

Company Number 03216892

UK OVERSEAS TERRITORIES CONSERVATION FORUM

(A COMPANY LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST MARCH 2004



UK OVERSEAS TERRITORIES CONSERVATION FORUM

REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST MARCH 2004

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UK OVERSEAS TERRITORIES CONSERVATION FORUM

ADMINISTRATIVE INFORMATION

AS AT 31ST MARCH 2004

REGISTRATION DETAILS	UK Overseas Territories Conservation Forum is a company limited by guarantee (No. 3216892) and is registered as a charity in England and Wales (No. 1058483).
REGISTERED OFFICE	12B High Street, Wendover, Bucks HP22 6EA
GOVERNING DOCUMENT	UK Overseas Territories Conservation Forum is governed by its Memorandum and Articles of Association last amended in July 2003 and originally dated June 1996.
DIRECTORS AND TRUSTEES	<p>The names of the Directors and Trustees are set out in the Report of the Directors and Trustees.</p> <p>The Directors and Trustees are elected by the members of UK Overseas Territories Conservation Forum in general meeting. Additional Directors may be co-opted at the discretion of the Directors.</p>
SECRETARY	Frances Marks
BANKERS	NatWest Bank Plc Hemel Hempstead, HP11 1FB
AUDITORS	M R Salvage & Co. Chartered Accountants 7/8 Eghams Court Boston Drive Bourne End Bucks SL8 5YS

UK Overseas Territories Conservation Forum

Report of the Directors and Trustees

for the period ended 31st March 2004

The Directors and Trustees present their report together with the audited accounts of UK Overseas Territories Conservation Forum ("the Forum") for the period ended 31st March 2004.

DIRECTORS' RESPONSIBILITIES

The Directors and Trustees of UK Overseas Territories Conservation Forum are required by Company Law to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the Forum and of the surplus of income or excess of expenditure for that period. In preparing those financial statements, the Directors are required to:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Forum will continue its activities.

The Directors and Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Forum and which enable them to ensure that the financial statements comply with the applicable law and regulations. They are also responsible for safeguarding the assets of the Forum and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The Directors and Trustees are required to act in accordance with the Trust Deed and rules of the Trust, and within the framework of Trust law.

OBJECTS AND PRINCIPAL ACTIVITIES

UK Overseas Territories Conservation Forum is established to advance public education by increasing knowledge, understanding and practice of the conservation of plants, animals and other wildlife, their natural habitats and the need for such conservation particularly in the UK Overseas Territories; and to advance education generally and other such purposes for the benefit of the community as shall be exclusively charitable.

The Forum furthered its objects during the period by maintaining its programme of liaison with, and advice to, its Associate Member organisations, governments and others in the Overseas Territories, its members, UK Government and others.

There have been no material changes in policy since the last report.

ORGANISATION

The members of the UK Overseas Territories Conservation Forum consist of some of the UK's and UK Overseas Territories' leading conservation and scientific organisations. Applications for membership are subject to the approval of the Directors of the Forum.

The Trustees of the Forum are its Directors. The Directors and Trustees are responsible for the overall management and control of the Forum and meet regularly to manage its affairs.

The Forum Co-ordinator acts upon decisions of the Directors and Trustees and carries out initiatives as determined at meetings. However, the Forum relies heavily upon the commitment of its Directors and Trustees, as well as others, who give freely of their time and expertise in furtherance of the Forum's objectives.

DEVELOPMENT, ACTIVITIES, ACHIEVEMENTS AND IMPORTANT EVENTS

Overview

The report covers a period of nine months, from July 2003 to March 2004, this short financial "year" occurring because of the change made to the Forum's financial year to fit better with other annual constitutional commitments. Future financial and reporting years will run from April to March.

The Forum has maintained its good working relationship with the Foreign and Commonwealth Office (FCO). It has to be noted, however, that FCO has given little financial support to Forum cross-UKOT projects over the past couple of years. This seems to be related to two features: the continual rapid turnover of FCO staff, so that a large amount of time from the Forum has to be spent in briefings just to maintain existing levels of awareness; and the frequent reorganisations of the funds over the past two years. It is an ongoing process for Forum directors to raise the awareness of issues regarding funding. The Forum has worked with both FCO and Department for International Development (DFID) to help create the new Overseas Territories Environment Programme (OTEP). Whilst it seems likely that some projects by the Forum will be part-funded by OTEP, the core work of the Forum remains largely unfinanced, and with no contribution from UK Government. Two years ago, the Forum had to halve the amount of core work it could pay for. Now, it has had to reduce this further to one day per week. The essential and important core work of the Forum continues only because of very substantial amounts of time donated without charge by the Chairman and some other Council members and others. That work essential for conservation in UK's Overseas Territories, globally important for biodiversity, has to depend on such an unsustainable source of volunteer effort by a few people is a sad indictment of UK's lack of commitment to its own responsibilities to global conservation.

