

Surrey Beekeepers' Association

Registered Charity Number 1026386

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2019**

BACKGROUND INFORMATION

REGISTERED CHARITY NUMBER	1026386
CORRESPONDENCE ADDRESS	Ms J Hogarth SBKAInfo@gmail.com
TRUSTEES	Mr RJ Maurer (Chairman) Ms J Hogarth (Secretary) Mrs P McMahon (Treasurer) Mr D Read (Croydon) Ms D Middlecoat (Epsom) Ms R Mist (Farnham) Mr M Clarke (Guildford) Mr D Jones (Kingston) Retired 30 September 2019 Mr M Milner (Kingston) From 7 December 2019 Mr R Bradfield (Reigate) Mrs M Cooper (Weybridge) Mr S Derry (Wimbledon)
PRINCIPAL BANKERS	CAF Bank Ltd. PO Box 289 Kings Hill West Malling Kent ME19 4TA
LEGAL ADVISORS	Dollman & Pritchard 8 The Square Caterham Surrey CR3 6XS
INDEPENDENT EXAMINER	Alexanders Chartered Accountants Abbey House, 25 Clarendon Road Redhill Surrey RH1 1QZ

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TRUSTEES REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019

REFERENCE AND ADMINISTRATIVE INFORMATION

The Association was founded in 1879, and is registered with the Charity Commission under charity number 1026386. The Trustees of the Association and professional advisors are listed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Association is governed by its Constitution, which was adopted on 30 September 2008. Addenda to this Constitution were passed on 5 December 2009, 5 March 2010 and 3 December 2011.

Governing Bodies

The structure of the Association consists of a Council and eight separate divisions with a total of over 900 members. These eight divisions are Croydon, Epsom, Kingston, Farnham, Guildford, Reigate, Weybridge and Wimbledon. The Council has eleven Trustees and a representative from each of the eight divisions. The Trustees comprise three appointed officers and one nominee from each division. Trustees are appointed or re-appointed annually at the Annual General Meeting.

Organisational Management

The Trustees of the Association are legally responsible for the overall management and control of the Association and meet at least three times a year. The work of implementing their policies is carried out largely by the eight divisional committees. The Show Committee, which organises the Association's participation in the annual Surrey County Show, meets at least twice a year. Council members are appointed at the Annual General Meeting to undertake administrative duties concerning education; examinations; technical; health and safety; archives and the website. Council members are also appointed to represent the Association at the British Beekeepers' Association's annual delegates meeting, the Bee Diseases Insurance annual general meeting and as a nominee at shareholder meetings of Bee Craft Limited.

Risk Management

The Trustees are responsible for the management of the operational and financial aspects of the Association.

- Operational risk

Divisions that have their own apiaries have procedures in place to promote safety to members, visitors and the general public. Procedures are continually reviewed to ensure that all beekeeping activities are conducted in a safe manner.

- Financial risk

The Association seeks to obtain the a reasonable return on its surplus funds whilst retaining flexibility of access should unforeseen expenditure arise. Surplus funds are placed on deposit and rates of return reviewed regularly to ensure that satisfactory market rates are obtained. For the longer term, the Association has invested in the low risk M&G Charifund for both income and capital growth which this investment normally provides.

OBJECTIVES AND ACTIVITIES

Charitable Objects

The objects of the Association, as set out in the Constitution, are to:

- (i) promote and further the craft of beekeeping in the County of Surrey;
- (ii) advance the education of the public in the environmental and economic importance of bees;
- (iii) as an Area Association of the British Beekeepers' Association, to render such assistance in the pursuit of its objectives as may be appropriate.

TRUSTEES REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019 (continued)

OBJECTIVES AND ACTIVITIES (continued)

Charitable Activities

When planning the activities of the Association, the Trustees consider the Charity Commission's guidance on public benefit. In carrying out its charitable objects, the Association undertakes a wide range of activities including classroom and apiary-based training courses, examination preparation, school visits, shows, talks, demonstrations, swarm collection services and public advisory help lines.

Volunteers

All activities are carried out by members on a voluntary basis. The Trustees thank them all for their commitment throughout the year.

REVIEW OF ACHIEVEMENTS AND PERFORMANCE FOR THE YEAR

2019 saw an active interest in beekeeping and the total registered and partner members of the Association at 30 September 2019 stood at 976 (2018:1007).

The Association's emphasis on education and training continued during the year as evidenced by numerous events attended. Divisions provided beginners' courses to members of the public new to beekeeping in the form of evening courses, weekend courses and beekeeping introduction days. The courses were tailored to students with little or no beekeeping experience and offered the community alternative approaches to study the craft. In 2019 491 people attended 35 courses run by the Association (2018:511 attendees).

