

**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 2013

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
2013**

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 from 22 October 2013
Dr David Bramwell
Mr Stuart Clenaghan
Mr Richard Deverell – appointed 26 February 2013
Mr Pesh Framjee
Mr Martin Gibson – Chair Finance and Audit Committee
Dr Charlotte Grezo
Dr Kathleen Mackinnon
Mr Scot Medbury
Mrs Beth Rothschild
Baroness Joan Walmsley – Chair until 22 October 2013
Mr Mark Webb
Dr Peter Wyse Jackson

Mr Robin Herbert resigned from the board on 26 February 2013.

Mr Julian Stanning resigned from the board on 23 July 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 July 2013, 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

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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.

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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 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.

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Trustees' and Directors' Report for the year ended 31 December 2013 (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 continue to implement activities in accordance with BGCI's Medium Term Plan 2007 – 2012 while working to develop the next five year plan for the organisation.

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: Southeast Asia, Eastern Africa, China, Colombia, Cuba, Mexico, Kyrgyzstan, Georgia, Pakistan, New Zealand, UK and the USA.

The charity continued to attract project funding through trusts and foundations and public bodies. Core income from our botanic garden membership is stable. Donations have increased in 2013 and in particular mention should be made of the support of Peter Olin, and other generous individuals who have donated both for our core activities and to the Sylvia Scholarship Fund.

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 *Camellia*, *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 *Zelkova* species. This has included geographic and molecular analysis of data from a number of countries within the range of the genus and samples collected from botanic garden collections. 2013 saw the publication of the plan.

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 PhD student has been recruited to assess the extinction risk of the world's timber tree species, and the societal impacts of their potential extinction. A Red List of Hydrangeas is being produced in association with the Botanical Garden of the University of Ghent, Belgium and work has started on red listing the Betulaceae (birch family).

A revamped website for the Global Trees Campaign (www.globaltrees.org) was launched at the end of 2013. This is an important site for sharing resources and information about the world's threatened tree species.

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Trustees' and Directors' Report for the year ended 31 December 2013 (continued)

5th Global Botanic Garden Congress

BGCI held the 5th Global Botanic Garden Congress in Dunedin, New Zealand from 20-26 October 2013 on the theme of 'Celebrating success – the influence and appeal of Botanic Gardens'. The congress was well attended with over 300 delegates from 43 countries. The congress was held in partnership with the 6th Biennial Botanic Gardens of Australia and New Zealand (BGANZ) Congress. It included 17 plenary talks, 12 organised symposia and over 80 contributed papers. The wide range of issues affecting botanic gardens was discussed through a series of presentations and workshops and the future of botanic gardens was the topic of an open forum.

International Plant Sentinel Network

A major new international project aimed at setting up a global network of tree and plant health sentinels was launched at the 5th Global Botanic Gardens Congress. The project, led by the UK's Food and Environment Research Agency (FERA) is coordinated by BGCI and makes use of the over 1 million records in BGCI's PlantSearch database. The International Plant Sentinel Network (IPSN) will develop a community of botanic gardens and arboreta around the world that will use 'sentinel' plants to provide early warning of new and emerging tree and plant pests and diseases.

Ecological Restoration Alliance

In February a seminar was held in London, UK, organised by BGCI as part of the project Enhancing Tree Conservation and Forest Restoration in Africa. The seminar brought together representatives from organisations involved in tree planting and forest restoration in Africa and discussed the potential for using a wider mix of indigenous trees, including endangered species, in tree planting and restoration initiatives. This project contributes to the aims of the Ecological Restoration Alliance of Botanic Gardens which is coordinated by BGCI and which encourages partnerships between large and small botanic gardens to undertake ecological restoration.

A new website for the Ecological Restoration Alliance (www.erabg.org) was launched in October 2013 and provides background information and details of the work of the Alliance. A key feature is an interactive map showing the location of ERABG member projects.

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 1.2 million plant records at the end of December 2013.

An advanced search function for GardenSearch which was launched in 2012, enables 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 *Building capacity for plant conservation – the role of botanic gardens* (January 2013) and *Botanic Gardens and Food Security* (July 2013). Two issues of Roots were published – 10:1 on *Professional Development for Educators* and 10:2 on *Putting the Audience First : staying relevant in the race to the future*.

