

Surrey Beekeepers' Association

Registered Charity Number 1026386

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2016**

Surrey Beekeepers' Association

BACKGROUND INFORMATION

REGISTERED CHARITY NUMBER	1026386
CORRESPONDENCE ADDRESS	Ms J Hogarth 55 Esher Road East Molesey Surrey KT8 0AH
TRUSTEES	Mr RJ Maurer (Chairman) Ms J Hogarth (Secretary) Mrs P McMahon (Treasurer) Mr M Stott (Croydon) Mr D Dennington (Farnham) Dr P Dawson (Guildford) Mr J Legate (Kingston) Mr A Buchanan (Reigate) Mrs M Cooper (Weybridge) Mr M Gladwyn (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	Richard H. Snelling FCA 9 West Hill Sanderstead CR2 0SB

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TRUSTEES REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2016

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 best 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 2016 (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

2016 saw an active interest in beekeeping and the total registered and partner members of the Association at 30 September 2016 stood at 977 (2015:1,012).

The Association's emphasis on education and training continued during the year as evidenced by numerous events attended. The 11th annual one day convention, the Surrey Bee Day, was run for the benefit of Association members. 66 people attended the event which provided delegates with lectures by eminent speakers with an emphasis on 'Reading the Bees'.

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 2016 529 people attended 34 courses run by the Association (2015:482 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 2016 34 members passed the Basic Assessment (2015:63 passes). In addition two members passed the General Husbandry Assessment. (2015:4) one member achieved a Microscopy Assessment 2015:0) and one member achieved the Advanced Theory Certificate.

The Association established an Education Committee in 2012 in order to broaden the efforts of the divisional education programmes and organise suitable training events covering specialist and advanced topics. During 2016 the Education Committee organised well attended training events covering microscopy, honeybee diseases and general husbandry. The provision of these events contributed to 17 passes achieved in the BBKA Modular examinations (2015: 15) and the attainment, by five of the Association's members, of the BBKA Intermediate Theory Certificate (2015:2) and one member achieved an Advanced Theory Certificate. In addition six Junior members achieved an assessment pass (2015:1). The object of the Association is to improve the level of expertise within the Association and to develop knowledgeable and experienced teachers.

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 2016. 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 newly formed 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 2016 (continued)

FINANCIAL REVIEW AND RESULTS FOR THE YEAR

Fundraising Performance

The Association received donations of £9,305 (2015: £58,305). Of this, the Reigate division raised £5,396 towards educational projects and the costs of its new apiary project.

Financial Results 2016

The operating surplus for the year was £13,039 (2015:£94,333). This was a reduction of £81,294 (2015: increase £66,127). This reduction in surplus income was due to a fall in subscription income of £21,389 together with the funds raised in 2015 by the Reigate division of £54,322 towards the building of their new teaching apiary which was opened in 2016. Subscription income is lower because the 2015/16 Gift Aid claim is still being processed. The income will be accounted for when received. The Association's listed investments increased slightly in value by £795 (2015: decrease of £287). There was also a small increase in investment earnings in both dividends and bank interest.

Total expenditure increased by £3,099 from £114,963 in 2015 to £118,062 in 2016. This increase was due to the increase in the cost of equipment sales and honey preparation together with an increase in membership charges made by BBKA and Beecraft. Following a review of Fixed Assets accounting policies adopted by the Association a one-off reduction of £3,921 has been made to the Income and Expenditure Account and is reflected in the 2016 Fixed Assets Valuation of £139,659 (2015: £129,421).

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 2016, restricted funds totalled £8,008 (2015:£7,795) comprising £6,576 (2015: £6,363) 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 include the further expansion of all the divisional teaching apiaries and improving the practical training of beekeepers and also the accessibility of the craft to members of the public within the communities served.

.....R J Maurer (Chairman)

.....P A McMahon (Treasurer)

24 July 2017

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

I report on the Accounts of the Association for the year ended 30 September 2016 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.

I 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 accounts. 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 my responsibility to:

- examine the accounts 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 my attention.

Basis of the independent examiner's statement

My 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 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 next statement.

