

INSTITUTE OF CHARTERED FORESTERS
ANNUAL REPORT and FINANCIAL STATEMENTS
For the year ended 31 December 2023

INSTITUTE OF CHARTERED FORESTERS
ANNUAL REPORT and FINANCIAL STATEMENTS
For the year ended 31 December 2023

Contents	Pages
Report of the Council	1 - 10
Independent Auditor's Report to the Council	11 - 13
Consolidated Statement of Financial Activities	14
Charity Statement of Financial Activities	15
Group and Charity Balance Sheets	16
Group Statement of Cash Flows	17
Notes to the Financial Statements	18 - 34

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL

For the year ended 31 December 2023

Reference and administrative information

Council

Honorary Officers

President G Richards (appointed 25 April 2023)
President S Durant-Hollamby (resigned 25 April 2023)
Vice President A Sowerby (appointed 25 April 2023)

Councillors (Fellows)

G Kerr (co-opted 25 April 2023)
M Carter (resigned 25 April 2023)
A Vaughan
C Harrison
J Browne (appointed 25 April 2023)
M Cresswell (appointed 23 March 2023)

Councillors (Professional Members)

J O'Hara
S Winder
B Callaghan
B Gunneberg
B Clinch
H Wakefield
E Harrison (appointed 25 April 2023)
M Cresswell (resigned 23 March 2023)

Co-opted Members

P Wilson (appointed 26 April 2022)
S Campbell (appointed 26 April 2022)
R Horsey (appointed 1 August 2023)

Key Management Personnel

Executive Director
Louise Simpson

Member Services Director
Stuart Glen

Finance Director
Denise Camilleri

Head of Policy & Partnership
Jemima Cooper until June 2023

Charity No: SC016033

Head Office

59 George Street
Edinburgh
EH2 2JG

Auditor

Chiene + Tait LLP (trading as CT)
61 Dublin Street
Edinburgh
EH3 6NL

Bankers

The Royal Bank of Scotland plc
West End Office
142-144 Princes Street
Edinburgh
EH2 4EQ

Solicitors

DWF
2 Semple Street
Edinburgh
EH3 8BL

Investment Advisers

McInroy & Wood Ltd
Easter Alderston
Haddington
East Lothian
EH41 3SF

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL

For the year ended 31 December 2023

The Council is pleased to present its annual report and financial statements for the year ended 31 December 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 2 to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS 102).

Strategic Review

The Institute's objectives, as set out in our Charter, are to maintain and improve the standards of practice of forestry, to advance, spread and promote all aspects of forestry especially in the United Kingdom of Great Britain and Northern Ireland and to encourage the study of forestry. There have been no changes in objectives since the last annual report.

We are two years into our five-year Strategy 2022-2026, *A Strong Future – Taking us into our Second Century*. Our **Vision** is that chartered status is the goal for all professional foresters and arboriculturists in the UK so that our standards are the key demand from industry with members sought after for their advice and expertise. Our **Purpose** is to serve members and society to promote and deliver the sustainable management of trees and woodlands throughout the UK. Integrity, excellence, collaboration, sustainability and transparency form the basis on which we operate and underpin our strategic objectives. The Strategy sets out our work in three key objectives with outcomes set against each objective.

A Strong Profession

We will ensure that our profession thrives by attracting, retaining and developing people from a wide range of social and cultural backgrounds, by providing access to the education, knowledge and skills to succeed. We will help our members engage with the challenges and opportunities of a changing world. We will lead and support the highest professional and ethical standards by inspiring collaboration, creativity and exemplary best practice.

A Strong Voice

We will ensure that tree professionals are understood and valued by policymakers, the media and society. We will do this through the expertise of our members, our leadership, advocacy and engagement with stakeholders at all levels. We will base our decisions and policies on sound evidence.

A strong organisation

We will grow our membership base and ensure that our business model supports our vision, purpose and strategy. We will do this by engaging talented and committed staff, enhancing the value of our offer to members and others, generating diverse and sustainable sources of income and striving for operational excellence.

What we will continue to achieve in the next three years:

- Demonstrate the value of being chartered by elevating professional status
- Increase our membership by 50%
- Increase the diversity of our membership across a range of key performance indicators
- Be the trusted voice of all tree-related matters for media and society

Achievements and Performance

Despite the cost-of-living crisis the Institute had another successful year of continued membership growth, taking us to more than 2,000 members, with a 6.3% growth on the previous year and a 89.5% retention rate, a slight fall from 2022. During this challenging time our priorities were:

- Assessing the financial impact of the cost-of-living crisis on the Institute and re-planning and closely monitoring our finances accordingly
- Reviewing and putting in place new IT provider and enhanced security processes
- Engaging with the public sector to determine the best role for the Institute

Achievements and Performance (continued)

- Providing members with support, knowledge exchange and advice
- Advising governments in their actions to achieve net zero commitments where these involved trees
- Highlighting to the sector and government the impact that the skills crisis will have on targets
- Reviewing the role of Regional Groups and how the new Special Interest Groups support our operations
- Running the Trees Call to Action Fund Emerging Leader Programme and putting in place structure for the new UKFS-accredited training
- Building and testing the new Technical membership category
- Sponsoring our first Professional Forester of the Year award
- Reviewing the Examinations process to ensure it is fit for our next century

We delivered an impressive 57 in-person, hybrid and virtual events at both national and regional levels. Our popular Members' Hour events (more than 2,846 registrants – a 29% increase from 2022) continued allowing members flexible access to professional development. Partnership working continued to be our aim with events with Scottish Forestry and tree officer associations (National Tree Officers Conference). Towards the end of the year, we were proud to work with the Scottish Government to run their Woodland Creation Summit. Our Regional Groups hosted a number of in-person events and for the first time our Nurseries Special Interest Group hosted a successful event at Delamere.

As a result, we have continued to increase our membership targets, improved how we communicate with, support and engage our members. We have supported increased knowledge exchange and its impact on members' careers through a varied and increased CPD programme. Significant attention was again paid to achieving compliance with continuing professional development requirements amongst Institute members. This has become more critical with many non-foresters entering the sector and increased workload on our skilled and experienced members.

We hosted our *Connecting Trees, Farmers and Foresters* National Conference 2023 in Birmingham on 25-26 April 2023. More than three-hundred members and non-members participated in person and virtually and the conference was opened by the Parliamentary Under Secretary of State in the Department for Environment, Food and Rural Affairs - Trudy Harrison MP.

We continued to develop our Trees Call to Action Fund (TCAF) projects to deliver leadership and UKFS training to the sector. The TCAF-funded Emerging Leader Programme was also supported by the Welsh Government, Scottish Forestry and DAERA (NI). The Institute received more than 100 applications and sector leaders came together to conduct more than 50 interviews for the final 36 places. Work on the UKFS-accredited training continues, but fell behind schedule owing to the delay to the publication of the UK Forestry Standard revised edition.

The Institute remains focused on working with key decision makers to influence policy in the key areas of skills and professional standards, ensuring an evidence-based approach and working with partners where relevant. In 2023, we covered a broad spectrum of topics to speak on behalf of and give a voice to our multidisciplinary membership across all four nations.

Together with the Chartered Institute of Ecology and Environmental Management (CIEEM), we published a joint position paper on bringing more woods into management, calling on governments and agencies across the UK to bring about an urgent step change in the sustainable management of existing woodlands. We responded to eight consultations on topics including: the levelling up and regeneration bill (where we also submitted a joint industry response through the Environmental Policy Forum), future grant support for forestry, changing to the felling of trees regulations 1979, Scotland's strategic framework for biodiversity and net zero sector skills in Wales.

