



SYLVA

FOUNDATION

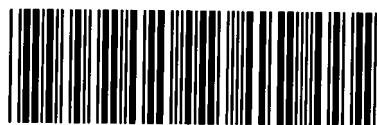
trees and people together

*to see the wood within the trees
and nurture both
is art and science*

*life cycling through earth, light and hands
a tender turning: work and beauty,
legacies growing*

Harriet Fraser, 2017

WEDNESDAY



A25 *A7DUPQZD* 05/09/2018 #116
COMPANIES HOUSE

**Trustees' report and accounts
for the year ended 2017-18**



Cover image: Unveiling the 'Utility & Livelihoods' tree charter pole
at the Sylva Wood Centre. Photo: Gabriel Hemery.

Sylva Foundation

Trustees' Report and Accounts

for the year ended

March 2018



SYLVA
FOUNDATION

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Trustees' Report

Reference and administrative details of the charity, its advisers and trustees.

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

Sylva Foundation is an environmental charity founded in 2009. The charity is active across Britain, with its headquarters in Oxfordshire.

Registration

Charity registered in England and Wales (1128516), and in Scotland (SC041892).

Company registration number 6589157.

Registered office

Sylva Wood Centre
Little Wittenham Road
Long Wittenham
Oxfordshire
OX14 4QT

Principal professional advisors

Banking

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Affirmative Deposit Fund
Epworth Investment Management
9 Bonhill Street
London
EC2A 4PE

Independent Examiner

Ajay Bahl
Wenn Townsend Chartered Accountants
30 St Giles'
Oxford
OX1 3LE

Insurance Brokers

NFU Mutual
Views Farm Barns
Windmill Hill
Great Milton
Oxfordshire
OX44 4NW

Legal Advisors

Freeths LLP
5000 Oxford Business Park South
Oxford
OX4 2BH

Trustee Board and Staff

Patrons

Lady Audrey Wood OBE (appointed July)
Sir Martin Wood FRS (appointed July)

Trustees

Chair of Trustees

Dr Peter Savill FICFor

Chair, Finance & Personnel Sub-Committee

Lucius Cary OBE

Other Trustee Board members

Dr Nick Brown (retired July)
Dr Robin Buxton (appointed July)
Luke Hughes
Samantha Leigh
Michael Wills (retired March)
Lady Audrey Wood OBE (retired July)
Sir Martin Wood FRS (retired July)

Staff

Chief Executive

Dr Gabriel Hemery FICFor

Chief Operating Officer

Alistair Yeomans MICFor

Director, Forestry & Rural Enterprise

Paul Orsi MICFor

Lesley Best	Administration Manager
Tina Jacobs	Head of Fundraising & Development
Jen Hurst	Education Manager
Pieterneel Overweel	Education Officer
Richard Píggott	IT Manager

Advisors and Associates

Dr Philip Koomen	Furniture & Wood
Rob Penn	Media
Dr Gill Petrokofsky	Science

Structure, Governance and Management

Legal Structure

Sylva Foundation ('Sylva' or 'the charity') is a charity registered in England and Wales 1128516 and in Scotland SC041892, and a company limited by guarantee 06589157. The company (a private company not having a share capital) was established under a Memorandum of Association (dated 11th March 2009, updated by Special Resolution 28th March 2013).

The governing body of the charity is the Trustee Board ('the board'). Up to ten trustees may be appointed to the board. At the end of 2017-18, there were five trustees. During the year we appointed Dr Robin Buxton to the board, while four trustees retired, including Sir Martin and Lady Wood who became the charity's first Patrons.

The day-to-day management of the charity is delegated by the Trustee Board to the Chief Executive and carried out by members of staff.

The charity's registered address is in Oxfordshire, and this is its sole headquarters. Sylva's activities extend across Britain, and occasionally internationally.

Statement of trustees' responsibilities

The charity's trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with FRS102 – The Financial Reporting Standard applicable in the UK and Republic of Ireland. The law applicable to charities in England, Wales, and Scotland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statements of Recommended Practice (SORP);

- make judgments and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

The trustees are responsible for keeping adequate accounting records that:

- are sufficient to show and explain the charity's transactions;
- disclose with reasonable accuracy at any time the financial position of the charity; and
- ensure that the financial statements comply with the reporting and legal regulations and the provisions of the charity's constitution as set out in the Articles of Association and Memorandum of Association.