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 130 of the 2011 Act and
 - to prepare accounts 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 my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date: 24 July 2017

R.H. Snelling FCA registered to carry on audit work in the UK by the ICAEW

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 30 SEPTEMBER 2016**

	<u>Notes</u>	<u>Unrestricted funds</u> £	<u>Restricted income funds</u> £	<u>2016</u> £	<u>2015</u> £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	3	82,140	-	82,140	150,964
Activities for generating funds	4	46,437	1,849	48,286	57,706
Investment income	5	675	-	675	626
Total incoming resources		129,252	1,849	131,101	209,296
Resources expended					
Costs of Generating Funds					
Costs of generating voluntary income	6	44,738	-	44,738	39,973
Fundraising costs	7	17,390	1,636	19,026	23,149
Charitable activities	8	43,365	-	43,365	42,678
Support costs	9	10,933	-	10,933	9,163
Total resources expended		116,426	1,636	118,062	114,963
Net incoming resources before other recognised gains		12,826	213	13,039	94,333
Gains and (losses) on investment assets	12	789	-	789	(287)
Net movement in funds		13,615	213	13,828	94,046
Total funds brought forward		319,728	7,795	327,523	233,477
Prior Year Adjustment re Fixed Assets Valuation		(3,921)	-	(3,921)	-
Total funds carried forward		329,422	8,008	337,430	327,523

**BALANCE SHEET
AS AT 30 SEPTEMBER 2016**

	<u>Notes</u>	<u>Unrestricted funds</u> £	<u>Restricted income funds</u> £	<u>2016</u> £	<u>2015</u> £
Fixed assets					
Tangible assets	11	139,659	-	139,659	129,421
Investments	12	12,832	-	12,832	12,037
<i>Total fixed assets</i>		152,491	-	152,491	141,458
Current assets					
Stock and work in progress		12,843	-	12,843	8,670
Debtors and prepayments	13	2,442	-	2,442	5,733
Cash at bank and in hand		194,446	8,008	202,454	185,000
<i>Total current assets</i>		209,731	8,008	217,739	199,403
Creditors: amounts falling due within one year	14	(32,800)	-	(32,800)	(13,338)
<i>Net current assets</i>		176,931	8,008	184,939	186,065
<i>Net assets</i>		329,422	8,008	337,430	327,523
Funds of the Charity					
Unrestricted funds		329,422	-	329,422	319,728
Restricted income funds	15	-	8,008	8,008	7,795
<i>Total funds</i>		329,422	8,008	337,430	327,523

..... R J Maurer *Chairman*

..... P McMahon *Treasurer*

24 July 2017

Notes to the Financial Statements

For the year ended 30 September 2016

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>2016</u>	<u>2015</u>
	£	£
Subscriptions	41,976	63,365
Bee Diseases Insurance premiums	2,737	2,599
Course fees	28,068	26,695
Donations	9,359	58,305
	<hr/>	<hr/>
	82,140	150,964
	<hr/>	<hr/>

Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2016

4. Activities for generating funds

	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>income</u> <u>funds</u>	<u>2016</u>	<u>2015</u>
	£	£	£	£
Divisional equipment and honey sales	33,517	-	33,517	39,666
Shows	738	1,849	2,587	5,895
Hive and other equipment rental	1,872	-	1,872	1,956
Other activities	10,310	-	10,310	10,189
	<hr/>	<hr/>	<hr/>	<hr/>
	46,437	1,849	48,286	57,706
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

5. Investment income

	<u>2016</u>	<u>2015</u>
	£	£
Dividends on listed investments	435	422
Bank interest	240	204
	<hr/>	<hr/>
	675	626
	<hr/> <hr/>	<hr/> <hr/>

6. Costs of generating voluntary income

	<u>2016</u>	<u>2015</u>
	£	£
Capitations to British Beekeeping Association	18,679	18,702
Subscriptions to Beecraft	20,066	16,268
Bee Diseases Insurance premiums	3,271	3,111
Newsletters	477	150
Miscellaneous	2,245	1,742
	<hr/>	<hr/>
	44,738	39,973
	<hr/> <hr/>	<hr/> <hr/>