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Other publications included *Zelkova – an ancient tree : Global status and conservation action*. This report, jointly authored by Joachim Gratzfeld, BGCI and Gregor Kozlowski, University of Fribourg sets of the next steps for the conservation of this relict tree genus and serves as a model to illustrate modern day conservation challenges.

The education department published an executive summary of the detailed evaluation report of the Communities in Nature project.

In a joint initiative with the Council of Europe BGCI published the European Code of Conduct on Invasive Species.

Publications are distributed to BGCI's members and made available for download from the BGCI website.

Website

The BGCI website (www.bgci.org) continues to promote the projects BGCI is implementing and aims to 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. BGCI also uses Twitter to spread information about its activities and promote plant conservation worldwide.

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.

BGCI continues to maintain an on-line toolkit housed at the website www.plants2020.net to support national implementation of the GSPC. This is available in the 6 languages of the United Nations (English, Spanish, French, Russian, Arabic and Chinese).

To support national implementation of the GSPC, in 2013 BGCI, in partnership with the Secretariat of the CBD, organised a regional workshop for Southeast Asia which was held in Singapore. This 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.

A Southeast Asian plant conservation training course was held in New Zealand prior to the 5th Global Botanic Gardens Congress with support from the Korea Forest Service. This was attended by 15 participants from 7 countries. Further workshops on the GSPC were held during the Congress itself.

Education

BGCI Education had another successful year of supporting education activities in botanic gardens around the world. These are some of the most important events showcasing the range of BGCI Education activities in 2013:

In November 2013 the INQUIRE, EU funded project came to an end. This three year project focused on providing teacher training on inquiry-based science education in 11 European countries. In 2013 BGCI continued to coordinate the project, organised the final Partners' meetings (Trento in September) and two Management Board meetings. BGCI also played a significant role in collecting and collating data from 17 partners for the second interim report and final report to the EU as well as running the INQUIRE website. A milestone event of the project was the INQUIRE conference which

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Trustees' and Directors' Report for the year ended 31 December 2013 (continued)

was held at Kew on 9-10th July, 2013. The conference was co-organised by BGCI and KEW and attracted 124 delegates from 13 countries, stimulating discussion and reflections on IBSE.

The Calouste Gulbenkian Foundation continued to fund the project Communities in Nature: Growing the Social Role of Botanic Gardens. In 2013 BGCI published the evaluation report of four UK botanic gardens' community projects showcasing the impact of their work on the community. BGCI ran successfully a day workshop in Prague (May, 2013) for the European Botanic Gardens Consortium to engage them in discussions on how to scale up the Communities in Nature initiative. BGCI Education collected case studies of community projects which are now available on-line through the Community Projects World Map. A panel session was held during BGCI's global conference (October 2013 in Dunedin NZ) which engaged four directors of botanic gardens in debating whether the social role should be a priority for a garden. Various dissemination activities have taken place as part of the efforts to encourage botanic gardens to grow their social role (presentations included conferences in Shanghai, China; Delaware, US; Marrakesh, Morocco and Gothenburg, Sweden). In terms of fundraising BGCI developed a concept note for a project on audience research in botanic gardens.

BGCI collaborated with the Royal Botanic Gardens, Kew, to prepare for running the International Diploma in Botanic Garden Education. 9 participants from different countries have been accepted to attend the five week course which will run in 2014.

BGCI started preparations *9th International Congress on Education in Botanic Gardens*, April 26th - May 1st, 2015 in *St. Louis, Missouri*.

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, Xishuangbanna), Yunnan Institute of Environmental Science, Kunming Institute of Botany, 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 is key to supporting our expanding role in the country.

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 and North America, 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 and 2013 received additional funding to support BGCI staff time (specifically to support the development of the GardenSearch and PlantSearch databases).