They are also responsible for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

Risk management

The trustees are responsible for identifying and managing the major risks facing the charity. Risk management is well-established and is considered in every aspect of our work.

We maintain a Risk Register which provides a comprehensive view of the following areas of risk:

- financial risks, including contingency plans to deal with insufficient income;
- operational risks, such as data management;
- reputational risks, including failure of a project; maintaining high standards in the management of the charity's estate;
- external environment, including environmental change (e.g. pests, diseases);
- organisational, including loss of key staff;
- governance, including ensuring trustee experience and skills, fraud; and
- health and safety, for staff and visitors.

The Risk Register is scrutinised annually by the Trustee Board. Following the most recent review in March 2017, the trustees confirm that they are satisfied with such arrangements and identified a number of strategic risks which are explained in Achievements, Challenges and Future Plans.

Fundraising activities

Our work—bringing people and trees closer together—is only possible because of the support of donors, funders and other partners who contribute vital funding. During 2017-18 we have benefited from the support of a professional fundraiser on our staff, supported by the John Ellerman Foundation.

Sylva Foundation is a member of the *Fundraising Regulator*. Alongside our own high standards in fundraising, we follow its Codes of Practice.

Volunteers

We receive important assistance from volunteers, without whom some of what we have achieved would be much diminished. During 2017-18 we benefited in particular from volunteers from the local community in support of our outreach work at the Sylva Wood Centre, including our two Artweeks exhibitions. A large number of volunteers continue to support the Future Forest and Community Orchard at the Sylva Wood Centre.

New volunteers are always welcome. Please contact us direct or visit our website:

sylva.org.uk.

Objectives, activities and public benefit

The charity's objects are set out below and in the company's memorandum of association. These are **to promote the conservation of the environment for the public benefit consistent with sustainable development principles** by:

1. promoting and conducting research for the public benefit about effective sustainable forest management and the dissemination of the useful results of such research;
2. advancing education for the public benefit in the theory and practice of sustainable forest management;
3. supporting the development and application of sustainable forest management for the public benefit;
4. advancing education and business enterprise in the design and production of home-grown wood products for the public benefit.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing objectives and activities which are described in the section *Achievements, challenges and future plans*. Sylva has a range of means of achieving these objectives and its public benefit, combining them to best effect. For the purposes of preparing Sylva's accounts, these means are grouped under the following main headings:

Science

- We gather intelligence and insights about the challenges affecting woodlands to influence policy and change practice on the ground. Our *British Woodlands Survey* series is our main activity.

- We support a scholarship with University of Oxford focussed on understanding environmental change.

Education

- We undertake and support activities that help people understand why managing woodlands matters, and empower them to be active.
- We train educators, especially those delivering forest school sessions to young people.
- Our outreach activities often combine art and science to inform and inspire the general public.

Forestry

- Our *myForest Service* is used by some 4,000 woodland owners and professionals to help care for more than 60,000 ha of woodland across Britain. We have embedded the UK Forestry Standard in our tools and services.
- We work widely in partnership with other organisations to support sustainable forest management.
- We underpin our delivery with our own research and development activities.

Wood

- At the Sylva Wood Centre we enable 13 or more wood businesses to thrive, supporting rural employment and adding value to the local woodchain.
- Our business start-up facilities help new wood businesses establish.
- A formal link with a further education college enables us to provide structured support for business enterprise.

Achievements, challenges and future plans

This section highlights the achievements, challenges and future plans for activities under our four main work programmes of Science (1), Education (2), Forestry (3) and Wood (4).