7. Fundraising costs

	<u>Unrestricted</u> <u>funds</u>	<u>Restricted</u> <u>income</u> <u>funds</u>	<u>2016</u>	<u>2015</u>
	£	£	£	£
Equipment trading and honey preparation	14,554	-	14,554	19,735
Shows	2,555	1,636	4,191	3,029
Other activities	281	-	281	385
	<hr/>	<hr/>	<hr/>	<hr/>
	17,390	1,636	19,026	23,149
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2016

8. Charitable activities

	<u>2016</u>	<u>2015</u>
	£	£
Meetings and courses	13,144	13,027
Donations	327	501
Apiary expenses	29,894	29,150
	<hr/>	<hr/>
	43,365	42,678
	<hr/> <hr/>	<hr/> <hr/>

9. Support costs

	<u>2016</u>	<u>2015</u>
	£	£
Administration	1,084	1,520
Depreciation	9,551	7,643
Loss on Sale of Fixed Assets	298	-
	<hr/>	<hr/>
	10,933	9,163
	<hr/> <hr/>	<hr/> <hr/>

10. Related party transactions

None of the Trustees received any remuneration from the association in the year (2015: none). Two of the Trustees received reimbursed expenses during the year amounting to £60 (2015: Two, £151).

11. Tangible fixed assets

	<u>Trophies</u>	<u>Freehold Land</u>	<u>Assets in Course of Construction</u>	<u>Buildings</u>	<u>Equipment</u>	<u>Total</u>
	£	£	£	£	£	£
Cost or valuation						
At 1 October 2015	5,961	18,323	75,256	61,051	22,842	183,433
Prior Year Adjustment			5,566	(16,127)	(3,242)	(13,803)
Additions	-	-		21,390	4,208	25,598
Disposals				(298)		(298)
Transfers			(80,822)	80,822		-
At 30 September 2016	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	5,961	18,323	-	146,838	23,808	194,930
Accumulated depreciation						
At 1 October 2015	-	-	-	36,581	17,430	54,011
Prior Year Adjustment				(4,409)	(3,882)	(8,291)
Depreciation charge for the year	-	-	-	7,474	2,077	9,551
At 30 September 2016	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	39,646	15,625	55,271
Net book value						
At 30 September 2016	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	5,961	18,323	-	107,192	8,183	139,659
At 30 September 2015	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	5,961	18,323	75,256	24,470	5,412	129,421

Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2016

12. Investment assets

Fixed assets investments

Market value at 1 October 2015	£ 8,761
plus: profit on revaluation	789
	<hr/>
Market value at 30 September 2016	9,550
	<hr/> <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	9,550	435
Non-listed investments	23	-
Bank interest on cash held as investment	3,259	6
	<hr/>	<hr/>
	12,832	441
	<hr/> <hr/>	<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 2016</u>
	£
619 units in M&G Charifund	9,413

13. Debtors and prepayments

	<u>2016</u>	<u>2015</u>
	£	£
Amounts falling due within one year:		
Other debtors	2,442	1,627
Prepayments	-	4,106
	<hr/>	<hr/>
	2,442	5,733
	<hr/> <hr/>	<hr/> <hr/>

Surrey Beekeepers' Association

Notes to the Financial Statements (continued)

For the year ended 30 September 2016

14. Creditors and accruals

	<u>2016</u>	<u>2015</u>
	£	£
Other creditors	4,596	891
Accruals and deferred income	28,204	12,447
	<hr/>	<hr/>
	32,800	13,338
	<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 2015</u>	<u>Incoming</u> <u>resources</u>	<u>Outgoing</u> <u>resources</u>	<u>Balance as at</u> <u>30 September 2016</u>
	£	£	£	£
Research fund	484	-	-	484
Special reserve fund	600	-	-	600
Show fund	6,363	1,849	(1,636)	6,576
Trophy reserve fund	348	-	-	348
	<hr/>	<hr/>	<hr/>	<hr/>
	7,795	1,849	(1,636)	8,008
	<hr/>	<hr/>	<hr/>	<hr/>