The Association continues to focus on the training and development of both members and non-members new to beekeeping with a clear emphasis on encouraging all members to take the BBKA Basic Assessment. In 2019 38 members passed the Basic Assessment (2018:43 passes) and four members passed the Honey Bee Practical Assessment (2018:4 passes). In addition 22 members passed the BBKA modules in November 2018 and March 2019 with three candidates being awarded the Intermediate theory certificate and one candidate was awarded the Advanced theory certificate. The Association has always been keen to engage with the public and increase its understanding of the importance of bees and beekeeping. During the year the divisions attended many public events and shows within their own areas by giving demonstrations and providing guidance and advice on bees and beekeeping. Members from the divisions also visited schools, clubs and other organisations giving talks to groups of people of all ages on the environmental and economic importance of bees. The websites managed by the Association continued to offer the public comprehensive information and guidance on all aspects of bees and beekeeping including training courses and forthcoming events, book lists, bee friendly flora and honey recipes.

The advisory helplines maintained by the Association were again very busy during 2019. The principle activity of the helplines was the imparting of appropriate information to enquiries from the public.

Close liaison was maintained during the year with the Animal and Plant Health Agency (APHA) which includes the National Bee Unit (NBU). Within the NBU the Bee Inspectorate monitor the health of the honey bee population and raise awareness of best practice. The Trustees encouraged Association members to take advantage of the services offered by APHA especially BeeBase. This is a voluntary register of beekeepers, their apiaries and their colonies and offers online instruction in beekeeping.

TRUSTEES REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2019 (continued)

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

Fundraising Performance

The Association received donations of £19,533 (2018: £12,542). Of these, the Weybridge and Reigate divisions raised £16,993 towards the costs of their educational and apiary projects

Financial Results 2019

The operating surplus for the year was £31,161 (2018:£17,347). This was an increase of £13,814 (2018: increase £1,414).

The major sources of income during the year were subscriptions £48,413 (2018: £51,645), course fees £32,873 (2018: £26,522), donations £19,533 (2018: £12,542) and honey and equipment sales £37,865 (2018: £28,257).

The Association's listed investments increased slightly in value by £2 (2018: decrease of £176). There was also a small increase in investment earnings in both dividends and bank interest.

Total expenditure increased by £14,938 from £119,542 in 2018 to £134,480 in 2019. This increase was predominantly due to the increase in the costs of equipment trading and honey preparation from £14,952 in 2018 to £30,271 in 2019.

Reserves policy

The Trustees seek to hold sufficient unrestricted reserves sufficient to cover any exceptional situation that might arise and ensure the full operating function of the divisions and the services which each provides to the community.

Restricted funds are held to ensure that the monies raised for specific purposes are not diverted to other projects. At 30 September 2019, restricted funds totalled £8,765 (2018:£9,210) comprising £7,332 (2018: £7,778) for the Association's participation in the Surrey County Show together with other smaller balances for renewing trophies and honeybee research.

Basis of Accounting

The Financial Statements have been prepared in accordance with the accounting policies set out in the notes to the Financial Statements.

FUTURE PLANS

The Trustees will continue to place great emphasis on the education and training of members. A wide range of courses will be offered to the membership to broaden the skills base available within each division. More trainers will be available, particularly for the advanced courses.

Current and longer-term aims of the Association are affected by the Coronavirus crisis which has affected all the population including beekeepers. Surrey Beekeepers Association is investing in online training courses for members who are currently self-isolating and also expanding the online accessibility of the craft to members of the public within the communities served.

.....R J Maurer (Chairman)

.....P A McMahon (Treasurer)

31 May 2020

**Independent Examiner's report
to the Trustees of Surrey Beekeepers' Association**

We report on the Accounts of the Association for the year ended 30 September 2019 set out on pages 6 to 12.

Your attention is drawn to the fact that the charity has prepared the Financial Statements 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has since been withdrawn.

We understand that this has been done in order for the Financial Statements to provide a true and fair view in accordance with the Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

Respective responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the Financial Statements. The Charity's 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.

It is our responsibility to:

- examine the Financial Statements under section 145 of the 2011 Charities Act,
- to follow the procedures laid down in the general Directions given by the Commission under section 145(5)(b) of the 2011 Act and
- to state whether particular matters have come to our attention.