SCIENCE

Exploring the impact of, and solutions to, ash dieback

Our **Oxford-Sylva Graduate Scholar**, Louise Hill, completed her research, supported a partnership between Sylva Foundation and the Department of Plant Sciences at the University of Oxford. Louise has been studying the ecological impacts of Chalara ash dieback disease in UK woodlands. A number of scientific papers have been published, or are in press. We congratulate Dr Louise Hill on successfully defending her DPhil. We regret that we have been unsuccessful in fundraising to continue this important initiative. www.sylva.org.uk/forestryhorizons/scholarship

We entered the last full year of work under the five-year **Living Ash Project** (funded by Defra). With the help of many hundreds of 'citizen scientists' we identified ash trees across Britain that may have tolerance to Chalara ash dieback. The concept is to collect material from these trees, produce a new generation of resilient trees and make these available for new planting. Our project partners are Earth Trust, Future Trees Trust and Forest Research. www.LivingAshProject.org.uk

Developing a marketplace for ecosystem services
In partnership with University of Oxford (Institute for New Economic Thinking, and the Oxford Long-term Ecology Laboratory) we continued work developing an international marketplace for ecosystem services. The **NatureTrade** project, funded by the European Union's Life+ programme, will be provided as a demonstration project across four European countries. www.naturetrade.net

An online platform to assist in the auction of measures to provide natural flood management, was commissioned by the Environment Agency with a view to it being piloted in an area of the Somerset Levels in 2018.

Influencing forestry policy and practice in the UK
Sylva staff continued to take a lead role in developing an action plan for climate change adaptation in the forestry sector, supported by contracts from Forestry Commission England. Sylva staff led a national workshop for England with stakeholders from government, business and NGO sectors.

www.sylva.org.uk/forestryhorizons/environmental-change

We completed work on the **British Woodlands Survey** which supports evidence-based policy making. Funding was provided by the Forestry Commission Scotland, Scottish Forestry Trust, and the Woodland Trust, while in-kind support came from Forest Research (Social & Economic Research Group) and University of Oxford. BWS2017 reached those owning or managing more than half a million hectares—one-fifth of all UK woodland area. The BWS2017 report was published in March and made freely available online. www.sylva.org.uk/bws

EDUCATION

Providing unique, practical resources to support primary & secondary education in sustainable forest management

Thanks to continued support from the Patsy Wood Trust, Sylva's Education Manager delivered two main education projects: *myForest for Education* and *TIMBER!*

myForest for Education is a free, easy-to-use online application that enables any environmental educator to generate straightforward woodland management plans, maps and ecological impact assessments for woodland sites and school grounds. By the end of 2017-18 more than 1,200 environmental educators across Britain—many of whom are Forest School Leaders—were using the service. www.sylva.org.uk/myforest/education

We continue to provide the **TIMBER!** website to support learning about sustainable forest management. A wide number of partners, specialists and practitioners have been engaged

to help create targeted and impactful resources.
www.sylva.org.uk/timber

Raising the profile of sustainable forest management amongst the general public

During the year Sylva staff delivered talks across the country to large number of people. A wide range of media channels featured our work during the year, including BBC Radio 4 *Costing the Earth* and BBC Countryfile.

Sylva has been a core supporter of the *Tree Charter*, an initiative led by the Woodland Trust, since its onset. We were proud to take a central role in supporting the Charter in the lead up to its launch in November. Simon Clements, a sculptor based at the Sylva Wood Centre, was commissioned to carve 11 'Charter Poles' which were installed across the UK including Belfast, Glasgow, Cardiff, Lincoln, and the Sylva Wood Centre. We welcomed BBC Countryfile to the Sylva Wood Centre to film segments for a programme featuring the Tree Charter.

FORESTRY

Supporting the development and application of sustainable forest management

The freely available **myForest service** is a core project of the Sylva Foundation. The service provides online mapping and management tools for woodland owners and managers, enabling them to bring their woodlands into good condition for the environment, society and the economy. Numbers using the service continued to grow, and by year-end we were supporting more than 4,000 woodland owners who manage woodland properties across Britain covering over 65,000ha. Partnerships continued with three forestry membership organisations (Royal Scottish Forestry Society, Royal Forestry Society and the Small Woods Association). Our collaboration with Forestry Commission England and Forestry Commission Scotland continued to ensure that woodland owners can draw-up management plans compliant with the UK Forestry Standard. www.myForest.org.uk

Thanks to continuing support from the Dulverton Trust we are close to completing work to develop a paid level of myForest which will be offered alongside the free service. To be known as

myForest Prime, it will provide options for users to access more advanced mapping and management tools, including Ordnance Survey mapping, while income generated will help secure the continued development of the service on a sustainable basis.