Membership growth in 2023 was supported by the recruitment of 381 new members taking us to our highest membership numbers in our history. The examinations process considered 37 applications through a combination of Professional Membership Entry (PME) and Assessed Professional Competence (APC) which is a decrease of 15 applications compared to previous year. Of those 37 applications, 27 met the requirements of the Examinations Board and were approved for promotion to Professional Member. The Institute acknowledges the dedication and professionalism of all assessors, who give their time freely and ensure that the examinations process is successful.

Achievements and Performance (continued)

We promoted 13 Fellows in 2023 and launched a Retired Fellow category and a new peer nomination process for Fellowship.

Our scientific research journal, *Forestry: An International Journal of Forest Research* continues to publish world class scientific papers from authors working all over the world and readership numbers continue to rise. Dr Fabian Fassnacht FICFor (Hon), the journal's Editor-in-Chief, was supported by Dr Rubèn Manso as Deputy Editor-in-Chief. The journal continues to go from strength to strength, contributing to our understanding of the management of global forests in addition to making a significant contribution to supporting the development of professional forestry and arboriculture in the UK. Our successful partnership with Oxford University Press, who have published the journal since it first published in 1927, continues.

The Institute continued its work on the new Technical membership category. Earlier in the year we recruited a cohort of 'early adopters' who are trialling the process with an expected launch date of April 2024.

2023 also saw the Institute focus on new Special Interest Groups (SIGs) following on from the success of an initial pilot – the Nurseries SIG. SIGs were subsequently formed for Harvesting & Marketing and Environmental areas of interest.

Structure, Governance and Management

The Society of Foresters of Great Britain, founded in 1925, was reconstituted as the Institute of Foresters in 1974 and was incorporated by Royal Charter in 1982, becoming the Institute of Chartered Foresters.

Under the Royal Charter the Institute is required to safeguard the public interest and uphold high professional standards. The Institute sets and maintains the standards for the profession by regulating its standards of entry through a system of professional examinations, requiring its members to undertake continuing professional development and maintaining and upholding a Code of Conduct.

The Institute is a charity at law, registered in Scotland, and must comply with a range of regulations governing its financial and other activities. Any changes to the Charter and Bylaws require approval of the membership in a general meeting and of the Privy Council. The governance and control of the Institute and its affairs are vested in its Council.

The Institute as a charity has specific responsibilities that Trustees are required to scrutinise and report on annually.

The Trustees are focused on good governance and in 2023 reviewed:

- Council effectiveness, including a review of the format of Council agendas and papers
- Structure of committees, including a review of Council committees' terms of reference
- The process and timetable for evaluation and approval of the Institute's key policies
- Regulations referring to the new Technical membership category and updating those relating to Fellows
- Regular review of internal financial controls and policies, such as the Delegated Authority Policy and Reserves Policy
- The processes and controls within Forestry Publications Limited, a principal subsidiary of the Institute
- The Institute's Equality, Diversity and Inclusion workstreams
- The Institute's progress towards the objectives set out within its published Strategic Plan 2022-2026
- The Trustees initiated a review of the Institute's Investment Policy
- Review of the Risk Register process, and allocation of risks to individual sub-committees

On a quarterly-basis Trustees review:

- Operational programmes
- Financial performance
- Compliance and risk

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2023

Organisational Structure

The **Council** ensures that the Institute is governed effectively and responsibly. Council members are collectively responsible for the Institute delivering its charitable objectives and for ensuring that the organisation is governed in accordance with its Bylaws and Regulations. Council met three times formally during 2023 in addition to one informal away day. Two meetings took place in person and two were virtual.

The Council consists of the President and Vice President, both of whom are ex-officio members, together with up to five Fellows of the Institute and up to seven Professional Members. Trustees are elected at an Annual General Meeting and hold office for two years, whereby they can be re-elected for a further two-year period. The Council aims to have a broad mix of skills and seeks members to put themselves forward for election. If certain skills are lacking, the Council has the power to co-opt up to three individuals (in any given year) to serve as Additional Trustees. One member of Council has special skills in finance, the Finance Trustee.

New Council members are inducted at the Council Away Day in June each year. This year they were given information from the Office of Scottish Charity Regulator (OSCR) as well as being introduced to the Bylaws, Regulations and structure of the organisation.

In line with our Bylaws and Regulations, Council delegated parts of its function to subcommittees, including the Finance & Audit Committee and People & Culture Committee. Trustees are expected to serve on one of the subcommittees including the existing Professional and Educational Standards Committee. These subcommittees report to Council at each meeting.

The **Finance & Audit Committee** chaired by the Finance Trustee and made up of four members (Council members). The Finance Director and Executive Director are in attendance. Its purpose is to undertake monitoring and supervision, of the current and future financial situation and associated risks to The Group (the charity and its subsidiaries), have oversight of the internal and external audit arrangements including resourcing, review of plans and reports and to report on such to Council.

The **People & Culture Committee** is chaired by the President and made up of three Trustees and the Executive Director is in attendance. It is responsible for supporting the Senior Management Team in their responsibilities regarding issues of staffing, remuneration, resource and staff performance. Remuneration decisions are based on a benchmarking exercise using available employment data and comparing with other professional bodies.

The **Professional & Educational Standards Committee** is responsible for standards of entry to the profession, for professional examinations and for the ongoing continuing professional development of members. It is chaired by a Council member and includes seven other chartered members with experience of professional standards and training or education. An examinations process Moderator is a *de facto* member. The committee oversees the Institutes examinations and makes recommendations to Council for promotion to Fellow. It met three times in 2023.

The **Executive Director** is appointed by Council to manage the day-to-day running of the Institute under powers set out in the Regulations and, working closely with President, leads the Senior Management team to ensure that strategy and operations are aligned and effectively delivered.

The **Senior Management Team** has executive responsibility and is comprised of the Executive Director, Member Services Director and Finance Director, while the Head of Policy & Partnerships acts as the Secretariat.

The Institute finished the year with 13 members of staff (eight full-time and five part-time).

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2023

Member Volunteers

All our activities and operations are supported by member involvement - they are at the heart of what we do and achieve. Without their help, the Institute's work would be greatly diminished. Our volunteers carry out a variety of roles, from professional representation and committee work, both externally and internally, to regional event organisation and digital media contribution.

Educational & Scientific Trust

The Institute's Educational and Scientific Trust was established in 1984 as a charity that aims to advance education in all aspects of forestry and arboriculture. Whilst it has since been deregistered as a charity, its funds are part of the Institute's reserves and managed as a restricted fund. The trust fund is made up of donations and managed by a group of four Trustees, who include the President and Vice President. Trustees are empowered to use these funds to:

- encourage forestry and arboriculture in education;
- promote public lectures, demonstrations or exhibitions on forestry and tree-related subjects;
- provide grants to enable recipients to study forestry or arboriculture at technical colleges or training establishments at home and abroad, with a view to assisting them to qualify for a career in the tree and woodland management professions;
- acquire or lend literature and photographic equipment for approved purposes.

Related Parties

In 1989, the Institute set up a private limited company, Forestry Publications Limited (FPL), which owns and manages the Institute's scientific research journal *Forestry: An International Journal of Forest Research*. Publication of this internationally acclaimed journal is important to the Institute on two counts: profits made by Forestry Publications Limited are Gift Aided to the Institute, and disseminating educational and scientific information is a key objective of the Institute charity obligations. The Directors of FPL are the President, Vice President, Finance Director, Executive Director and currently the ex-Executive Director (and member of the Institute), in addition to two ex-editors of *the journal* (who are also members of the Institute).

