

Registered Charity Number: SC016033

INSTITUTE OF CHARTERED FORESTERS
ANNUAL REPORT and FINANCIAL STATEMENTS
For the year ended 31 December 2024

CT:

INSTITUTE OF CHARTERED FORESTERS

ANNUAL REPORT and FINANCIAL STATEMENTS

For the year ended 31 December 2024

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INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL

For the year ended 31 December 2024

Reference and administrative information

Council

Honorary Officers

President

Vice President

Councillors (Fellows)

[REDACTED]

Councillors (Professional Members)

[REDACTED]

Co-opted Members

[REDACTED]

Key Management Personnel

Executive Director

[REDACTED]

Member Services Director

[REDACTED]

Finance Director

[REDACTED]

Head of Policy & Partnership

[REDACTED]

Charity No: SC016033

Head Office

Argyle House
3 Lady Lawson Street
Edinburgh
EH3 9DR

Auditor

CT Audit Limited
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 2024

The Council is pleased to present its annual report and financial statements for the year ended 31 December 2024. 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 three 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 two years:

- Demonstrate the value of being chartered by elevating professional status
- Increase our membership in both professional and technical categories
- 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 considerable challenges relating to staff changes and long-term illness, the institute had another successful year of continued membership growth, taking us to more than 2,300 members, with a 4.25% growth on the previous year and a 91.8% retention rate, an improvement on the 2023 rate of 89.5%. During this challenging time our priorities were:

- Restructuring the organisation to foster greater resilience
- Launching Technical membership
- Deliver the Trees Call to Action Fund (TCAF) the UK Forestry Standard (UKFS) online learning platform

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2024

Achievements and Performance (continued)

- This year, the Institute saw a record number of people presenting for professional interviews, including an increase in neurodiverse registrations as a result of our neurodiversity campaign.
- 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
- Relaunching Regional Groups as Member Networks with new processes to promote increased interaction
- Launch of the TCAF funded UKFS training with 613 registrations
- We welcomed 10 technical members into the Institute
- Sponsoring our second Professional Forester of the Year award
- Awarded funds by Defra, the Welsh Government, Natural Resources Wales, Scottish Forestry and Community Forests to fund a second round of Emerging Leaders
- We restructured the organisation and decided to hire a Business Development Manager for 2025 to increase and diversify income
- The Educational & Scientific Trust was relaunched with a greater range of grants available
- Working with our sister Institutes in Canada, Australia and New Zealand we launched the Young Professional Foresters' Exchange Programme and organised a successful Study Tour to Northern Ireland in October 2024 attended by 35 ICF members.

We delivered an unprecedented number of events, with 67 in-person, hybrid and virtual events at both national and member network levels. Our popular Members' Hour events (more than 1,800 registrants) continued, allowing members flexible access to professional development. Partnership working continued to be our aim with events with the Soil Association, Scottish Forestry and tree officer associations (National Tree Officers Conference). We also ran a highly successful webinar series (continuing into 2025) with the Forestry Commission around the research paper 'A horizon scan of issues affecting UK forest management within 50 years.'

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 the *Trees, People and the Built Environment 5 Conference* in Birmingham on April 23-24, 2024, with over 250 attendees. Sessions were curated by professional bodies including the Landscape Institute, Chartered Institute of Highways & Transportation, Royal Town Planning Institute, Chartered Institute for Ecology & Environmental Management, Institution of Structural Engineers, Royal Institute of British Architects, the Construction Industry Research and Information Association, and Trees and Design Action Group. The event was chaired by Kevin McCloud FICFor (hon) and Gary Newman FICFor (hon).

We progressed our Trees Call to Action Fund (TCAF) projects, successfully delivering leadership and UKFS training to the sector. The Emerging Leaders programme concluded at the year's end with outstanding feedback. Although there were delays in publishing the UKFS, the Institute achieved a significant milestone by concluding the year with over 613 registrations.

The Institute works with decision-makers to influence policy on skills and professional standards, using evidence-based methods and partnerships as needed. In 2024, we addressed various topics representing our multidisciplinary membership across all four nations.

In 2024, membership grew with the addition of 336 new members, reaching our highest numbers ever. The examinations process evaluated 64 applications via Professional Membership Entry (PME) and Assessed Professional Competence (APC), a record high. Of these, 44 met the requirements and were promoted to Professional Member. The Institute commends the assessors for their dedication and professionalism in ensuring a successful examination process.