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 conservation capacity of the USBG, and the US botanic garden community, to more effectively conserve threatened plants. This includes the Care for the Rare project, which has created free, easy-to-use interpretation resources 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 Program Director, Abby Hird, is based at Rancho Santa Ana Botanic Garden in Claremont, California. She is serving a 2-year term as Vice-Chair of the Plant Conservation Professional Section of the American Public Gardens Association; and a 3-year term on the Board of Directors for the Magnolia Society International, providing an opportunity to increase networking and collaboration between BGCI and other partner institutions and botanic gardens in North America.

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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 £201,312 (2012 £101,743) which was made up of restricted funds of £129,429 (2012 £44,237) and unrestricted funds of £71,883 (2012 £57,506). The Board is pleased to note the continued growth of unrestricted funds.

The charity is on course to continue to build up its unrestricted reserve into 2014. The budget for the year to 31 December 2014 is based on a budgeted surplus with a budgeted increase in unrestricted funds of c£95K. 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.

Plans for Future Periods

BGCI launched its new five year plan in Dunedin in 2013. The three main area of focus are:-

- Sustaining wild places and plants
- Connecting people with nature
- Finding natural solutions for sustainable livelihoods and well-being

BGCI plans its activities on an annual basis, as agreed by the Board. An ongoing priority is to widen the funding base for the work of BGCI to support an expanded portfolio of conservation and education activities around the world and to secure funding that is unrestricted in its application.

The focus areas for 2014 will be to:

- Develop implementation strategies including a fundraising plan for the activities in the new BGCI 5 year plan.
- Continue to work with the CBD Secretariat on the implementation of the Global Strategy for Plant Conservation carrying out the midterm review of the GSPC, promoting the on-line and multi-lingual versions of the GSPC toolkit and conducting a series of capacity building activities on the GSPC at the regional and national level. We will also develop training materials for botanic gardens on access and benefit sharing to enable them to apply the Nagoya Protocol with confidence.
- Continue to work on growing the social role of Botanic Gardens promoting the activities undertaken to date and seeking funding for further projects.
- Collaborate with the Royal Botanic Gardens, Kew, to run the International Diploma in Botanic Garden Education. 9 participants from different countries have been accepted to attend the five week course which will run in early summer 2014.
- Continue preparations for the *9th International Congress on Education in Botanic Gardens*, April 26th - May 1st, 2015 in *St. Louis, Missouri*.
- Continue to support threatened species recovery programmes in China, Pakistan, Georgia, Cuba, Jordan and Colombia.
- Continue to support and undertake red-listing of important plant species, including producing a checklist of all tree species and the recruitment of a red list manager.
- Complete a comprehensive review and re-development of BGCI's Darwin Technical Manual for Botanic Gardens.
- Continue the work of establishing the International Plant Sentinel Network.

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Trustees' and Directors' Report for the year ended 31 December 2013 (continued)

- 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.

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:



Prof Stephen Blackmore - Trustee

22 July 2014

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 2013, 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 2013 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

22 July 2014
34 Anyards Road
Cobham
Surrey
KT11 2LA

Botanic Gardens Conservation International
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Statement of financial activities including income & expenditure
account for the year ended 31 December 2013

	Note	Restricted funds 2013 £	Unrestricted fund 2013 £	Total funds 2013 £	Total funds 2012 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income:					
Grants		975,870	-	975,870	858,705
Subscriptions		-	118,047	118,047	124,792
Donations and sponsorships		-	28,845	28,845	19,374
Sundry income		-	1,874	1,874	10,380
Investment income:					
Interest received		-	588	588	587
Total incoming resources		975,870	149,354	1,125,224	1,013,838
Resources expended					
Costs of generating funds		-	(3,524)	(3,524)	(6,985)
Charitable activities		(890,678)	(110,128)	(1,000,806)	(949,186)
Governance costs		-	(21,325)	(21,325)	(33,278)
Total resources expended	2	(890,678)	(134,977)	(1,025,655)	(989,449)
Net incoming resources for the year	3	85,192	14,377	99,569	24,389
Total funds brought forward	12	44,237	57,506	101,743	77,354
Total funds carried forward	12	£129,429	£71,883	£201,312	£101,743

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.

