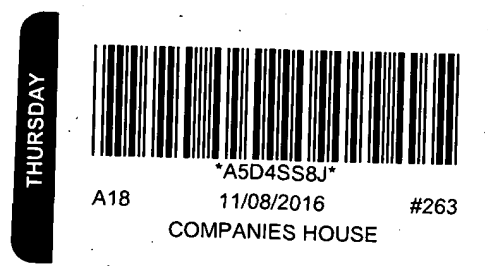


COMPANY REGISTRATION NUMBER 03963387

**NATIONAL BIODIVERSITY NETWORK TRUST**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2016**



Charity Number 1082163

**BROOKS MAYFIELD AUDIT LIMITED**

Chartered Accountants & Statutory Auditor

12 Bridgford Road  
West Bridgford  
Nottingham  
England  
NG2 6AB

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

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# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2016**

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charitable company for the year ended 31 March 2016.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	National Biodiversity Network Trust
<b>Charity registration number</b>	1082163
<b>Company registration number</b>	03963387
<b>Principal office</b>	32a Broadway Business Centre Stoney Street Nottingham England NG1 1LL
<b>Registered office</b>	32a Broadway Business Centre Stoney Street Nottingham England NG1 1LL

### **The Trustees**

The Trustees who served the charitable company during the period were as follows:

Mr M Diamond  
Mr A Wood  
Mr P Harding MBE  
Mr H Lucas  
Mr P Rose  
Prof. M Hassell CBE FRS  
Prof. I Owens  
Dr A Clements  
Dr R Pywell  
Dr T Frost  
Dr R Fairley  
Dr T Webb  
Mr J Davy-Bowker  
Miss H Wilkinson  
Dr J Ashworth  
Dr A Stewart  
Dr T Hill

Dr A Stewart was appointed as a trustee on 1 July 2015.

Dr T Hill was appointed as a trustee on 1 July 2015.

Mr P Harding MBE retired as a trustee on 1 July 2015.

Mr H Lucas retired as a trustee on 1 July 2015.

Dr T Frost retired as a trustee on 2 November 2015.

# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2016**

<b>Secretary</b>	J Judge
<b>Chief executive officer</b>	J Judge
<b>Auditor</b>	Brooks Mayfield Audit Limited Chartered Accountants & Statutory Auditor 12 Bridgford Road West Bridgford Nottingham England NG2 6AB
<b>Bankers</b>	National Westminster Bank Plc 51 Market Place Long Eaton Nottingham England NG10 1JP
<b>Solicitors</b>	Freeths LLP Cumberland Court 80 Mount Street Nottingham England NG1 6HH

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The National Biodiversity Network Trust is a charitable company limited by guarantee, incorporated on 3rd April 2000 and registered as a charity on 25th August 2000.

The company was set up under a Memorandum of Association, which established the objectives and powers of the charitable company and is governed under its Articles of Association.

The Board of Trustees is currently made up of up to fourteen people nominated from member organisation. They meet three times a year and their AGM is in July.

The terms of reference for the Board are laid out in the Rules and Standing Orders.

# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2016**

### **Recruitment and appointment of Trustees**

For the first five years of its existence, the Board of the Trust was filled by nominees from the full or founder members to ensure that they each had a strong voice in setting the overall direction of the NBN's evolution. Any member (i.e. in addition Associate members) may now nominate a candidate for election to the Board.

Under the articles, one third of the members of the Board of Trustees must retire at the AGM and may be re-appointed. No Trustee may serve more than ten years in office in total without the approval of the members given by ordinary resolution.

The Trustees may at any time co-opt any personnel duly qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next general meeting. To date any vacant posts have so far been filled from within the Charity's membership.

### **Organisational structure**

The organisational structure of the NBN Trust is as follows;

1. NBN Membership

2. Board of Trustees - chair Michael Hassell

3.1 NBN Secretariat - chair CEO (John Sawyer April to November, Rachel Stroud November to March)

3.2 Finance and Management Committee - chair Andrew Wood

3.3 Technical Advisory Group - chair JNCC (Joint Nature Conservation Committee)

### **Arrangements for setting pay and remuneration of key management personnel**

All Trustees give their time either freely or as part of an in kind contribution from their employer and no director has received remuneration in the year. Details of all Trustee expenses are detailed within the financial accounts.

The pay of the NBN Trust staff is reviewed annually as part of the performance review and are normally increased in line with annual inflation and average earnings.

# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2016**

### **Trustee induction and training**

All Trustees are asked to detail their current competencies using the Board competencies spreadsheet which identifies the skills needed to run the board effectively. This will then identify if there are any gaps. Using these competencies helps the Board select the best candidates for sitting on other management committees such as the Finance and Management Committee and the Strategy Implementation Group.

Any Trustees who feel they require training or where there are gaps in the required competencies will be invited to attend necessary training either through their employer or provided by the Trust.

The Board may co-opt members to meet particular gaps in representation or competencies. These co-opted members may be put up for election to the Boards by the membership at the next suitable AGM if space permits.

### **Relationships with related parties and any other charities and organisations**

The trust is part of a network of organisations. The Trust received donated services and facilities from the network, mainly in the form of staff, contributing to Trust objectives. The member organisations provided services costed by themselves, using criteria provided by Trustees.

Members of the network pay subscriptions to the Trust.

### **Risk management**

The Finance and Management Committee (FMC) has reviewed the major risks to the charity, and has systems designed to manage them. The main internal financial risks are minimised through procedures for delegation and appropriate authorisation of all transactions and projects and by ensuring consistent quality for all the charity's operations. The FMC reviews the risks at every meeting.

### **Day to day running of the Charity**

The Trustees delegated day to day running of the charity to:

CEO - John Sawyer - April 2015 to November 2015

Interim CEO - Rachel Stroud - November 2015 to March 2016

Business Administrator - Giselle Sterry - April 2015 to January 2016

Finance and Business Officer - Sarah Hyslop - January 2016 to March 2016

## **OBJECTIVES AND ACTIVITIES**

### **Purpose of the charity**

The purposes of the Charity are to advance, formally and informally, public participation in and public understanding and enjoyment of the conservation of biological resources, together with their sustainable and wise use by providing public access to biological records, data or information pertaining to the UK, the Channel Islands and the Isle of Man.

# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2016**

### **Aims of the charity**

The National Biodiversity Network is a membership organisation built on principles of collaboration and sharing.

Our vision is that; Biological data collected and shared openly by the Network are central to the UK's learning and understanding of its biodiversity and are critical to all decision making about nature and the environment.

In line with our current five year strategy which runs from 2015-2020 we have the following five strategic aims;

1. Record, collect, diversify, enhance and mobilise biological data.
2. Make biological data and information available to everyone.
3. Captivate and engage people about wildlife
4. Provide the best biological information management infrastructure
5. Support the development of the NBN, its Board and its members.

By achieving the above aims we will grow our capacity and capability to record and collect high quality biological data. We will continue to collaborate to embed our collective data and knowledge creation at the heart of biodiversity learning and environmental decision making. We will promote the natural world, the enjoyment and importance of observing nature and biological recording and the utility and power of our shared data. We will ensure stability, security and usability for an increasing mature data management infrastructure. We will support and grow our Network as an indispensable partnership for nature and in the successful implementation of this strategy.

### **Strategies for achieving aims and objectives**

The NBN Action Plan 2016-2020 which runs alongside the five year strategy, sets out the commitment NBN Trust members and data partners will make to deliver the NBN Strategy. This plan describes ninety five actions that the NBN secretariat and Network members have proposed are necessary to achieve the Networks vision, aims and objectives. Eight working groups have been created and will oversee delivery of objectives and actions either for an entire Strategic Aim or for groups of actions. The NBN Secretariat will coordinate regular meetings of these groups to bring together teams of people that have identified themselves as keen to play an active role. These groups will be led by Network members and fed back to the Board by a Trustee representative.

### **Criteria the Trust uses to measure success**

The National Biodiversity Network produces a business plan for each financial year, which sets out the key activities for each strategic aim as detailed in the action plan. Key performance indicators, milestones and time frames for each activity are also set out in the business plan.

# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2016**

### **Significant activities undertaken and how they contribute to the achievement of the aims and objectives**

#### **Strategic aim one**

- a) Data Verification and Online Recording Working Groups - Groups convened in Feb 2016.
- b) Consultants Portal - 117 consultants now registered and 19,806 records loaded.
- c) Data Partner "Improving access to data" questionnaire - 50% of Data Partners have now responded with varying degrees of commitment to data sharing.
- d) Data Capture summit - summit held and working group and strategy in development.
- e) Database of recording schemes and projects - database established with 238+ projects and schemes.