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2024

Achievements and Performance (continued)

We promoted 13 Fellows in 2024 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*, consistently publishes high-quality scientific papers from authors worldwide, with readership numbers continuing to increase. Dr. Fabian Fassnacht FICFor (Hon), serving as the Editor-in-Chief, is ably supported by Dr. Rubèn Manso in the role of Deputy Editor-in-Chief. The journal maintains its robust progression, significantly enhancing our understanding of global forest management while also fostering the development of professional forestry and arboriculture within the UK. Our longstanding partnership with Oxford University Press, the publisher of the journal since its inception in 1927, remains strong and successful.

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 2024 reviewed:

- The restructure of the organisation
- The Trustees completed a review of the Institute's Investment Policy
- The process and timetable for evaluation and approval of the Institute's key policies
- Regular review of internal financial controls and policies, such as the Delegated Authority Policy, Reserves Policy and Capitalisation 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

On a quarterly-basis Trustees review:

- Operational programmes
- Financial performance
- Compliance and risk

Organisational Structure

The **Council** is responsible for the effective and responsible governance of the Institute. Council members share collective accountability for ensuring that the Institute meets its charitable objectives and adheres to its Bylaws and Regulations. In 2024, the Council convened formally three times, in addition to an informal away day. Two of these meetings were held in person, while the other two were conducted online.

The Council includes the President, Vice President, up to five Fellows, and up to seven Professional Members. Trustees are elected at the Annual General Meeting for two-year terms and can be re-elected once. The Council seeks a diverse mix of skills and encourages members to run for election. If needed, it can co-opt up to three Additional Trustees annually. One Council member serves as the Finance Trustee, specialising in finance.

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2024

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 Chief Operating Officer 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 five 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.

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 2024.

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, Chief Operating Officer and Director of Membership Engagement.

The Institute finished the year with 11 members of staff (seven full-time and four part-time).

Member Volunteers

All our activities and operations are supported by member involvement. Without their assistance, the Institute's work would be reduced. Our volunteers perform various roles, including professional representation, committee work internally and externally, member networks event organisation, and digital media contribution.

Educational & Scientific Trust

The Institute's Educational and Scientific Trust, established in 1984, aimed to advance education in forestry and arboriculture. Though no longer a registered charity, its funds are managed as a restricted fund within the Institute's reserves. Four Trustees, including the President and Vice President, manage the funds to:

- encourage forestry and arboriculture education;
- promote public lectures, demonstrations, or exhibitions on related subjects;
- provide grants for studying forestry or arboriculture at technical colleges or training establishments, both domestically and internationally, to help recipients qualify for careers in tree and woodland management;
- acquire or lend literature and photographic equipment for approved purposes.

This year, the Trustees decided to expand the number of available grants, including support for tickets to the Institute's national events.

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2024

Related Parties

In 1989, the Institute established 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*. The publication of this journal is significant for two reasons: the profits generated by Forestry Publications Limited are Gift Aided to the Institute, and distributing educational and scientific information fulfils the Institute's charity objectives. The Directors of FPL include the President, Vice President, Chief Operating Officer, Executive Director, one Member of the Institute, and two former editors of the journal (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 Chief Operating Officer with extensive experience in finance, junior and senior members of the management team to manage the Institute's finances alongside the Senior Management Team
- Appointment of a Finance Trustee with special skills in Finance

Governance entails systematic processes and evaluations. The Executive Director and Chief Operating Officer routinely discuss cash flow and financial performance during their weekly meetings. The Senior Management Team conducts quarterly reviews of management accounts, discusses financial matters at weekly senior management team meetings, and submits reports to the Finance and Audit Committee and Council on a quarterly basis.

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 £1,020,318 (2023: £976,661). Restricted funds are those received with conditions imposed by the donor as to their use, these total £122,074 (2023: £87,741). Unrestricted funds are those received with no conditions attached, these total £898,244 (2023: £888,920). Free reserves are those funds within unrestricted funds which have not been designated or tied up as fixed assets. The free reserves of £865,944 (2023: £821,981) are held as working capital and a cushion against unforeseeable or severe financial difficulties. Designated funds of £32,300 (2023: £66,939) were earmarked to the 2022-2026 strategy. 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 target level of six months, with a working range of between five and seven 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 & 2025 the financial objective of the Institute referred to above 'to generate a small surplus' is currently not being met. This is in line with our budgets and 2022-2026 investment plan for growth. Therefore, this reserve is kept allowing sufficient funds to cover budgeted deficit for the next 12 months.
 - **Investment fluctuation** – to cover any significant fall in the value of the company's investment capital.

