in the area of Advocacy and Policy Support in 2017 included: -

- Signing a two year funding agreement with the CBD for capacity building work.
- Working on the Darwin Initiative funded project aimed at building capacity for implementing the Access and Benefit Sharing provisions of the Convention on Biological Diversity in Ethiopia.
- Providing the Secretariat to the Global Partnership for Plant Conservation (GPPC).
- BGCI's International Advisory Council (IAC) met in Geneva in June. The group received the Technical Review on Defining a Botanic Garden and how to measure performance and success which had been prepared by BGCI. The group also discussed the proposed accreditation scheme and endorsed its further development.
- Convening the European Botanic Gardens Consortium, providing the Secretariat and managing the ListServer connecting members.

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Leading Innovative Projects**

BGCI project work in 2017 included: -

#### **The Global Tree Assessment (GTA)**

The goal of the GTA is to provide prioritization information to ensure that conservation action is directed at the right species so that no tree species becomes extinct. In 2017 BGCI produced the first complete global list of the world's tree species (GlobalTreeSearch) and worked with the IUCN Global Tree Specialist Group to develop a fast throughput Least Concern methodology for tree species not at risk of extinction.

#### **The Global Seed Conservation Challenge (GSCC)**

The Global Seed Conservation Challenge aims to increase the contribution of botanic gardens towards achieving Target 8 of the GSPC. The challenge now comprises 189 botanic gardens. BGCI provides the secretariat for the new IUCN Seed Conservation Specialist Group. Prizes were awarded in five categories for excellence in seed banking at the 6<sup>th</sup> Global Botanic Gardens Congress.

#### **The Global Trees Campaign (GTC)**

The Global Trees Campaign is a joint initiative with Fauna & Flora International and is the only international programme dedicated to saving all of the world's threatened tree species. Through the GTC and the funding received BGCI has supported the conservation of more than 120 rare and threatened tree species in 17 countries and has raised and/or planted out over 450,000 seedlings.

#### **The Ecological Restoration Alliance (ERA)**

ERA is a global consortium of botanic gardens actively engaged in ecological restoration which is coordinated by BGCI. This now comprises 33 participating gardens and arboreta. A prospectus was published in 2017 and BGCI and its ERA members have submitted 7 ecological restoration proposals this year.

#### **The International Plant Sentinel Network (IPSN)**

BGCI acts as the coordinator of the International Plant Sentinel Network which promotes the role of botanic gardens and arboreta in safeguarding plant health and works to establish an early warning system for new and emerging pest and pathogen risks. The IPSN Phase 2 is under way and was launched with 41 partner countries involved. Defra funding has been secured for the period to March 2020.

#### **Big Picnic Big Questions – engaging the public with Responsible Research and Innovation on Food Security (BigPicnic)**

BGCI are the lead partner in this consortium of 19 partners which is a EU Horizon 2020 funded project where botanic gardens will bring together the public, scientists, policy-makers and industry to help tackle the global challenge of food security. Botanic garden partners, with training and support, are co-creating a range of exhibitions and participatory events with people from all walks of life, to generate dialogue and build greater understanding of food security. The project interim report was well received and the BigPicnic has been identified as an exemplar project by Horizon 2020.

#### **Learn to Engage – a modular course for botanic gardens (LearnToEngage)**

LearnToEngage is a three year project which began in September 2016. The project aims to address the needs of botanic garden professionals who are responsible for education to be able to engage people with plants and conservation. BGCI is working with four partners to develop and pilot a modular blended-learning course. In 2017 the first twelve week blended learning module on the subject of interpretation was successfully piloted.