Thanks to support from Forestry Commission Scotland and Making Local Woods Work, we have developed online tools to support **collaborative woodland management**. This is currently being tested both in Argyll and in the Wyre Forest, and will be made available for all users in 2018. Sylva also supported the Making Local Woods Work project in developing **woodland social enterprises**. We provided direct business and woodland advice to groups as well as developing tools to support groups through myForest.

Through a partnership with the Deer Initiative, we have developed new functionality in myForest to help landowners and managers manage their populations of wild deer. This includes the launch of our first online App – **myForest Deer Manager**.

Following the publication of *In a Nutshell – A strategy for the sustainable management of Oxfordshire's woodlands and trees*, work began with the Woodland Trust on devising a project plan for Oxfordshire as a 'Treescape Area'.

Work continues with RSPB and Woodland Trust in developing a **Woodland Wildlife Toolkit**. This new web-based tool will bring together woodland management advice to enhance woodland biodiversity, providing species-specific advice for a locality. It is supported by a group of organisations, including the two funders, plus Plantlife, Bat Conservation Trust, Natural England, and Forestry Commission England.

WOOD

Supporting enterprise and innovation in home-grown wood

The **Sylva Wood Centre** has been open for three years. By the end of the year we had 12 small businesses permanently based at the centre with an additional six regular users taking advantage of our 'hot bench' start-up facilities.

Our formal collaboration with Oxford City College continued with the appointment of Matt Estlea as 'craftsperson-in-residence' taking over from Jan Waterson.

Thanks to a grant from LEADER and further investment from our Capital Development Fund we constructed a forestry yard and timber building to house a mobile sawmill and equipment run by local forestry contracting business *Face North Forestry*. Home-grown timber is now being fed into the local woodchain, including businesses based at the Sylva Wood Centre.

We launched a series of wood training courses for members of the public, inviting external tutors to deliver a range of courses ranging from wood carving, making a canoe paddle, and guitar maintenance.

In the next financial year we aim to convert the old grain store at the Wood Centre by investing the funds remaining in the Capital Development Fund. Thanks to a donation from the Old Bakehouse Ltd some of the space will be dedicated to business incubation. We are also fundraising towards the building of an Education Barn to enable us to provide a dedicated teaching space.

We continue to explore the potential to develop other buildings on the site to support business enterprise, education and training. We will need to fundraise to meet these costs.

www.sylva.org.uk/wood

ESTATE

The charity owns 12 ha (20 acres) of land at the Sylva Wood Centre in south Oxfordshire. During the year we continued work enhancing the landscape, working closely with the local community, in line with our charitable objects.

Future Forest

We completed planting a new 3 hectare woodland, comprising 7,500 trees, to communicate the challenges trees face from environmental change. Our 'Forest Friends' sponsorship scheme—whereby people could adopt and plant a plot of 25 trees—was fully subscribed

Our Forest School area was also created, with its 750 trees planted by children from 20 local schools. It has since been regularly used by a local primary school.

Community Orchard

Our new Community Orchard, planted last year, has established well. We welcomed local people to celebrate Apple Day, during which hundreds of bottles of juice were pressed from apples collected from local gardens.

Archaeology

We welcomed Oxford University's School of Archaeology and volunteers led by the Department of Continuing Education to completed two excavations on our estate. Two separate sites were explored, revealing an Anglo-Saxon house, and an Iron-Age building.

Financial Review

This section is prepared by Trustees to offer a summary of the charity's finances. The accounts, which form the following section of this report, comply with the requirements of FRS102 – The Financial Reporting Standard applicable in the UK.

The finances of the charity are overseen by the trustees, together with senior staff. The Board oversees a Financial Strategy and annual financial plan, which is reviewed and updated at each board meeting.

Reserves Policy

Sylva Foundation holds funds to be applied to future activities in two categories:

- A 'Reserve Fund' is maintained to ensure that operational expenditure can be supported for at least three months, this represents funds sufficient to meet contingency exit costs. This fund was £79,000 at the end of FY 2017-18.
- 'General Funds' (additional to the Reserve Fund) was £43,821.
- The Reserves Policy was reviewed by trustees in March 2017 and it was agreed that additional funds would be added to the financial reserves as finances allow. A target figure of £182,000 was calculated which is 50% of the gross budgeted expenditure for the year.
- Restricted funds are maintained to ensure that specific purposes intended by the donor can be met. Our main fund is a Capital Development Fund relating to the development of land and buildings at the Wood Centre.
- Funds related to specific funded projects are also maintained as restricted and designated funds.