Since 2021, FPL shares have been transferred to the Institute, the company is consolidated into group accounts in accordance with the Charities SORP. It is a subsidiary of the Institute and wholly owned by the Institute.

Financial Review

Council and the Finance and Audit Committee are responsible for the way the Institute governs its cash flow and investments.

The principal means of governance are:

- Formal use of the Risk Register, aligned to the Institute's Strategic Plan
- Appointment of an independent investment advisor
- Appointment of investment managers to manage our funds
- Appointment of a qualified Finance Director to manage the Institute's finances
- Appointment of a Finance Trustee with special skills in Finance

Governance involves routine process and review. The Executive Director and Finance Director discuss cash flow regularly in weekly meetings. The Senior Management Team review management accounts on a quarterly basis and discuss financial matters weekly in the senior management team meeting and report quarterly to the Finance and Audit Committee and Council.

The Delegated Authority Policy, the Reserves Policy and the Investment Policy are reviewed annually.

Financial Reserves Policy

The group's reserves are made up of restricted and unrestricted funds totalling £976,661 (2022: £983,250). Restricted funds are those received with conditions imposed by the donor as to their use, these total £87,741 (2022: £75,480). Unrestricted funds are those received with no conditions attached, these total £888,920 (2022: £907,770). Free reserves are those funds within unrestricted funds which have not been designated or tied up as fixed assets. The free reserves of £821,981 (2022: £730,562) are held as working capital and a cushion against unforeseeable or severe financial difficulties. Designated funds of £66,939 (2022: £177,208) were earmarked to the 2022-2026 strategic plan of which £48,725 is planned expenditure for 2024. Designated funds are subject to change in accordance with the level of retained Reserves required as outlined below.

The Institute has identified the following primary reasons for holding unrestricted reserves at the appropriate levels, to:

- Maintain free reserves (those unrestricted funds which are not invested in fixed assets, designated for a specific purpose or otherwise committed):
 - **Working Capital:** to ensure the continuity of the Institute's activities in the event of unexpected setbacks, at a level equal to six months of unrestricted budgeted expenditure. These funds are also available in case the organisation is required to close, ensuring that there are sufficient resources available to fulfil legal obligations in the unlikely event that the Institute ceases to operate.
 - **Risk Reserves:** to ensure the continuity of the Institute's activities in the event that risks identified in the charity's Risk Register are realised.
 - **Deficit Reserve:** Based on budgeted income and expenditure for 2024, the financial objective of the Institute referred to above 'to generate a small surplus' is currently not being met. Therefore, this reserve is kept allowing sufficient funds to cover budgeted deficit for the next 12 months.
 - **Commitment** – expenditure for which the charity purchase orders have been placed.
 - **Investment fluctuation** – to cover any significant fall in the value of the company's investment capital.
- The Institute currently also holds a designated reserve which supports future planned strategic expenditure.

Based on 2024 budget, six months of operating costs total £484,000, therefore the Institute is holding enough reserves to cover 6 months operating costs as well as other unforeseeable financial difficulties as outlined in our Reserves Policy.

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2023

Investment policy and practice

The investments of the Institute are held at present in two portfolios, the General Fund and the Educational and Scientific Fund, managed on an enhanced capital basis with medium risk. Following a review of our Investment Policy in 2021, Council voted not to invest in companies undertaking deforestation or those in the oil and gas sector. As the McInroy & Wood Income Fund includes the oil and gas sector, we have transferred the general fund to a separate portfolio in 2022. Due to the size of the fund, the Educational and Scientific Trust remains in the McInroy & Wood Income Fund. More information on McInroy and Wood and a statement of their ethical investment policy is available on the website [McInroy & Wood | Home | UK \(mcinroy-wood.co.uk\)](https://mcinroy-wood.co.uk).

A comprehensive review using [OSCR's investment guidance](#) is currently underway, the results of which will be available towards the end of 2024 and reported on in the annual accounts for that year.

Financial report on the year

For 2023, we set a deficit budget for the charity, in line with our five-year plan for growth. The budget and revised forecast were reviewed regularly by Council. We finished the year with lower than anticipated in both income and expenditure and a lower-than-expected deficit. 2023 saw a deficit for the charity of £26,397 (2022: deficit of £59,179).

Income from member subscriptions was higher than what was budgeted for, which demonstrates the work which is underway for 2022-2026 strategy. Income from Education and Training was lower than expected due to some events not materialising, but the costs followed a similar pattern. Our Sales and Services income remains very strong, and we have also seen a lot of activity in our Regional Events. Despite the markets remaining turbulent for 2023, there was some recovery in our investments by the end of the year. Our Investment Income was stronger than expected and the investment made some of the gain that was lost in 2022. Profits from the journal also saw a growth in comparison to the previous year. The Institute was humbled to receive donations to our restricted funds Forestry Prize and Education and Scientific trust which are included in our income and will be managed in accordance with the restricted funds stipulations.

Our income derived from the following:

- 38.5% from Membership Subscriptions, SocEnv & Gift Aid (46% in 2022)
- 16.4% from Education and Training and Regional Events (20.3% in 2022)
- 8.2% from Forestry Publications Ltd (*Forestry* journal) and Gift Aid (13% in 2022)
- 7.4% from Sales and Advertising (8.7% in 2022)
- 25.4% from Grant Funding & Ad hoc projects (0% in 2022)
- 2.1% from Exams (3.5% in 2022)
- 2% from Investment Income (2.1% in 2022)

Overall, the charity's income showed a 31% increase to 2022 while expenditure increased by 32%, excluding strategic spend and loss or gain in investments.

The underlying financial performance and scale of the Institutes finances continue to underpin the planned investment in membership services and development. Our budgeting policy will continue to reflect the investment needs highlighted in the current Strategic Plan 2022-2026 whilst retaining prudent levels of reserves.

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2023

Risk Management

The Institute identifies and reviews the strategic, business, and operational risks to which it is exposed and ensures that appropriate controls are in place to provide reasonable assurance against fraud and error. The Senior Management Team reviews the risks monthly. Each risk is owned by either the Senior Management Team or Council/Council subcommittees and are reviewed in their meetings. This assessment process is based on a Risk Register, which assigns management of these risks to specific individuals and committees and recommends actions to be taken to mitigate them.

As an outcome from this work, the Council has identified the following key risks and has put in place mitigation plans which it monitors on a regular basis:

- The Institute continues to see a significant inflationary increase to the products and services it buys in. This is prompting in-depth reviews of some contracts which is necessary but resource heavy.
- The Institute's staff and members are not representative of wider society and work is being undertaken to see how best to increase our diversity. This includes creating a Equality, Diversity and Inclusion (EDI) working group supported by Emerging Leader Programme participants and creating a new sector working group within the Forestry Skills Forum. We reviewed our Examinations process this year to ensure accessibility.
- The Institute had hoped to retain the George Street office in Edinburgh after negotiations, however in early December the service charge for the space was increased substantially. The Institute is now undertaking an urgent review of all available options.

Statement of Council's Responsibilities

The Council is responsible for preparing the Report of the Council and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the Council to prepare financial statements for each 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 charity for that period. In preparing the financial statements, the Council are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements 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 Council is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Council is responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

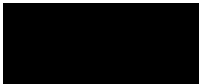
For the year ended 31 December 2023

Statement of disclosure of information to auditor

To the best knowledge and belief of each of the persons who are Council members at the time the report is approved:

- so far as the Council member is aware, there is no relevant information of which the charity's auditor is unaware; and
- he/she has taken all the steps that he/she ought to have taken as a Council member in order to make himself/herself aware of any relevant audit information, and to establish that the charity's auditor is aware of the information.