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Building plant conservation capacity**

BGCI work in 2017 to build plant conservation capacity included: -

#### **Training courses**

Providing training and facilitation workshops is a key part of what BGCI delivers in its aim to build plant conservation capacity in botanic gardens and wider society. The courses in 2017 covered plant conservation policy, practice and education. Courses included: -

- Botanic garden management and tree conservation techniques in Ethiopia.
- BRAHMS database training in Ethiopia
- Forest restoration training in Uganda
- Exceptional plant species conservation techniques in Vietnam
- Support for red listing including a conservation assessment workshop in USA, a maple red list workshop, two separate weeks of red list training in UK and Haiti, and an oak taxonomy workshop in Mexico
- Three training courses to build capacity in botanic gardens for seed conservation in Kenya, Mauritius and Nepal
- Plant pest monitoring and prevention workshops as part of the International Plant Sentinel Network in South Africa
- LearnToEngage public engagement/education for 55 people from 51 institutions in Europe
- BigPicnic training for 35 people from 14 institutions
- Access and benefit sharing workshops in Ethiopia
- Applied conservation horticulture for Magnolia in Ecuador
- *Quercus insignis* conservation workshop in Mexico
- Tropical plant identification and forest management in Southeast Asia

In total, more than 950 people from 310 institutions and 48 countries participated in BGCI led training in 2017.

#### **Data services**

In 2017 BGCI added two significant new data services – Advanced PlantSearch and GlobalTreeSearch.

Advanced PlantSearch was launched in the Member's area of the website in March. Combined with ThreatSearch it has enabled an assessment, for the first time, of the proportion of plant diversity and threatened plant diversity conserved in the world's botanic gardens.

GlobalTreeSearch, the first georeferenced database of the world's tree species, was launched in April via a paper published in the Journal of Sustainable Forestry. The story derived from the paper 'How many tree species are there in the world?' generated worldwide news coverage and the paper has been viewed over 9000 times online.

#### **Publications and communication**

BGCI produced a range of publications in 2017 including: -

- BGCI journals included two issues of BGjournal, one focusing on Red Lists and the second, focused on Conservation Horticulture; six issues of the e-newsletter Cultivate; and two issues of Roots, on the subjects of engaging youth and establishing a botanic garden education programme from scratch.
- Red list assessments of over 600 tree taxa were assessed by BGCI and partners, submitted and accepted on the IUCN Red List.
- The *Red List of US Oaks* was published in July 2017. The *Red List of Theaceae* and *The Red List of Fraxinus* were also completed.
- BGCI staff were co-authors of 12 scientific papers published in 2017.

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Connecting people**

BGCI continues to play an active part in connecting people within our community. In June 2017 BGCI's 6<sup>th</sup> Global Botanic Gardens Congress was held in Geneva, hosted by the Conservatoire et Jardin Botanique de la ville de Geneve. The theme of the congress was 'Botanic Gardens in society: visions for the future'. The congress was attended by over 500 delegates from over 70 countries.

During the year, BGCI staff were actively engaged in supporting the global botanic garden community, participating in a wide range of conferences, workshops, meetings and symposia and visiting gardens in every continent except for Antarctica.

The BGCI website and databases continue to play a key part in making connections within our community providing a service for plant requests and job advertisements.

The above is a short summary of the organisations' activities in 2017. More information is available in our Member's Annual Review available from our office and in the detail of our work which is on our website [www.bgci.org](http://www.bgci.org).

### **Growing our network**

In 2017 BGCI was extremely pleased that the number of institutional and individual members continued to grow. BGCI was delighted to welcome Atlanta Botanical Garden, Conservatoire et Jardin Botanique de la ville de Geneve, Royal Botanic Garden Edinburgh and Baekdudaegan National Arboretum as new patron gardens. The organisation is working hard to continue to listen to members and develop the services that different sectors of the botanic garden community want. The Member's Area of the website was launched in March, accessible only to members and offering advanced data tools.

### **Financial Review and Reserves**

The transactions of the charity are summarised on page 13 of the financial statements, with further details of restricted funds transactions in note 16 on page 21.

In 2016 BGCI was the lead partner in a successful consortium bid for EU Horizon 2020 funding for the BigPicnic project. The pre-financing for this project was £1,610,980 of which £1,422,280 (88%) was immediately paid out to the partners in the project. This has a significant impact on the reported income and expenditure for the comparative year in these financial statements.

The charity in common with many other similar charities receives its donation and grant income with fluctuations in timing and frequency. Payments are dependent on a number of factors such as the preference and cash flow of funders, the completion of work and the submission of reports. In some cases funding is provided in advance of work and in other cases the charity pre-finances expenditure. Some funding is provided through medium term agreements while other funding has shorter agreements or is one off in nature. All of these factors contribute to the need for the charity to hold unrestricted reserves. The trustees currently believe that the charity should aim to build its unrestricted funds to be in the order to £300K.

