

**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 2012**

**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  
2012**

**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:

Baroness Joan Walmsley - Chair  
Professor Stephen Blackmore  
Dr David Bramwell  
Mr Stuart Clenaghan – appointed 24 May 2012  
Mr Richard Deverell – appointed 26 February 2013  
Mr Pesh Framjee  
Mr Martin Gibson – Chair Finance and Audit Committee  
Dr Charlotte Grezo  
Dr Kathleen Mackinnon – Chair Fundraising Committee  
Mr Scot Medbury  
Mrs Beth Rothschild  
Mr Julian Stanning  
Mr Mark Webb – appointed 23 October 2012  
Dr Peter Wyse Jackson

Professor Stephen Hopper resigned from the board on 24 May 2012.  
Mr Robin Herbert resigned from the board on 26 February 2013.

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 23 October 2012, one third of the trustees, who were the longest serving, retired and being eligible, were re-appointed.

**Company Secretary:** Ms Martha Love

**Secretary General:** Ms Sara Oldfield

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

**Trustees' and Directors' Report for the year ended 31 December**  
**2012 (continued)**

**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 2012 (continued)**

#### **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 1984 and is registered as a Not for Profit Organisation in the State of Massachusetts. 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 Standards Board**

BGCI is a member of the Fundraising Standards Board, the self-regulatory body for fundraising in the UK, members of which agree to adhere to the highest standard of good practice with their fundraising and to establish a Fundraising Promise incorporating a clear complaints procedure.

#### **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 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

When planning its objectives and activities for the year, BGCI has considered the Charity Commission's guidance on public benefit.

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

## Trustees' and Directors' Report for the year ended 31 December 2012 (continued)

### Main objectives for the year and strategies for achieving them

- To consolidate the development of BGCI from a small largely UK based organisation to an internationally recognised medium sized organisation capable of delivering high quality programmes world-wide
- To identify new medium and long term opportunities to support BGCI, botanic gardens and plant conservation
- To implement activities in accordance with BGCI's Medium Term Plan 2007 – 2012 and through this:
  - support the Global Strategy for Plant Conservation
  - implement the International Agenda for Botanic Gardens in Conservation

### Significant Activities, Achievements and Performance

BGCI continued its global programme of plant conservation and education activities in partnership with botanic gardens, networks and other conservation organisations through the provision of advice, information, training and regional workshops. It also worked closely with the Secretariat of the Convention on Biological Diversity (CBD) to promote the implementation of the Global Strategy for Plant Conservation (GSPC). The main countries/areas of activity were: Southern and Eastern Africa, China, Colombia, Cuba, Mexico, Kyrgyzstan, Georgia, Pakistan, UK and the USA.

The charity continued to attract project funding through trusts and foundations. Core income from our botanic garden membership is stable and growing.

#### Preventing Plant Extinctions

In China, Colombia and Cuba, a number of tree species restoration projects, in many cases working closely with the local community, were implemented. With funding from the Fondation Franklinia, *ex-situ* conservation and restoration of tree species included threatened *Magnolia* and *Acer* species.

In Pakistan, BGCI is continuing a project in collaboration with the Pakistan Botanic Gardens Network Secretariat, Government College University of Lahore aimed at the conservation of threatened native trees in dryland ecosystems of the Indus plains in Pakistan's Punjab province.

In collaboration with the University of Fribourg, BGCI has been developing an action plan for the conservation of the *Zelkova* species, based on geographic and molecular analysis of data from a number of countries within the range of the genus and samples collected from botanic garden collections.

With support from the UK's Department for Environment, Food and Rural Affairs, (Defra), a training course on the *ex situ* conservation of plant diversity was held in South Africa in partnership with the South African National Biodiversity Institute (SANBI). Participants came from nine countries throughout Southern and Eastern Africa.

#### Plants for People

With funding provided by Defra, BGCI completed a pilot study on how wild plants can be used to support rural livelihoods. The project included a wide range of case studies from Brazil, China, India and Mexico focused on the sustainable management and commercialisation of wild plants and their products. A report of the study was published and it is hoped this will assist policy-makers and conservation practitioners to enhance the integration of poverty alleviation and biodiversity conservation based on recent practical experiences.

