

**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 2018**

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

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

**Trustees' and Directors' Report for the year ended 31 December  
2018**

**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  
HRH Princess Basma bint Ali bin Nayef  
Sir Ghillean Prance  
Ms Anna Quenby  
Mrs Beth Rothschild  
Mr Mark Webb  
Dr Peter Wyse Jackson

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 22 May 2018, 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 2018**

### **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 2018**

### **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 is the guarantor for Botanic Gardens Conservation International Africa Limited which was incorporated on 8 October 2018 in Kenya as a company limited by guarantee.

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 is registered with the 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 2018

### 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 provide the Secretariat for the Global Partnership for Plant Conservation (GPPC) and 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 2018 BGCI continued to work closely with the Secretariat of the Convention on Biological Diversity (CBD) including organising a conference of the GPPC from 28-30 August in Cape Town, South Africa. The conference was hosted by the South African National Biodiversity Institute and was entitled '*Supporting the worldwide implementation of the Global Strategy for Plant Conservation*'. It was attended by over 120 participants from over 35 countries.

BGCI's other work in the area of Advocacy and Policy Support in 2018 included: -

- Continued 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. A case study resource is being developed as part of this project.
- BGCI's International Advisory Council (IAC) met in Cape Town in September. The group received the Technical Review on the Economic, Social and Environmental Impacts of Botanic Gardens which had been prepared by BGCI. The group also discussed the rollout of the accreditation scheme, endorsed the BGCI Global Botanic Garden Fund and discussed the GPSC post-2020.
- Convening the European Botanic Gardens Consortium, providing the Secretariat and managing the ListServer connecting members. '
- 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.

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

## **Trustees' and Directors' Report for the year ended 31 December 2018**

### **Leading Innovative Projects**

BGCI project work in 2018 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 2018 GTA work accelerated considerably. In the year 15,537 draft IUCN Red List assessments were created and 5,678 assessments were reviewed and submitted to the IUCN Red List Unit. 2010 assessments for tree species were published on the IUCN Red List of Threatened Species in 2018 taking the total number to 12,008 tree species.

#### **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 198 botanic gardens. BGCI provides the secretariat for the IUCN Seed Conservation Specialist Group. BGCI worked with partners on the creation of an online, interactive Seed Conservation Directory of Expertise. This resource contains information on individuals, facilities and expertise related to seed conservation.

#### **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 21 countries, raising more than 450,000 seedlings, and employing an integrated (ex situ and in situ) conservation approach, working closely with local communities.

#### **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 40 participating gardens and arboreta across six continents. Two workshops on forest restoration were held in 2018 and a new manual to guide species recovery projects was published. In addition, e-learning modules on forest restoration were produced and made available in English, Spanish, French and Swahili.

#### **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 network involves 45 partners and is funded by the UK's Department of Environment, Food and Rural Affairs and supported by Fera Science Ltd. Through the Euphresco network 15 partners in Europe, Australia, New Zealand and the US are involved in research activities on future pest threats.

#### **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. 2018 saw partners further develop their exhibitions and run science cafes on a variety of food security issues. The data analysis element of the project has begun with an early finding being the importance of heritage and culture for individuals and their association with food.

#### **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 2018 the two twelve-week blended learning modules on 'Working with Diverse Audiences' and 'Science Communication' were successfully delivered. Both modules involved representatives from twenty separate organisations.

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

## Trustees' and Directors' Report for the year ended 31 December 2018

### Building plant conservation capacity

BGCI work in 2018 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. Courses included: -

- Red List Assessment Training in Indonesia, Madagascar, Laos and the Bahamas
- Seed Collection and Conservation Training in Uganda, Mexico and India
- Tree Conservation, Nursery and Forest Restoration Training in Kenya, Uganda and Fiji
- Conservation Horticultural Training in Laos, United States of America and South Africa
- Working with Diverse Audiences and Science Communication Training in Italy and Portugal
- Team Based Enquiry Training in Italy.

In total, more than 689 people from 220 institutions and 54 countries participated in BGCI led training in 2018.