At the year-end net assets and total funds showed a surplus of £508,745 (2016 £493,349) which was made up of restricted funds of £209,290 (2016 £284,456) and unrestricted funds of £299,455 (2016 £208,893).

The charity is planning to maintain the current level of unrestricted reserve in 2018. The trustees will continue to monitor the level of reserves throughout the year and will review the policy on an annual basis.

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Plans for Future Periods**

BGCI plans its activities on an annual basis, in line with the four main strategies of the agreed business case and strategic plan.

Key activities and outcomes planned for 2018 include:-

#### **BGCI as a leader and advocate for the botanic garden sector**

- Co-host the 10<sup>th</sup> International Congress on Education in Botanic Gardens in Warsaw (September) and support Eurogard VIII in Lisbon (May).
- Redesign of the BGCI website, with a picture heavy modern appearance, and improved navigation and enhanced content targeted at specific user groups.
- Publish a review of Return on Investment studies showing botanic gardens as financial, social, and environmental net contributors to society at local, regional and global scales.
- Work with the Global Partnership for Plant Conservation (GPPC) and the CBD Secretariat to convene a meeting of the GPPC and Parties to the Convention to ensure that key elements of the Global Strategy for Plant Conservation are adopted by the Parties post-2020.

#### **BGCI leading innovative and strategic projects and networks delivering plant conservation policy, practice and education outcomes**

- Significantly accelerate the Global Tree Assessment, leading projects that aim to result in ca. 16,000 global tree conservation assessments, nearly trebling the number of tree taxa on the global IUCN Red List.
- Lead the BigPicnic and LearnToEngage multi-partner education projects, raising awareness of food security and plant conservation with over 6000 visitors to botanic gardens, and integrating the most successful approaches into the Food Forever Initiative – a global travelling exhibit on the importance of plant diversity to food security.
- Lead projects conserving more than 100 threatened tree species, working with over 125 partner organisations.

#### **BGCI building plant conservation capacity in botanic gardens and broader society**

- Develop training resources and registers of expertise.
- Train in excess of 300 people in plant conservation techniques and public engagement.
- Launch BGCI's Accreditation Scheme with two components (i) botanic garden accreditation and (ii) a tiered conservation practitioner accreditation.
- Establish at least 20 further botanic gardens twinning partnerships through BGCI, with the system recognised as the optimum mechanism for collaboration between gardens with similar conservation objectives.

#### **BGCI as a funder**

- Establish a Global Botanic Garden Fund, including terms of reference covering what it can be used for and the size of grants.

# **Botanic Gardens Conservation International (a company limited by guarantee)**

## **Trustees' and Directors' Report for the year ended 31 December 2017**

### **Directors' and Trustees' responsibilities for financial statements**

Charity and company law require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. 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 income and expenditure of the company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement of disclosure to auditor**

(a) so far as the trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and

(b) they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

### **Auditors**

A resolution to re-appoint Riches & Company as the charitable company's auditor will be put to the Annual General Meeting of the company.

On behalf of the Board:



Prof Stephen Blackmore - Trustee

22 May 2018

# **Independent auditors' report to the members of Botanic Gardens Conservation International (a company limited by guarantee)**

We have audited the financial statements of Botanic Gardens Conservation International for the year ended 31 December 2017 set out on pages 13 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

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

## **Opinion**

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Basis for opinion**

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

## **Conclusions relating to going concern**

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

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least 12 months from the date when the financial statements are authorised for issue.

# **Independent auditors' report to the members of Botanic Gardens Conservation International (a company limited by guarantee)**

## **Other information**

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

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

We have nothing to report in this regard.

