

COMPANY REGISTRATION NUMBER 03963387

**NATIONAL BIODIVERSITY NETWORK TRUST
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 MARCH 2017**

Charity Number 1082163

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

**FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

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NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2017

The trustees (who are also directors for the purposes of company law) are pleased to present their annual trustees' report together with the financial statements of the charity for the year ending 31 March 2017, which are also prepared to meet the requirements for a directors' report and accounts for Companies House.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name National Biodiversity Network Trust

Charity registration number 1082163

Company registration number 03963387

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

Registered office 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 Rose
Prof. M Hassell CBE FRS
Prof. I Owens
Dr A Clements
Dr R Pywell
Dr R Fairley
Dr T Webb
Mr J Davy-Bowker
Miss H Wilkinson
Dr J Ashworth
Dr A Stewart
Dr T Hill

NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2017

Secretary	J Judge
Chief executive officer	J Judge
Independent examiner	Rogers Spencer Newstead House Pelham Road Nottingham NG5 1AP
Bankers	National Westminster Bank Plc 51 Market Place Long Eaton Nottingham England NG10 1JP

The Trustees delegated day to day management and advice to the following people during the period;

- Interim CEO – Rachel Stroud from March to May 2016
- CEO – Jo Judge from May 2016
- Finance and Business Officer – Sarah Hyslop

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 will be in November from 2017.

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 2017

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 (Rachel Stroud March to May, Jo Judge May to March)
- 3.2 Finance and Management Committee - chair Andrew Wood

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 is 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 2017

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 received donated services and facilities, mainly in the form of staff, contributing to Trust objectives. The member organisations provided services costed by themselves, using criteria provided by Trustees. This process was reviewed following the 2016 financial audit and we now only include figures for services that directly benefit the Trust and we wouldn't look to replicate this work if it was not carried out by members.

Risk management

The Finance and Management Committee (FMC) has reviewed the major risks to the charity, and has systems designed to manage them.

The principal risks and uncertainties are:

- *Financial* – inadequate funding; funders withdraw, not enough subscribers, reduction in government funding
- *Staffing* – loss of key staff members
- *People cannot use the system* – systems are not user-friendly, unreliable or unavailable
- *Wholeness of database and competition* – NBN Atlas has a less comprehensive dataset. Transition to more open data may result in less, or lower resolution, data on Atlas. Competing databases(s) with access controls or niche initiatives appear
- *Diverging views* – lack of consensus about access, visibility and usability leading to withdrawal of data
- *Engagement* – lack of popular support leading to disengagement, reduced membership and lack of sponsorship and investment
- *Board governance* – Board is not truly representative of the Network as a whole and do not have the appropriate skills and required competencies in order to progress the NBN partnership
- *Strategy* – lack of engagement in NBN strategy from wider Network, strategy is out of date or no longer reflects current climate

These risks are presented to the Finance and Management Committee at every meeting complete with a brief report on the areas of note. The Trust Risk Register assesses the likelihood of their impact and explains in detail how these risks are to be mitigated.

NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2017

Risk management (continued)

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.

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.

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 95 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.

NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2017

OBJECTIVES AND ACTIVITIES *(continued)*

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.

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

Due to the decision that funding for the NBN Gateway would be withdrawn at the end of the 2016/17 financial year and the site decommissioned on the 31st March 2017, the over-riding focus for the year was the development and implementation of the NBN Atlas. This has meant some of the planned activities for the other strategic aims were postponed to 2017/18.

Strategic Aim 1

- a) Data Verification and Online Recording Working Groups – Groups convened throughout the year
- b) Consultants Portal – 400 consultants now registered and 33,412 records loaded.
- c) SBIF Review – NBN closely involved in the review of the biological recording infrastructure in Scotland in order to achieve the SBIF vision of “High quality species and habitat data will be collected and managed through a sustainable, co-ordinated and integrated local and national framework of organisations, partnerships and initiatives.”