#### **Strategic aim two**

- a) Working group planned.
- b) GBIF strategy - draft strategy out for consultation.
- c) Ordnance Survey - business case prepared and rejected.
- d) Approach made from NBN to Secretary of State for the Environment regarding support for the new DEFRA Open Environment twenty five year strategy.
- e) JNCC have added new license options to NBN Gateway (forty eight datasets already switched to Creative Commons or Open Government licenses).

#### **Strategic aim three**

- a) New communications officer appointed - Purba Choudhury started in Sept 2015.
- b) New NBN website - launched in March 2016.
- c) Working group planned.
- d) Media and social media - increased engagement.
- e) Research on recorder motivation - Completed in Jan 2016.

#### **Strategic aim four**

- a) Atlas of Living Scotland - beta site launched Sept 2016. Project management and user group support ongoing.
- b) Atlas of Living Wales and others - meetings held with Welsh Government and Northern Ireland agencies and Defra.
- c) UK Species Inventory working group - Natural History Museum committed to development of a TOR and coordination of this group.

#### **Strategic aim five**

- a) Conference - On 19th and 20th November 2015, just under 180 delegates from biodiversity organisations, local environmental records centres, recording schemes, government bodies, and students



# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2016**

and individuals all concerned with biodiversity data and biological recording came together at the Lakeside Conference Centre in York for the 15th NBN Conference.

- b) NBN Awards - 53 nominations.
- c) NBN Secretariat business plan - implementation ongoing.
- d) Performance management system - in development.
- e) Membership scheme review - in progress as current system is failing the Network.
- f) Collaborative working in Scotland - SBIF changes and NBN Scottish coordinator.

#### **Significant activities undertaken and how they contribute to the achievement of the aims and objectives**

We do rely on our Trustee volunteers (relates to Andrew Wood and Chairman Michael Hassell who are not employed by an agency and therefore not paid).

The Network also relies heavily on the volunteer recorders who collect and share their data and thanks is given to them for their time and contribution towards the Network.

The trustees would like to thank the volunteers for their work during the year.

#### **Public benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

#### **ACHIEVEMENTS AND PERFORMANCE**

Please refer to the Significant activities undertaken section above for details of the Trust's main achievements.

#### **FINANCIAL REVIEW**

The Trust has delivered a balanced budget, broadly on target, through use of reserves to supplement core income. This mirrors the situation in recent years. We anticipate a similar outcome for 2016-2017 but have asked executives to find ways to minimise the drain on reserves in future years.

The Atlas of Living Scotland and Wales development was an area that we hadn't budgeted for at the start of the year. This was, however, cost neutral with only a slight loss which the Trust covered through their project management of the project. Budgets were revised during the year to account for this income and expenditure. The Atlas platform for Scotland is well underway and was launched at an event on 27 May 2016.

# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2016**

### **Trust reserves**

The unrestricted funds not committed or invested in tangible fixed assets ('the free reserve') held by the charity will be the equivalent of three months running costs which at March 2016 is £56,000 plus staff redundancy costs. At this level, the management committee feels that they would be able to continue the current activities of the charity in the event of a significant drop in funding or loss of in-kind contribution for three months.

### **PLANS FOR FUTURE PERIODS**

The current strategy runs from 2015-2020 and action plan runs from 2016-2020. The actions within this plan have been identified using a scoring criteria and split into mission critical, high, moderate and low.

A business plan for the coming financial year, including key activities within each wider strategic aim with associated Key Performance Indicators, milestones and deadlines, has been prepared.

Examples of some of the work planned include;

- 1) To continue to develop the consultants portal.
- 2) Continue to implement a plan to digitise biodiversity data using crowd sourcing.
- 3) Target of geographic and taxonomic gaps in NBN data holdings.
- 4) To create the support for verification network across the UK.
- 5) To support NBN data providers to increase the openness and availability of their data holdings.
- 6) Improve data flows between UK and GBIF.

### **TRUSTEES' RESPONSIBILITIES STATEMENT**

The trustees (who are also the directors of National Biodiversity Network Trust for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent; and

# NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

## TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

### TRUSTEES' RESPONSIBILITIES STATEMENT *(continued)*

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

### AUDITOR

Brooks Mayfield Audit Limited are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

Each of the persons who is a trustee at the date of approval of this report confirms that:

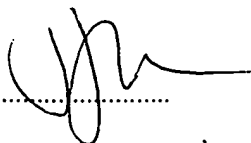
- so far as each trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

### SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:  
32a Broadway Business Centre  
Stoney Street  
Nottingham  
England  
NG1 1LL

Signed by order of the trustees



3 August 2016

J Judge  
Charitable Company Secretary

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
NATIONAL BIODIVERSITY NETWORK TRUST**

**YEAR ENDED 31 MARCH 2016**

We have audited the financial statements of National Biodiversity Network Trust for the year ended 31 March 2016 which comprise the Statement of Financial Activities Profit and Loss Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR**

As explained more fully in the Trustees' Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the ; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**OTHER MATTERS**

The comparative figures (year ended 31 March 2015) were not audited.