Financial report on the year

Introduction

During the year, the Sylva Foundation has continued to diversify its income streams. Support from a dedicated fundraiser in our staff enabled our fundraising activities to progress well. Continued success in developing a business-minded approach, whereby we seek to win contracts for work that delivers our charitable objects while earning us much needed core income, has proven effective. The charity managed to generate a modest surplus this year which will help build up the charity's reserves.

Income

Income (£492,644) was greater than in the previous financial year (£443,182). Income was derived from a number of main sources including:

- £214,664 (44%) of total income was received in donations, the majority of which were restricted in their application.
- Incoming resources from charitable activities was £198,266 (40%). This consisted of £71,656 for the sale of goods and services; £61,971 of performance-related grants; and £64,639 of contractual payments for work.
- Other trading activities totalled £79,127 (16%), of which £3,495 was in sponsorships; £2,563 from fundraising events; £6,532 from shop sales; £52,766 from Wood Centre and estate rentals; and £13,771 from other activities for generating funds.
- Bank interest (detailed under 'Investment income') totalled £587 representing less than half of one percent.

Fixed Assets

The value of fixed assets (after depreciation) increased by £74,050 to £1,151,800, following further investment (£94,343) in the development of the Sylva Wood Centre which was supported by a restricted fund (see below).

Restricted funds

Total restricted funds stand at £1,239,485, of which £1,187,415 is valued as the land and

buildings assets at the Sylva Wood Centre. Funds of £52,070 are for project staff and are restricted for this use as defined by donors. Restricted funds are derived from donations and grants with specific conditions attached, and these are accounted for separately in our operational accounts.

Unrestricted funds

The unrestricted funds (general funds and designated funds) arise from fundraising, consultancy, grants, rental income from the Sylva Wood Centre, and our day-to-day operations. These funds are used by Sylva Foundation to achieve the strategic objectives. The balance at the end of the year was £217,061.

Expenditure

Total resources expended¹ was £345,871. Delivery of the charity's strategic objectives cost £343,401: £205,314 (60%) in unrestricted funds and £138,087 (40%) in restricted funds. Support costs expended on the governance of the charity were £2,470.

The majority of expenditure (72%; £247,379) was staff salaries. Staff salary costs include direct project delivery costs as well as staff time attributed to overhead costs. Our costs were similar to the previous year, and we calculate these overhead costs², including salaries, to be:

- generating income £28,051 (8%);
- governance £25,774 (7%);
- administration £26,261 (8%).

¹ Note that 'expenditure' in financial reporting terms excludes capital investment. During the year £94,343 was invested in the Sylva Wood Centre – see Tangible fixed assets.

² Percentages calculated against total of expenditure (£345,871) including investment in fixed assets (£94,343).

Outcome for the future

The trustees are conscious of the difficult fundraising environment for small charities. We have an important environmental message to deliver to a wide-range of stakeholders in a complex political and social landscape. Raising funds has proven to be a difficult task.

We are investing time in a new financial system that will improve reporting—for example staff

time—and help us demonstrate better full-cost recovery for each project.

In the coming year, the charity may need to rely again on its reserve funds to maintain operational capacity. Meanwhile, plans are being implemented to invest the remainder of the Capital Development Fund which will provide much-needed cash revenue from future business tenancies at the Wood Centre.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small company audit exemption.

The trustees' annual report was approved on 10th July 2018 and signed on behalf of the board of trustees by:



Dr Peter Savill
Chair

Independent Examiner's Report to the Trustees of Sylva Foundation

I report on the accounts of the company for the year ended 31st March 2018 which are set out on pages 13 to 22.

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. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

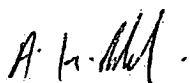
Basis of independent examiner's report

My examination was carried out in accordance with the 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 statement below.

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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.