Strategic Aim 2

- a) A total of 701 datasets containing 55.6 million records were transferred from the NBN Gateway to the NBN Atlas
- b) a further 154 million records provided by the British Trust for Ornithology (BTO) were uploaded to the NBN Atlas
- c) All data available on the NBN Atlas is available for use by all under an Open (CC0, CC-BY or OGL) or Shared (CC-BY-NC) licence

Strategic Aim 3

- a) The NBN was involved in the Nottingham in Parliament day on the 25th October 2017, undertaking a bioblitz in Victoria Tower Gardens and a panel discussion in the House of Lords hosted by Lord Hunt of Chesterton and chaired by Barry Gardiner MP
- b) Network News, our new monthly newsletter was launched in May 2016
- c) The Captivating and Engaging working group has met throughout the year
- d) Media and social media – new communications strategies are being developed

Strategic Aim 4

- a) NBN Atlas & NBN Atlas Wales launched 31st March 2017
- b) Atlas of Living Scotland rebranded as NBN Atlas Scotland
- c) NBN Gateway closed 31st March 2017, data with appropriate permissions transferred to the NBN Atlas
- d) A NBN Atlas temporary programmer was recruited and in place from February to May 2017

NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2017

Significant activities undertaken and how they contribute to the achievement of the aims and objectives *(continued)*

Strategic Aim 5

- a) Conference – On 17th and 18th November 2016, 170 delegates from biodiversity organisations, local environmental records centres, recording schemes, government bodies, students and individuals all concerned with biodiversity data and biological recording came together at the National Museums Scotland in Edinburgh for the 16th NBN Conference.
- b) NBN Awards – 53 nominations.
- c) NBN Secretariat business plan – implementation ongoing
- d) Performance management system – has been reviewed and now in place
- e) Membership scheme review – scheme has been reviewed and new scheme to be launched in May
- f) Collaborative working in Scotland – SBIF changes and NBN Scottish coordinator

NBN Trust raises money through membership subscriptions and other funding from members; by entering into contracts for specific deliverables and through securing grant funding from government and charitable funders. It does not fundraise.

We 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.

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 2017-2018 but have asked executives to ensure that the budget for the coming year is balanced to avoid the drain on reserves in future years.

The Trust has a deficit of £30,056 this year compared to a surplus of £27,544 in the prior year. This deficit is mainly due to the tentative income forecasted for new members and conference sponsorship which was not secured in full and not having in-house development staff resulting in much of the Atlas work being outsourced, which proved costly. The budget for 2017-18 also includes a £20K tentative income for conference sponsorship and to grow the NBN membership scheme, which is not guaranteed.

The newly drafted Medium Term Financial Strategy does take this into consideration and includes plans to diversify the funding that we receive which should help to alleviate any pressures on certain

NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2017

FINANCIAL REVIEW *(continued)*

areas of funding. The aim of this strategy is to bring together all the known factors affecting the financial position and financial stability of the National Biodiversity Network Trust over the period 2017-2020. The strategy balances the financial implications of fulfilling our strategic aims and objectives against constraints in resources and sets out the options for increasing and diversifying the funding for the Trust over the next three financial years. Therefore, it is imperative that the Trust develops alternative funding to ensure its continued survival and in order to be able to grow the organisation and fulfill our strategic aims and action plan objectives.

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 2017 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;

- Continue to implement a plan to digitise biodiversity data using crowd sourcing.
- Target of geographic and taxonomic gaps in NBN data holdings.
- To create the support for verification network across the UK.
- To support NBN data providers to increase the openness and availability of their data holdings.
- Improve data flows between UK and GBIF.

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

J Judge
Charitable Company Secretary

.....

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

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
NATIONAL BIODIVERSITY NETWORK TRUST**

I report on the accounts of the company for the year ended 31 March 2017 which are set out on pages 12 to 24.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Melvin Bailey FCCA DChA

for and on behalf of Rogers Spencer
Chartered Certified Accountants
Newstead House
Pelham Road
Nottingham
NG5 1AP

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

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
INCOME:					
Donations	2	210,748	135,620	346,368	327,325
Investment income	3	568	-	568	150
Other income	4	442,317	-	442,317	421,133
TOTAL INCOME		<u>653,633</u>	<u>135,620</u>	<u>789,253</u>	<u>748,608</u>
EXPENDITURE:					
<i>Expenditure on raising funds::</i>					
Costs of raising donations	5	(304)	-	(304)	(3,762)
Expenditure on charitable activities	6	(687,316)	(131,689)	(819,005)	(717,302)
TOTAL EXPENDITURE		<u>(687,620)</u>	<u>(131,689)</u>	<u>(819,309)</u>	<u>(721,064)</u>
NET MOVEMENT IN FUNDS	8	(33,987)	3,931	(30,056)	27,544
RECONCILIATION OF FUNDS:					
Total funds brought forward		<u>129,571</u>	<u>50,000</u>	<u>179,571</u>	<u>152,027</u>
TOTAL FUNDS CARRIED FORWARD		<u>95,584</u>	<u>53,931</u>	<u>149,515</u>	<u>179,571</u>

The Statement of Financial Activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 15 to 24 form part of these financial statements.