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
NATIONAL BIODIVERSITY NETWORK TRUST *(continued)***

**YEAR ENDED 31 MARCH 2016**

**OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared 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 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.

WILLIAM OATES BA FCA (Senior Statutory Auditor)

For and on behalf of

BROOKS MAYFIELD AUDIT LIMITED

Chartered Accountants & Statutory Auditor

12 Bridgford Road

West Bridgford

Nottingham

England

NG2 6AB

8 August 2016

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES PROFIT AND LOSS  
ACCOUNT (INCORPORATING THE INCOME AND EXPENDITURE  
ACCOUNT)**

**YEAR ENDED 31 MARCH 2016**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>INCOME AND ENDOWMENTS</b>					
Donations and legacies	2	217,325	110,000	327,325	450,605
Investment income	3	150	–	150	324
Other income	4	421,133	–	421,133	491,396
<b>TOTAL INCOME</b>		<u>638,608</u>	<u>110,000</u>	<u>748,608</u>	<u>942,325</u>
<b>EXPENDITURE</b>					
Expenditure on raising funds:					
Costs of raising donations and legacies	5	(3,762)	–	(3,762)	–
Expenditure on charitable activities	6	(653,114)	(64,188)	(717,302)	(947,379)
<b>TOTAL EXPENDITURE</b>		<u>(656,876)</u>	<u>(64,188)</u>	<u>(721,064)</u>	<u>(947,379)</u>
<b>NET INCOME/(EXPENDITURE) BEFORE TRANSFER</b>					
Transfer between funds	8	(18,268)	45,812	27,544	(5,054)
	9	(4,188)	4,188	–	–
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
		(22,456)	50,000	27,544	(5,054)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>152,027</u>	<u>–</u>	<u>152,027</u>	<u>157,081</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>129,571</u>	<u>50,000</u>	<u>179,571</u>	<u>152,027</u>

The Statement of financial activities profit and loss account includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 14 to 22 form part of these financial statements.

# NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

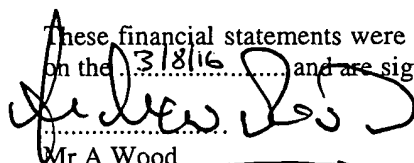
## BALANCE SHEET

31 MARCH 2016

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>			
Tangible assets	13	1,470	2,438
<b>CURRENT ASSETS</b>			
Debtors	14	43,813	174,799
Cash at bank and in hand		173,516	178,333
		<u>217,329</u>	<u>353,132</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(39,227)</u>	<u>(203,543)</u>
<b>NET CURRENT ASSETS</b>		<b>178,102</b>	<b>149,589</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>179,572</u></b>	<b><u>152,027</u></b>
<b>NET ASSETS</b>		<b><u>179,572</u></b>	<b><u>152,027</u></b>
<b>FUNDS OF THE CHARITY</b>			
Restricted income funds	17	50,000	–
Unrestricted income funds	18	129,572	152,027
<b>TOTAL CHARITY FUNDS</b>		<b><u>179,572</u></b>	<b><u>152,027</u></b>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the members of the committee and authorised for issue on the 31/8/16 and are signed on their behalf by:

  
Mr A Wood

Company Registration Number: 03963387

The notes on pages 14 to 22 form part of these financial statements.

# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

### **1. ACCOUNTING POLICIES**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

#### **Income**

All income is included in the statement of financial activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity, the income is considered probable and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Donations and legacy income is received by way of donations, grants and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity, being the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market.

Investment income is included when receivable.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

All costs are allocated between the expenditure categories of the sofa on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, as set out in the notes to the accounts.

#### **Fixed assets**

All fixed assets are initially recorded at cost.



# **NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

### **1. ACCOUNTING POLICIES** *(continued)*

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	two years straight line
-----------	---	-------------------------

#### **Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### **Pension costs**

The charitable company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charitable company. The annual contributions payable are charged to the statement of financial activities profit and loss account.