Despite these problems, the Forum has completed the facilitation of a one-year project to help the Turks and Caicos Islands fulfil its first commitment under the Environment Charter: to develop a strategy for action to implement the Charter. The Forum is grateful to FCO for part-funding this project, which was completed by facilitators Dace Ground and Mike Pienkowski in their own time. The wider objective of this work was to provide a model for other UKOTs to develop strategies for action to implement the Charters signed in 2001 between the governments of UK and of UKOTs.

TCI Executive Council adopted as government policy the Strategy for Action to implement the Environment Charter in December 2003. Senior TCI government officials have indicated that it might be useful for the Forum facilitators to have a continuing role in monitoring and advising on the progress of implementation.

The facilitators completed the guidelines for other UKOTs in February, and published this on the Forum's web-site. It is considered that all UKOTs would require some sort of facilitation for the process, but the guidelines should considerably reduce the amount of work required in each case.

Informal help and advice has already been given to other UKOTs, and this also had the benefit of testing the wider applicability of the approach. In addition, the Forum Chairman visited the Falklands in January 2004, this giving him the opportunity to advise an on-going project there with similar purposes, and to glean from any initial experiences in that situation. The organisers of the South Georgia Association Conference asked the Forum for input to try out experimentally the initial stages of an Environment Charter strategy development process within discussions at that conference. St Helena have set up a committee to progress the Environment Charter and the Chairman will be visiting St Helena via Ascension, later in 2004 to help take this initiative forward.

Relationship with UK Government and government agencies

In addition to the work on developing and helping implement strategies for action required to implement Environment Charters noted in the Overview, the Forum has worked in collaboration with UK and other governments and stakeholders on a range of issues, some of which are noted below.

In late December 2003 Defra awarded the Forum a contract, originally indicated publicly as an intention by Defra three years earlier but delayed due to a change of rules requiring a competitive tendering process. This project is to review actual and potential "Ramsar" sites (Wetlands of International Importance) in UKOTs and Crown Dependencies. The first consultation stage was circulated by the Forum to all the UKOTs and Crown Dependencies (excluding British Antarctic Territory, which is not included in UK's ratification of the Ramsar Convention) at the end of December 2003. The contract does not include a budget for travel to the UKOTS, but the Chairman used visits to the Falklands and to TCI to strengthen the information base and local ownership of the issue.

The Chairman and representative of member organisations and other Council members have been able to discuss environmental issues relating to the UKOTs with Tony Crombie the new Head of FCO Overseas Territories Department. The Chairman and others have also briefed new governors designate; these included Alan Huckle (Anguilla) and Deborah Barnes Jones (Montserrat), as well as Russell Jarvis, new Head of the Governor's Office for Montserrat and other officials.

The Department for Culture, Media and Sport (DCMS) has confirmed that all the necessary paper work has been submitted to the World Heritage Convention secretariat for the inclusion of *Inaccessible Island* as a World Heritage Site. This will be considered at the meeting that is scheduled to take place in China in July 2004. There are two sites in the UK Overseas Territories that are already on the tentative list, the Fortress of Gibraltar site, which DCMS indicated will go forward for consideration in 2006 and the Anguilla Fountain Cavern Site which will be visited and then possibly put forward for 2007. The UKOTs should be considering potential sites to add to the forthcoming revision of the UK tentative list. An article on the World Heritage Site nomination process was published in *Forum News 24*.

The Forum has continued to maintain regular contact with the FCO, at frequent informal discussions and at the more formal half yearly meetings. The Bermuda conference proved particularly effective in UKOT personnel making clear to FCO the importance of a dedicated fund for environmental matters in UKOTs, as recognised in the Environment Charters; the reinstatement of this fund in the months after this conference was a crucial outcome. As noted in the Overview, the Forum has helped develop the new Overseas Territories Environment Programme (OTEP) fund, and continue to advise on the development of the programme.