Ajay Bahl FCA
Wenn Townsend
Chartered Accountants
Oxford

10 July 2018

Statement of Financial Activities

for the year ended 31st March 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Income and endowments							
Donations and legacies	5	72,740	141,924	214,664	45,364	89,500	134,864
Charitable activities	6	141,295	56,971	198,266	157,423	91,171	248,594
Other trading activities	7	79,127	-	79,127	58,582	-	58,582
Investment income	8	587	-	587	1,142	-	1,142
Total income		293,749	198,895	492,644	262,511	180,671	443,182
Expenditure							
Expenditure on charitable activities	9, 10	207,784	138,087	345,871	293,925	105,156	399,081
Total expenditure		207,784	138,087	345,871	293,925	105,156	399,081
Net income and net movement in funds		85,965	60,808	146,773	-31,414	75,515	44,101
Reconciliation of funds							
Total funds brought forward		160,714	1,149,059	1,309,773	192,128	1,073,544	1,265,672
Total funds carried forward		246,679	1,209,867	1,456,546	160,714	1,149,059	1,309,773

All activities are continuing.

There are no other gains or losses recognised during the year.

The notes on pages 15 to 22 form part of these financial statements.

Balance Sheet

	Note	2018		2017	
		£	£	£	£
Fixed assets					
Tangible fixed assets	16		1,151,800		1,077,750
Current assets					
Debtors	17	41,460		43,252	
Cash at bank and in hand		277,393		223,025	
		<u>318,853</u>		<u>266,277</u>	
Creditors: amounts falling due within one year	18	<u>14,107</u>		<u>34,254</u>	
Net current assets			304,746		232,023
Total assets less current liabilities			<u>1,456,546</u>		<u>1,309,773</u>
Net assets			<u>1,456,546</u>		<u>1,309,773</u>
Funds of the charity					
Restricted funds			1,239,485		1,149,059
Unrestricted funds			217,061		160,714
Total charity funds	20		<u>1,456,546</u>		<u>1,309,773</u>

For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 10th July 2018 and are signed on behalf of the board by:

Dr PS Savill



Chair of Trustees

The notes on pages 15 to 22 form part of these financial statements.

Notes to the Financial Statements

1. General information

The charity is a private company limited by guarantee, registered in England and Wales, and a registered charity in England and Wales (1128516), and in Scotland (SC041892). The address of the registered office is Sylva Wood Centre, Little Wittenham Road, Long Wittenham, Abingdon, Oxfordshire, OX14 4QT.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011, Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended).

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

3. Accounting policies (*continued*)

Income

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

3. Accounting policies (continued)**Tangible assets (continued)**

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	-	4% straight line
Equipment	-	25% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

3. Accounting policies (continued)**Financial instruments (continued)**

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

The company is limited by guarantee and does not have a share capital. The members undertake to contribute a sum, not exceeding £1 each, to the assets of the company in the event of it being wound up.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Donations – development of the Sylva Wood Centre	-	65,197	65,197	75,000
Other donations	72,740	76,727	149,467	59,864
	<u>72,740</u>	<u>141,924</u>	<u>214,664</u>	<u>134,864</u>

6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Sale of goods/services as part of direct charitable activities	71,656	-	71,656	13,244
Performance-related grants	5,000	56,971	61,971	140,329
Other income from charitable activities - contractual payments	64,639	-	64,639	95,021
	<u>141,295</u>	<u>56,971</u>	<u>198,266</u>	<u>248,594</u>

7. Other trading activities

	Unrestricted Funds £	Total 2018 £	Total 2017 £
Sponsorships	3,495	3,495	3,580
Fundraising events	2,563	2,563	5,809
Shop income	6,532	6,532	4,553
Rental income	52,766	52,766	36,960
Other activities for generating funds	13,771	13,771	7,680
	<u>79,127</u>	<u>79,127</u>	<u>58,582</u>

8. Investment income

	Unrestricted Funds £	Total 2018 £	Total 2017 £
Bank interest receivable	587	587	1,142

9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
Science, Education, Forestry and Wood	205,314	138,087	343,401	396,381
Support costs	2,470	-	2,470	2,700
	<u>207,784</u>	<u>138,087</u>	<u>345,871</u>	<u>399,081</u>

10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total 2018 £	Total 2017 £
Science, Education, Forestry and Wood	343,401	-	343,401	396,381
Governance costs	-	2,470	2,470	2,700
	<u>343,401</u>	<u>2,470</u>	<u>345,871</u>	<u>399,081</u>

11. Analysis of support costs

	Support costs	Total 2018	Total 2017
	£	£	£
Finance costs	<u>2,470</u>	<u>2,470</u>	<u>2,700</u>

