

The Wildlife Information Centre

Annual Report and Accounts For the year ended 31st March 2010

A company limited by guarantee, registered in Edinburgh No. 234339

Scottish Charity number: SC 034113

Trustees report

Name of the charity

Until the 1st November 2009, the charity was also known as the Lothian Wildlife Information Centre.

Current Directors/Trustees

Christine Howson

Colin Legg

Craig Macadam

Adrian T Sumner

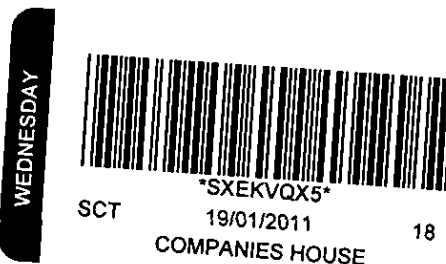
Alastair Sommerville

Bankers

NatWest
PO Box 23321
1st Floor
6 George Street
Edinburgh
EH2 2WJ

Registered Office/Contact Address

Caretakers Cottage
Vogie House
Vogie Country Park
Nr Gorebridge
Midlothian
EH23 4NU



Recruitment and appointment of Directors/Trustees

Directors/Trustees are appointed by the members at the Annual General Meeting (AGM) normally held in July each year. Details of these procedures are set out in our Articles of Association.

Governing documents

The Centre is a company limited by guarantee and a Scottish charity. The arrangements for governing and administering the company are set out in our Articles of Association and Memorandum of Association.

Charitable purposes

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 and Scottish Borders; and
- provide public access to biological records and information relating to the natural heritage of the Lothians and Scottish Borders.

Activities and achievements

During 2009/10 The Wildlife Information Centre continued to work with a diverse range of organisations and individuals to source current data relating the Lothians and Scottish Borders wildlife. The Centre changed its name from Lothian Wildlife Information Centre to The Wildlife Information Centre to reflect a change in the geographical area covered. The Centre now covers both the Lothians and the Scottish Borders.

Key activities included

- Intergrating digital data from the now closed Scottish Border biological Records Centre into our systems;
- developing new approaches for analysing wildlife data for users;
- providing data to local authorities, statutory and non-statutory conservation bodies and all other enquirers;
- screening planning applications across all our region apart from Edinburgh City;
- continuing work on identifying Local Biodiversity Sites throughout the region; and
- the co-ordination of a summer programme of recording excursions.

Trustee remuneration and expenses

The trustees did not receive any remuneration during the year and any expenses received are disclosed in note 6 of the accounts.

Reserves

TWIC policy is to develop assets equal to three months' core operation costs, to buffer against fluctuations in securing funding and enable it to meet its ongoing liabilities. Based on current annual core costs this equals £10,000. TWIC will not seek to accrue reserves greater than this.

Approved by Directors/Trustees and signed on their behalf



Alastair Sommerville, Chairperson

Date: ... 25th October 2010

**Independent Examiner's Report
to the Trustees of the The Wildlife Information Centre
for the year ended 31st March 2010**

I report on the accounts for the charity for the year ended 31st March 2010, which are the Statement of Financial Activities, Balance Sheet and Notes to the Accounts.

Respective responsibilities of trustees and examiner

The charity's 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 charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 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 statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the 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 the course of 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 Regulationshave 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.

M. Lisa Gold

Name: M. Lisa Gold Date: 25th October 2010

Address: 6 Stuart House
Eskmills
Musselburgh
EH21 7PQ

Relevant professional qualification: fellow of the Association of Charity Independent Examiners

Statement of Financial Activities for the year ended 31st March 2010

	Notes	Unrestricted Funds 2010 £	Restricted Funds 2010 £	Total Funds 2010 £	Total Funds 2009 £
Incoming Resources					
<i>Incoming resources from generated funds</i>					
- Voluntary income: grants and contributions		24,000.00	5,687.00	29,687.00	29,100.00
- Investment income: interest receivable		3.19	-	3.19	199.73
<i>Incoming resources from charitable activities</i>					
- Grants linked to Service Level Agreements		42,440.00	-	42,440.00	13,600.00
- Charges for services		6,140.00	-	6,140.00	6,005.00
Other income	2	75.00	-	75.00	100.00
Total Incoming Resources		72,658.19	5,687.00	78,345.19	49,004.73
Resources Expended					
<i>Charitable Activities</i>					
- Office costs		4,532.87	-	4,532.87	4,562.50
- Staff costs	3	55,416.81	-	55,416.81	50,136.05
- IT & Equipment costs	4	881.28	1,590.95	2,472.23	1,290.41
- Business costs		615.05	-	615.05	1,141.21
- Depreciation		192.51	1,351.70	1,544.21	287.32
- Other costs		2,622.00	-	2,622.00	46.60
<i>Governance costs</i>					
- Independent Examiner fees		293.75	-	293.75	287.50
Total Resources Expended		64,554.27	2,942.65	67,496.92	57,751.59
Net Incoming Resources		8,103.92	2,744.35	10,848.27	(8,746.86)
Other recognised gains/losses		-	-	-	0.00
Net movement in funds		8,103.92	2,744.35	10,848.27	(8,746.86)
Fund balances brought forward		11,195.93	-	11,195.93	19,942.79
Fund balances carried forward		19,299.85	2,744.35	22,044.20	11,195.93