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Balance sheet
as at 31 December 2013

	Note	2013		2012	
		£	£	£	£
Fixed assets					
Tangible fixed assets	6	8,079		7,783	
Investment	7	294		294	
		<u> </u>	8,373	<u> </u>	8,077
Current assets					
Debtors	8	81,133		71,352	
Cash at bank and in hand		249,553		193,101	
		<u> </u>		<u> </u>	
		330,686		264,453	
Creditors: amounts falling due within one year	9	<u>(137,747)</u>		<u>(170,787)</u>	
Net current assets			192,939		93,666
			<u> </u>		<u> </u>
Total assets less current liabilities			£201,312		£101,743
			<u> </u>		<u> </u>
Funds					
Restricted funds	12, 14		129,429		44,237
Unrestricted fund	12, 14		71,883		57,506
			<u> </u>		<u> </u>
			£201,312		£101,743
			<u> </u>		<u> </u>

Approved by the Board of Directors on: 22 July 2014
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 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.

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

(b) Depreciation

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

(c) Fund accounting

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

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The aim and use of each restricted fund is set out in note 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
(a company limited by guarantee)**

Notes forming part of the financial statements (continued)

2 Resources expended

	Costs of Generating Funds £	Charitable activities £	Support costs £	Governance £	2013 Total £	2012 Total £
Staff costs	-	363,949	61,003	9,223	434,175	447,548
Grants	-	249,218	-	-	249,218	174,358
Consultants & workshops	-	87,406	-	-	87,406	141,775
Printing & distribution	-	29,409	4,948	-	34,357	49,812
Travel	-	98,761	12,611	-	111,372	81,531
Other direct costs	-	17,999	-	-	17,999	17,739
Rent & services	-	-	42,654	-	42,654	40,898
Other administration costs	-	-	44,335	-	44,335	32,626
Depreciation	-	-	4,139	-	4,139	3,162
Reallocation of support costs	3,524	154,064	(169,690)	12,102	-	-
	£3,524	£1,000,806	£-	£21,325	£1,025,655	£989,449

3 Net (outgoing)/incoming resources for the year

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

	2013 £	2012 £
Depreciation	4,139	3,162
Audit fees	6,960	6,600
Fees paid to auditors for non-audit services	2,302	1,004

Included in rent and services are donated services of £5,500 (2012 - £5,500).

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

4 Staff costs

	2013 £	2012 £
Total remuneration:		
Salaries	361,453	370,844
Social security costs	37,624	39,549
Pension costs	35,098	37,155
	<u>£434,175</u>	<u>£447,548</u>

The average number of persons employed by the company was:

	Number	Number
Management	1	1
Programme staff	8	7
Administration	2	2
	<u>11</u>	<u>10</u>

In 2013 the emoluments of one member of staff are within the range £60,000 - £69,999 (2012 - 1); pension contributions of £7,983 (2012 - £7,983) were made for this person.

5 Trustee remuneration and Related party transactions

No remuneration was paid to the directors or trustees during the year. Travel costs amounting to £2,186 (2012 £Nil) were reimbursed to 1 (2012 - Nil) director.

No director or trustee or other person related to the charity had any personal interest in any contract of transaction entered into by the charity during the year (2012 - £Nil).

6 Tangible fixed assets

	Computer equipment £
Cost:	
At 1 January 2013	32,728
Additions in the year	4,435
Assets written off	(10,653)
	<u>26,510</u>
At 31 December 2013	26,510
Depreciation:	
At 1 January 2013	24,945
Charge for the year	4,139
Accumulated depreciation on assets written off	(10,653)
	<u>18,431</u>
At 31 December 2013	18,431
Net book value:	
At 31 December 2013	<u>£8,079</u>
At 31 December 2012	<u>£7,783</u>

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

7	Fixed asset investment	2013	2012
	Cost of investment	£294	£294
		<u> </u>	<u> </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 2013 totalled £1.