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

**BALANCE SHEET
31 MARCH 2017**

	Note	2017 £	£	2016 £
FIXED ASSETS				
Tangible assets	12		890	1,470
Investments	20		2	-
			892	1,470
CURRENT ASSETS				
Debtors	13	6,862		43,813
Cash at bank and in hand		<u>220,417</u>		<u>173,516</u>
		227,279		217,329
CREDITORS: Amounts falling due within one year	14	(78,656)		(39,227)
NET CURRENT ASSETS			148,623	178,102
TOTAL ASSETS LESS CURRENT LIABILITIES			149,515	179,572
NET ASSETS			149,515	179,572
FUNDS OF THE CHARITY				
Restricted income funds	16		53,931	50,000
Unrestricted income funds	17		<u>95,584</u>	<u>129,572</u>
TOTAL CHARITY FUNDS			149,515	179,572

For the year ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

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

.....
Mr A Wood

Company Registration Number: 03963387

NATIONAL BIODIVERSITY NETWORK TRUST
The notes on pages 15 to 24 form part of these financial statements
COMPANY LIMITED BY GUARANTEE

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 31 MARCH 2017**

	2017 £	2016 £
Cash flows from operating activities	<u>48,115</u>	<u>(2,027)</u>
Cash flows from investing activities		
Interest received	568	150
Payments to acquire tangible assets	(1,780)	(2,940)
Payments to acquire investments	<u>(2)</u>	<u>-</u>
Net cash provided by/(used in) investing activities	<u>(1,214)</u>	<u>(2,790)</u>
Change in cash and cash equivalents in the reporting period	46,901	(4,817)
Cash and cash equivalents at the beginning of the reporting period	<u>173,516</u>	<u>178,333</u>
Cash and cash equivalents at the end of the reporting period	<u>220,417</u>	<u>173,516</u>
Reconciliation of net movement in funds for the reporting period	2017 £	2016 £
Net movement in funds	(30,056)	27,544
Adjustments for:		
Interest received	(568)	(150)
Depreciation of tangible assets	2,360	3,908
Decrease in debtors	36,951	130,987
(Decrease)/increase in creditors	<u>39,428</u>	<u>(164,316)</u>
Net cash provided by/(used in) operating activities	<u>48,115</u>	<u>(2,027)</u>
Analysis of cash and cash equivalents	2016	2017
Cash at bank and in hand	<u>220,417</u>	<u>173,516</u>
Total cash and cash equivalents	<u>220,417</u>	<u>173,516</u>

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

NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

Company information

National Biodiversity Network Trust is a private company limited by guarantee incorporated in England and Wales. Its registered office is 32a Broadway Business Centre, Stoney Street, Nottingham, NG1 1LL.

Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP 2015 (FRS 102) in the current year. The date of transition to FRS 102 was 1 April 2015. The effect of transition from SORP (2005) to SORP 2015 (FRS 102) has been that there are no changes in accounting policies, no changes to charity funds and no changes to comparative period income or expenditure.

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.

NATIONAL BIODIVERSITY NETWORK TRUST COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES *(continued)*

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.

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
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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.

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.

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

**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

2. DONATIONS

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Donations			
Other	163	–	163
Grants receivable			
NBN Atlas Scotland	–	25,640	25,640
NBN Atlas Wales	–	–	–
NBN Atlas Isle of Man	–	17,000	17,000
NBN Atlas England	–	69,000	69,000
NBN Atlas Sweden	–	2,700	2,700
SBIF post	–	16,280	16,280
NHM – ID trainers	–	5,000	5,000
Subscriptions	210,585	–	210,585
	<u>210,748</u>	<u>135,620</u>	<u>346,368</u>
	Unrestricted Funds	Restricted Funds	Total Funds 2016
	£	£	£
Donations			
Other	308	–	308
Grants receivable			
NBN Atlas Scotland	–	60,000	60,000
NBN Atlas Wales	–	50,000	50,000
Subscriptions	217,017	–	217,017
	<u>217,325</u>	<u>110,000</u>	<u>327,325</u>