### CBD E-Learning Resources

BGCI launched a suite of e-learning resources funded by the Convention on Biological Diversity and The Japan Biodiversity Fund. Each module is available in four languages. There are four e-learning modules in forest restoration, four on red listing and six on seed conservation. There are also a series of advanced seed conservation modules.

### Data services

BGCI maintains four significant databases.

**ThreatSearch** is the most comprehensive database of conservation assessments of plants and is a key tool in activities for achieving Target 2 of the Global Strategy for Plant Conservation.

**PlantSearch** is a globally unique database of the living plant, seed and tissue collections maintained by botanic gardens.

**GlobalTreeSearch**, is a global list of the world's tree species and their country distributions.

**GardenSearch** is a digital directory of botanic gardens, their staff, facilities and expertise.

### Publications and communication

BGCI produced a range of publications in 2018 including: -

- BGCI journals included two issues of BGjournal, both of which were themed around the United Nation's Sustainable Development Goals; six issues of the e-newsletter Cultivate; and two issues of Roots, on the subjects of putting theory into practice in engaging youth and Big Picnic.
- The *Red List of Fraxinus* and the *Red List of Nothofagus* was published. The *Red List of Tovomitia* was also completed.
- BGCI staff were co-authors of 13 scientific papers published in 2018.

### Connecting people

BGCI continues to play an active part in connecting people within our community. In September 2018 BGCI's 10<sup>th</sup> International Congress on Education in Botanic Gardens took place at the University of Warsaw Botanic Garden. The theme of the congress was 'Bringing nature to the city'. The congress was a great success, attended by nearly 300 delegates from 50 countries.

BGCI convenes the European Botanic Gardens Consortium. In May 2018, the Consortium, in association with the Botanic Garden of Ajuda, University of Lisbon, organised the Eighth European Botanic Gardens Congress. The theme of this well attended congress was 'Botanic Gardens, People and Plants for a Sustainable World'.

BGCI also supported the Botanical Bridges 2018 Congress which took place at the National Botanic Garden of Havana, Cuba in April 2018 on the occasion of the 50<sup>th</sup> anniversary of the garden.



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

## **Trustees' and Directors' Report for the year ended 31 December 2018**

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.

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 2018. 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**

The number of members of BGCI continues to grow. We are grateful to the support we are given from our 19 patron gardens. The organisation continues to listen to members and seeks to develop the services that appeal to different sectors of the botanic garden community. BGCI's Accreditation Scheme was launched in 2018 and will be further developed and promoted in the coming year.

### **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 22.

In 2016 BGCI was the lead partner in a successful consortium bid for EU Horizon 2020 funding for the BigPicnic project. The second tranche of funding for this project of £755,785 was received in 2018 of which £664,472 (88%) was immediately paid out to the partners in the project. This has a significant impact on the reported income and expenditure for the current 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 hold unrestricted funds in the order of £300K.

At the year-end net assets and total funds showed a surplus of £1,037,829 (2017 £508,745) which was made up of restricted funds of £715,247 (2017 £209,290) and unrestricted funds of £322,582 (2017 £299,455).

The charity is planning to maintain the current level of unrestricted reserve in 2019. The trustees will continue to monitor the level of reserves throughout the year and will review the policy on an annual basis.

### **Investment Policy and Performance**

The trustees updated their investment policy during the year. The trustees appointed an investment advisor, Rathbone Unit Trust Management, to guide their decision making consistent with the aim of growing surplus capital with a reasonable income and with a balanced or medium attitude to investment risk. Sufficient cash is to be retained in current and deposit accounts to provide for the regular expenditure associated with the charity.

BGCI invested £50,000 per month from August to November in Rathbone's Core Investment Fund for Charities. Income in period was £617. The valuation at 31 December 2018 was £186,080 reflecting the current high levels of stock market volatility. BGCI aim to be a long term investor with these surplus funds.