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

## Trustees' and Directors' Report for the year ended 31 December 2012 (continued)

### The Global Trees Campaign

In association with the University of Bournemouth, efforts are continuing to produce an assessment of the extinction risk of montane tree species in the tropical Andes, including the potential effects of climate change. A Red List of Hydrangeas is being produced in association with the Botanical Garden of the University of Ghent, Belgium. A survey of conifers in cultivation in botanic gardens around the world was carried out to identify threatened conifer species in collections.

### Databases

Development of BGCI's Garden and PlantSearch databases continued. As well as the IUCN Red Lists, PlantSearch is linked to lists of Crop Wild Relatives, the Tree Conservation Database, medicinal plants, CITES listed plants, Tropicos, and a bibliographic database of Plants of the World. Over 3,000 botanic gardens are listed in the GardenSearch database, of which more than 800 have submitted plant lists for PlantSearch, which included over 1 million plant records at the end of December 2012.

An advanced search function for GardenSearch was launched, enabling users to search the database on a wide range of facilities, expertise and resources available in the world's botanic gardens. Results are provided as data files or interactive map points.

### Publications

BGCI published its regular serial publications during the year. These consisted of two issues of BGjournal and two issues of Roots. BGjournal was themed on *Science and innovation in botanic gardens* (January 2012) and *Wild flora for rural livelihoods* (July 2012). Two issues of Roots were published – 9:1 on *Children's Gardens* and 9:2 on *Inquiry-Based Science Education*.

An updated *International Agenda for Botanic Gardens in Conservation* was published, incorporating the results of a wide-ranging consultation amongst the botanic garden community. The *International Agenda* is a key publication for BGCI, providing guidance to the world's botanic gardens on conservation action and linking this to international conservation policies.

Two brochures on the GSPC were also published during the year. In addition, a report 'China's Strategy for Plant Conservation (CSPC) Progress of Implementation', was published as well as a *Manual on Integrated Conservation of Tree Species for Botanic Gardens*.

All publications were distributed to BGCI's members and made available for download from the BGCI website.

### Website

The BGCI website ([www.bgci.org](http://www.bgci.org)) continues to promote the projects BGCI is implementing and broaden its appeal, ensuring that a wider audience understands our work and to raise awareness of plant conservation. To highlight new information on the website, BGCI also produces and distributes an e-bulletin to on-line subscribers. Four issues of Cultivate were sent out during the year. In 2012 BGCI has begun to develop its social media presence with two twitter accounts and a facebook page.

### Policy Frameworks

BGCI continued to achieve global recognition for its international policy work in relation to plant conservation, specifically by providing major support for the Global Partnership for Plant Conservation (GPPC), the global coalition facilitating promotion and implementation of the CBD Global Strategy for Plant Conservation (GSPC). The formation of the GPPC brings together leading agencies involved in plant conservation around the world to work on an ambitious agenda of *in-situ* and *ex-situ* conservation, sustainable use of plant resources, capacity building and education.

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

## **Trustees' and Directors' Report for the year ended 31 December 2012 (continued)**

Initiated in late 2011 and funded by Defra, BGCI carried out a review of the implementation of the GSPC in China. The GSPC is implemented nationally through the China Strategy for Plant Conservation. This was reviewed in association with three national government agencies in China.

In 2011 BGCI launched an on-line toolkit housed at the website [www.plants2020.net](http://www.plants2020.net) to support national implementation of the GSPC. This was peer-reviewed in 2012 and following a favourable review, was translated into the 5 other languages of the United Nations (Spanish, French, Russian, Arabic and Chinese).

To support national implementation of the GSPC, BGCI organised three regional workshops during 2012. These were held in South Africa, Europe and Mexico and aimed to help participants discuss technical aspects of GSPC implementation as well as understand the linkages between the GSPC and the CBD's Strategic Plan for Biodiversity 2011-2020.

### **Education**

During 2012, BGCI ran a very active programme in education.