12. Net income

Net income is stated after charging/(crediting):

	2018	2017
	£	£
Depreciation of tangible fixed assets	<u>20,293</u>	<u>16,400</u>

13. Independent examination fees

	2018	2017
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	600	700
Other financial services	<u>1,870</u>	<u>2,000</u>
	<u>2,470</u>	<u>2,700</u>

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2018	2017
	£	£
Wages and salaries	213,404	232,929
Social security costs	21,940	21,306
Employer contributions to pension plans	<u>12,035</u>	<u>8,302</u>
	<u>247,379</u>	<u>262,537</u>

The average head count of employees during the year was 7 (2017: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2018	2017
	No.	No.
All staff	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2017: £Nil).

15. Trustee remuneration and expenses

No trustee received any remuneration during the year.

No expenses were reimbursed to trustees during the year.

16. Tangible fixed assets

	Land and buildings £	Equipment £	Total £
Cost			
At 1 April 2017	1,090,216	26,313	1,116,529
Additions	94,343	-	94,343
At 31st March 2018	1,184,559	26,313	1,210,872
Depreciation			
At 1st April 2017	26,000	12,779	38,779
Charge for the year	18,100	2,193	20,293
At 31st March 2018	44,100	14,972	59,072
Carrying amount			
At 31st March 2018	1,140,459	11,341	1,151,800
At 31st March 2017	1,064,216	13,534	1,077,750

17. Debtors

	2018 £	2017 £
Trade debtors	39,482	34,272
Prepayments and accrued income	1,978	8,980
	41,460	43,252

18. Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	986	2,314
Accruals and deferred income	3,347	26,965
Social security and other taxes	7,809	4,497
Other creditors - pension	1,965	478
	14,107	34,254

19. Pensions and other post-retirement benefits**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £12,035 (2017: £8,302).

20. Analysis of charitable funds**Unrestricted funds**

	At 1st April 2017 £	Income £	Expenditure £	At 31st March 2018 £
General and designated funds	<u>160,714</u>	<u>264,131</u>	<u>207,784</u>	<u>217,061</u>

Restricted funds

	At 1st April 2017 £	Income £	Expenditure £	At 31st March 2018 £
Forestry/IT	-	76,727	66,643	10,084
Education manager	14,889	56,971	45,840	26,020
Fundraiser	41,570	-	25,604	15,966
Wood Centre	1,092,600	94,815	-	1,187,415
	<u>1,149,059</u>	<u>228,513</u>	<u>138,087</u>	<u>1,239,485</u>

21. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	141	1,151,659	1,151,800
Current assets	231,027	87,826	318,853
Creditors less than 1 year	(14,107)	-	(14,107)
Net assets	<u>217,061</u>	<u>1,239,485</u>	<u>1,456,546</u>

How you can help Sylva Foundation

Sylva relies on the help of many people and organisations. This section outlines some of the ways we currently receive support. You may choose whatever route you prefer if you choose to support our work.

Donate

There are a number of ways you can donate to support Sylva. We offer specific opportunities, such as helping towards a new building, or sponsoring a bench for a start-up business. We also benefit from regular small donations from people who believe in the importance of our work. Find out more: sylva.org.uk/support

Remember Sylva in your Will

Leaving a Legacy to Sylva is a powerful way to make your support for the charity live on. We believe that trees and forests underpin life on Earth, especially if cared for as part of a dynamic living landscape. Your Legacy will support our ongoing work to achieve a sustainable society and environment. You may read more at sylva.org.uk/legacy or contact us to discuss at: **01865 408018** or legacy@sylva.org.uk.

Campaigns and appeals

Support our campaigns and appeals, and you can help our work helping people and trees grow closer together. Subscribe to our enews at sylva.org.uk/subscribe so that you are kept up-to-date.

Shopping

We have a small online shop which helps us raise much-needed income. sylva.org.uk/shop

Get involved

There are a wide range of options for you to get involved in our work. For example, this year we

held workshops across Britain asking for help in developing our next national survey, and these were attended by professionals and woodland owners alike. At the local level we enjoy support from the public caring for our small estate, and promoting our work through events at the Sylva Wood Centre.