8	Debtors	2013	2012
		£	£
	Amounts due within one year:		
	Grants, subscriptions and donations	79,318	66,685
	Prepayments and other debtors	1,815	4,667
		<u> </u>	<u> </u>
		£81,133	£71,352
		<u> </u>	<u> </u>

9	Creditors	2013	2012
		£	£
	Amounts falling due within one year:		
	Salaries and social security costs	9,121	12,195
	Accruals and other creditors	78,801	117,128
	Custodian funds held	49,825	41,464
		<u> </u>	<u> </u>
		£137,747	£170,787
		<u> </u>	<u> </u>

10	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	
		2013	2012
	Less than one year	£24,815	£24,093
		<u> </u>	<u> </u>

11	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
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Notes forming part of the financial statements (continued)

12 Reconciliation and analysis of movement of funds

	At 1st January 2013 £	Income £	Direct project expenditure £	Funds available for use £	Indirect expenses £	At 31st December 2013 £
Restricted funds						
BGCI US	(3,370)	22,746	-	19,376	(17,031)	2,345
Calouste Gulbenkian Foundation	-	120,000	(26,732)	93,268	(39,233)	54,035
Council of Europe	-	5,841	(5,841)	-	-	-
Cuban Plant Conservation	7,502	1,216	(8,718)	-	-	-
EU consortium	-	2,032	(496)	1,536	(1,536)	-
Fondation Franklinia	16,560	518,190	(305,834)	228,916	(205,916)	23,000
IUCN	-	6,463	(25)	6,438	(6,438)	-
Korea Forest Service	-	32,155	(23,620)	8,535	(8,535)	-
Royal Botanic Gardens (Kew)	-	2,000	(2,000)	-	-	-
Rufford Foundation	-	20,000	(2,657)	17,343	(17,343)	-
Singapore National Parks	-	6,512	(1,998)	4,514	(4,514)	-
Sylvia Scholarship Fund	2,542	12,052	-	14,594	-	14,594
Taiwanese Forestry Bureau	-	4,998	-	4,998	(4,998)	-
The Ashden Trust	31,702	39,960	(38,311)	33,351	(9,396)	23,955
The Food & Environment Research Agency	-	36,000	(9,289)	26,711	(15,211)	11,500
United Nations Environment Programme	-	33,156	(9,364)	23,792	(23,792)	-
University of Reading	2,000	(1,885)	-	115	(115)	-
University of Innsbruck	(12,699)	114,434	(47,908)	53,827	(53,827)	-
	<u>44,237</u>	<u>975,870</u>	<u>(482,793)</u>	<u>537,314</u>	<u>(407,885)</u>	<u>129,429</u>
Unrestricted fund	<u>57,506</u>	<u>149,354</u>	<u>-</u>	<u>206,860</u>	<u>(134,977)</u>	<u>71,883</u>
Total	<u>£101,743</u>	<u>£1,125,224</u>	<u>£ (482,793)</u>	<u>£744,174</u>	<u>£ (542,862)</u>	<u>£201,312</u>

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

13 Grants made for projects

	£
Institutes	
Botanical Garden of Government College University, Lahore	1,156
Bournemouth University	10,000
Cuban Botanical Society	4,000
Fundacion Jardin Botanico de Medellin	5,000
Guangxi Institute of Botany	6,000
Institute of Botany, Ilia State University, Tbilisi, Georgia	4,692
Kunming Botanic Garden	10,000
Minzu University, College of Life & Environmental Sciences	6,000
Plants for Life International, Kenya	8,000
Royal Botanic Garden, Jordan	7,000
South China Botanic Garden	29,960
Tarim University, College of Plant Science	7,000
Tooro Botanic Garden	12,500
Universidad Technolgica de Pereira	4,000
University of Fribourg	110,910
Xinjiang Institute of Ecology and Geography	7,000
Xishuangbanna Tropical Botanic Garden	10,000
Yunnan Institute of Environmental Sciences	6,000
	<hr/>
	£249,218
	<hr/> <hr/>

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

14 Analysis of net assets between funds

	Unrestricted fund £	Restricted funds £	Total funds £
Fixed assets	-	8,373	8,373
Cash at bank and in hand	136,863	112,690	249,553
Other current assets	13,608	67,525	81,133
Current liabilities	(78,588)	(59,159)	(137,747)
	<hr/>	<hr/>	<hr/>
Net assets at 31 December 2013	£ 71,883	£129,429	£201,312
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>