The INQUIRE project, funded by the European Union, entered its second year. BGCI continued to coordinate the project, organising two Partners' meetings (Spain in March and Portugal in October) and four Management Board meetings. BGCI also played a significant role in collecting and collating data from 17 partners for the 18 month interim report as well as running the INQUIRE website.

The Calouste Gulbenkian Foundation continued to fund the project Communities in Nature: Growing the Social Role of Botanic Gardens. Over a period of nine months BGCI worked with four gardens to support them in developing their social role. BGCI ran four workshops and provided training in project management. Each garden developed a small-scale project with their local community and the impact of the projects was evaluated by BGCI. An evaluation report and a Manual on Growing your Garden's Social Role were published. Four films were produced showcasing each of the projects and an animation was created to highlight the importance of growing the social role of botanic gardens.

BGCI collaborated with the Royal Botanic Gardens, Kew, to run the International Diploma in Botanic Garden Education. Ten participants from different countries attended the five week course which consisted of workshops, presentations and field trips. BGCI delivered elements of the content and mentored the students to support them in developing ideas for their final projects. Towards the end of 2012, BGCI and Kew marked the final projects and awarded students with the International Diploma.

BGCI once again collaborated with Fairchild Tropical Botanic Garden to develop and judge the Fairchild Challenge/BGCI Global Competition. The competition was linked to the Olympics held in London. Students were invited to research their country's biodiversity and represent it through the creation of an Olympic wreath. The winning wreaths were announced on BGCI's website.

In November, BGCI ran the 8<sup>th</sup> International Congress on Education in Botanic Gardens in Mexico City. The theme of the Congress was Education and the Global Strategy for Plant Conservation and this was the first time BGCI's Education Congress had been held in Latin America. 150 delegates attended the congress from 31 countries and during a week of key note speeches, presentations, workshops and posters, delegates examined how their education work could support the implementation of all 16 targets of the GSPC.

### **4D4 Life**

4D4 Life was an EU funded programme to build the taxonomic capabilities of the Species 2000 Catalogue of Life through a number of Global Species Databases using integrated services. BGCI was been engaged by the University of Reading, the funding lead, to direct a series of activities to foster a culture of co-operation both between the partners in the programme and between them and the different user communities. In March 2012 BGCI was involved in the organization of the final symposium of the project and in the compilation of the final report.



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

## **Trustees' and Directors' Report for the year ended 31 December 2012 (continued)**

### **Activities of overseas offices**

The China office, based at South China Botanic Garden (SCBG), provides an ongoing coordinating role for our on the ground project work undertaken in partnership with several organisations including the Chinese Academy of Sciences (SCBG, Guangxi Institute of Botany), Yunnan Institute of Environmental Science, Xinjiang Institute of Ecology and Geography, College of Plant Science at Tarim University, and College of Life and Environmental Sciences at Minzu University of China. The office has proved vital in supporting our expanding role in the country.

The USA office is based at Chicago Botanic Garden and an updated strategic plan was adopted by the BGCI US Board in February 2012 that provides guidance for work through 2014. With this strategic plan, BGCI US aim to develop and support plant conservation programs that engage BGCI members and partners in the US, as well as build BGCI membership and fundraising opportunities. The office also plays a vital role in connecting BGCI's U.S. members to our global plant conservation network. The office continues to be self-funding and in 2012 received additional funding to support BGCI staff time (specifically to support the development of the PlantSearch database).

BGCI US continues to partner with the United States Botanic Garden (USBG) to improve the content and quality of data available on plant conservation expertise and collections held by public gardens and conservation communities in the US. This partnership is also helping to build capacity of the USBG, and the US botanic garden community, to support plant conservation. This includes the Care for the Rare project, which has created a free, easy-to-use interpretation resource that gardens everywhere can use to clearly communicate conservation stories of threatened plants in their collections. BGCI US is also working with partners in the US and globally to conserve exceptional species (species that can't be seed banked using traditional means).