Otep was officially launched on 10 December 2003, at the annual Overseas Territories Consultative Council following authorisation from Ministers of FCO and DFID to establish Otep as a jointly managed funding programme to support implementation of the Environment Charters. It provides £3m up to March 2007 for projects that support the implementation of the Environment Charters, and environmental management more generally, in the UK Overseas Territories. The first bidding round has now concluded in line with the published timetable. The Forum was instrumental in using its networks to support this process. It will continue to advise FCO and DFID in respect of further improvements in operation of this programme.

Proposals were assessed by a nine-person selection panel comprising: officials from FCO, DFID, Defra and the Joint Nature Conservation Committee; specialists from UK academic and scientific institutions, and consultancies; and representatives of the NGO community through UKOTCF.

It is important that the Otep projects demonstrate good value for money so that further FCO/DFID money can be secured after the initial two-year period of the funding. Decisions on this would, of course, be taken well before the end of the two years, and indeed are likely to start in the coming year. It is imperative that examples of the positive impact that the fund has had, to habitats, species, and to the local population can be made readily available. The Forum has responded to an invitation from FCO and DFID and is in discussion regarding the development and implementation for Otep of a Communications Strategy.

In other funding areas, an application for Follow-on funds for the TCI biodiversity management Darwin Initiative Grant, invited by the Darwin Committee, was turned down. This was the second time that the Darwin Fund had specifically invited an application for this widely acclaimed work, the resulting application being unsuccessful in both cases. Similarly, as this report is completed, Falklands Conservation has heard that its bid for invertebrate studies to Defra's Darwin Initiative has been unsuccessful, for reasons that are factually incorrect. Thus, this is another round with no successful UKOT projects. These are not isolated examples re UKOTs, and it has been noted that colleagues in UKOTs have a low opinion of the Darwin Initiative, partly because of its apparent disregard of the value of the limited time available to UKOT personnel; in some cases these UKOT personnel have indicated that they are disinclined to make further applications to the Darwin Initiative.

Working Groups and other links with UK Overseas Territories, Crown Dependencies and their NGOs

The Forum has been collaborating with Mike Doig, of FCO Overseas Territories Department, who has been appointed to investigate the potential for EU funding for the UKOTs. The Commission confirmed on 3 December that there was still adequate funds remaining in the Regional Funding envelope to allow further bids to be lodged. However the deadline for applications was 31 December 2003. FCO requested Forum assistance in putting together applications on behalf of UKOT Governments. With the Forum co-ordinating work over the Christmas period, a bid, albeit rather outline in view of the shortage of time, was submitted to EC by the governments of the Turks and Caicos Islands, Cayman Islands and British Virgin Islands, in support of nature conservation work centred on protected areas and linked to sustainable tourism. The proposal has successfully passed the eligibility criteria stage and the Commission has requested further details.

In tandem with the above proposal, an EU-funded environmental project on invasive species, as suggested by the Forum's South Atlantic Working Group, was developed. However, the shortness of time prior to the Christmas break and the deadline did not allow for full consultation and despite the best efforts of a number of people it did not fulfil the necessary criteria to be successful. Further work on the proposal with full consultation is taking place and the proposal is to be resubmitted, as another subsequent deadline has been set

Following the workshop organised by the Forum at its Bermuda conference, the Joint Nature Conservation Committee (JNCC) has undertaken to carry out a review to look at all non-native and invasive species in the UKOTs. The first phase of the exercise, a desk survey on information available in the UK has been completed. The Forum was represented at a successful workshop held at JNCC in January. A data set of invasives produced is now being circulated more widely. The resulting spreadsheets could be used to help with preventative measures for introduction of alien species as well as implementation of eradication.

The increasing participation by the Crown Dependencies in the Forum has been a welcome development in recent years, to the mutual benefit of these Dependencies and the UK Overseas Territories. Following the Bermuda conference, the Crown Dependencies expressed some interest in exploring the possibility of extending the concept of Environment Charters to Crown Dependencies. After considerable consultation by colleagues in Jersey, Guernsey and the Isle of Man with the Department of Constitutional Affairs (the UK Government Department which leads on links with the Crown Dependencies), it was decided not to pursue this at present. However, all these parties stressed that their involvement in the joint Forum/Government meetings and related contacts have helped achieve better dialogue between the various government departments and others involved.

Working Groups continue to prosper and have met on a regular basis continuing to maintain contact between the Territories themselves, Territory government representative and others assisting in these areas.

Conservation Priorities

A number of major conservation issues have either been dealt with by the Forum as a whole or through Working Groups or member organisations.