Fundraise

Sylva is not a membership charity, so is without the regular income this provides many charities. We therefore need to raise funds for specific projects and build a strong foundation of income to support our core costs. We don't have teams of individuals fundraising for us but if you can help promote our work, especially our campaigns and appeals, you will make a difference.

Local groups

Sylva tends to work in partnership with other organisations to achieve its reach across Britain. We are most active locally via the Sylva Wood Centre in Oxfordshire, where local people can help support our Future Forest, Community Orchard, and arts events.

Volunteering

If you are looking for an exciting and interesting way to make a difference to our environment, please consider volunteering with Sylva. We have recently benefited volunteers helping with school visits, data entry, visitor welcoming, tree planting, and even a business angel. You don't have to know anything about trees, forestry or wood to volunteer with Sylva. Find out more at sylva.org.uk/volunteer

Acknowledgements 2017-18

We are very grateful for all the support offered this year by many individuals and organisations. We keep a list of organisational supporters on our website at: sylva.org.uk/partners

Volunteers and community groups

Andrew Lea
David and Karon Whenmouth
Gillian Petrokofsky
Kevin Waldie
Paul Williams
Philip Koomen
Pieterneel Overweel
Robert Penn
Sally Duff
Steve Ash
Sylva Foundation Forest Friends
South Chilterns Beekeeping Association
Sylva Wood Centre tenants
Wittenham Community Orchard cropsharers

Charitable trusts and individual donors

Alpkit
Aspen Trust
Beaverbrook Foundation
Bergqvist Charitable Trust
Bernard Sunley Charitable Trust
Clark Bradbury Charitable Trust
D'Oyly Carte
Doris Field Charitable Trust
Dulverton Trust
Earth Trust
Ernest Cook Trust
Eyre Family Foundation
EU LIFE+ programme
Finnis Scott Foundation
Future Trees Trust
Garfield Weston Foundation
Henry C Hoare Charitable Trust
Heritage Lottery Fund
Ian Addison Foundation
John Ellerman Foundation
Lord Farrington Charitable Trust
Lucius Cary
Margaret Pinsent & John Gambles
Marsh Christian Trust
Martin Glynn
Mr & Mrs Pye Charitable Settlement
Naturesave Trust

Plunkett Foundation
Royal Forestry Society
Royal Scottish Forestry Society
Sandra Charitable Trust
Small Woodland Owners Group
Small Woods
Patsy Wood Trust
People's Postcode Lottery Local Trust
Robin Bennett
Rodney Portman
Rowse Family Trust
Samuel Storey Charitable Trust
Sandra Charitable Trust
Scottish Forestry Trust
Shanly Foundation
Sir Martin and Lady Wood
Tesco Bags of Hope
The RSPB
Trust for Oxfordshire's Environment (TOE2)
Wild Oxfordshire
Wittenhams Community Orchard Cropsharers
Woodland Trust

Business supporters

Alba Trees
Blenheim Palace
Freeths LLP
Forest Holidays LLP
Forestry Advisory Consortium (FACE)
Grown In Britain
Kubota UK
Nicholson Nurseries
North Oxford Property Services
Rokesmith
The Old Bakehouse Ltd
Vastern Timber
Wood Festival

NGOs

Berks, Bucks, and Oxon Wildlife Trust
Bishops Wood Field Centre
British Ecological Society
Confor
Country Land and Business Association

Acknowledgements 2017-18 *(continued)***NGOs - continued**

Edinburgh Centre for Carbon Innovation
Evenlode Catchment Partnership
Forest Education Network
Forest School Association
Forest Stewardship Council UK
Harcourt Arboretum
Institute of Chartered Foresters
Llais y Goedwig
National Forest
Oxford City College – Rycotewood Furniture
Centre
Oxfordshire Forest School Service
Royal Forestry Society
Royal Scottish Forestry Society
Rural Development Initiatives
University of Oxford
Dept. Education
Dept. Plant Sciences
Dept. Zoology
Harcourt Arboretum
Wild Oxfordshire
Wychwood Project
Wyre Forest Community Land Trust

Statutory sector and other public bodies

Department for Environment, Food and Rural
Affairs (Defra)
Forestry Commission England
Forestry Commission Scotland
Natural England
Natural Resources Wales
Oxfordshire County Council
Oxfordshire LEADER



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