Approved by the Council and signed on its behalf by:



Geraint Richards MVO FICFor
President of the Institute of Chartered Foresters

Date: 19 April 2024

For the year ended 31 December 2023

Opinion

We have audited the financial statements of Institute of Chartered Foresters (the 'parent charity') and its subsidiary (the 'group') for the year ended 31 December 2023 which comprise the Consolidated and Parent Charity Statement of Financial Activities, the Consolidated and Parent Charity Balance Sheets, the Consolidated Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and the parent charity's affairs as at 31 December 2023 and of the group's and parent charity's income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and the provisions applicable for small entities in the circumstances set out in note 27 to the financial statements, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Council members' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the group's and the parent charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Council members' with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The Council members are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

For the year ended 31 December 2023

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Report of the Council; or
- proper accounting records have not been kept by the parent charity; or
- the parent charity financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of the Council members

As explained more fully in the Statement of Council's Responsibilities set out on page 9, the Council members are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Council members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council members are responsible for assessing the group's and the parent charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council members either intend to liquidate the parent charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report to you in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charity and the sector in which it operates and considered the risk of acts by the charity which were contrary to applicable laws and regulations, including fraud. This included but was not limited to the Charities and Trustee Investment (Scotland) Act 2005, and The Charities Accounts (Scotland) Regulations 2006.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion.

We focused on laws and regulations that could give rise to a material misstatement in the charity's financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of the trustees and key management personnel;
- review of minutes of board meetings throughout the period; and
- obtaining an understanding of the control environment in monitoring compliance with laws and regulations.

For the year ended 31 December 2023

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charity's Council, as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Our audit work has been undertaken so that we might state to the charity's Council, as a body, 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 charity and the charity's Council, as a body, for our audit work, for this report, or for the opinions we have formed.



CT

Chartered Accountants & Statutory Auditor
61 Dublin Street
Edinburgh
EH3 6NL

19 April 2024

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

INSTITUTE OF CHARTERED FORESTERS

CONSOLIDATED STATEMENT of FINANCIAL ACTIVITIES

For the year ended 31 December 2023

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
Income and endowments from:						
Donations and legacies -						
Gift aid payment from connected company	26	-	-	-	-	-
Charitable activities	5	826,995	-	-	826,995	767,610
Investment income	6	19,595	-	2,100	21,695	19,114
Other income	7	-	-	282,595	282,595	68,904
Total income		<u>846,590</u>	<u>-</u>	<u>284,695</u>	<u>1,131,285</u>	<u>855,628</u>
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable activities	8	<u>833,208</u>	<u>42,525</u>	<u>280,519</u>	<u>1,156,252</u>	<u>873,357</u>
Total expenditure		<u>833,208</u>	<u>42,525</u>	<u>280,519</u>	<u>1,156,252</u>	<u>873,357</u>
Net gains/(losses) on investments	17	<u>17,334</u>	<u>-</u>	<u>1,044</u>	<u>18,378</u>	<u>(35,498)</u>
Net income/(expenditure)		<u>30,716</u>	<u>(42,525)</u>	<u>5,220</u>	<u>(6,589)</u>	<u>(53,227)</u>
Transfers between funds		<u>60,703</u>	<u>(67,744)</u>	<u>7,041</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>91,419</u>	<u>(110,269)</u>	<u>12,261</u>	<u>(6,589)</u>	<u>(53,227)</u>
Reconciliation of funds:						
Fund balances as at 1 January 2023		<u>730,562</u>	<u>177,208</u>	<u>75,480</u>	<u>983,250</u>	<u>1,036,477</u>
Fund balances as at 31 December 2023	21	<u><u>821,981</u></u>	<u><u>66,939</u></u>	<u><u>87,741</u></u>	<u><u>976,661</u></u>	<u><u>983,250</u></u>

The notes on pages 18 to 34 form part of these financial statements

INSTITUTE OF CHARTERED FORESTERS

CHARITY STATEMENT of FINANCIAL ACTIVITIES

For the year ended 31 December 2023

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2023 Total £	2022 Total £
Income and endowments from:						
Donations and legacies -						
Gift aid payment from subsidiary	26	47,981	-	-	47,981	42,026
Charitable activities	5	754,169	-	-	754,169	714,674
Investment income	6	19,595	-	2,100	21,695	19,114
Other income	7	-	-	282,595	282,595	68,904
Total income		821,745	-	284,695	1,106,440	844,718
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable activities	8	828,171	42,525	280,519	1,151,215	868,399
Total expenditure		828,171	42,525	280,519	1,151,215	868,399
Net (losses)/gains on investments	17	17,334	-	1,044	18,378	(35,498)
Net income/(expenditure)		10,908	(42,525)	5,220	(26,397)	(59,179)
Transfers between funds		60,703	(67,744)	7,041	-	-
Net movement in funds		71,611	(110,269)	12,261	(26,397)	(59,179)
Reconciliation of funds:						
Fund balances as at 1 January 2023		673,750	177,208	75,480	926,438	985,617
Fund balances as at 31 December 2023	21	745,361	66,939	87,741	900,041	926,438

All the results relate to continuing activities.

The notes on pages 18 to 34 form part of these financial statements

INSTITUTE OF CHARTERED FORESTERS

CONSOLIDATED and CHARITY BALANCE SHEETS

As at 31 December 2023

	Notes	Group		Charity	
		2023	2022	2023	2022
		£	£	£	£
Fixed assets					
Tangible assets	16	1,737	3,485	1,737	3,485
Investments	17	686,102	664,864	686,104	664,866
Total fixed assets		687,839	668,349	687,841	668,351
Current assets					
Debtors	18	217,277	198,350	137,063	139,390
Cash at bank and in hand	19	371,783	396,903	368,675	391,100
Total current assets		589,060	595,253	505,738	530,490
Liabilities					
Creditors: amounts falling due within one year	20	(300,238)	(280,352)	(293,538)	(272,403)
Net current assets		288,822	314,901	212,200	258,087
Total net assets	22	976,661	983,250	900,041	926,438
Funds					
Restricted funds	21	87,741	75,480	87,741	75,480
Unrestricted general funds		821,981	730,562	745,361	673,750
Designated funds		66,939	177,208	66,939	177,208
Total charity funds		976,661	983,250	900,041	926,438

The financial statements were approved and authorised for issue by the Council on 19 April 2024 and are signed on their behalf by:


 President
 G Richards


 Executive Director
 L Simpson

Charity Number: SC016033

The notes on pages 18 to 34 form part of these financial statements

INSTITUTE OF CHARTERED FORESTERS

CONSOLIDATED STATEMENT of CASH FLOWS

As at 31 December 2023

	Note	2023 £	2022 £
Cash flows from operating activities			
Net cash (used in)/provided by operating activities	24	(42,703)	(29,235)
Cash flows from investing activities:			
Dividends, interest and rents from investments		21,695	19,114
Purchase of property, plant and equipment		(1,252)	(2,523)
Purchase of investments		258,062	754,080
Sale of investments		(259,670)	(760,881)
Purchase of tangible assets		(1,252)	(2,253)
Proceeds from sale of investments		-	6,803
Net cash used in investing activities		<u>17,583</u>	<u>13,442</u>
Change in cash and cash equivalents in the reporting period		<u>(25,210)</u>	<u>(15,793)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>396,903</u>	<u>412,696</u>
Cash and cash equivalents at the end of the reporting period	19	<u><u>371,783</u></u>	<u><u>396,903</u></u>

The notes on pages 18 to 34 form part of these financial statements

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS

For the year ended 31 December 2023

1. General information

These financial statements are presented in Pounds Sterling (GBP) and rounded to the nearest £, as that is the currency in which the Institute's transactions are denominated. The Group comprises the Institute of Chartered Foresters and its subsidiary, Forestry Publications Limited. These financial statements are drawn up for the year ended 31 December 2023.