3. INVESTMENT INCOME

	Unrestricted Funds	Total Funds 2017	Unrestricted Funds	Total Funds 2016
	£	£	£	£
Bank interest receivable	<u>568</u>	<u>568</u>	<u>150</u>	<u>150</u>

4. OTHER INCOME

	Unrestricted Funds	Total Funds 2017	Unrestricted Funds	Total Funds 2016
	£	£	£	£
Miscellaneous income	16,836	16,836	14,567	14,567
Donated services and facilities	425,481	425,481	406,566	406,566
	<u>442,317</u>	<u>442,317</u>	<u>421,133</u>	<u>421,133</u>

5. COSTS OF RAISING DONATIONS

	Unrestricted Funds	Total Funds 2017	Unrestricted Funds	Total Funds 2016
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	NATIONAL BIODIVERSITY NETWORK TRUST		
	COMPANY LIMITED BY GUARANTEE		
Subscriptions	<u>504</u>	<u>3,762</u>	<u>£ 3,762</u>
	NOTES TO THE FINANCIAL STATEMENTS		
	YEAR ENDED 31 MARCH 2017		

**NATIONAL BIODIVERSITY NETWORK TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
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6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Donated services and facilities	425,481		425,481
Project costs	127,419	–	127,419
Website development and promotion	2,804	–	2,804
Living Atlas	–	107,709	107,709
Support costs	131,612	23,980	155,592
	<u>687,316</u>	<u>131,689</u>	<u>819,005</u>
	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>653,144</u>	<u>64,188</u>	<u>717,302</u>

7. ANALYSIS OF SUPPORT COSTS

	Support costs	Governance costs	Total 2017	Total 2016
	£	£	£	£
Staff costs	84,562	–	84,562	82,393
Premises	9,620	–	9,620	9,637
Communications and IT	9,893	–	9,893	7,303
Legal and professional	4,760	–	4,760	1,553
Finance costs	936	–	936	590
Depreciation	2,360	–	2,360	3,908
Insurance	1,269	–	1,269	1,236
Postage, printing and stationery	6,892	–	6,892	6,016
Meeting and conference costs	18,818	–	18,818	18,978
Travelling expenses	10,245	–	10,245	9,618
Accountancy	–	2,442	1,392	2,039
Auditors remuneration	–	1,050	2,100	2,700
Trustees expenses	–	1,989	1,989	2,157
Board meeting expenses	–	756	756	204
	<u>149,355</u>	<u>6,237</u>	<u>155,592</u>	<u>148,332</u>

**NATIONAL BIODIVERSITY NETWORK TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

8. NET MOVEMENT IN FUNDS

This is stated after charging:

	2017	2016
	£	£
Staff pension contributions	16,320	6,428
Depreciation	2,360	3,908
Examiner's/Auditor's remuneration:		
- examination/audit of the financial statements	1,050	2,700
- other fees (see below)	1,290	1,800
Operating lease costs:		
- Land and buildings	<u>9,533</u>	<u>8,568</u>

Examiner's/Auditor's fees

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

	2017	2016
	£	£
Accountancy	<u>1,290</u>	<u>1,800</u>

9. DONATED SERVICES AND FACILITIES

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 provide 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.

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**NOTES TO THE FINANCIAL STATEMENTS
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10. STAFF COSTS AND EMOLUMENTS PARTICULARS OF EMPLOYEES

Total staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	181,486	131,338
Social security costs	13,150	9,621
Other pension costs	16,320	6,428
	<u>210,956</u>	<u>147,387</u>

Particulars of employees:

The average number of employees during the year was as follows:

	2017	2016
	No.	No.
Number of administrative staff	6	4
Number of management staff	2	1
Number of research staff	0	1
	<u>8</u>	<u>6</u>

No employee received remuneration of more than £60,000 during the year (2016 - Nil).

Trustees' remuneration

- (a) No trustees were remunerated for either year.
- (b) During the year, expenses of £1,710 (2016: £2,157) were reimbursed to 2 trustees (2016: 2 trustees).

11. 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.

12. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2016	10,984
Additions	1,780
At 31 March 2017	<u>12,764</u>
DEPRECIATION	
At 1 April 2016	9,514
Charge for the year	2,360
At 31 March 2017	<u>11,874</u>
NET BOOK VALUE	
At 31 March 2017	<u>890</u>
At 31 March 2016	1,470

**NATIONAL BIODIVERSITY NETWORK TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

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13. DEBTORS

	2017 £	2016 £
Trade debtors	4,565	40,230
Prepayments	2,297	3,583
	<u>6,862</u>	<u>43,813</u>

14. CREDITORS: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	2,458	2,430
Taxation and social security	2,901	3,019
Accruals	72,003	32,858
Other creditors	1,294	920
	<u>78,656</u>	<u>39,227</u>

15. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2017 the charitable company had outstanding future minimum lease payments under non-cancellable operating leases as set out below:

	Land and buildings	
	2017 £	2016 £
Operating leases which expire:		
Within 1 year	<u>7,980</u>	<u>6,336</u>

Lease payments recognised as an expense during the year amounted to £9,533 (2016: £9,353).

16. RESTRICTED INCOME FUNDS

	Balance at 1 April 2016 £	Income £	Expenditure £	Balance at 31 Mar 2017 £
NBN Atlas Scotland	–	25,640	(24,819)	821
NBN Atlas Wales	50,000	–	(18,441)	31,559
NBN Atlas Isle of Man	–	17,000	(16,396)	604
NBN Atlas England	–	69,000	(48,053)	20,947
NBN Atlas Sweden	–	2,700	(2,700)	–
SBIF post	–	16,280	(16,280)	–
NHM – ID trainers	–	5,000	(5,000)	–
	<u>50,000</u>	<u>135,620</u>	<u>(131,689)</u>	<u>53,931</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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16. RESTRICTED INCOME FUNDS *(continued)*

NBN Atlas Scotland – to develop and maintain the NBN Atlas Scotland according to an agreed specification.

NBN Atlas Wales – to develop and maintain the NBN Atlas Wales according to an agreed specification.

NBN Atlas Isle of Man – to develop and maintain the NBN Atlas Isle of Man according to an agreed specification.

NBN Atlas England – to develop and maintain the NBN Atlas UK and relevant platforms according to an agreed specification.

NBN Atlas Sweden – funding for the NBN staff to assist in the research and proposal development for an Atlas for Sweden.

SBIF post – funding to cover part of the Scottish Liaison Officer post within the NBN Trust.

NHM - ID trainers – funding for the NBN staff to carry out two training sessions for the Natural History Museum ID trainers 16-17 cohort.

17. UNRESTRICTED INCOME FUNDS

	Balance at 1 April 2016	Income	Expenditure	Balance at 31 Mar 2017
	£	£	£	£
General Funds	<u>129,571</u>	<u>653,633</u>	<u>(687,620)</u>	<u>95,584</u>

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

**NATIONAL BIODIVERSITY NETWORK TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Restricted income funds:			
NBN Atlas	–	53,931	53,931
Unrestricted income funds	890	94,694	95,584
	<hr/>	<hr/>	<hr/>
Total funds	890	148,625	149,515
	<hr/>	<hr/>	<hr/>

19. PENSIONS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund in the year and amounted to £16,320 (2016: £6,428).

20. INVESTMENT IN SUBSIDIARIES

On 28 February 2017 the entire issued share capital of BioD Services Limited (company number 04178674) was transferred to National Biodiversity Network Trust. Details of this investment are as follows:

	2017	2016
	£	£
Aggregate assets	13,825	14,465
Aggregate liabilities	449	548
Aggregate funds	13,376	13,917
Turnover	-	-
Expenditure	541	4,464
Loss for the year	541	4,464

21. RELATED PARTY TRANSACTIONS

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

BioD Services Limited is a 100% subsidiary of National Biodiversity Network Trust. During the year, the company repaid a loan to National Biodiversity Network Trust to the amount of £nil (2016: £9,489). As at 31 March 2017 a balance of £nil (2016: £nil) remained outstanding to National Biodiversity Network Trust and was included in other debtors. No interest was charged on the loan.

During the year, company expenses were paid by BioD Services Limited amounting to £761 (2016: £nil). As at 31 March 2017 a balance of £761 (2016: £nil) remained outstanding to BioD Services Limited and is included within other creditors.

**NATIONAL BIODIVERSITY NETWORK TRUST
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**NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2017**

22. COMPANY LIMITED BY GUARANTEE

National Biodiversity Network Trust is a company limited by guarantee and accordingly does not have a share capital. There were 14 members of the company at the year end (2016: 14 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.