## **Opinions on other matters prescribed by the Companies Act 2006**

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

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

## **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' and directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

## **Responsibilities of directors and trustees**

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

## **Independent auditors' report to the members of Botanic Gardens Conservation International (a company limited by guarantee)**

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

### **Auditor's responsibilities for the audit of the financial statements**

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

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



**Nicholas Caso (Senior Statutory Auditor)  
for and on behalf of Riches & Company**

**Chartered Accountants  
Statutory Auditors**

*22 May 2018*

34 Anyards Road  
Cobham  
Surrey  
KT11 2LA

**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Statement of financial activities including income & expenditure**  
**account for the year ended 31 December 2017**

		Restricted funds 2017	Unrestricted fund 2017	Total funds 2017	Total funds 2016
	Note	£	£	£	£
<b>Income</b>					
Income from charitable activities	2	1,141,712	246,599	1,388,311	2,960,031
Donations	3	1,500	52,025	53,525	19,987
Investment income	4	-	1,820	1,820	2,420
<b>Total income</b>		<u>1,143,212</u>	<u>300,444</u>	<u>1,443,656</u>	<u>2,982,438</u>
<b>Expenditure</b>					
Expenditure on charitable activities	5	(1,218,378)	(152,112)	(1,370,490)	(2,722,583)
Costs of raising funds		-	(57,770)	(57,770)	(58,849)
<b>Total expenditure</b>		<u>(1,218,378)</u>	<u>(209,882)</u>	<u>(1,428,260)</u>	<u>(2,781,432)</u>
<b>Net income/(expenditure) and net movement in funds for the year</b>	7	(75,166)	90,562	15,396	201,006
<b>Reconciliation of funds</b>					
Total funds brought forward	16	<u>284,456</u>	<u>208,893</u>	<u>493,349</u>	<u>292,343</u>
<b>Total funds carried forward</b>	16	<u>£209,290</u>	<u>£299,455</u>	<u>£508,745</u>	<u>£493,343</u>

All amounts relate to continuing operations.

The company had no material recognised gains or losses other than those included in the gains and losses above, and therefore no separate statement of total recognised gains and losses has been presented.

**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Balance sheet**  
**as at 31 December 2017**

	Note	2017		2016	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	10	13,135		18,330	
Investment	11	294		294	
		<hr/>	13,429	<hr/>	18,624
<b>Current assets</b>					
Debtors	12	34,915		57,058	
Cash at bank and in hand		571,404		555,284	
		<hr/>		<hr/>	
		606,319		612,342	
<b>Creditors:</b> amounts falling due within one year	13	(111,003)		(137,617)	
		<hr/>		<hr/>	
<b>Net current assets</b>			495,316		474,725
			<hr/>		<hr/>
<b>Total assets less current liabilities</b>			£508,745		£493,349
			<hr/>		<hr/>
<b>Funds</b>					
Restricted funds	16, 18		209,290		284,456
Unrestricted fund	16, 18		299,455		208,893
			<hr/>		<hr/>
			£508,745		£493,349
			<hr/>		<hr/>

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

Approved by the Board of Directors on: 22 May 2018

and signed on its behalf by:



Prof Stephen Blackmore

Company Number: 04673175

# **Botanic Gardens Conservation International**

## **(a company limited by guarantee)**

### **Notes forming part of the financial statements**

#### **1 Accounting policies**

##### **(a) Accounting convention**

These financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards, the Companies Act 2006, the Charities Act 2011, the Charities SORP 2 (FRS 102) and the Financial Reporting Standard (FRS 102). The principal accounting policies adopted in the preparation of the financial statements are set out below.

The company is registered in England with registration number 04673175 and its registered office is Descanso House, 199 Kew Road, Richmond, Surrey, TW9 3BW, United Kingdom.

The company has taken advantage of the exemption in FRS 102 from the requirement to produce a cash flow statement on the grounds that it is a small company.

These financial statements are presented in pounds sterling which is also the functional currency of the company.

The accounts present information about the company as an individual undertaking and not about its group on the grounds that the subsidiary company has been dormant since incorporation and therefore the trustees are not required by Section 399 of the Companies Act 2006 to prepare group accounts for the year. The subsidiary company is included at cost.

The charity meets the definition of a public benefit entity under FRS 102.

The trustees have considered the financial position, forecasts and cash flows of the organisation and are satisfied that it is appropriate to prepare the accounts on a going concern basis.