The objective of The Institute of Chartered Foresters is to maintain and improve the standards of practice of forestry, to advance, spread and promote all aspects of forestry and encourage the study of forestry.

The continuing activity of Forestry Publications Limited is publishing the journal of the Institute of Chartered Foresters.

The Institute was incorporated as a charity in Scotland and by Royal Charter and is recognised as a charity for tax purposes by HMRC and registered with the Office of the Scottish Charity Regulator (OSCR) under charity number SC016033. Details of the principal address can be found on page 1 of these financial statements.

2. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' ("FRS 102") (United Kingdom Generally Accepted Accounting Practice), the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)', the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The Institute of Chartered Foresters meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy.

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires Council members to exercise their judgement in the process of applying the accounting policies. Use of available information and application of judgement are inherent in the formation of estimates. Actual outcomes in the future could differ from such estimates. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 3.

The principal accounting policies applied in the preparation of these financial statements are noted below. These policies have been applied consistently to all the years presented in dealing with items which are considered material in relation to the charity's financial statements unless otherwise stated.

Basis of Consolidation

The financial statements consolidate the results of the charity and its wholly owned subsidiary Forestry Publications Limited (Company Number SC118758) on a line-by-line basis. The charity together with the subsidiary comprises the Group.

Going concern

The Council members are of the opinion that there are no material uncertainties about the group and Institute's ability to continue and the Institute can continue to meet its obligations as they fall due for the foreseeable future due to the level of cash and reserves held. As a consequence, the Council members have prepared the financial statements on the going concern basis.

2. Accounting policies (continued)

Recognition and allocation of income

Income is recognised when the Institute has legal entitlement, there is sufficient certainty of receipt, so it is probable that income will be received, and the amount of the income receivable can be measured reliably. Where practicable, income is related to the operating activities of the Institute.

Where there are terms placed on income that limit the Institute's discretion over how that income can be used, that income is shown as restricted income in the accounts.

Subscription income is recognised in the year to which the subscription relates to. In the event of subscriptions being received in advance these are deferred and released into the year in which they relate.

Education and training and examination income is recognised in the year in which the event has taken place. In the event of income being received in advance this is deferred and released in the year in which the event takes place. Any income not received in the year in which an event takes place is accrued at the year end.

Publishing income is recognised at the point of sale.

Gift aid income is recognised in the year in which it relates to. Any income not received in the year in which an event takes place is accrued at the year end.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the bank.

Grants receivable are credited to the Statements of Financial Activities when the Institute is entitled to the income and it is probable it will be received. Deferred income represents amounts received for future periods and is released in the period for which it has been received.

Recognition and allocation of expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities. For more information on this allocation refer to allocation of support and governance costs below.

Allocation of support and governance costs

Support costs have been differentiated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs relating to Council Board and sub Committee meetings.

Costs of raising funds

The costs of generating funds consist of investment management fees.

Fixed assets and depreciation

Fixed assets are capitalised at cost and held at cost less any provision for impairment. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its useful life, as follows:

Furniture and equipment	straight line over 5 years
Computer equipment	straight line over 3 years
Website	straight line over 3 years

2. Accounting policies (continued)

Investments

Investments consist of a portfolio of listed investments. Investments are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted mid-market price. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

Pension scheme

The Institute provides a defined contribution pension scheme, the assets of which are held separately from those of the Institute in an independently administered fund. Contributions payable to the Institute's pension scheme are charged to the statement of financial activities in the period to which they relate.

Operating leases

Rentals payable under operating leases are charged in the Statement of Financial Activities on a straight line basis over the lease term.

Taxation and VAT

The Institute is a charity and is recognised as such for taxation purposes, therefore no corporation tax is payable. The Institute is registered for VAT and accounts for it on a partial exemption basis. Irrecoverable VAT is included within support costs and is then allocated across the charitable activities on the allocation basis noted above.

Debtors

Short term debtors are recognised at the undiscounted amount of cash receivable less any allowances for doubtful debts.

Cash and cash equivalents

Cash and cash equivalents consist of cash in hand and balances with banks and investment managers which are readily convertible into cash.

Creditors

Short term creditors are obligations to pay for goods or services that have been acquired. Accounts payable are classified as creditors falling due within one year if payment is due within one year or less. If not, they are presented as creditors falling due after one year. Short term creditors are recognised at the undiscounted amount owed to the supplier.

Financial assets and liabilities

Financial instruments are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial instruments are initially measured at transaction price. Subsequent to initial recognition, they are accounted for as set out below.

Financial instruments are classified as either 'basic' or 'other' in accordance with Chapter 11 of FRS 102. The charity only entered into basic financial instruments.

At the end of each reporting period, they are measured at amortised cost using the effective interest rate method, other than investments which are recognised initially at cost and subsequently at fair value which is normally mid-market value. Gains and losses on disposal and revaluation of investments are charged or credited to the statement of financial activities in the period to which they relate.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire, or when the charity has transferred substantially all the risks and rewards of ownership.

Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation or expiry.

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

2. Accounting policies (continued)

Funds structure

Funds held by the Institute are:

Unrestricted general funds – these are funds which are free to be used for any purpose in furtherance of the charitable objects at the discretion of the Council.

Designated funds – these are unrestricted funds earmarked by the Council for particular purposes.

Restricted funds – these are funds which are to be used for particular restricted purposes within the objects of the charity. Restricted funds arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the note 21 to the financial statements.

3. Critical judgements and estimates

In preparing the financial statements the council makes estimates and assumptions which affect reported results, financial position and disclosure of contingencies. Use of available information and application of judgement are inherent in the formation of the estimates, together with past experience and expectations of future events that are believed to be reasonable under the circumstances. Actual results in the future may differ from such estimates.

Critical judgements are made in the application of income recognition accounting policies, and the timing of the recognition of income in accordance with the Charities SORP (FRS 102).

The only accounting judgement or significant estimate deemed to be required in preparing these accounts relates to the depreciation rates used. The council is satisfied that the rates used are appropriate for each class of asset.

4. Comparative Statement of Financial Activities

Group	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2022 Total £
Income and endowments from:				
Donations and legacies - Gift aid	-	-	-	-
payment from connected company	-	-	-	-
Charitable activities	767,610	-	-	767,610
Investment income	16,463	-	2,651	19,114
Other income	10,225	-	58,679	68,904
Total income	794,298	-	61,330	855,628
Expenditure on:				
Raising funds	-	-	-	-
Charitable activities	807,950	25,857	39,550	873,357
Total expenditure	807,950	25,857	39,550	873,357
Net (losses)/gains on investments	(32,991)	-	(2,507)	(35,498)
Net income/(expenditure)	(46,643)	(25,857)	19,273	(53,227)
Transfers between funds	(5,622)	26,000	(20,378)	-
Net movement in funds	(52,265)	143	(1,105)	(53,227)
Reconciliation of funds:				
Fund balances as at 1 January 2022	782,827	177,065	76,585	1,036,477
Fund balances as at 31 December 2022	730,562	177,208	75,480	983,250