Following many constructive interactions between the Forum (and its member organisations, especially RSPB and Falklands Conservation) and UK Government to resolve some administrative blockages, the Agreement on the Conservation of Albatross and Petrels (ACAP) was ratified by UK early in April 2004, and announced by Defra Minister at the Global Waterfowl Conference in Edinburgh. UK's ratification includes British Antarctic Territory, South Georgia and the South Sandwich Islands, and the Falkland Islands, with the announced intention of extending to Tristan da Cunha as soon as possible.

Resulting from issues surrounding the export of rockhopper penguins from Tristan (see the South Atlantic Working Group report), UK Government has undertaken to draft guidelines on advising UKOTs on conservation-related matters, and to seek the Forum's comment before issuing these.

The Wider Caribbean Working Group has continued to view with concern major developments, such as cruise-liner facilities and intensive resorts, which appear still to be developed without adequate planning consideration or even analysis as to whether such developments benefit the local communities. The Forum is, however, supportive of appropriate eco-tourism and other sustainable developments, and Forum member organisations have been working on such initiatives with partners in Anguilla, BVI and Cayman amongst others. The Forum's programme of joint work on *Biodiversity Management and Sustainable Development around the Turks and Caicos Ramsar Site* continues, with the first of a series of trails and integrated interpretative leaflets being completed during the year.

The Territories have also been beset with natural problems. On 12th and 13th July 2003 the dome of the Montserrat volcano collapsed, spewing several centimetres of ash all over the island. On 5 September 2003 Hurricane Fabian hit Bermuda. Work to assess and repair damage to both these events is continuing.

Areas not covered by working groups are the Sovereign Base Area in Cyprus and Gibraltar. The Ministry of Defence (MoD) and Gibraltar Ornithological and Natural History Society (GONHS) have established a good working relationship although certain issues still need resolving, mainly regarding the conservation budget and the proposed construction of a generating Station at Windmill Hill. GONHS are very concerned that such a development should even have been proposed, as it will be in direct conflict with the management plan, which had recently been welcomed by MoD.

Public Awareness and Publicity

After the initial uptake of "Friends of the UKOTs", further recruitment has been slow, mainly due to the lack of awareness within UK of the UKOTs and their unique biodiversity. In order to help raise awareness of the UKOTs in the UK and to recruit Friends, several Directors and Member Organisations are organising a Forum presence at a range of events. There are plans to have a series of talks at the Eden Project with links to the Forum, staged around the St Helena exhibit. Further events, venues and partners are still at an exploratory stage.

Royal Botanic Gardens Kew is developing a statement of how RBG Kew has links with the UKOTs and the Forum, and what services Kew can offer to the UKOTs. Other Forum members have been invited to advertise their policy and intentions for the UKOTs in a similar way or through the Forum website.

The Forum set of display boards continues to be used as occasions arise. A selection of the boards was on display at the Global Waterfowl Conference in Edinburgh early in 2004. Those pertaining to the South Atlantic region were on display at the South Georgia Association conference in Cambridge. A copy of the South Georgia display board has reached South Georgia and is being displayed at the museum there. Some other Territories have expressed interest in further copies of their boards.

Information Management

Forum News 24 was published during the year both in paper copy and on the web. *Forum News* continues to be a major tool to disseminate information between the Territories and the UK.

The proceedings of the conference in Bermuda were published on the website in early July, just 4 months after the conference. Delegates and those who were unable to attend have found the proceedings to be a valuable resource.

Members of the Forum network, as well as the Forum secretariat, have helped populate the Forum website-database, including by the input of many project details. Forum members are encouraged to continue to input data and use this valuable resource. The Forum stores a considerable number of key reports and documents on the Territories that the Forum feels should be accessible by all. The most convenient method would be through the website but considerable amounts of work would be required to make electronic versions of this material. Funding will be sought to convert this literature to the web. Also published on the web-site are various management plans and the guidelines on developing Strategies for Action to implement Environment Charters, as mentioned earlier in this report.

Organisational Development

At Forum meetings there has been continued sharing of information regarding member organisations' activities within the Territories. The Forum was originally formed because several UK organisations realised that, although they have some involvement with the UKOTs, their work in the Territories is not central to any of them. However, as they are parts of the UK, the UKOTs need UK involvement and support. Therefore by combining efforts using the Forum, the Member Organisations can make the most of their shared efforts, as well as maintaining continuity with minimal resources.

The Marine Turtle Research Group has joined the Forum as a full member. The Herpetological Conservation Trust has indicated its indication of joining the Forum in the new financial year.