##### **(b) Depreciation**

Computer equipment is depreciated at 25% per annum on a straight-line basis in order to write off the cost of the assets over their estimated useful lives.

##### **(c) Fund accounting**

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

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 aim and use of each restricted fund is set out in note 16 to the financial statements.

##### **(d) Income**

Voluntary income including donations, gifts and legacies and grants that provide core financing or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods or the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

# **Botanic Gardens Conservation International**

## **(a company limited by guarantee)**

### **Notes forming part of the financial statements (continued)**

**(e) Expenditure**

Expenditure is recognised when a liability is incurred.

- Costs of raising funds are those costs incurred in attracting donations and grants.
- Charitable activities include expenditure associated with the conservation and protection of plant species of the world including research, education and vocational training and the dissemination of information.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.
- Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**(f) Grants**

Grants are awarded to members or other conservation organisations, who have agreed a partnership in order to undertake direct, on the ground plant conservation projects that achieve the objectives of BGCI.

**(g) Pension costs**

The company operates a defined contribution pension scheme. Contributions are charged to the unrestricted fund as they become payable in accordance with the rules of the scheme.

**(h) Foreign currency**

Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Assets and liabilities at the year end are converted into sterling at the year end rate. Any loss or gain on foreign currency conversion is charged to overhead expenses as incurred.

**(i) Volunteers and donated services and facilities**

The value of services provided by volunteers is not incorporated into these financial statements, as it is not considered significant.

Where services are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

**(j) Taxation**

As a registered charity, the company is exempt from liability to corporation tax on its charitable activities.

**(k) Leasing arrangements**

Rentals payable under operating leases are charged to the unrestricted reserves on a straight-line basis over the lease term.

**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Notes forming part of the financial statements (continued)**

**2 Income from charitable activities**

	2017 Restricted Funds £	2017 Unrestricted Funds £	2017 Total Funds £	2016 Restricted Funds £	2016 Unrestricted Funds £	2016 Total Funds £
Grants received	1,141,293	-	1,141,293	2,750,354	-	2,750,354
Membership fees	-	243,320	243,320	-	199,897	199,897
Sundry income	419	3,279	3,698	6,616	3,164	9,780
	1,141,712	246,599	1,388,311	2,756,970	203,061	2,960,031

**3 Donations**

The income from donations was £53,525 (2016 £19,987) of which £52,025 was unrestricted (2016 £19,187) and £1,500 restricted (2016 £800).

**4 Investment income**

All of the investment income of £1,820 (2016 £2,420) arises from money held in interest bearing deposit accounts.

**5 Analysis of expenditure on charitable activities and costs of raising funds**

	Costs of raising funds £	Charitable activities £	Support costs £	Govern- ance costs £	2017 Total £	2016 Total £
Staff costs	51,645	435,156	71,678	14,632	573,111	516,603
Grants	-	456,123	-	-	456,123	1,851,835
Consultants & workshops	-	131,741	10,632	-	142,373	124,945
Printing & distribution	3,264	12,428	9,204	-	24,896	30,326
Travel	-	99,361	16,395	8,395	124,151	122,975
Other direct costs	-	11,996	-	-	11,996	7,973
Rent & services	-	-	34,017	-	34,017	42,521
Administration costs	2,861	-	51,629	26	54,516	73,861
Depreciation	-	-	7,077	-	7,077	10,393
Allocation of governance costs	-	-	23,053	(23,053)	-	-
Reallocation of support costs	-	223,685	(223,685)	-	-	-
	57,770	1,370,490	-	-	£1,428,260	£2,781,432

Included in rent and services are donated services of £5,500 (2016 £5,500).

**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Notes forming part of the financial statements (continued)**

**6 Analysis of governance and support costs**

The company initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are allocated to the costs of the charitable activities.