Basis of the Independent Examiner's statement

Our examination was carried out in accordance with 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 Financial Statements presented with those records. It also includes consideration of any unusual items or disclosures in the Financial Statements, 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 Financial Statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent Examiner's statement

In connection with our examination, no matter has come to our attention

- (1) which gives us reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare Financial Statements which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 31 May 2020

Alexanders Chartered Accountants are registered to carry on audit work in the UK by the ICAEW

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 SEPTEMBER 2019**

	<u>Notes</u>	<u>Unrestricted funds</u> £	<u>Restricted income funds</u> £	<u>2019</u> £	<u>2018</u> £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	3	103,104	-	103,104	93,063
Activities for generating funds	4	59,459	2,213	61,672	43,073
Investment income	5	865	-	865	753
Total incoming resources		163,428	2,213	165,641	136,889
Resources expended					
Costs of Generating Funds					
Costs of generating voluntary income	6	42,000	-	42,000	40,564
Fundraising costs	7	38,363	2,658	41,021	22,581
Charitable activities	8	36,915	-	36,915	41,551
Support costs	9	14,544	-	14,544	14,846
Total resources expended		131,822	2,658	134,480	119,542
Net incoming resources before other recognised gains		31,606	(445)	31,161	17,347
Gains and (losses) on investment assets	12	2	-	2	(176)
Net movement in funds		31,608	(445)	31,163	17,171
Total funds brought forward		361,889	9,210	371,099	353,928
Total funds carried forward		393,497	8,765	402,262	371,099

**BALANCE SHEET
AS AT 30 SEPTEMBER 2019**

	<u>Notes</u>	<u>Unrestricted funds</u> £	<u>Restricted income funds</u> £	<u>2019</u> £	<u>2018</u> £
Fixed assets					
Tangible assets	11	170,958	-	170,958	140,731
Investments	12	13,223	-	13,223	13,221
<i>Total fixed assets</i>		184,181	-	184,181	153,952
Current assets					
Stock and work in progress		11,451	-	11,451	11,119
Debtors and prepayments	13	1,524	-	1,524	1,366
Cash at bank and in hand		256,749	8,765	265,514	247,941
<i>Total current assets</i>		269,724	8,765	278,489	260,426
Creditors: amounts falling due within one year	14	(60,408)	-	(60,408)	(43,279)
<i>Net current assets</i>		209,316	8,765	218,081	217,147
<i>Net assets</i>		393,497	8,765	402,262	371,099
Funds of the Charity					
Unrestricted funds		393,497	-	393,497	361,889
Restricted income funds	15	-	8,765	8,765	9,210
<i>Total funds</i>		393,497	8,765	402,262	371,099

..... R J Maurer *Chairman*

..... P McMahon *Treasurer*

31 May 2020

Notes to the Financial Statements

For the year ended 30 September 2019

1. Accounting Policies

The following accounting policies have been complied with in preparing the financial statements:

Basis of Accounting

These financial statements have been prepared on the historic cost convention and going concern basis with the exception that investments are valued at market value. 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 for Smaller Entities published on 16 July 2014, the Financial Reporting Standard for Smaller Entities (FRSSE), and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015. The Financial Statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Incoming Resources

- a) Income is recognised in the Statement of Financial Activities when the association becomes entitled to the resources, the Trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.
- b) Donated services are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the association is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the association of the service or facility received.
- c) Investment income is recorded when receivable.
- c) Gift Aid reclaimable on donations to the association is included with the amount received.

Expenditure and Liabilities

Expenditure is included in the financial statements on an accruals basis. Irrecoverable VAT is charged to the Statement of Financial Activities as incurred.

Assets

- a) Tangible fixed assets for use by the Association are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost.
 - Depreciation on buildings is charged on a straight line basis over 4-20 years.
 - Depreciation on equipment is charged on a straight line basis over 3-10 years.
- b) Quoted investments have been valued at market value at the balance sheet date. Other investment assets are included at Trustees' best estimate of market value.
- c) Unrealised and realised investment gains and losses are shown net in the Statement of Financial Activities.
- d) Stocks comprising equipment for resale are valued at the lower of cost or market value.

Restricted Funds

Restricted funds comprise donations received and other income held on trust to be applied for specific purposes.

2. Taxation

The association is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

3. Voluntary income

	<u>2019</u>	<u>2018</u>
	£	£
Subscriptions	48,413	51,645
Bee Diseases Insurance premiums	2,285	2,354
Course fees	32,873	26,522
Donations	19,533	12,542
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	103,104	93,063
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Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2019

4. Activities for generating funds

	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>income</u> <u>funds</u> £	<u>2019</u> £	<u>2018</u> £
Divisional equipment and honey sales	37,865	-	37,865	28,257
Shows	6,674	2,213	8,887	6,265
Hive and other equipment rental	1,676	-	1,676	1,815
Other activities	13,244	-	13,244	6,736
	<hr/>	<hr/>	<hr/>	<hr/>
	59,459	2,213	61,672	43,073
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

5. Investment income

	<u>2019</u> £	<u>2018</u> £
Dividends on listed investments	505	474
Bank interest	360	279
	<hr/>	<hr/>
	865	753
	<hr/> <hr/>	<hr/> <hr/>