An Extraordinary General Meeting took place on 9th July 2003 to make a number of "house-keeping" changes resulting from a review of procedures. Council has also addressed a range of other issues to ensure good practice in line with guidance documents of the Charity Commission and others.

Funding remains a major challenge for the Forum. The expected deficit for 2003/4 is likely to be less than originally budgeted, largely due to certain Council members donating to the Forum the payments for some of their project work, including some for member organisations. The uptake of "Friends" has been low. One of the biggest problems for recruiting Friends is the low awareness of the UKOTs and the lack of resources that the Forum has to deploy on promoting the "Friends".

The Forum remains very dependent in the future from FCO- (and now DFID-) centred projects. Other avenues for funding and other resourcing continue to be explored by Council members and others as time allows.

It has to be recognised that, with a very low core income and little new project, the Forum's core work is depleting its meagre reserves built up over the previous years. However, progress has been made in that the rate of depletion has been drastically reduced, and the performance during the reported year, partly due to further economies, was better than budgeted. The situation for the year 2004-5 is likely to be less satisfactory, and Forum Council is facing the prospect of reducing its already depleted core work for which it can pay, to 1 day per week.

Acknowledgements

The Forum is grateful to individuals and representatives of member organisations who have given many hours of voluntary time to the Forum both in the UK and in the Territories.

Financial assistance as project grants or donations is greatly appreciated, from Bermuda conference partner organisations, Foreign and Commonwealth Office, the Royal Bank of Scotland Group, Sammermar Charitable Trust and anonymous donors.

The Forum would also like to thank all the "Friends of the UKOTs" for their continued membership and interest in the Forum. The Forum is grateful also to member organisation for allowing meetings to take place at their offices: particularly the National Trust, Royal Botanic Gardens Kew, Royal Society for Protection of Birds and Zoological Society of London; and to Falkland Islands Government for allowing the use of Falkland House for South Atlantic Working Group meetings.

TRANSACTIONS, FINANCIAL POSITION AND FUTURE PROSPECTS

The accounts of UK Overseas Territories Conservation Forum have been prepared in accordance with the Statement of Recommended Practice for Charities 2000 ("the Charities SORP 2000").

The Statement of Financial Activities shows how the Forum's funds have been applied during the year.

Income resources were £37,202 (2003 £149,966) and total resources expended were £72,348 (2003 £118,156). Net outgoing resources on the unrestricted general fund were £49 (2003 £6,254) and net outgoing resources on the restricted funds were £35,097 (2003 net incoming £38,064)

The balance sheet shows that at 31st March 2004 the total funds of the Forum were £56,926 Restricted funds stood at £34,915 and the unrestricted general fund stood at £22,011. The Forum's assets are held in pursuit of its charitable objectives.

DIRECTORS AND TRUSTEES

The following served as Directors and Trustees during the year:

M W Pienkowski (Chairman)

N J Crocker (Treasurer)

M Gore

D Taylor

F J Burton

R Cairns-Wicks

C Clubbe

M Drury

M C Ground

A E Brown

J E Rose (Appointed 9th December 2003)

K Swahn (Appointed 9th December 2003)

Specific investment powers

The Trustees have wide investment powers. The investments during the year were held in accordance with their investment powers and policy.

Reserves policy

The purpose of the reserves held is to fund the activities in UK Overseas Territories and to fund the support of these activities in the U.K. It is envisaged that all the reserves held will be required to meet these commitments.

The Trustees of UK Overseas Territories Conservation Forum (the Forum) will review its budget and agree from time to time what proportion of its incoming resources, if any, will be reserved for specific or expected future commitments. Those reserves will be regarded, in the Forum's accounts, as designated funds, but may be undesignated at the discretion of the Trustees should the purpose for designation not materialise. All policy decisions relating to reservation of incoming resources will be fully documented in the annual report and accounts of the Forum, including amounts of reservation and subsequent expenditure or removal from designation, reasons for those actions and decisions being fully explained. In all respects the Trustees will have regard for any guidance issued from time to time by the Charity Commission making recommendations to trustees regarding their reservation of incoming resources.

Risk management

The Trustees have examined the major strategic and operational risks that face the Forum and have identified all material risks and ensured adequate procedures are in place to mitigate such risks.