INSTITUTE OF CHARTERED FORESTERS

REPORT of the COUNCIL (continued)

For the year ended 31 December 2024

- The Institute currently also holds a designated reserve which supports annual planned strategic expenditure to support the Institute's 5-year strategy launched in 2022.

Based on 2025 budget, six months of operating costs total £517,452, therefore the Institute is currently holding around 5.8 months of reserves as well as other unforeseeable financial difficulties as outlined in our Reserves Policy.

Investment policy and practice

In 2024 the investments of the Institute were held in two portfolios, the General Fund and the Educational and Scientific Fund. The Institute wishes to preserve and grow the value of its income and capital after adjusting for the impact of inflation. The Institute wants to invest its assets responsibly and, in a manner, consistent with its charitable purpose. In 2023/2024 the Institute's Council completed a comprehensive review of the investment policy in accordance with the charity regulator's (OSCR) guidance. The Investment working group reviewed the marketplace for investment products and to assess the availability of appropriate funds for its own circumstances. The last market review was completed in 2014. Council reviewed the recommendations of the Investment Working group in detail at the end of 2024 and approved the continued relationship with McInroy and Wood as our Investment Managers.

Due to the size of the fund, in 2025 the Education and Scientific trust will be liquidated to cash to support the activities of the trust whilst the General Fund will be held in the McInroy and Wood's 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://www.mcinroy-wood.co.uk).

Financial report on the year

For 2024, 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 higher than anticipated income and lower than anticipated expenditure and a small surplus of £45,622 (2023: deficit of £26,397).

Income from member subscriptions was slightly lower 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, and the costs higher than expected. Our Sales and Services income remains strong but with some recruitment freezes in the public sector the income was not as high as anticipated. Our member networks remain active. Investments remained stable for 2024, and investment income was slightly higher than expected. Profits from the journal also were on par with previous year. The Institute was humbled to receive grant income to run the Emerging Leaders programme for a second time. This is underway and finishes in 2025.

The charity's income derived from the following:

- 36.5% from Membership Subscriptions, SocEnv & Gift Aid (38.5% in 2023)
- 15.1% from Education and Training and Member Network Events (16.4% in 2023)
- 9% from Forestry Publications Ltd (*Forestry* journal) and Gift Aid (8.2% in 2023)
- 4.4 % from Sales and Advertising (7.4.% in 2023)
- 29.6% from Grant Funding & Ad hoc projects (25.4% in 2023)
- 3.3% from Exams (2.1% in 2023)
- 2.1% from Investment Income (2% in 2023)

Overall, the charity's income showed a 12% increase to 2023 while expenditure increased by 7%, 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 2024

Risk Management

The Institute reviews its strategic, business, and operational risks to ensure controls against fraud and error. The Senior Management Team evaluates these risks monthly. Risks are managed by the Senior Management Team or Council/subcommittees and reviewed during their meetings. A Risk Register assigns responsibility and recommends mitigation actions.

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 experienced considerable staff changes in 2024 plus some staff with long term sickness. The Senior Management Team raised the Risk Assessment to a red/red which necessitated informing the Trustees. A restructure was proposed, approved and implemented. The People & Culture Committee will also be looking at staff benefits in 2025.
- The Senior Management Team identified that there were some weaknesses in operational process that could impact on our ability to realise income from events. This was reviewed and new processes are being put in place to mitigate these risks in the future
- Following a phishing attack, the Senior Management Team conducted an evaluation to continue to build and improve on our security processes. The results of the investigation concluded that no systems were breached or penetrated, and information was obtained from publicly available information. As a result, this has been raised as a new risk on the Risk Register. Enhance password protection for all Members were implemented in 2024 and we are currently undergoing cyber essentials certification. Plans are also in place for a full GDPR audit in 2025.

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 2024

Statement of disclosure of information to auditor

To the 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:

[Redacted signature]

[Redacted name]

President of the Institute of Chartered Foresters

24 April 2025

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INSTITUTE OF CHARTERED FORESTERS**INDEPENDENT AUDITOR'S REPORT to the COUNCIL****CT:****For the year ended 31 December 2024****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 2024 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 2024 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.

INSTITUTE OF CHARTERED FORESTERS

INDEPENDENT AUDITOR'S REPORT to the COUNCIL (continued)

CT:

For the year ended 31 December 2024

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.