The US executive director, Andrea Kramer, is completing a three year term as Chair of the Plant Conservation Professional Section of the American Public Gardens Association, providing an opportunity to increase networking and collaboration between BGCI and other partner institutions and botanic gardens in North America. Abby Hird, BGCI US research associate, has moved from the Arnold Arboretum at Harvard University to Rancho Santa Ana Botanic Garden in California. This move will provide opportunities for new partnerships while maintaining the strong connection with the Arnold Arboretum.

### **Financial Review and Reserves**

The transactions of the charity are summarised on page 12 of the financial statements, with further details of restricted funds transactions in note 11 on page 19.

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 prefinances expenditure.

At the year end net assets and total funds showed a surplus of £101,743 (2011 £77,354) which was made up of restricted funds of £44,237 (2011 £128,548) and unrestricted funds of £57,506 (2011 £(51,194)). The Board is pleased to note the improvement of £108,700 in unrestricted funds returning this to a positive reserve position. It was a priority of the organisation to achieve this outcome in 2012.

The charity is on course to continue to build up its unrestricted reserve into 2013. The budget for the year to 31 December 2013 is based on a budgeted surplus with a budgeted increase in unrestricted funds of c£30,000. Cash flow forecasts show that for the foreseeable future and on a continuing basis the charity is able to meet its liabilities and commitments to funders as they fall due.

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

## Trustees' and Directors' Report for the year ended 31 December 2012 (continued)

### Plans for Future Periods

BGCI plans its activities on an annual basis, as agreed by the Board. The organisation is actively working towards finalising a new five year plan which will provide the framework for the organisations' activities for the years up to 2017. A continuing priority will be to widen the funding base for the work of BGCI to support an expanding portfolio of conservation and education activities around the world and to secure funding that is unrestricted in its application.

The focus areas for 2013 will be to:

- Work with the CBD Secretariat on the implementation of the Global Strategy for Plant Conservation.
- Promote the use and continued development of the on-line and multi-lingual versions of the GSPC toolkit.
- Conduct a series of capacity building activities on the GSPC at the regional level.
- Extend the project on growing the social role of Botanic Gardens by conducting a base line survey, promoting the work undertaken to date and working towards the establishment of an alliance of Botanic Gardens committed to working together to grow their social role.
- Fulfil year three commitments to the major EU-funded education project (INQUIRE). The project involves 17 partners in 11 countries and is focused on developing enquiry-based learning in botanic gardens and schools in Europe. The final conference is to be held in the UK in June.
- Continue to support threatened species recovery programmes in China, Pakistan, Georgia, Cuba and Colombia.
- Continue to support and undertake red-listing of important plant species, including producing a checklist of all tree species.
- Develop a strategy for *ex-situ* conservation of species for which seed banking is not a viable option
- Undertake a comprehensive review and re-development of BGCI's Darwin Technical Manual for Botanic Gardens.
- Publish two issues each of BGJournal and Roots and further develop e-communications with our membership and the wider community.
- Continue to develop the plant and garden databases, especially in support of work on alien invasive species and ecological restoration.
- Continue to promote the Ecological Restoration Alliance including support for two restoration projects in East Africa.
- Regional workshop in East Africa to enhance the role of botanic gardens in the conservation of endangered trees.
- Host a UK seminar for private sector participants in tree planting in Africa.
- Run BGCI's 5<sup>th</sup> Global Botanic Garden Congress (5GBGC) in Dunedin, New Zealand in October.

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

**Trustees' and Directors' Report for the year ended 31 December  
2012 (continued)**

**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. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 proper 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 Charities Act 2011, the Companies Act 2006 and the Statement of Recommended Practice 2005. 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**

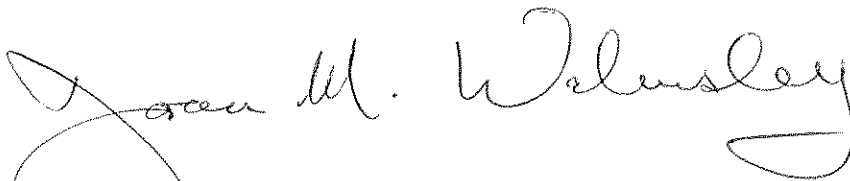
(a) so far as the trustees are aware, there is no relevant audit information of which the company's auditors are unaware, and