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

4. Comparative Statement of Financial Activities

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2022 Total £
Charity				
Income and endowments from:				
Donations and legacies - Gift aid payment from subsidiary	42,026	-	-	42,026
Charitable activities	714,674	-	-	714,674
Investment income	16,463	-	2,651	19,114
Other income	10,225	-	58,679	68,904
Total income	783,388	-	61,330	844,718
Expenditure on:				
Raising funds	-	-	-	-
Charitable activities	802,992	25,857	39,550	868,399
Total expenditure	802,992	25,857	39,550	868,399
Net (losses)/gains on investments	(32,991)	-	(2,507)	(35,498)
Net income/(expenditure)	(52,595)	(25,857)	19,273	(59,179)
Transfers between funds	(5,622)	26,000	(20,378)	-
Net movement in funds	(58,217)	143	(1,105)	(59,179)
Reconciliation of funds:				
Fund balances as at 1 January 2022	731,967	177,065	76,585	985,617
Fund balances as at 31 December 2022	673,750	177,208	75,480	926,438

5. Income from charitable activities	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Subscriptions and fees	420,290	388,892	420,290	388,892
Sales and services	81,992	79,200	81,992	79,200
Forestry Publications	115,826	95,936	43,000	43,000
Education and training	167,712	162,994	167,712	162,994
Regional groups	12,018	9,391	12,018	9,391
Examinations	23,107	26,960	23,107	26,960
Gift aid	6,050	4,237	6,050	4,237
	826,995	767,610	754,169	714,674

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

6. Investment income	Unrestricted Funds £	Restricted Funds £	2023 Total £	2022 Total £
Deposit interest	4,474	274	4,748	1,188
Dividends and interest	15,121	1,826	16,947	17,926
	<u>19,595</u>	<u>2,100</u>	<u>21,695</u>	<u>19,114</u>

7. Other income	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Gain on transfer of FPL shares	-	-	-	-
Trees Call to Action Project	184,345	58,679	184,345	58,679
Miscellaneous income	87,000	10,225	87,000	10,225
Donations and legacies	11,250	-	11,250	-
	<u>282,595</u>	<u>68,904</u>	<u>282,595</u>	<u>68,904</u>

8. Analysis of charitable expenditure – 2023	Direct costs £	Governance and support costs £	2023 Total Costs £
Membership services	35,346	277,134	312,480
Sales and services	-	24,098	24,098
Education and training	103,918	234,961	338,879
Regional groups	6,930	12,049	18,979
Examinations	15,511	54,222	69,733
Strategic plan	42,525	-	42,525
Grant making	269,509	11,011	280,520
Other expenditure	62,977	1,024	64,001
Charity charitable activities expenditure	536,716	614,499	1,151,215
Forestry Publications Limited	5,037	-	5,037
Group charitable activities expenditure	<u>541,753</u>	<u>614,499</u>	<u>1,156,252</u>

Analysis of charitable expenditure - 2022	Direct costs £	Governance and support costs £	2022 Total Costs £
Membership services	34,122	298,280	332,402
Sales and services	-	25,937	25,937
Education and training	90,479	252,890	343,369
Regional groups	5,211	12,969	18,180
Examinations	16,089	58,359	74,448
Strategic plan	25,857	-	25,857
Grant making	38,301	-	38,301
Other expenditure	9,905	-	9,905
Charity charitable activities expenditure	219,964	648,435	868,399
Forestry Publications Limited	4,958	-	4,958
Group charitable activities expenditure	<u>224,922</u>	<u>648,435</u>	<u>873,357</u>

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

9. Subscriptions and fees income

	2023		2022	
	Average number of		Average number of	
	Paid Subscriptions		Paid Subscriptions	
		£		£
Fellows and honorary fellows	120	43,688	140	47,670
Professional members	808	261,582	803	243,591
Associate members	858	103,770	762	87,113
Student members	208	3,301	206	3,450
Affiliated members and corporation affiliates	57	4,667	53	4,101
Soc Env subscriptions	45	3,282	47	2,967
	<u>2,096</u>	<u>420,290</u>	<u>2,011</u>	<u>388,892</u>

The support costs allocated to subscriptions and fees in 2023 were £277,134 (2022: £298,280) (note 14).

10. Sales and services

	2023	2022
	£	£
Job advertising service	74,174	72,858
Directory of consultants	7,709	6,300
Miscellaneous sales	109	42
	<u>81,992</u>	<u>79,200</u>
Total sales and services income		
	81,992	79,200
Less: support costs (note 14)	(24,098)	(25,937)
	<u>57,894</u>	<u>53,263</u>

11. Education and training – 2023

	Income	Expenditure	Total surplus/
	£	£	(deficit)
			2023
			£
ICF National Events	102,060	(68,710)	33,350
Professional development workshops	66,902	(35,208)	31,694
Support costs (note 14)	-	(234,961)	(234,961)
	<u>168,962</u>	<u>(338,879)</u>	<u>(169,917)</u>

Education and training – 2022

	Income	Expenditure	Total surplus/
	£	£	(deficit)
			2022
			£
ICF National Events	82,082	(50,729)	31,353
Professional development workshops	80,913	(39,750)	41,163
Support costs (note 14)	-	(252,890)	(252,890)
	<u>162,995</u>	<u>(343,369)</u>	<u>(180,374)</u>

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

	Balance 31 December 2022 £	Income £	Expenditure & transfers £	Balance 31 December 2023 £
12. Regional groups – 2023				
S Scotland	323	555	-	878
N Scotland	1,402	770	(749)	1,423
N England	3,507	2,780	(1,611)	4,676
E England	4,649	-	-	4,649
S E England	1,047	400	(390)	1,057
S W England	2,811	850	(1,036)	2,625
Midlands	874	-	-	874
Wales	4,311	6,663	(3,144)	7,830
N Ireland	412	-	-	412
	19,336	12,018	(6,930)	24,424
Support costs (note 14)	(74,459)	-	(12,049)	(86,508)
	(55,123)	12,018	(18,979)	(62,084)

	Balance 31 December 2021 £	Income £	Expenditure & transfers £	Balance 31 December 2022 £
Regional groups - 2022				
S Scotland	211	1,275	(1,163)	323
N Scotland	1,402	-	-	1,402
N England	2,739	1,986	(1,218)	3,507
E England	4,649	-	-	4,649
S E England	1,047	-	-	1,047
S W England	1,523	1,310	(22)	2,811
Midlands	874	-	-	874
Wales	2,299	4,820	(2,808)	4,311
N Ireland	412	-	-	412
	15,156	9,391	(5,211)	19,336
Support costs (note 14)	(61,490)	-	(12,969)	(74,459)
	(46,334)	9,391	(18,180)	(55,123)

The notional balances represent the cumulative net contribution of these activities.

13. Examinations	2023 £	2022 £
Fees received	21,420	25,080
PME exam workshops	1,687	1,880
Total examinations income	23,107	26,960
Less: expenses	(15,511)	(16,089)
Less: support costs (note 14)	(54,222)	(58,359)
	(69,733)	(74,448)
	(46,626)	(47,488)

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

14. Support costs

2023	Total allocated £	Governance related £	Other support costs £	Basis of apportionment
Premises	39,147	-	39,147	No governance costs
Finances & IT	42,831	-	42,831	No governance costs
Human resources	461,171	29,868	431,303	Staff Time
Management & other	42,272	9,945	32,327	Cost of travel & subsistence for committee
	<u>585,421</u>	<u>39,813</u>	<u>545,608</u>	

2022	Total allocated £	Governance related £	Other support costs £	Basis of apportionment
Premises	37,355	-	37,355	No governance costs
Finances & IT	56,415	-	56,415	No governance costs
Human resources	463,049	46,335	416,714	Staff Time
Management & other	49,107	10,037	39,070	Cost of travel & subsistence for committee
	<u>605,926</u>	<u>56,372</u>	<u>549,554</u>	

Allocation of staff time is based on a survey of time spent on governance arrangements.