INSTITUTE OF CHARTERED FORESTERS

INDEPENDENT AUDITOR’S REPORT to the COUNCIL (continued)



For the year ended 31 December 2024

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

25 April 2025
.....

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 2024

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2024 Total £	2023 Total £
Income and endowments from:						
Charitable activities	5	850,756	-	-	850,756	826,995
Investment income	6	24,080	-	2,374	26,454	21,695
Other income	7	30	-	369,678	369,708	282,595
Total income		874,866	-	372,052	1,246,918	1,131,285
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable activities	8	862,045	8,985	338,287	1,209,317	1,156,252
Total expenditure		862,045	8,985	338,287	1,209,317	1,156,252
Net gains on investments	17	5,488	-	568	6,056	18,378
Net income/(expenditure)		18,309	(8,985)	34,333	43,657	(6,589)
Transfers between funds		25,654	(25,654)	-	-	-
Net movement in funds		43,963	(34,639)	34,333	43,657	(6,589)
Reconciliation of funds:						
Fund balances as at 1 January 2024		821,981	66,939	87,741	976,661	983,250
Fund balances as at 31 December 2024	21	865,944	32,300	122,074	1,020,318	976,661

The notes on pages 17 to 33 form part of these financial statements

INSTITUTE OF CHARTERED FORESTERS

CHARITY STATEMENT of FINANCIAL ACTIVITIES

For the year ended 31 December 2024

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	2024 Total £	2023 Total £
Income and endowments from:						
Donations and legacies -						
Gift aid payment from subsidiary	26	67,791	-	-	67,791	47,981
Charitable activities	5	778,588	-	-	778,588	754,169
Investment income	6	24,080	-	2,374	26,454	21,695
Other income	7	30	-	369,678	369,708	282,595
Total income		870,489	-	372,052	1,242,541	1,106,440
Expenditure on:						
Raising funds		-	-	-	-	-
Charitable activities	8	855,703	8,985	338,287	1,202,975	1,151,215
Total expenditure		855,703	8,985	338,287	1,202,975	1,151,215
Net gains on investments	17	5,488	-	568	6,056	18,378
Net income/(expenditure)		20,274	(8,985)	34,333	45,622	(26,397)
Transfers between funds		25,654	(25,654)	-	-	-
Net movement in funds		45,928	(34,639)	34,333	45,622	(26,397)
Reconciliation of funds:						
Fund balances as at 1 January 2024		745,361	66,939	87,741	900,041	926,438
Fund balances as at 31 December 2024	21	791,289	32,300	122,074	945,663	900,041

All the results relate to continuing activities.

The notes on pages 17 to 33 form part of these financial statements

INSTITUTE OF CHARTERED FORESTERS**CONSOLIDATED and CHARITY BALANCE SHEETS****As at 31 December 2024**

	Notes	Group		Charity	
		2024	2023	2024	2023
		£	£	£	£
Fixed assets					
Tangible assets	16	7,612	1,737	7,612	1,737
Investments	17	694,221	686,102	694,223	686,104
Total fixed assets		701,833	687,839	701,835	687,841
Current assets					
Debtors	18	263,018	217,277	147,852	137,063
Cash at bank and in hand	19	534,837	371,783	532,243	368,675
Total current assets		797,855	589,060	680,095	505,738
Liabilities					
Creditors: amounts falling due within one year	20	(479,370)	(300,238)	(436,267)	(293,538)
Net current assets		318,485	288,822	243,828	212,200
Total net assets	22	1,020,318	976,661	945,663	900,041
Funds					
Restricted funds	21	122,074	87,741	122,074	87,741
Unrestricted general funds		865,944	821,981	791,289	745,361
Designated funds		32,300	66,939	32,300	66,939
Total charity funds		1,020,318	976,661	945,663	900,041

The financial statements were approved and authorised for issue by the Council on 24 April 2025 and are signed on their behalf by:

 resident

 Treasurer

Charity Number: SC016033

INSTITUTE OF CHARTERED FORESTERS

CONSOLIDATED and CHARITY STATEMENT of CASH FLOWS

As at 31 December 2024

	Note	Group 2024 £	2023 £	Charity 2024 £	2023 £
Cash flows from operating activities					
Net cash provided by/(used in) operating activities	24	148,364	(47,160)	148,878	(44,465)
Cash flows from investing activities:					
Dividends, interest and rents from investments		26,454	21,695	26,454	21,695
Purchase of property, plant and equipment		(7,862)	(1,252)	(7,862)	(1,252)
Proceeds from sale of investments		88,634	259,659	88,634	(259,659)
Purchase of investments		(92,536)	(258,062)	(92,536)	258,062
Net cash provided by investing activities		14,690	22,040	14,690	22,040
Change in cash and cash equivalents in the		163,054	(25,120)	163,568	(22,425)
Cash and cash equivalents at the beginning of the reporting period		371,783	396,903	368,675	391,100
Cash and cash equivalents at the end of the reporting period	19	534,837	371,783	532,243	368,675

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 2024

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 2024.