(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:



Baroness Joan Walmsley - Trustee

# **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 2012, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and trustees and auditors**

The responsibilities of the trustees (who are also the directors of Botanic Gardens Conservation International for the purposes of company law) for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view, are set out in the Statement of Trustees' responsibilities on page 9. The trustees are not required by section 399 of the Companies Act 2006 to prepare group accounts for the year on the grounds that the subsidiary company has been dormant since its incorporation.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements, International Standards on Auditing (UK and Ireland) and the Charities Act 2011.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006 and whether, in our opinion, the information given in the Trustees' report is consistent with the financial statements. We also report to you if, in our opinion, the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. The other information comprises only the Trustees' Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies within the financial statements. Our responsibilities do not extend to any other information.

### **Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

# Independent auditors' report to the members of

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

### Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31st December 2012 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended; and
- the financial statements have been properly prepared in accordance with Section 396 of the Companies Act 2006 and the Statement of Recommended Practice 2005; and
- the information given in the Trustees' Report is consistent with the financial statements.

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

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Statement of Recognised Practice 2005 require 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.



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

Chartered Accountants  
Statutory Auditor

21 May 2013

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 2012**

	Note	Restricted funds 2012 £	Unrestricted fund 2012 £	Total funds 2012 £	Total funds 2011 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income:					
Grants		858,705	-	858,705	689,564
Subscriptions		-	124,792	124,792	120,716
Donations and sponsorships		-	19,374	19,374	34,270
Sundry income		-	10,380	10,380	9,906
Investment income:					
Interest received		-	587	587	404
<b>Total incoming resources</b>		<b>858,705</b>	<b>155,133</b>	<b>1,013,838</b>	<b>854,860</b>
<b>Resources expended</b>					
Costs of generating funds		-	(6,985)	(6,985)	(24,314)
Charitable activities		(943,016)	(6,170)	(949,186)	(800,506)
Governance costs		-	(33,278)	(33,278)	(37,211)
<b>Total resources expended</b>	2	<b>(943,016)</b>	<b>(46,433)</b>	<b>(989,449)</b>	<b>(862,031)</b>
<b>Net (outgoing)/incoming resources for the year</b>	3	<b>(84,311)</b>	<b>108,700</b>	<b>24,389</b>	<b>(7,171)</b>
<b>Total funds brought forward</b>	11	<b>128,548</b>	<b>(51,194)</b>	<b>77,354</b>	<b>84,525</b>
<b>Total funds carried forward</b>	11	<b>£44,237</b>	<b>£57,506</b>	<b>£101,743</b>	<b>£77,354</b>

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.

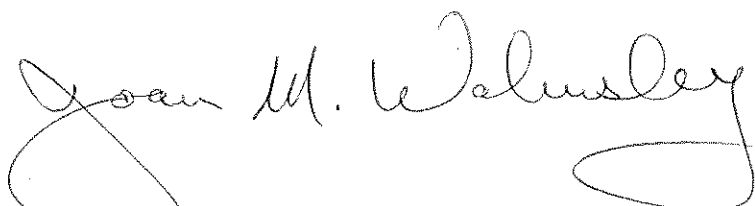
**Botanic Gardens Conservation International**  
**(a company limited by guarantee)**

**Balance sheet**  
**as at 31 December 2012**

	Note	2012		2011	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	5	7,783		4,256	
Investment	6	294		294	
			8,077		4,550
<b>Current assets</b>					
Debtors	7	71,352		36,694	
Cash at bank and in hand		193,101		157,127	
			264,453		193,821
<b>Creditors: amounts falling due within one year</b>	8	(170,787)		(121,017)	
<b>Net current assets</b>			93,666		72,804
<b>Total assets less current liabilities</b>			£101,743		£77,354
<b>Funds</b>					
Restricted funds	11, 13		44,237		128,548
Unrestricted fund	11, 13		57,506		(51,194)
			£101,743		£77,354

Approved by the Board of Directors on:  
and signed on its behalf by:

21 May 2013

  
Baroness Joan Walmsley

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 and the Charities SORP 2005. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The company has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small 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.