Expenses relating to committee meetings have been included under governance.

Governance costs:	2023 £	2022 £
Audit fee	11,500	12,200
Legal and professional fees	17,577	30,309
Support costs	39,813	56,372
Governance costs	<u>68,890</u>	<u>98,881</u>

The total support cost attributable to charitable activities is apportioned using staff time and specific costs relating to each activity.

Allocation of governance and support costs	2023 £	2022 £	Basis of apportionment
Membership services	277,134	298,280	Time and cost
Sales and services	24,098	25,937	Time and cost
Education and training	234,961	252,890	Time and cost
Regional groups	12,049	12,969	Time and cost
Examinations	54,222	58,359	Time and cost
Strategic plan	-	-	None
Grant Making	11,011	-	Direct
Other expenditure	1,024	-	Direct
	<u>614,499</u>	<u>648,435</u>	

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

15. Staff numbers and costs – Group and Charity	2023 £	2022 £
Salaries	439,120	398,392
Social Security costs	39,566	38,313
Pension costs (defined contribution scheme)	25,455	22,018
	<u>504,141</u>	<u>458,723</u>
 Average number of permanent employees during year	 <u>13</u>	 <u>11</u>

Staff costs include the cost of temporary staff.

During the year, the number of employees whose total remuneration exceeded £60,000 were as follows:

Band (£)	2023	2022
60,000 – 70,000	1	1
	=====	=====

Thirteen (2022: sixteen) members of Council were reimbursed for travelling and subsistence expenses totalling £2,800 (2022: £4,801) during the year. No members of the Council were paid remuneration during the year (2022: £Nil).

The total employment benefits, including employer pension contributions and employer national insurance contributions, of the five (2022: five) key management personnel were £233,116 (2022: £243,637).

16. Tangible fixed assets

Group and Charity	Furniture and equipment £	Computer equipment £	Website £	Total £
Cost				
At 1 January 2023	9,824	36,917	-	46,741
Additions	62	1,190	-	1,252
Disposals	(1,293)	(1,148)	-	(2,441)
	<u>8,593</u>	<u>36,959</u>	<u>-</u>	<u>45,552</u>
At 31 December 2023	<u>8,593</u>	<u>36,959</u>	<u>-</u>	<u>45,552</u>
 Aggregate depreciation				
At 1 January 2023	9,559	33,697	-	43,256
Charge for year	225	2,775	-	3,000
Depreciation on disposals	(1,293)	(1,148)	-	(2,441)
	<u>8,491</u>	<u>35,324</u>	<u>-</u>	<u>43,815</u>
At 31 December 2023	<u>8,491</u>	<u>35,324</u>	<u>-</u>	<u>43,815</u>
 Net book value				
At 31 December 2023	<u>102</u>	<u>1,635</u>	<u>-</u>	<u>1,737</u>
At 31 December 2022	<u>265</u>	<u>3,220</u>	<u>-</u>	<u>3,485</u>

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

17. Investments – Group	2023	2022
	£	£
Listed Equity Investment Portfolio		
Fair value at 1 January 2023	653,941	696,240
Additions	258,062	754,080
(Disposals)	(259,659)	(760,881)
Realised gains/(losses) on disposals	(1,578)	(25,428)
Unrealised (losses)/gains on revaluation	19,956	(10,070)
Fair value at 31 December 2023	670,722	653,941
Cash held as part of investment portfolio	15,380	10,923
	686,102	664,864

Investments - Charity	Subsidiary undertaking	Listed securities	Total
	£	£	£
Total investments as above	-	686,102	686,102
Investment in subsidiary	2	-	2
	2	686,102	686,104

The Institute of Chartered Foresters owns 100% of the share capital of Forestry Publications Limited, a private company incorporated in Scotland, which consists of 2 shares of £1. Title to the shares was transferred to the charity for nil consideration during 2021. The company's registration number is SC118758 and the registered office is 59 George Street, Edinburgh, Midlothian, EH2 2JG. It publishes the journal of the Institute of Chartered Foresters.

The company's capital and reserves at 31 December 2023 amounted to £76,623 (2022: £56,815), which comprised current assets of £118,936 (2022: £101,740) and current liabilities of £42,313 (2022: £44,925). Relevant financial information is as follows:

	2023	2022
	£	£
Income	115,827	95,936
Expenditure	(48,037)	(47,958)
Profit before taxation	67,790	47,979

18. Debtors	Group 2023	Group 2022	Charity 2023	Charity 2022
	£	£	£	£
Forestry Publications Limited	-	-	35,613	36,973
VAT	-	2,206	-	2,206
Prepayments and accrued income	191,888	141,447	76,061	45,514
Other Debtors	25,389	54,697	25,389	54,697
	217,277	198,350	137,063	139,390

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

19. Bank and cash	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Main accounts	359,331	385,052	356,222	379,249
Educational and Scientific Trust	12,452	11,851	12,453	11,851
Cash at bank and in hand	371,783	396,903	368,675	391,100
Held as part of investment portfolio	15,380	10,923	15,380	10,923
Cash and cash equivalents	387,163	407,826	384,055	402,023

20. Creditors: Amounts falling due within one year

	Group 2023 £	Group 2022 £	Charity 2023 £	Charity 2022 £
Trade Creditors	64,550	59,040	64,550	59,040
Accruals	54,236	45,774	47,536	37,825
Deferred income	162,816	156,195	162,816	156,195
Taxation and social security	15,763	16,683	15,763	16,683
Other creditors	2,873	2,660	2,873	2,660
	300,238	280,352	293,538	272,403

Deferred income – Group & Charity

	2023 £	2022 £
At 1 January 2023	156,195	152,834
Amounts released from previous years	(156,195)	(152,834)
Incoming resources deferred in the current year	162,816	156,195
At 31 December 2023	162,816	156,195

Where the charity has received subscriptions or event income in the current year for future years, this income is deferred to be released in the year to which it relates.

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

21. Funds - Group	Balance at 1 January 2023 £	Income £	Expenditure £	Net gain on investments £	Transfers £	Balance at 31 December 2023 £
2023						
Restricted funds						
Forestry Prize	4,057	10,125	(363)	-	-	13,819
Educational and Scientific Trust	71,423	3,225	(1,770)	1,044	-	73,922
Trees Call to Action	-	184,345	(191,386)	-	7,041	-
Emerging Leaders	-	87,000	(87,000)	-	-	-
	<u>75,480</u>	<u>284,695</u>	<u>(280,519)</u>	<u>1,044</u>	<u>7,041</u>	<u>87,741</u>
Unrestricted funds						
Designated	177,208	-	(42,525)	-	(67,744)	66,939
General	730,562	846,590	(833,208)	17,334	60,703	821,981
	<u>983,250</u>	<u>1,131,285</u>	<u>(1,156,252)</u>	<u>18,378</u>	<u>-</u>	<u>976,661</u>
Funds - Charity	Balance at 1 January 2023 £	Income £	Expenditure £	Net gain on Investments £	Transfers £	Balance at 31 December 2023 £
2023						
Restricted funds						
Forestry Prize	4,057	10,125	(363)	-	-	13,819
Educational and Scientific Trust	71,423	3,225	(1,770)	1,044	-	73,922
Trees Call to Action	-	184,345	(191,386)	-	7,041	-
Emerging Leaders	-	87,000	(87,000)	-	-	-
	<u>75,480</u>	<u>284,695</u>	<u>(280,519)</u>	<u>1,044</u>	<u>7,041</u>	<u>87,741</u>
Unrestricted funds						
Designated	177,208	-	(42,525)	-	(67,744)	66,939
General	673,750	821,745	(828,171)	17,334	60,703	745,361
	<u>926,438</u>	<u>1,106,440</u>	<u>(1,151,215)</u>	<u>18,378</u>	<u>-</u>	<u>900,041</u>