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.

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

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

INSTITUTE OF CHARTERED FORESTERS**NOTES to the FINANCIAL STATEMENTS (continued)****For the year ended 31 December 2024****2. Accounting policies (continued)****Capitalisation**

A "Capital Asset" is a unit of property with a useful life exceeding one year and a per-unit acquisition cost exceeding £500. Capital assets will be capitalised and depreciated over their useful lives. Tangible personal property below the threshold will be expensed in the year purchased.

Capital assets are recorded at cost and depreciated over their estimated useful lives using the straight-line method. Assets with an economic useful life of 12 months or less must be expensed for both book and financial reporting purposes. Repairs and maintenance costs are expenses as incurred, while major improvements are capitalised.

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.

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

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 £	2023 Total £
Income and endowments from:				
Donations and legacies - Gift aid	-	-	-	-
payment from connected company	-	-	-	-
Charitable activities	826,995	-	-	826,995
Investment income	19,595	-	2,100	21,695
Other income	-	-	282,595	282,595
Total income	846,590	-	284,695	1,131,285
Expenditure on:				
Raising funds	-	-	-	-
Charitable activities	833,208	42,525	280,519	1,151,215
Total expenditure	833,208	42,525	39,550	1,151,215
Net (losses)/gains on investments	17,334	-	1,044	18,378
Net income/(expenditure)	30,716	(42,525)	5,220	(6,589)
Transfers between funds	60,703	(67,744)	7,041	-
Net movement in funds	91,419	(110,269)	12,261	(6,589)
Reconciliation of funds:				
Fund balances as at 1 January 2023	730,562	177,208	75,480	1,036,477
Fund balances as at 31 December 2023	821,981	66,939	87,741	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 £	2023 Total £
Charity				
Income and endowments from:				
Donations and legacies - Gift aid payment from subsidiary	47,981	-	-	47,981
Charitable activities	754,169	-	-	754,169
Investment income	19,595	-	2,100	21,695
Other income	-	-	282,595	282,595
Total income	821,745	-	284,695	1,106,440
Expenditure on:				
Raising funds	-	-	-	-
Charitable activities	828,171	42,525	280,519	1,151,215
Total expenditure	828,171	42,525	39,550	1,151,215
Net (losses)/gains on investments	17,334	-	1,044	18,378
Net income/(expenditure)	10,908	(42,525)	5,220	(26,397)
Transfers between funds	60,703	(67,744)	7,041	-
Net movement in funds	71,611	(110,269)	12,261	(26,397)
Reconciliation of funds:				
Fund balances as at 1 January 2023	673,750	177,208	75,480	926,438
Fund balances as at 31 December 2023	745,361	66,939	87,741	900,041
5. Income from charitable activities	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Subscriptions and fees	449,664	420,290	449,664	420,290
Sales and services	55,054	81,992	55,054	81,992
Forestry Publications	115,168	115,826	43,000	43,000
Education and training	175,751	167,712	175,751	167,712
Member networks	10,218	12,018	10,218	12,018
Examinations	40,480	23,107	40,480	23,107
Gift aid	4,421	6,050	4,421	6,050
	850,756	826,995	778,588	754,169

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

6. Investment income	Unrestricted Funds £	Restricted Funds £	2024 Total £	2023 Total £
Deposit interest	6,941	206	7,147	4,748
Dividends and interest	17,139	2,168	19,307	16,947
	<u>24,080</u>	<u>2,374</u>	<u>26,454</u>	<u>21,695</u>

7. Other income	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Gain on transfer of FPL shares	-	-	-	-
Trees Call to Action Project	211,760	184,345	211,760	184,345
Miscellaneous income	155,693	87,000	155,693	87,000
Donations and legacies	2,255	11,250	2,255	11,250
	<u>369,708</u>	<u>282,595</u>	<u>369,708</u>	<u>282,595</u>