**7 Net income/(expenditure) for the year**

Net income/(expenditure) for the year is stated after charging:

	2017 £	2016 £
Depreciation	7,077	10,393
Audit fees	7,200	7,284
Fees paid to auditors for non-audit services	1,902	1,280
	<u>          </u>	<u>          </u>

**8 Staff costs and the cost of key management personnel**

	2017 £	2016 £
Total remuneration:		
Salaries	489,686	447,050
Social security costs	45,487	42,494
Pension costs	37,938	27,059
	<u>          </u>	<u>          </u>
	£573,111	£516,603
	<u>          </u>	<u>          </u>

The average number of persons employed by the company was:

	Number	Number
Management	1	1
Programme staff	12	11
Administration	4	3
	<u>          </u>	<u>          </u>

The key management personnel of the charity comprise the trustees, the Secretary General and the other members of the senior management team. The total employment benefits, including employer pension contributions of the key management personnel was £212,564 (2016 £202,281).

In 2017 the emoluments of the highest paid member of staff were in the range £70,000- £79,999 (2016 - £60,000 - £69,999); pension contributions of £7,800 (2016 - £nil) were made for this person.

**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Notes forming part of the financial statements (continued)**

**9 Trustee remuneration and expenses and related party transactions**

No remuneration was paid to the directors or trustees during the year. Travel costs amounting to £1,035 (2016 £2,722) were reimbursed to 1 (2016 - 1) director.

No director or trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2016 – £Nil).

**10 Tangible fixed assets**

	Computer equipment £
Cost:	
At 1 January 2017	64,711
Additions in the year	1,882
Assets written off	(3,355)
	<hr/>
At 31 December 2017	63,238
	<hr/>
Depreciation:	
At 1 January 2017	46,381
Charge for the year	7,077
Accumulated depreciation on assets written off	(3,355)
	<hr/>
At 31 December 2017	50,103
	<hr/>
Net book value:	
At 31 December 2017	£13,135
	<hr/>
At 31 December 2016	£18,330
	<hr/>

**11 Fixed asset investment**

	2017	2016
Cost of investment	£294	£294
	<hr/>	<hr/>

On 5th December 2006 the company formed a 100% subsidiary company, BGCI Trading Limited, registered in England with registration number 06019325. The registered office is Descanso House, 199 Kew Road, Richmond, Surrey, TW9 3BW, United Kingdom. Since incorporation this company has remained dormant. The share capital and reserves of BGCI Trading Limited at 31 December 2017 totalled £1.

**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Notes forming part of the financial statements (continued)**

**12 Debtors**

	2017 £	2016 £
Amounts due within one year:		
Grants, subscriptions and donations	26,434	54,226
Prepayments and other debtors	8,481	2,832
	<hr/>	<hr/>
	£34,915	£57,058
	<hr/>	<hr/>

**13 Creditors**

	2017 £	2016 £
Amounts falling due within one year:		
Salaries and social security costs	13,247	12,836
Accruals and other creditors	97,756	124,781
	<hr/>	<hr/>
	£111,003	£137,617
	<hr/>	<hr/>

**14 Operating lease commitments**

The company is committed to making the following payments during the next year in respect of operating leases, which expire in:

	Land and buildings	
	2017	2016
Less than one year	£34,188	£29,750
	<hr/>	<hr/>

**15 Legal status of the company**

The company is limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Notes forming part of the financial statements (continued)**