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2022

21. Funds – Group (continued)	Balance at 1 January 2022 £	Income £	Expend- iture £	Net gain on invest- ments £	Transfers £	Balance at 31 December 2022 £
2022						
Restricted funds						
Forestry Prize	4,807	8	(758)	-	-	4,057
Educational and Scientific Trust	71,778	2,643	(491)	(2,507)	-	71,423
Trees Call to Action	-	58,679	(38,301)	-	(20,378)	-
	<u>76,585</u>	<u>61,330</u>	<u>(39,550)</u>	<u>(2,507)</u>	<u>(20,378)</u>	<u>75,480</u>
Unrestricted funds						
Designated	177,065	-	(25,857)	-	26,000	177,208
General	782,827	794,298	(807,950)	(32,991)	(5,622)	730,562
	<u>1,036,477</u>	<u>855,628</u>	<u>(873,357)</u>	<u>(35,498)</u>	<u>-</u>	<u>983,250</u>
Funds – Charity	Balance			Net gain		Balance
	at 1 January		Expend-	on		at 31
2022	2022	Income	iture	invest-	Transfers	December
	£	£	£	ments	£	2022
				£		£
Restricted funds						
Forestry Prize	4,807	8	(758)	-	-	4,057
Educational and Scientific Trust	71,778	2,643	(491)	(2,507)	-	71,423
Trees Call to Action	-	58,679	(38,301)	-	(20,378)	-
	<u>76,585</u>	<u>61,330</u>	<u>(39,550)</u>	<u>(2,507)</u>	<u>(20,378)</u>	<u>75,480</u>
Unrestricted funds						
Designated	177,065	-	(25,857)	-	26,000	177,208
General	731,967	783,388	(802,992)	(32,991)	(5,622)	673,750
	<u>985,617</u>	<u>844,718</u>	<u>(868,399)</u>	<u>(35,498)</u>	<u>-</u>	<u>926,438</u>

The Forestry Prize Fund was set up by two anonymous donations each of £500 in 1965 and 1966 to provide for a Silvicultural Prize. The increase in the year reflects receipt of a charitable legacy gifted to the fund by one of our members.

The principal objective of the Educational and Scientific Trust is “the advancement of education on all aspects of Forestry especially in Great Britain and Northern Ireland”. The Trust was established by the Institute and is operated under the rules of its own separate Trust Deed. The trustees are the President and Vice President of the Institute (ex officio) and with a further two trustees appointed at the Annual General Meeting of the Institute on the recommendation of the Council.

In July 2022, we were awarded grant funding from the Defra Trees Call to Action Fund to deliver three projects over three years. The Discover Programme was delivered online in November 2022 and the Emerging Leader 6-month programme was launched in January 2023. The Emerging Leader programme also saw separate funding from Scotland, Wales and Northern Ireland which brought together future sector leaders from all parts of the UK. Work is also well underway for the design and delivery of the new UK Forestry Standard online training, which will launch in 2024. This represents the third part of the Trees Call to Action programme. The Trees Call to Action grant is based on full cost recovery and funding is received quarterly in arrears. Funding from Devolved Nations was received in advance on a similar cost basis. Transfers in the year represents contributions towards staff and overhead costs as agreed by the funders.

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

21. Funds – Group (continued)

In March 2022, a new 5-year strategic plan (2022-2026) was launched ‘A strong Future – Taking us into the second century’. This strategy continues to build on the previous objectives but focuses on ensuring that the profession plays a central role combatting the climate emergency and biodiversity crisis, securing the importance of forestry and the Institute for the next 100 years. You can find and read more about it <https://www.charteredforesters.org/resource/icf-strategic-plan-2022-to-2026>.

A new level of investment is required to support this strategy and the transfer in the year reflects the available funds for this investment at the end of 2023, after retained reserves have been accounted for. Available resources are outlined in detail in our Reserved Policy. Retained and available funds are reviewed on a regular basis.

22. Analysis of net assets between Funds

2023 - Group	Tangible Fixed assets £	Investments £	Net current Assets £	2023 Total £
Restricted funds				
Forestry Prize Fund	-	-	13,819	13,819
Educational and Scientific Trust	-	67,813	6,109	73,922
	-	67,813	19,928	87,741
Unrestricted funds				
Designated Fund	-	-	66,939	66,939
General Fund	1,737	618,289	201,955	821,981
	1,737	686,102	288,822	976,661

2023 - Charity	Tangible fixed assets £	Investments £	Net current Assets £	2023 Total £
Restricted funds				
Forestry Prize Fund	-	-	13,819	13,819
Educational and Scientific Trust	-	67,813	6,109	73,922
	-	67,813	19,928	87,741
Unrestricted funds				
Designated Fund	-	-	66,939	66,939
General Fund	1,737	618,291	125,333	745,361
	1,737	686,104	212,200	900,041

2022 - Group	Tangible Fixed assets £	Investments £	Net current Assets £	2022 Total £
Restricted funds				
Forestry Prize Fund	-	-	4,057	4,057
Educational and Scientific Trust	-	65,101	6,322	71,423
	-	65,101	10,379	75,480
Unrestricted funds				
Designated Fund	-	-	177,208	177,208
General Fund	3,485	599,763	127,314	730,562
	3,485	664,864	314,901	983,250

22. Analysis of net assets between funds (continued)

2022 - Charity	Tangible fixed assets £	Investments £	Net current Assets £	2022 Total £
Restricted funds				
Forestry Prize Fund	-	-	4,057	4,057
Educational and Scientific Trust	-	65,101	6,322	71,423
	-	65,101	10,379	75,480
Unrestricted funds				
Designated Fund	-	-	177,208	177,208
General Fund	3,485	599,765	70,500	673,750
	3,485	664,866	258,087	926,438

23. Commitments – Group & Charity

The payments due under non-cancellable operating leases are as follows:

	Equipment		Land & Buildings	
	2023	2022	2023	2022
	£	£	£	£
Less than one year	1,942	1,942	26,963	25,078
Between 2 and 5 years	1,942	3,884	70,701	51,854
	3,884	5,826	97,665	76,932

Lease payments of £29,972 (2022: £26,882) were recognised as an expense during the year.

24. Reconciliation of group net income to net cash flow from operating activities

	2023	2022
	£	£
Net income for the reporting period	(6,589)	(53,227)
Adjustments for:		
Depreciation	3,000	3,933
Losses/(gains) on investments	(18,378)	35,498
Dividends and interest from investments	(21,695)	(19,114)
(Increase) in debtors	(18,927)	(67,951)
Increase/(decrease) in creditors	19,886	71,626
Net cash (used in)/provided by operating activities	(42,703)	(29,235)

The group has no debt financing, accordingly no reconciliation of net debt is provided.

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2023

25. Ultimate controlling party

In the opinion of the members there is no ultimate controlling party.

26. Related parties

During the year, Forestry Publications Limited made a payment under gift aid of £47,981 (2022: £42,026) to the Institute of Chartered Foresters. A management charge was payable by Forestry Publications Limited to the charity of £43,000 (2022: £43,000) for services provided. At the year-end £35,613 (2022: £36,973) was receivable from Forestry Publications Limited.

27. Other professional services provided by auditor

In common with many other entities of its size and nature, the charity uses its auditor to assist with the preparation of the financial statements.