6. Costs of generating voluntary income

	<u>2019</u> £	<u>2018</u> £
Capitations to British Beekeeping Association	16,744	18,705
Subscriptions to Beecraft	18,815	16,243
Bee Diseases Insurance premiums	3,105	3,203
Newsletters	812	491
Miscellaneous	2,524	1,922
	<hr/>	<hr/>
	42,000	40,564
	<hr/> <hr/>	<hr/> <hr/>

7. Fundraising costs

	<u>Unrestricted</u> <u>funds</u> £	<u>Restricted</u> <u>income</u> <u>funds</u> £	<u>2019</u> £	<u>2018</u> £
Equipment trading and honey preparation	30,271	-	30,271	14,952
Shows	5,109	2,658	7,767	4,264
Other activities	2,983	-	2,983	3,365
	<hr/>	<hr/>	<hr/>	<hr/>
	38,363	2,658	41,021	22,581
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2019

8. Charitable activities

	<u>2019</u>	<u>2018</u>
	£	£
Meetings and courses	12,357	12,932
Donations	763	1,719
Apiary expenses	23,795	26,900
	<hr/>	<hr/>
	36,915	41,551
	<hr/> <hr/>	<hr/> <hr/>

9. Support costs

	<u>2019</u>	<u>2018</u>
	£	£
Administration	1,810	925
Depreciation	12,734	13,921
	<hr/>	<hr/>
	14,544	14,846
	<hr/> <hr/>	<hr/> <hr/>

10. Related party transactions

None of the Trustees received any remuneration from the association in the year (2018: none). Two of the Trustees received reimbursed expenses during the year amounting to £130 (2018: Two, £166).

11. Tangible fixed assets

	<u>Trophies</u>	<u>Freehold Land</u>	<u>Buildings</u>	<u>Equipment</u>	<u>Total</u>
	£	£	£	£	£
Cost or valuation					
At 1 October 2018	5,961	18,323	157,142	39,348	220,774
Additions	-	-	1,299	41,662	42,961
Disposals	-	-	-	-	-
At 30 September 2018	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	5,961	18,323	158,441	81,010	263,735
Accumulated depreciation					
At 1 October 2018	794	-	56,664	22,585	80,043
Released on disposals	-	-	-	-	-
Depreciation charge for the year	397	-	8,852	3,485	12,734
At 30 September 2018	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	1,191	-	65,516	26,070	92,777
Net book value					
At 30 September 2019	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	4,770	18,323	92,925	54,940	170,958
At 30 September 2018	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	5,167	18,323	100,478	16,763	140,731

Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2019

12. Investment assets

Fixed assets investments

Market value at 1 October 2018	£ 9,939
plus: gain on revaluation	2
	<hr/>
Market value at 30 September 2019	9,941
	<hr/>

Analysis of investments

	<u>Market value at year end</u>	<u>Income from investments for the year</u>
	£	£
Investments listed on the London Stock Exchange	9,941	505
Non-listed investments	23	-
Bank interest on cash held as investment	3,259	-
	<hr/>	<hr/>
	13,223	505
	<hr/>	<hr/>

Material investment holdings

The following investments are considered to be material in terms of value:

<u>Investment held</u>	<u>Value at 30 September 2019</u>
	£
619 units in M&G Charifund	<u>9,835</u>

13. Debtors and prepayments

	<u>2019</u>	<u>2018</u>
	£	£
Amounts falling due within one year:		
Other debtors	1,524	1,366
Prepayments	-	-
	<hr/>	<hr/>
	1,524	1,366
	<hr/>	<hr/>

Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2019

14. Creditors and accruals

	<u>2019</u>	<u>2018</u>
	£	£
Other creditors	16,587	4,195
Accruals and deferred income	43,821	39,084
	<hr/>	<hr/>
	60,408	43,279
	<hr/>	<hr/>

15. Restricted income funds

Funds held:

<u>Name of fund</u>	<u>Purpose of fund</u>
Research fund	Funding towards dedicated beekeeping scientific research
Special reserve fund	Contingency against unforeseen expenditure
Show fund	Association participation in annual Surrey County Show
Trophy reserve fund	Provision of new trophies

Movement of funds:

Fund name:	<u>Balance as at</u> <u>1 October 2018</u>	<u>Incoming</u> <u>resources</u>	<u>Outgoing</u> <u>resources</u>	<u>Balance as at</u> <u>30 September 2019</u>
	£	£	£	£
Research fund	484	-	-	484
Special reserve fund	600	-	-	600
Show fund	7,778	2,212	(2,658)	7,332
Trophy reserve fund	348	-	-	348
	<hr/>	<hr/>	<hr/>	<hr/>
	9,210	2,212	(2,658)	8,765
	<hr/>	<hr/>	<hr/>	<hr/>