**(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 11 to the financial statements.

**(d) Incoming resources**

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) **Resources expended**

Expenditure is recognised when a liability is incurred.

- Costs of generating funds are those costs incurred in attracting voluntary income.
- 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**  
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**Notes forming part of the financial statements (continued)**

**2 Resources expended**

	Costs of Generating Funds £	Charitable activities £	Support costs £	Governance £	2012 Total £	2011 Total £
Staff costs	-	374,817	64,484	8,247	447,548	454,359
Grants	-	174,358	-	-	174,358	164,282
Consultants & workshops	-	141,775	-	-	141,775	35,232
Printing & distribution	-	44,962	4,850	-	49,812	70,635
Travel	-	77,889	3,642	-	81,531	34,149
Other direct costs	-	17,739	-	-	17,739	17,940
Rent & services	-	-	40,898	-	40,898	40,521
Other administration costs	-	-	32,626	-	32,626	40,610
Depreciation	-	-	3,162	-	3,162	4,303
Reallocation of support costs	6,985	117,646	(149,662)	25,031	-	-
	<u>£6,985</u>	<u>£949,186</u>	<u>£-</u>	<u>£33,278</u>	<u>£989,449</u>	<u>£862,031</u>

**3 Net (outgoing)/incoming resources for the year**

Net (outgoing)/incoming resources for the year are stated after charging:

	2012 £	2011 £
Depreciation	3,162	4,303
Audit fees	6,600	7,224
Fees paid to auditors for non-audit services	1,004	1,080
	<u>          </u>	<u>          </u>

Included in rent and services are donated services of £5,500 (2011 - £5,500).

**Botanic Gardens Conservation International**  
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**Notes forming part of the financial statements (continued)**

<b>4</b>	<b>Staff costs</b>	2012 £	2011 £
	Total remuneration:		
	Salaries	370,844	377,710
	Social security costs	39,549	39,864
	Pension costs	37,155	36,785
		<u>£447,548</u>	<u>£454,359</u>

The average number of persons employed by the company was:

	Number	Number
Management	1	1
Programme staff	7	8
Administration	2	2
	<u>        </u>	<u>        </u>

No remuneration or expenses were paid to the directors or trustees during the year. In 2012 the emoluments of one member of staff are within the range £60,000 - £69,999 (2011 - 1); pension contributions of £7,983 (2011 - £7,584) were made for this person.

<b>5</b>	<b>Tangible fixed assets</b>	Computer equipment £
	Cost:	
	At 1 January 2012	61,016
	Additions in the year	6,689
	Assets written off	(34,977)
		<u>        </u>
	At 31 December 2012	32,728
		<u>        </u>
	Depreciation:	
	At 1 January 2012	56,760
	Charge for the year	3,162
	Accumulated depreciation on assets written off	(34,977)
		<u>        </u>
	At 31 December 2012	24,945
		<u>        </u>
	Net book value:	
	At 31 December 2012	£7,783
		<u>        </u>
	At 31 December 2011	£4,256
		<u>        </u>

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

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

6	<b>Fixed asset investment</b>	2012	2011
	Cost of investment	<u>£294</u>	<u>£294</u>

On 5th December 2006 the company formed a 100% subsidiary company, BGCI Trading Limited, registered in England. Since incorporation this company has remained dormant. The share capital and reserves of BGCI Trading Limited at 31 December 2012 totalled £1.