CONNECTED CHARITIES

The following Registered Charities are members of UK Overseas Territories Conservation Forum and support it by the payment of membership subscriptions and other funding:

British Ecological Society
British Ornithologists' Union
Falklands Conservation
Fauna & Flora International
The National Trust
Royal Botanic Gardens, Kew
Royal Society for the Protection of Birds
World Conservation Monitoring Centre
World Wide Fund for Nature UK
Zoological Society of London

AUDITORS

The auditors, M R Salvage & Co., will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

This report has been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985

BY ORDER OF THE BOARD



DR M W PIENKOWSKI
Chairman
July 2004

UK OVERSEAS TERRITORIES CONSERVATION FORUM

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF UK OVERSEAS TERRITORIES CONSERVATION FORUM

We have audited the financial statements of UK Overseas Territories Conservation Forum for the period ended 31st March 2004 on pages 13 and 21. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 16.

The report is made solely to the Charitable Company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Charitable Company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charitable Company, and the Charitable Company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described on page 2, the Charitable Company's directors and Trustees are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors and Trustees is not consistent with the financial statements, if the Charitable Company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the Charitable Company is not disclosed.

We read the Report of the Directors and Trustees and consider the implications for our report if we become aware of any apparent misstatements within.

Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes as assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charitable Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

UK OVERSEAS TERRITORIES CONSERVATION FORUM

AUDITORS' REPORT

TO THE MEMBERS OF UK OVERSEAS TERRITORIES CONSERVATION FORUM

Opinion

In our opinion the financial statements give a true and fair view of the state of Charitable Company's affairs as at 31st March 2004 and of its incoming resources and application of resources for the period then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

M R Salvage & Co

Date*6/9/04*.....

7/8 Eghams Court
Boston Drive
Bourne End
Bucks SL8 5YS

M R Salvage & Co
Chartered Accountants and
Registered Auditors

UK OVERSEAS TERRITORIES CONSERVATION FORUM

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE PERIOD ENDED 31ST MARCH 2004

	<u>2004</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2004</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2004</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>Year to</u> <u>30/06/2003</u> <u>Total</u> <u>Funds</u> <u>£</u>
INCOMING RESOURCES				
Subscriptions	12,850	-	12,850	11,650
Donations	1,205	-	1,205	6,095
Bank interest received	722	-	722	877
Sale of publications	106	-	106	75
Project income				
Overseas Territories		2,039	2,039	42,525
Turks & Caicos Islands Darwin		-	-	3,465
Turks & Caicos Islands Development		-	-	60,782
Database & dissemination		-	-	24,497
Ramsar Review		4,280	4,280	-
Turks & Caicos Trails		16,000	16,000	-
Total incoming resources	14,883	22,319	37,202	149,966

UK OVERSEAS TERRITORIES CONSERVATION FORUM
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE) (continued)

FOR THE PERIOD ENDED 31ST MARCH 2004

	<u>2004</u> <u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>2004</u> <u>Restricted</u> <u>Funds</u> <u>£</u>	<u>2004</u> <u>Total</u> <u>Funds</u> <u>£</u>	<u>Year to</u> <u>30/06/2003</u> <u>Total</u> <u>Funds</u> <u>£</u>
RESOURCES USED				
DIRECT CHARITABLE EXPENDITURE				
Production of publications	5,752	2,475	8,227	-
Consultants	961	19,439	20,400	34,410
Travel	3,820	19,566	23,386	46,042
Computer Consultant	(630)	630	-	-
Project implementation		3,482	3,482	
	9,903	45,592	55,495	80,452
ADMINISTRATION:				
Consultants	5,550	1,110	6,660	6,155
Production of Publications	-	-	-	3,218
Postage, telephone & stationery	100	2,070	2,170	9,839
Computer Software	87	-	87	975
Unpaid subscription	-	-	-	1,000
Meetings	14	412	426	265
Audit and accountancy	4,465	-	4,465	3,828
Legal	-	-	-	2,323
Insurance	22	-	22	521
Bank charges	73	39	112	378
Equipment depreciation	783	1,729	2,512	7,403
Computer consultant	-	-	-	630
Small equipment	-	331	331	266
Films & Processing	-	-	-	196
Publications & Reference	-	68	68	109
Sundries	-	-	-	598
	11,094	5,759	16,853	37,704
Less contributions to overheads from projects	(6,065)	6,065	-	-
Total Resources used	14,932	57,416	72,348	118,156
NET INCOMING (OUTGOING) RESOURCES	(49)	(35,097)	(35,146)	31,810
BALANCES BROUGHT FORWARD				
1 ST JULY 2003	22,060	70,012	92,072	60,262
BALANCES CARRIED FORWARD				
31 ST March 2004	22,011	34,915	56,926	92,072

There are no recognised gains or losses for the period/year other than those recognised in the Statement of Financial Activities. The accompanying accounting policies and notes form an integral part of these financial statements.