		Unrestricted Funds 2010	Restricted Funds 2010	Total Funds 2010	Total Funds 2009
		£	£	£	£
Balance Sheet as at 31 March 2010					
Fixed assets					
Tangible assets	5	390.85	2,744.35	3,135.20	583.36
Current assets					
Trade debtors		1,240.00	-	1,240.00	1,750.00
Prepayments		1,450.58	-	1,450.58	
Cash at bank and in hand		23,751.64	-	23,751.64	12,598.90
		26,442.22	-	26,442.22	14,348.90
Liabilities					
Other taxation and social security		1,411.24	-	1,411.24	2,965.75
Accruals and deferred income		6,121.98	-	6,121.98	770.58
		7,533.22	-	7,533.22	3,736.33
Net current assets		18,909.00	-	18,909.00	10,612.57
Net assets		19,299.85	2,744.35	22,044.20	11,195.93
Unrestricted funds					
General funds		9,299.85			6,195.93
Reserve fund		10,000.00			5,000.00
		19,299.85			
Restricted funds			2,744.35		-
Total charity funds				22,044.20	11,195.93

For the year ended 31st March 2010 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 accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the trustees on the undernoted date and signed on their behalf by:

Alastair Sommerville, Chairperson

Date: 25th October 2010

Alastair Sommerville

25th October 2010

Notes to the Financial Statements for the year ended 31 March 2010

1. Accounting Policies

Accounting Convention

The Financial Statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Companies Act 1985. They follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in 2005. There has been no change in the accounting policies (valuation rules and methods of accounting) since last year.

The charity has availed itself of paragraph 3 (3) of Schedule 4 of the Companies Act 1985 and adapted the Companies Act formats to reflect the special nature of the charity's activities.

Incoming Resources

All funds received, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Resources Expended

Resources expended are recognised in the year in which they are incurred and include irrecoverable VAT.

Charitable expenditure are those costs incurred directly in support of the objects of the charity.

Governance costs are those costs incurred in connection with compliance, constitutional and statutory requirements.

Depreciation

Fixed assets are capitalised at cost.

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

IT Equipment	-	33% reducing balance
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Pensions

The charity operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

Funds accounting

Unrestricted funds are those which are available for use at the discretion of the directors, in furtherance of the general objectives of the charity.

Restricted funds are those which are to be used in accordance with specific restrictions imposed by donors or which have been raised for a particular purpose.

2. Includes HM Customs & Excise tax payments incentives**3. Staff costs**

	2010	2009
	£	£
Wages and salaries	31,208.23	42,661.35
Employers' national insurance	2,653.53	3,758.37
Employers' pension costs	0.00	1,674.12
Consultant Manager	18,789.92	0
Other staff costs	2,765.13	2,042.21
	<u>55,416.81</u>	<u>50,136.05</u>

The average number of employees throughout the year was 2 (2009 - 3).

4. Includes license payments for use of Ordnance Survey data**5 Tangible fixed assets**

Tangible fixed assets	Unrestricted Assets	Restricted Assets	Total Assets
	£	£	£
Cost or valuation			
As at 1 April 2009	870.68	0.00	870.68
Additions	0.00	4,096.05	4,096.05
As at 31 March 2010	<u>870.68</u>	<u>4,096.05</u>	<u>4,966.73</u>
Depreciation			
As at 1 April 2009	287.32	0.00	287.32
Charge for year	192.51	1,351.70	1,544.21
As at 31 March 2010	<u>479.83</u>	<u>1,351.70</u>	<u>1,831.53</u>
Net book value			
As at 31 March 2010	<u>390.85</u>	<u>2,744.35</u>	<u>3,135.20</u>
As at 31 March 2009	<u>853.36</u>	<u>0.00</u>	<u>853.36</u>

5 Restricted Funds

A grant from Scottish Natural Heritage was received of £5867.00. This was restricted to the upgrade of the computer network. This included the purchase of new PCs which are now being depreciated against the fund balance

6 Transactions with trustees and connected persons.

Alastair Sommerville was reimbursed £1,494.06 in 2009/10 for travel expenses in relation to work associated with The Wildlife Information Centre.

Biodiversity Solutions is a company wholly owned by Dr Alastair Sommerville and his wife. This company carried out consultancy work for The Wildlife Information Centre in 2009/10 with a total payment of £18,789.92.