#### **Foreign currencies**

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

#### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid after taking account of any discounts.

#### **Creditors**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their statement amount after allowing for any discounts due.

#### **Change in format of accounts**

There has been a change in the format of the accounts, this is due to the change in accounting standards from SORP 2005 to SORP FRSSE.

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**2. DONATIONS AND LEGACIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
<b>Donations</b>			
Cabinet Office	-	-	-
Other	308	-	308
<b>Grants receivable</b>			
Living Atlas Scotland	-	60,000	60,000
Living Atlas Wales	-	50,000	50,000
Subscriptions	217,017	-	217,017
	<u>217,325</u>	<u>110,000</u>	<u>327,325</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
<b>Donations</b>			
Cabinet Office	248,624	-	248,624
Other	-	-	-
<b>Grants receivable</b>			
Living Atlas Scotland	-	-	-
Living Atlas Wales	-	-	-
Subscriptions	201,981	-	201,981
	<u>450,605</u>	<u>-</u>	<u>450,605</u>

**3. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Bank interest receivable	<u>151</u>	<u>151</u>	<u>324</u>	<u>324</u>

**4. OTHER INCOME**

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Miscellaneous income	14,567	14,567	6,017	6,017
Donated services and facilities	406,566	406,566	485,379	485,379
	<u>421,133</u>	<u>421,133</u>	<u>491,396</u>	<u>491,396</u>

**5. COSTS OF RAISING DONATIONS AND LEGACIES**

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Subscriptions	<u>3,762</u>	<u>3,762</u>	<u>-</u>	<u>-</u>

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Donated services and facilities	406,566	-	406,566
Project costs	79,781	-	79,781
Website development and promotion	18,435	-	18,435
Living Atlas	-	64,188	64,188
Support costs	148,332	-	148,332
	<u>653,114</u>	<u>64,188</u>	<u>717,302</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Donated services and facilities	485,379	-	485,379
Project costs	307,837	-	307,837
Website development and promotion	8,345	-	8,345
Living Atlas	-	-	-
Support costs	145,818	-	145,818
	<u>947,379</u>	<u>-</u>	<u>947,379</u>

**7. ANALYSIS OF SUPPORT COSTS**

	Support costs £	Governance costs £	Total 2016 £	Total 2015 £
Staff costs	82,393	-	82,393	73,893
Premises	9,637	-	9,637	9,279
Communications and IT	7,303	-	7,303	9,221
Legal and professional	1,553	-	1,553	1,641
Finance costs	590	-	590	611
Depreciation	3,908	-	3,908	2,436
Insurance	1,236	-	1,236	728
Postage, printing and stationery	6,016	-	6,016	7,115
Meeting costs	18,978	-	18,978	19,900
Travelling expenses	9,618	-	9,618	14,592
Bad debts	-	-	-	1,157
Accountancy	-	2,039	2,039	1,890
Auditors remuneration	-	2,700	2,700	-
Trustees expenses	-	2,157	2,157	2,528
Board meeting expenses	-	204	204	827
	<u>141,232</u>	<u>7,100</u>	<u>148,332</u>	<u>145,818</u>

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**8. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

This is stated after charging:

	2016	2015
	£	£
Staff pension contributions	6,428	3,288
Depreciation	3,908	2,436
Auditors' remuneration:		
- audit of the financial statements	2,700	-
- other fees (see below)	1,800	-
Operating lease costs:		
- Land and buildings	<u>8,568</u>	<u>9,288</u>

**Auditor's fees**

The fees charged by the auditor can be further analysed under the following headings for services rendered:

	2016	2015
	£	£
Accountancy	<u>1,800</u>	<u>-</u>

**9. FUND TRANSFERS**

During the year there was an overspend on the restricted Living Atlas of Scotland fund. This has been covered by the unrestricted fund and therefore there has been a transfer between funds.

**10. DONATED SERVICES**

The Trust receives donated services and facilities, mainly in the form of staff resources and associated costs expended on NBN projects and contributing to Trust objectives. The member organisations provides services costed by themselves, using criteria provided by Trustees.

The Network relies on the volunteer recorders who collect and share their data and thanks is given to them for their time and contribution towards the Network. We also heavily rely on our volunteer Trustees (relates to Andrew Wood and Chairman Michael Hassell who are not employed by an agency and therefore not paid) but whom contribute significantly towards to the Trust.

# NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

### 11. STAFF COSTS AND EMOLUMENTS PARTICULARS OF EMPLOYEES

Total staff costs were as follows:

	2016	2015
	£	£
Wages and salaries	131,338	104,694
Social security costs	9,621	7,267
Other pension costs	6,428	3,288
	<u>147,387</u>	<u>115,249</u>

#### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2016	2015
	No.	No.
Number of administrative staff	4	2
Number of management staff	1	1
Number of research staff	1	1
	<u>6</u>	<u>4</u>

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

### 12. CORPORATION TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these applied to its charitable objects.

### 13. TANGIBLE FIXED ASSETS

	Equipment £
<b>COST</b>	
At 1 April 2015	8,044
Additions	<u>2,940</u>
<b>At 31 March 2016</b>	<u><b>10,984</b></u>
<b>DEPRECIATION</b>	
At 1 April 2015	5,606
Charge for the year	<u>3,908</u>
<b>At 31 March 2016</b>	<u><b>9,514</b></u>
<b>NET BOOK VALUE</b>	
At 31 March 2016	<u><b>1,470</b></u>
At 31 March 2015	<u><b>2,438</b></u>

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**14. DEBTORS**

	2016	2015
	£	£
Trade debtors	40,230	159,218
Other debtors	–	9,489
Prepayments	3,583	6,092
	<u>43,813</u>	<u>174,799</u>

**15. CREDITORS: Amounts falling due within one year**

	2016	2015
	£	£
Trade creditors	2,430	1,762
PAYE and social security	3,019	–
Other creditors	33,778	201,781
	<u>39,227</u>	<u>203,543</u>

**16. COMMITMENTS UNDER OPERATING LEASES**

At 31 March 2016 the charitable company had annual commitments under non-cancellable operating leases as set out below.

	2016	2015
	£	£
	<b>Land and buildings</b>	
<b>Operating leases which expire:</b>		
Within 1 year	<u>6,336</u>	<u>6,192</u>

**17. RESTRICTED INCOME FUNDS**

	Income	Expenditure	Transfers	Balance at
	£	£	£	31 Mar 2016
	£	£	£	£
Living Atlas Scotland	60,000	(64,188)	4,188	–
Living Atlas Wales	50,000	–	–	50,000
	<u>110,000</u>	<u>(64,188)</u>	<u>4,188</u>	<u>50,000</u>

The Atlas of Living Wales fund is to be used solely to create an Atlas of Living Wales platform.

The Atlas of Living Scotland fund is to be used solely to create an Atlas of Living Scotland platform. The project was completed during the year.

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**18. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2015	Income	Expenditure	Transfers	Balance at 31 Mar 2016
	£	£	£	£	£
General Funds	<u>152,027</u>	<u>638,609</u>	<u>(656,876)</u>	<u>(4,188)</u>	<u>129,572</u>

The general fund is used for activities in furtherance of the Charity's objects.

**19. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
Living Atlas Wales	–	50,000	50,000
<b>Unrestricted Income Funds</b>	<u>1,470</u>	<u>128,102</u>	<u>129,572</u>
<b>Total Funds</b>	<u>1,470</u>	<u>178,102</u>	<u>179,572</u>

**20. RELATED PARTY TRANSACTIONS**

The Trustees believe there is no controlling party of the charitable company.

BioD Services Limited has common directors to National Biodiversity Network Trust. During the year the company repaid a loan to National Biodiversity Network Trust to the amount of £9,489 (2015: £80,000). At the 31 March 2016 a balance of £nil (2015: £9,489) remained outstanding to National Biodiversity Network Trust and was included in other debtors. No interest is charged on the loan.

During the year 2 (2015: 4) Trustees claimed travel expenses of £2,157 (2015: £2,528).

**21. COMPANY LIMITED BY GUARANTEE**

National Biodiversity Network Trust is a company limited by guarantee and accordingly does not have a share capital. There are 14 members of the company at the year end (2015: 15 members). Every member promises, if the charitable company is dissolved while he or she remains a member or within 12 months afterwards, to pay up to £10 towards the cost of dissolution and the liabilities incurred by the Charity while the contributor was a member.

**NATIONAL BIODIVERSITY NETWORK TRUST  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

**22. PRIOR YEAR ADJUSTMENTS**

During the audit of the accounts two errors came to light in the prior year accounts:

- 1) Support costs had been allocated to costs of generating funds. These have now been reanalysed as support costs.
- 2) Within donated services were items which did not meet the criteria as a donated service. These items have been removed from the accounts.

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Neither of the adjustments effect the reserves of the company brought forward.