7	<b>Debtors</b>	2012	2011
		£	£
	Amounts due within one year:		
	Grants, subscriptions and donations	66,685	33,311
	Prepayments and other debtors	4,667	3,383
		<u>£71,352</u>	<u>£36,694</u>

8	<b>Creditors</b>	2012	2011
		£	£
	Amounts falling due within one year:		
	Salaries and social security costs	12,195	9,713
	Accruals and other creditors	117,128	67,484
	Custodian funds held	41,464	43,820
		<u>£170,787</u>	<u>£121,017</u>

9 **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	
		2012	2011
	Less than one year	<u>£24,093</u>	<u>£23,505</u>

10 **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)**

**11 Reconciliation and analysis of movement of funds**

	At 1st January 2012 £	Income £	Direct project expenditure £	Funds available for use £	Indirect expenses £	At 31st December 2012 £
<b>Restricted funds</b>						
AIRD, France	-	5,571	(5,109)	462	(462)	-
BGCI US	-	28,198	(7,559)	20,639	(24,009)	(3,370)
Calouste Gulbenkian Foundation	61,655	65,000	(74,322)	52,333	(52,333)	-
Cuban Plant Conservation	-	34,469	(25,683)	8,786	(1,284)	7,502
Defra	376	135,837	(76,099)	60,114	(60,114)	-
EU consortium	-	3,655	(1,554)	2,101	(2,101)	-
Finnish Government	10,855	-	(3,653)	7,202	(7,202)	-
Fondation Franklinia	-	368,874	(157,414)	211,460	(194,900)	16,560
IUCN	4,000	2,355	(3,344)	3,011	(3,011)	-
JRS Foundation	-	3,569	(3,776)	(207)	207	-
Missouri Botanic Garden	4,000	-	-	4,000	(4,000)	-
Mitsubishi	-	5,000	-	5,000	(5,000)	-
Rufford Foundation	-	20,000	-	20,000	(20,000)	-
Stanley Smith Trust	2,500	-	(1,774)	726	(726)	-
Sylvia Scholarship Fund	-	11,755	(9,213)	2,542	-	2,542
The Ashden Trust	-	38,800	(7,098)	31,702	-	31,702
TRAFFIC International	-	21,000	(2,375)	18,675	(18,675)	-
United Nations Environment Programme	-	97,121	(46,288)	50,833	(50,833)	-
University of Reading	15,264	17,501	(3,423)	29,342	(27,342)	2,000
University of Innsbruck	29,898	-	(28,089)	1,809	(14,508)	(12,699)
	<u>128,548</u>	<u>858,705</u>	<u>(456,723)</u>	<u>530,530</u>	<u>(486,293)</u>	<u>44,237</u>
<b>Unrestricted fund</b>	<u>(51,194)</u>	<u>155,133</u>	<u>-</u>	<u>103,939</u>	<u>(46,433)</u>	<u>57,506</u>
<b>Total</b>	<u>£77,354</u>	<u>£1,013,838</u>	<u>£ (456,723)</u>	<u>£634,469</u>	<u>£ (532,726)</u>	<u>£101,743</u>

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

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

**12 Grants made for projects**

	£
<b>Institutes</b>	
Botanical Garden of Government College University, Lahore	6,960
Bristol Zoo Gardens	10,000
Eden Project	2,760
Fundacao Flora De Apoio A Botanica, Rio de Janeiro	6,300
Guangxi Institute of Botany	6,000
Institute of Botany, Ilia State University, Tbilisi, Georgia	3,502
Minzu University, College of Life & Environmental Sciences	6,000
Plants for Life International, Kenya	7,000
Royal Botanic Garden, Edinburgh	10,000
South China Botanic Garden	28,286
Tarim University, College of Plant Science	6,000
University of Fribourg	44,550
University of Leicester	5,000
University of Leicester Botanic Garden	10,000
Westonbirt, The National Arboretum	10,000
Xinjiang Institute of Ecology and Geography	6,000
Yunnan Institute of Environmental Sciences	6,000
	<hr/>
	£174,358
	<hr/>

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

**13 Analysis of net assets between funds**

	Unrestricted fund £	Restricted funds £	Total funds £
Fixed assets	-	8,077	8,077
Cash at bank and in hand	135,153	57,948	193,101
Other current assets	7,188	64,164	71,352
Current liabilities	(84,835)	(85,952)	(170,787)
	<hr/>	<hr/>	<hr/>
Net assets at 31 December 2012	£ 57,506	£44,237	£101,743
	<hr/>	<hr/>	<hr/>