UK OVERSEAS TERRITORIES CONSERVATION FORUM

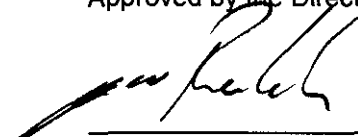
BALANCE SHEET

AS AT 31ST MARCH 2004

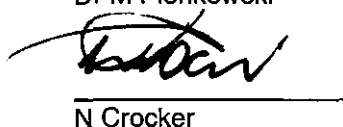
	Notes	<u>2004</u>		<u>30th June 2003</u>	
		£	£	£	£
FIXED ASSETS					
Tangible assets	6		3,433		2,811
CURRENT ASSETS					
Debtors	7	207			
Cash at bank		63,479		96,006	
		<hr/>		<hr/>	
		63,686		96,006	
CREDITORS: DUE WITHIN ONE YEAR	8	10,193		6,745	
		<hr/>		<hr/>	
NET CURRENT ASSETS			53,493		89,261
			<hr/>		<hr/>
NET ASSETS			56,926		92,072
			<hr/>		<hr/>
INCOME FUNDS AND RESERVES					
RESTRICTED FUNDS	9		34,915		70,012
UNRESTRICTED FUNDS					
GENERAL FUND	10		22,011		22,060
			<hr/>		<hr/>
			56,926		92,072
			<hr/>		<hr/>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985, relating to small companies and in accordance with Financial Reporting Standard for Smaller Entities (Effective June 2002).

Approved by the Directors and Trustees on *2 Sept 2004* and signed on their behalf by:



Dr M Pienkowski (Chairman)



N Crocker (Director)

UK OVERSEAS TERRITORIES CONSERVATION FORUM

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2004

1. ACCOUNTING POLICIES

(a) Basis of accounts

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (Effective June 2002). The accounts have been drawn up in accordance with the Statement of Recommended Practice, issued in October 2000 "Accounting and Reporting by Charities" 2000 (SORP 2000).

A summary Income and Expenditure Account has not been presented in strict compliance with the format requirements of the Companies Act 1985, as it is considered that the information is in accordance with the Statement of Financial Activities.

(b) Funds

Restricted funds are those the use of which is restricted by the conditions imposed by the donors.

Unrestricted funds are those which are used for the general advancement of the charity's objectives.

(c) Subscriptions

Subscriptions are non returnable and are accounted for on an accruals basis, the income being recognised in the period to which it relates.

(d) Grants Receivable

Grants receivable are accounted for on an accruals basis, the income being recognised in the period to which it relates.

(e) Donations

Donations are accounted for on the receipts basis.

(f) Capital grants

Capital grants are credited to revenue over the estimated useful lives of the tangible fixed assets purchased from such grants.

(g) Administration Expenses

Administration expenses comprise costs not incurred directly in Charitable Activities.

(h) Investment Income

Investment income comprises of interest receivable on bank balances and is included gross of tax recoverable.

UK OVERSEAS TERRITORIES CONSERVATION FORUM

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2004 (continued)

(i) Other incoming resources

Other incoming resources are accounted for on an accruals basis.

(j) Resources used

As permitted by the Charities SORP 2000, a functional analysis of expenditure is not provided.

(k) Fixed assets and depreciation

Fixed assets are stated at cost (or value if donated) less depreciation.

Depreciation is provided to write off the cost of fixed assets over their estimated useful lives at the following rates per annum.

Computer equipment	-	33.33%	Straight line
Office equipment	-	33.33%	Straight line

(l) Cash Flow Statement

The company has taken advantage of the exemption from preparing a cashflow statement under financial reporting standard No. 1 (Revised) on account of its size.

2. INCOME

The income is derived entirely within the United Kingdom

3. NET INCOMING RESOURCES

Net incoming resources are stated after charging.

	<u>2004</u>	<u>2003</u>
	£	£
Depreciation	2,512	7,403
Accountants' and Auditors' Remuneration	4,465	3,828

UK OVERSEAS TERRITORIES CONSERVATION FORUM

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2004 (continued)

4. STAFF COSTS AND NUMBERS

There were no staff employed by UK Overseas Territories Conservation Forum in the period ended 31st March 2004 nor the year ended 30th June 2003.