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

## **Trustees' and Directors' Report for the year ended 31 December 2018**

### **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 2019 include:-

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

- Redesign of the BGCI website, with a picture heavy modern appearance, much improved navigation and enhanced content targeted at specific user groups.
- Publish a technical review of the role of botanic gardens in urban greening and forestry.
- Work with the Global Partnership for Plant Conservation, the CBD Secretariat 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 (GTA), leading projects that aim to result in ca. 10,000 global tree conservation assessments, nearly trebling the number of tree taxa on the global IUCN Red List.
- Design a web-based GTA interface that tracks tree conservation action, species by species, country by country.
- Begin the development of PlantSearch into an accession-level database, enabling the efficient and responsible exchange of plant material globally.
- Use PlantSearch and GardenSearch to verify, back up and guide development of living collections of Extinct in the Wild species, Coffea species of conservation concern, and priority tree species.
- 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 and train in excess of 300 people in plant conservation techniques and public engagement.
- Significantly grow the adoption of BGCI's Accreditation Scheme by working with national and regional associations of botanic gardens.

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

- Establish a Global Botanic Garden Fund to support the plant conservation activities of small botanic gardens in biodiversity rich areas.
- Submit funding proposals with a value of >£5 million, and secure at least an additional £2 million in additional project funding.

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

## **Trustees' and Directors' Report for the year ended 31 December 2018**

### **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

21 May 2019

# **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 2018 set out in the Statement of Financial Activities, Balance Sheet, accounting policies and notes to the accounts. 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 2018 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 understand 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**

21 May 2019

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 2018**

	Note	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
<b>Income</b>					
Income from charitable activities	2	2,732,813	256,146	2,988,959	1,388,311
Donations	3	106	24,698	24,804	53,525
Investment income	4	-	4,908	4,908	1,820
<b>Total income</b>		<u>2,732,919</u>	<u>285,752</u>	<u>3,018,671</u>	<u>1,443,656</u>
<b>Expenditure</b>					
Expenditure on charitable activities	5	(2,226,962)	(184,225)	(2,411,187)	(1,370,490)
Costs of raising funds	5	-	(64,480)	(64,480)	(57,770)
<b>Total expenditure</b>		<u>(2,226,962)</u>	<u>(248,705)</u>	<u>(2,475,667)</u>	<u>(1,428,260)</u>
<b>Net income/(expenditure) and net movement in funds for the year before losses on investments</b>	7	505,957	37,047	543,004	15,396
Net losses on investments	11	-	(13,920)	(13,920)	-
<b>Net Movement in Funds</b>		<u>505,957</u>	<u>23,127</u>	<u>529,084</u>	<u>15,396</u>
<b>Reconciliation of funds</b>					
Total funds brought forward	16	209,290	299,455	508,745	493,349
<b>Total funds carried forward</b>	16	<u>£715,247</u>	<u>£322,582</u>	<u>£1,037,829</u>	<u>£508,745</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 2018**

	Note	2018		2017	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	10	14,014		13,135	
Investments	11	186,374		294	
		<u>          </u>	200,388	<u>          </u>	13,429
<b>Current assets</b>					
Debtors	12	42,942		34,915	
Cash at bank and in hand		925,721		571,404	
		<u>          </u>		<u>          </u>	
		968,663		606,319	
<b>Creditors:</b> amounts falling due within one year	13	(131,222)		(111,003)	
		<u>          </u>		<u>          </u>	
<b>Net current assets</b>			837,441		495,316
			<u>          </u>		<u>          </u>
<b>Total assets less current liabilities</b>			£1,037,829		£508,745
			<u>          </u>		<u>          </u>
<b>Funds</b>					
Restricted funds	16, 18		715,247		209,290
Designated funds	16, 18		10,000		-
Unrestricted fund	16, 18		312,582		299,455
			<u>          </u>		<u>          </u>
			£1,037,829		£508,745
			<u>          </u>		<u>          </u>

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: 21 May 2019

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.

Designated funds are funds which are established by the Board from time to time for specific purposes. They are not restricted funds and any surplus or deficit remaining when the fund is closed will be transferred to or from the general funds.

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.

(l) **Fixed asset investments**

Investments are a form of financial instrument and are initially recognised at their transaction costs and subsequently measured at their fair value as that balance sheet dates using the quoted market price. The statement of financial activities includes the net gains and losses arising on revaluation.