**16 Reconciliation and analysis of movement of funds**

	At 1 January 2017 £	Income £	Direct project expenditure £	Indirect expenses £	At 31 December 2017 £
<b>Restricted funds</b>					
African Wildlife Foundation	-	567	-	(567)	-
BGCI US	-	1,500	-	(1,500)	-
Calouste Gulbenkian Foundation	-	4,000	-	-	4,000
Critical Ecosystems Partnership Fund	10,798	1,500	(10,973)	(1,325)	-
Department for Environment, Food & Rural Affairs	12,000	35,000	(18,854)	(24,088)	4,058
EU Erasmus+	16,908	-	(7,541)	(9,000)	367
EU Horizon 2020	130,201	-	(24,613)	(50,000)	55,588
Fondation Franklinia	14,016	675,424	(399,077)	(290,363)	34,797
Keidanren Nature Conservation Fund	11,267	13,132	(19,779)	(4,620)	-
IUCN	-	30,277	(2,471)	(27,296)	510
Marsh Christian Trust	-	500	(500)	-	-
Mohamed bin Zayed Species Conservation Fund	5,650	35,113	(11,658)	(2,481)	26,624
Rufford Foundation	-	20,000	(10,310)	(9,690)	-
St Andrews University	12,791	-	(12,791)	-	-
Sylvia Scholarship Fund	20,232	1,919	(687)	-	21,464
The Ashden Trust	7,601	40,000	(22,686)	(12,601)	12,314
The Darwin Initiative	16,792	175,791	(125,002)	(42,221)	25,360
The Food & Environment Research Agency	-	22,500	(988)	(21,512)	-
The Klorane Institute	-	9,180	(6,111)	-	3,069
The Ninevah Charitable Trust	-	5,000	-	(2,500)	2,500
The Rothschild Foundation	13,240	24,480	(15,498)	(8,982)	13,240
United Nations Environment Programme	12,960	45,413	(20,694)	(32,280)	5,399
University of Hamburg	-	1,916	(1,916)	-	-
	<u>284,456</u>	<u>1,143,212</u>	<u>(711,649)</u>	<u>(506,729)</u>	<u>209,290</u>
<b>Unrestricted fund</b>	<u>208,893</u>	<u>300,444</u>	<u>-</u>	<u>(209,882)</u>	<u>299,455</u>
<b>Total</b>	<u>£493,349</u>	<u>£1,443,656</u>	<u>£(711,649)</u>	<u>£(716,611)</u>	<u>£508,745</u>

# **Botanic Gardens Conservation International** **(a company limited by guarantee)**

## **Notes forming part of the financial statements (continued)**

### **17 Grants made for projects**

	£
Brackenhurst Botanic Garden	13,350
Botanic Gardens Conservation International USA	8,100
Botanical Garden of Government College University, Lahore	1,329
Cardiff University	6,502
Chengdu Botanical Garden	2,000
Chicago Botanic Garden	15,390
College of Humanities and Sciences, Guizhou Minzu University	8,000
College of Life Science, Zhejiang University	10,000
Dr Cecilia Koo Botanic Conservation Centre	20,116
Ethiopian Biodiversity Institute	35,203
Forest Research Institute of Malawi	2,000
Guangxi Institute of Botany	8,000
Institute of Botany Ilia State University	23,000
Institute of Botany of the Armenian National Academy of Sciences	8,000
Instituto de Investigaciones Agropecuarias	15,000
Jardín Botánico Carlos Thays	5,972
Jardín Botánico de Cienfuegos	4,599
Les Cayes Botanic Garden	3,264
Mauritian Wildlife Foundation	4,500
Mulanje Mountain Conservation Trust	44,701
National Botanic Garden of Georgia	8,500
NatureFiji-MareqetiViti	14,382
Royal Botanic Gardens, Edinburgh	28,460
Royal Botanic Gardens, Kew	2,215
Royal Monetary Authority of Bhutan	5,400
Shangri-La Alpine Botanical Garden	8,000
Shenzhen FairyLake Botanical Garden, Shenzhen and CAS	8,000
Sichuan Provincial Academy of Natural Resource Sciences	8,000
South China Botanic Garden	39,371
South London Botanical Institute	2,000
Stone Lane Gardens	11,000
Tanga Coastal Forest Botanic Garden	3,000
Tasmanian Arboretum	4,000
The Morton Arboretum	38,610
Tooro Botanical Gardens	10,000
Tshenden Project Steering Committee	8,350
University of Fort Hare	2,708
University of Jammu	3,047
Zhejiang Forest Academy	11,500
Awards less than £1000	554
	<u>£456,123</u>

Grants paid in the year were all made for the purpose of achieving BGCI's charitable objectives.

### **18 Analysis of net assets between funds**

	Unrestricted fund £	Restricted funds £	Total funds £
Fixed assets	9,479	3,950	13,429
Cash at bank and in hand	313,796	257,608	571,404
Other current assets	6,981	27,394	34,915
Current liabilities	(30,801)	(80,202)	(111,003)
	<u>          </u>	<u>          </u>	<u>          </u>
Net assets at 31 December 2017	£299,455	£209,290	£508,745
	<u>          </u>	<u>          </u>	<u>          </u>