5. TRUSTEES' REMUNERATION

The trustees received no remuneration in either period for core work.

During period ended 31st March 2004 remuneration was paid to two trustees in respect of work undertaken on externally funded projects. Remuneration of £7,400 (2003 - £8,405), under procedures approved by the Charity Commission, was paid to Dr Pienkowski and nil (2003 - £7,560) to Mrs M Ground. The same trustees received reimbursed expenses of £1,754 (2003 - £3,715) and £1,245 (2003 - £503) respectively. Miss J Rose received reimbursed expenses of £91.

During the period the company secretaries charged the company in respect of general administration, specific work and expenses as follows:-

	<u>2004</u>	<u>2003</u>
Ms S Cross	-	2,659
Mrs F Marks	8,269	11,678

	Office Equipment £	Computer Equipment £	Total £
6. TANGIBLE FIXED ASSETS			
COST			
At 1st July 2003	20,082	11,153	31,235
Additions	-	3,133	3,133
	<hr/>	<hr/>	<hr/>
At 31 st March 2004	20,082	14,286	34,368
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 st July 2003	18,170	10,254	28,424
Provided	831	1,681	2,512
	<hr/>	<hr/>	<hr/>
At 31 st March 2004	19,001	11,935	30,936
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 st March 2004	1,081	2,351	3,432
	<hr/>	<hr/>	<hr/>
At 30th June 2003	1,912	899	2,811
	<hr/>	<hr/>	<hr/>
7. DEBTORS			
	2004	2003	
	£	£	
Due within one year:			
Prepayments and accrued income	207	-	
	<hr/>	<hr/>	
	207	-	
	<hr/>	<hr/>	
8. CREDITORS:			
	2004	2003	
	£	£	
Due within one year:			
Accrued expenses	7,988	6,177	
Sundry creditors	2,205	568	
	<hr/>	<hr/>	
	10,193	6,745	
	<hr/>	<hr/>	

UK OVERSEAS TERRITORIES CONSERVATION FORUM

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2004 (continued)

	Balance 1st July 2003	Incoming Resources	Resources Used	Balance 31st March 2004
9. RESTRICTED FUNDS				
Data Base & dissemination	9,384	-	5,485	3,899
Turks & Caicos Development	54,151	-	21,424	32,727
Overseas territories	6,477	2,039	8,516	-
Ramsar review	-	4,280	5,502	(1,222)
Turks & Caicos Trails	-	16,000	16,489	(489)
	<hr/>	<hr/>	<hr/>	<hr/>
	70,012	22,319	57,416	34,915
	<hr/>	<hr/>	<hr/>	<hr/>

Balance	1st July 2003 £	Deficit for year £	31st March 2004 £
10. UNRESTRICTED FUNDS			
General fund	22,060	(49)	22,011
	<hr/>	<hr/>	<hr/>

11. RESTRICTED FUNDS

	Unrestricted funds £	Restricted funds £	Total funds £
Fixed assets	2,351	1,081	3,432
Net current (liabilities) assets	19,660	33,834	53,494
	<hr/>	<hr/>	<hr/>
	22,011	34,915	56,926
	<hr/>	<hr/>	<hr/>

UK OVERSEAS TERRITORIES CONSERVATION FORUM

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31ST MARCH 2004 (continued)

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

<u>Restricted Funds</u>	<u>Fixed Assets</u>	<u>Net current assets/ (Liabilities)</u>	<u>Total</u>
Database & Dissemination	37	3,862	3,899
Turks & Caicos Development	1,044	31,683	32,727
Overseas territories	-	-	-
Ramsar Review	-	(1,222)	(1,222)
Turks & Caicos Trails	-	(489)	(489)
	<u>1,081</u>	<u>33,834</u>	<u>34,915</u>

There is a deficit on two of the funds at the year end for which there is further income arising in the current year to cover. The deficit has only arisen due to having to incur expenditure ahead of income being received.

13. CONNECTED CHARITIES

The following Registered Charities are members of UK Overseas Territories Conservation Forum and support it by the payment of membership subscriptions and other funding:

British Ecological Society
British Ornithologists' Union
Falklands Conservation
Fauna & Flora International
The National Trust
Royal Botanic Gardens, Kew
Royal Society for the Protection of Birds
World Conservation Monitoring Centre
World Wide Fund for Nature UK
Zoological Society of London

14. SHARE CAPITAL

The company is a private company limited by guarantee and not having a share capital.

15. REGISTERED CHARITY

The company is a registered charity.