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

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

**2 Income from charitable activities**

	2018 Restricted Funds £	2018 Unrestricted Funds £	2018 Total Funds £	2017 Restricted Funds £	2017 Unrestricted Funds £	2017 Total Funds £
Grants received	2,732,766	-	2,732,766	1,141,293	-	1,141,293
Membership fees	-	249,384	249,384	-	243,320	243,320
Sundry income	47	6,762	6,809	419	3,279	3,698
	<u>2,732,813</u>	<u>256,146</u>	<u>2,988,959</u>	<u>1,141,712</u>	<u>246,599</u>	<u>1,388,311</u>

**3 Donations**

The income from donations was £24,804 (2017 £53,525) of which £24,698 was unrestricted (2017 £52,025) and £106 restricted (2017 £1,500).

**4 Investment income**

	2018 £	2017 £
Income distribution from investment	617	-
Interest on cash deposits	4,291	1,820
	<u>£4,908</u>	<u>£1,820</u>

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

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

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

	Costs of raising funds £	Charitable activities £	Support costs £	Governance costs £	2018 Total £	2017 Total £
Staff costs	57,838	475,240	76,254	15,306	624,638	573,111
Grants	-	1,371,359	-	-	1,371,359	456,123
Consultants & workshops	-	142,930	18,165	-	161,095	142,373
Printing & distribution	3,233	23,532	7,160	-	33,925	24,896
Travel	-	131,689	17,199	8,014	156,902	124,151
Other direct costs	-	1,970	-	-	1,970	11,996
Rent & services	-	-	38,964	-	38,964	34,017
Administration costs	3,409	-	73,066	701	77,176	54,516
Depreciation	-	-	9,638	-	9,638	7,077
Allocation of governance costs	-	-	24,021	(24,021)	-	-
Reallocation of support costs	-	264,467	(264,467)	-	-	-
	64,480	2,411,187	-	-	£2,475,667	£1,428,260

Included in rent and services are donated services of £5,500 (2017 £5,500).

**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:

	2018 £	2017 £
Depreciation	9,638	7,077
Audit fees	7,200	7,200
Fees paid to auditors for non-audit services	1,530	1,902

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

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

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

	2018 £	2017 £
Total remuneration:		
Salaries	530,612	489,686
Social security costs	50,159	45,487
Pension costs	43,867	37,938
	<u>£624,638</u>	<u>£573,111</u>

The average number of persons employed by the company was:

	Number	Number
Management	1	1
Programme staff	13	12
Administration	4	4
	<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 £261,026 (2017 £212,564).

In 2018 the emoluments of the highest paid member of staff were in the range £80,000- £89,999 (2017 - £70,000 - £79,999); pension contributions of £8,582 (2017 - £7,800) were made for this person.

**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 £3,703 (2017 £1,035) were reimbursed to 1 (2017 - 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 (2017 – £Nil).

**10 Tangible fixed assets**

	Computer equipment £
Cost:	
At 1 January 2018	63,238
Additions in the year	10,517
	<u>          </u>
At 31 December 2018	73,755
	<u>          </u>
Depreciation:	
At 1 January 2018	50,103
Charge for the year	9,638
	<u>          </u>
At 31 December 2018	59,741
	<u>          </u>
Net book value:	
At 31 December 2018	£14,014
	<u>          </u>
At 31 December 2017	£13,135
	<u>          </u>

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

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

**11 Fixed asset investments**

<b>Movement in fixed asset investments</b>	2018 £	2017 £
Value brought forward at 1 January 2018	294	294
Additions to investments at cost	200,000	-
Net loss on revaluation	(13,920)	-
	<hr/>	<hr/>
Market value as at 31 December 2018	£186,374	£294
	<hr/> <hr/>	<hr/> <hr/>
<b>Investments at fair value</b>		
Comprised:	2018 £	2017 £
Unit trusts	186,080	-
BGCI Trading Limited	294	294
	<hr/>	<hr/>
	£186,374	£294
	<hr/> <hr/>	<hr/> <hr/>

Investments are carried at their fair value. Investments in unit trusts are traded in the London Stock exchange. The holding in the unit trust are is at the open price. The basis of fair value for quoted investments is equivalent to the market value, using the open price. Asset sales and purchases are recognised at the date of trade at cost (that is their transaction value).

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 2018 totalled £1. This investment is carried at cost.

