

Company registration number: SC234339

Charity registration number: 34113

The Wildlife Information Centre

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2019



The Wildlife Information Centre

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The Wildlife Information Centre

Reference and Administrative Details

Trustees	W C G Harper Dr R Briers I J Young S G Eno
Principal Office	The Caretakers Cottage Vogrie House Vogrie Country park Gorebridge Midlothian EH23 4NU The charity is incorporated in Scotland.
Company Registration Number	SC234339
Charity Registration Number	34113

The Wildlife Information Centre

Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2019.

Objectives and activities

Objects and aims

The Wildlife Information Centre's purpose is to advance education and protect and preserve wildlife for the public benefit. In furtherance thereof, but not otherwise, the company shall seek:

- to allow public participation in and understanding of the natural heritage of the Lothians, Scottish Borders, Falkirk, Stirlingshire, Clackmannanshire, Loch Lomond and Trossachs National Park and surrounding areas; and
- to provide public access to biological records and information relating to the natural heritage of the Lothians, Scottish Borders, Falkirk, Stirlingshire, Clackmannanshire, Loch Lomond and Trossachs National Park and surrounding areas.

Financial review

Investment policy and objectives

No investments are currently held by The Wildlife Information Centre.

Going concern

Funds are currently in deficit following disappointing results for the past few years. This arose from a combination of lower than anticipated receipts coupled with higher than anticipated staff costs. The trustees have taken steps to reduce costs, restructure staff and responsibilities and anticipate a return to surplus in 2019/20.

As the charity's funds are still in deficit, the Centre is dependent upon the continued support of its bankers in order to be able to continue to operate. The bank has indicated its continued support at current levels. The trustees have a reasonable expectation that The Wildlife Information Centre has adequate resources to continue in operational existence for the foreseeable future.

Structure, governance and management

Nature of governing document

The Wildlife Information Centre was Incorporated on the 19 July 2002 and is a company limited by guarantee and is a Scottish charity. The arrangements for governing and administering The Wildlife Information Centre are set out in our Articles of Association and Memorandum of Association.

Recruitment and appointment of trustees

Trustees are appointed by the members at the Annual General Meeting normally held in July each year.

Organisational structure

The Centre Manager reports to the Chair of the Board on a monthly basis regarding the current financial situation and produces written operational and financial reports quarterly for meetings of the entire Board. The Board has made it a priority of The Centre Manager to reduce costs where possible and secure extra income.

The Wildlife Information Centre

Trustees' Report

Financial instruments

Objectives and policies

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

Cash flow risk

The charity's activities expose it primarily to the financial risks of late payments by clients and service level agreements.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.

The charity has no significant concentration of credit risk, with exposure spread over a large number of counterparties and customers.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance.

Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

The annual report was approved by the trustees of the charity on 3 July 2019 and signed on its behalf by:



.....
S G Eno
Trustee

The Wildlife Information Centre

Statement of Trustees' Responsibilities

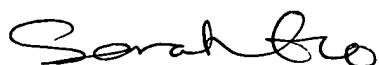
The trustees (who are also the directors of The Wildlife Information Centre for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. 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 of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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.

Approved by the trustees of the charity on 3 July 2019 and signed on its behalf by:



S G Eno
Trustee

The Wildlife Information Centre

Independent Examiner's Report to the trustees of The Wildlife Information Centre

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on pages 6 to 15 .

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 in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

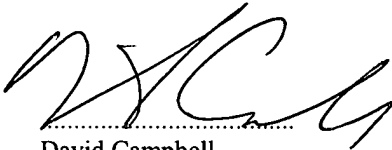
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

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.



David Campbell
Deans
ICAS

27 North Bridge Street
Hawick
TD9 9BD

25 October 2019

The Wildlife Information Centre

Statement of Financial Activities for the Year Ended 31 March 2019 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Total 2019 £
Income and Endowments from:			
Donations and legacies	3	38,063	38,063
Charitable activities	4	<u>74,502</u>	<u>74,502</u>
Total income		<u>112,565</u>	<u>112,565</u>
Expenditure on:			
Charitable activities	5	<u>(119,470)</u>	<u>(119,470)</u>
Total expenditure		<u>(119,470)</u>	<u>(119,470)</u>
Net expenditure		<u>(6,905)</u>	<u>(6,905)</u>
Net movement in funds		(6,905)	(6,905)
Reconciliation of funds			
Total funds brought forward		<u>(1,172)</u>	<u>(1,172)</u>
Total funds carried forward	13	<u>(8,077)</u>	<u>(8,077)</u>
	Note	Unrestricted funds £	Total 2018 £
Income and Endowments from:			
Donations and legacies	3	40,335	40,335
Charitable activities	4	<u>81,938</u>	<u>81,938</u>
Total income		<u>122,273</u>	<u>122,273</u>
Expenditure on:			
Charitable activities	5	<u>(114,972)</u>	<u>(114,972)</u>
Total expenditure		<u>(114,972)</u>	<u>(114,972)</u>
Net income		<u>7,301</u>	<u>7,301</u>
Net movement in funds		7,301	7,301
Reconciliation of funds			
Total funds brought forward		<u>(8,473)</u>	<u>(8,473)</u>
Total funds carried forward	13	<u>(1,172)</u>	<u>(1,172)</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2018 is shown in note 13.

The Wildlife Information Centre
(Registration number: SC234339)
Balance Sheet as at 31 March 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	10	224	335
Current assets			
Debtors	11	20,900	22,381
Cash at bank and in hand		<u>50</u>	<u>50</u>
		20,950	22,431
Creditors: Amounts falling due within one year	12	<u>(29,251)</u>	<u>(23,938)</u>
Net current liabilities		<u>(8,301)</u>	<u>(1,507)</u>
Net liabilities		<u>(8,077)</u>	<u>(1,172)</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		<u>(8,077)</u>	<u>(1,172)</u>
Total funds	13	<u>(8,077)</u>	<u>(1,172)</u>


For the financial year ending 31 March 2019 the charity 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 charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005.

The financial statements on pages 6 to 16 were approved by the trustees, and authorised for issue on 3 July 2019 and signed on their behalf by:



S G Eno
Trustee

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

1 Charity status

The charity is limited by share capital, incorporated in Scotland.

The address of its registered office is:

The Caretakers Cottage
Vogrie House
Vogrie Country park
Gorebridge
Midlothian
EH23 4NU

These financial statements were authorised for issue by the trustees on 3 July 2019.

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

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

Statement of compliance

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Basis of preparation

The Wildlife Information Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

Income and endowments

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

Donations and legacies

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

Grants receivable

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Governance costs

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £1.00 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Equipment	33% reducing balance

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

3 Income from donations and legacies

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Donations and legacies;			
Donations from individuals	52	52	1,623
Grants, including capital grants;			
Grants from other charities	37,941	37,941	38,692
Regular giving and capital donations	70	70	20
	38,063	38,063	40,335

4 Income from charitable activities

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Charges under service level agreements	50,871	50,871	63,124
Other charges for services	23,631	23,631	18,814
	74,502	74,502	81,938

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

5 Expenditure on charitable activities

		Unrestricted funds		
	Note	General £	Total 2019 £	Total 2018 £
Staff costs		98,102	98,102	96,461
Allocated support costs	6	20,128	20,128	17,281
Governance costs	6	1,240	1,240	1,230
		<u>119,470</u>	<u>119,470</u>	<u>114,972</u>
		Activity undertaken directly £	Total 2019 £	Total 2018 £
Staff costs		97,681	97,681	95,411
Depreciation		111	111	165
Rent		4,500	4,500	4,500
Printing, postage and stationery		678	678	904
Telephone		637	637	1,135
Insurance		445	445	433
Subscriptions and licences		3,182	3,182	2,411
Courses and conferences		421	421	1,276
Bank interest and charges		433	433	320
Travel		2,997	2,997	3,016
Equipment repairs		1,302	1,302	1,600
Sundry expenses		5,843	5,843	2,571
		<u>118,230</u>	<u>118,230</u>	<u>113,742</u>

£118,230 (2018 - £113,742) of the above expenditure was attributable to unrestricted funds and £Nil (2018 - £Nil) to restricted funds.

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

6 Analysis of governance and support costs

Governance costs

	Unrestricted funds		
	General £	Total 2019 £	Total 2018 £
Independent examiner fees			
Examination of the financial statements	1,240	1,240	870
Other fees paid to examiners	-	-	360
	<u>1,240</u>	<u>1,240</u>	<u>1,230</u>

7 Staff costs

The aggregate payroll costs were as follows:

	2019 £	2018 £
Staff costs during the year were:		
Wages and salaries	91,452	90,267
Social security costs	5,168	4,291
Pension costs	1,061	853
Other staff costs	421	1,050
	<u>98,102</u>	<u>96,461</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2019 No	2018 No
Administration	<u>4</u>	<u>4</u>

4 (2018 - 4) of the above employees participated in the Defined Contribution Pension Schemes.

No employee received emoluments of more than £60,000 during the year.

8 Independent examiner's remuneration

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

	2019	2018
	£	£
Examination of the financial statements	<u>1,240</u>	<u>870</u>
Other fees to examiners		
All other services	<u>-</u>	<u>360</u>

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

9 Taxation

The charity is a registered charity and is therefore exempt from taxation.

10 Tangible fixed assets

	Furniture and equipment £	Total £
Cost		
At 1 April 2018	8,252	8,252
At 31 March 2019	8,252	8,252
Depreciation		
At 1 April 2018	7,917	7,917
Charge for the year	111	111
At 31 March 2019	8,028	8,028
Net book value		
At 31 March 2019	224	224
At 31 March 2018	335	335

11 Debtors

	2019 £	2018 £
Trade debtors	17,150	19,973
Prepayments	3,550	2,008
Other debtors	200	400
	<u>20,900</u>	<u>22,381</u>

12 Creditors: amounts falling due within one year

	2019 £	2018 £
Bank overdrafts	4,869	3,385
Other taxation and social security	18,138	9,977
Other creditors	3,370	6,151
Accruals	2,874	4,425
	<u>29,251</u>	<u>23,938</u>

The Wildlife Information Centre

Notes to the Financial Statements for the Year Ended 31 March 2019

13 Funds

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 31 March 2019 £
Unrestricted funds				
General	<u>1,172</u>	<u>(112,565)</u>	<u>119,470</u>	<u>8,077</u>
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
Unrestricted funds				
General	<u>8,473</u>	<u>(122,273)</u>	<u>114,972</u>	<u>1,172</u>

14 Analysis of net assets between funds

	Unrestricted funds General £	Total funds £
Tangible fixed assets	224	224
Current assets	20,950	20,950
Current liabilities	<u>(29,251)</u>	<u>(29,251)</u>
Total net assets	<u>(8,077)</u>	<u>(8,077)</u>
	Unrestricted funds General £	Total funds £
Tangible fixed assets	335	335
Current assets	22,431	22,431
Current liabilities	<u>(23,938)</u>	<u>(23,938)</u>
Total net assets	<u>(1,172)</u>	<u>(1,172)</u>