On 8th October 2018 the company formed a subsidiary company, Botanic Gardens Conservation International Africa Limited, registered in Kenya with registration number CLG-VXFAEQ. The company is limited by guarantee and Botanic Gardens International are the guarantor. Since incorporation this company has remained dormant. The reserves of Botanic Gardens Conservation International Africa Limited at 31 December 2018 totalled £0.

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

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

12	<b>Debtors</b>	2018 £	2017 £
	Amounts due within one year:		
	Grants, subscriptions and donations	31,741	26,434
	Prepayments and other debtors	11,201	8,481
		<u>          </u>	<u>          </u>
		£42,942	£34,915
		<u>          </u>	<u>          </u>
13	<b>Creditors</b>	2018 £	2017 £
	Amounts falling due within one year:		
	Salaries and social security costs	14,524	13,247
	Accruals and other creditors	116,698	97,756
		<u>          </u>	<u>          </u>
		£131,222	£111,003
		<u>          </u>	<u>          </u>
14	<b>Operating lease commitments</b>		
	The company is committed to making the following payments during the next year in respect of operating leases, which expire in:		
		Land and buildings	
		2018	2017
	Less than one year	£35,151	£34,188
		<u>          </u>	<u>          </u>
15	<b>Legal status of the company</b>		
	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 2018 £	Income £	Direct project expenditure £	Indirect expenses £	At 31 December 2018 £
<b>Restricted funds</b>					
Calouste Gulbenkian Foundation	4,000		-	(4,000)	-
Critical Ecosystems Partnership Fund	-	68,213	(44,347)	(10,000)	13,866
Department for Environment, Food & Rural Affairs	4,058	20,500	(6,268)	(18,290)	-
EU Erasmus+	367	126,287	(104,173)	(15,069)	7,412
EU Horizon 2020	55,588	755,785	(674,831)	(51,122)	85,420
Fondation Franklinia	34,797	1,301,504	(547,853)	(284,119)	504,329
Keidanren Nature Conservation Fund	-	30,715	(18,428)	(3,571)	8,716
IUCN	510	25,723	(1,016)	(20,427)	4,790
Marsh Christian Trust	-	500	-	(500)	-
Mohamed bin Zayed Species Conservation Fund	26,624	7,079	(25,688)	(5,130)	2,885
Missouri Botanical Garden	-	3,046	(3,046)	-	-
Naples Botanical Garden	-	3,046	(3,046)	-	-
National Botanic Garden of Wales	-	3,465	(418)	(3,047)	-
National Geographic	-	38,029	(5,164)	(700)	32,165
Royal Horticultural Society	-	1,500	(1,500)	-	-
Rufford Foundation	-	15,000	(6,447)	(8,553)	-
Sylvia Scholarship Fund	21,464	153	(8,256)	-	13,361
The Ashden Trust	12,314	-	(6,388)	(5,926)	-
The Darwin Initiative	25,360	230,214	(158,551)	(66,527)	30,496
The Food & Environment Research Agency	-	5,500	-	(5,500)	-
The Klorane Institute	3,069	-	(1,941)	(1,128)	-
The Morton Arboretum	-	3,033	(3,033)	-	-
The Nineveh Charitable Trust	2,500	-	-	(2,500)	-
The Rothschild Foundation	13,240	24,480	(13,600)	(13,480)	10,640
The Stanley Smith Horticultural Trust	-	4,000	(2,700)	(133)	1,167
United Nations Environment Programme	5,399	65,147	(34,786)	(35,760)	-
	<u>209,290</u>	<u>2,732,919</u>	<u>(1,671,480)</u>	<u>(555,482)</u>	<u>715,247</u>
<b>Unrestricted Funds</b>					
General Fund	299,455	275,752	-	(248,705)	
Net losses on investments				(13,920)	312,582
Designated Fund	-	10,000	-	-	10,000
	<u>299,455</u>	<u>285,752</u>	<u>-</u>	<u>(262,625)</u>	<u>312,582</u>
<b>Total</b>	<u>£508,745</u>	<u>£3,018,671</u>	<u>£(1,671,480)</u>	<u>£(818,107)</u>	<u>£1,037,829</u>

In 2018 the board has designated £10,000 of unrestricted funds for the establishment of the Global Botanic Garden Fund. The first call for application from members will be in the autumn of 2019.



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

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

17 **Grants made for projects**

	£
Addis Ababa University Herbarium	2,100
African Forest	3,350
Agencia Estatal Consejo Superior De Investigaciones Científicas	34,461
Agentschap Plantentuin Meise	37,414
Brackenhurst Botanic Garden	3,389
Asociación Colombiana de Herbario	15,000
Botanic Gardens of Australia and New Zealand, and the Australian National Botanic Gardens	16,800
Bidoup-Nuiba National Park	2,000
Cadereyta Regional Botanical Garden	4,000
Chicago Botanic Garden	15,904
College of Humanities and Sciences, Guizhou Minzu University	7,500
Comune Di Bergamo	36,763
Dr Cecilia Koo Botanic Conservation Centre	28,000
East African Herbarium	2,100
Ethiopian Biodiversity Institute	23,118
Forest Research Centre, Sabah Forestry Department	5,000
Forest Research Institute of Malawi	2,030
Freie Universitaet Berlin	34,765
Fundacao Flora de Apolo a Botanica	34,000
Fundacio Jardí Botànic de Sóller	2,315
Fundacion Progressio	7,679
Guangxi Institute of Botany	7,500
Gullele Botanic Garden	8,500
Hellenic Agricultural Organization-Demeter	33,220
Herbario Forest Botanical Garden	7,372
Hunan Forest Botanical Garden	8,000
Institute of Botany Ilia State University	13,000
Institute of Botany of the Armenian National Academy of Sciences	8,000
Instituto de Investigaciones Agropecuarias	13,000
IUCN SSC Madagascar Plant Specialist Group	6,578
Jardín Botánico de Cienfuegos	7,678
Jardín Botánico Universitaria	13,750
Kew Madagascar Conservation Centre	9,754
Leiterin Schulbiologiezentrum	34,765
Maastricht University	24,000
Missouri Botanical Garden, Madagascar	8,430
Museo Delle Scienze di Trento	31,504
Mulanje Mountain Conservation Trust	42,177
National Botanic Garden of Georgia	9,000
National History Museum of Jamaica	1,175
NatureFiji-MareqetiViti	17,317
Nottingham Trent University	16,254
Orangutan Foundation International	1,569
Peermade Development Society	2,234
Pha Tad Ke Botanical Gardens	8,000
Plant Conservation and Research Foundation	2,284
Royal Botanic Gardens, Edinburgh	103,913
Royal Botanic Garden, Kew	2,000
Shenyang Arboretum	8,000
Sichuan Provincial Academy of Natural Resource Sciences, Chengdu	7,500
Sofiiski Universitet Sveti Kliment Ohridski	27,853
South China Botanic Garden	37,264
Stichting Waag Society	34,717
Stone Lane Gardens	8,000
Tanzanian Tree Seed Agency	2,207
The Forum Pohon Langka	2,500
The Morton Arboretum	26,085

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

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

Tooro Botanical Gardens	70,762
Tropical Rainforest Conservation & Research Centre, Malaysia	3,572
Tshenden Steering Committee	8,450
Universidad de Alcalá	34,461
Universidade De Lisboa	50,710
Universität Innsbruck	66,231
Universiteit Leiden	36,157
Universitetet I Oslo	43,141
University College London	40,693
University of Antananarivo	4,870
University of Fort Hare	4,482
Uniwersytet Warszawski	29,094
Vumba Botanical Gardens	1,170
Wissenschaftsladen Bonn EV	38,151
Wuhan Botanical Garden	8,000
Yorkshire Arboretum	3,500
Zhejiang Forest Academy	12,500
Awards less than £1000	2,627
	<u>£1,371,359</u>

**18 Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	9,738	4,276	14,014
Fixed asset investments	186,374	-	186,374
Cash at bank and in hand	138,512	787,209	925,721
Other current assets	25,547	17,395	42,942
Current liabilities	(37,589)	(93,633)	(131,222)
	<u>£322,582</u>	<u>£715,247</u>	<u>£1,037,829</u>
Net assets at 31 December 2018			