8. Analysis of charitable expenditure – 2024	Direct costs £	Governance and support costs £	2024 Total Costs £
Membership services	42,740	287,115	329,855
Sales and services	-	24,967	24,967
Education and training	112,070	243,424	355,494
Member networks	6,281	12,483	18,764
Examinations	22,374	56,175	78,549
Strategic plan	8,867	-	8,867
Grant making	313,691	24,597	338,288
Other expenditure	47,146	1,045	48,191
	<u>556,169</u>	<u>646,806</u>	<u>1,202,975</u>
Charity charitable activities expenditure	556,169	646,806	1,202,975
Forestry Publications Limited	6,342	-	6,342
	<u>562,511</u>	<u>646,806</u>	<u>1,209,317</u>

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
Member networks	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
	<u>536,716</u>	<u>614,499</u>	<u>1,151,215</u>
Charity charitable activities expenditure	536,716	614,499	1,151,215
Forestry Publications Limited	5,037	-	5,037
	<u>541,753</u>	<u>614,499</u>	<u>1,156,252</u>

INSTITUTE OF CHARTERED FORESTERS**NOTES to the FINANCIAL STATEMENTS (continued)****For the year ended 31 December 2024****9. Subscriptions and fees income**

	2024		2023	
	Average number of	£	Average number of	£
	Paid Subscriptions		Paid Subscriptions	
Fellows and honorary fellows	106	52,504	120	43,688
Professional members	763	269,166	808	261,582
Associate members	916	114,522	858	103,770
Student members	291	4,656	208	3,301
Affiliated members	66	4,254	56	4,262
Corporation affiliates	1	421	1	405
Technical members	4	900	-	-
Soc Env subscriptions	45	3,241	45	3,282
	<u>2,192</u>	<u>449,664</u>	<u>2,096</u>	<u>420,290</u>

The support costs allocated to subscriptions and fees in 2024 were £287,116 (2023: £277,134) (note 14).

10. Sales and services

	2024	2023
	£	£
Advertising	47,432	74,174
Directory of consultants	7,622	7,709
Miscellaneous sales	-	109
Total sales and services income	<u>55,054</u>	<u>81,992</u>
Less: support costs (note 14)	<u>(24,967)</u>	<u>(24,098)</u>
	<u>30,087</u>	<u>57,894</u>

	Income	Expenditure	Total surplus/
	£	£	(deficit)
11. Education and training – 2024			2024
			£
ICF National Events	95,745	(67,388)	28,357
Professional development workshops	80,006	(46,916)	33,090
Support costs (note 14)	-	(243,424)	(243,424)
	<u>175,751</u>	<u>(357,728)</u>	<u>(181,977)</u>

	Income	Expenditure	Total surplus/
	£	£	(deficit)
Education and training – 2023			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>

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

	Balance 31 December 2023 £	Income £	Expenditure & transfers £	Balance 31 December 2024 £
12. Member networks – 2024				
S Scotland	878	450	-	1,328
N Scotland	1,423	225	15	1,633
N England	4,676	2,216	1,072	5,820
E England	4,649	-	-	4,649
S E England	1,057	963	1,197	823
S W England	2,625	1,386	1,571	2,440
Midlands	874	-	-	874
Wales	7,830	4,978	2,427	10,381
N Ireland	412	-	-	412
	<u>24,424</u>	<u>10,218</u>	<u>(6,281)</u>	<u>28,361</u>
Support costs (note 14)	(86,508)	-	(12,483)	(98,991)
	<u>(62,084)</u>	<u>10,218</u>	<u>(18,764)</u>	<u>(70,630)</u>

	Balance 31 December 2022 £	Income £	Expenditure & transfers £	Balance 31 December 2023 £
Member networks - 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
	<u>19,336</u>	<u>12,018</u>	<u>(6,930)</u>	<u>24,424</u>
Support costs (note 14)	(74,459)	-	(12,049)	(86,508)
	<u>(55,123)</u>	<u>12,018</u>	<u>(18,979)</u>	<u>(62,084)</u>

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

13. Examinations	2024 £	2023 £
Fees received	36,220	21,420
PME exam workshops	4,260	1,687
Total examinations income	<u>40,480</u>	<u>23,107</u>
Less: expenses	(22,374)	(15,511)
Less: support costs (note 14)	(56,175)	(54,222)
	<u>(78,549)</u>	<u>(69,733)</u>
	<u>(38,069)</u>	<u>(46,626)</u>

INSTITUTE OF CHARTERED FORESTERS**NOTES to the FINANCIAL STATEMENTS (continued)****For the year ended 31 December 2024****14. Support costs**

2024	Total allocated £	Governance related £	Other support costs £	Basis of apportionment
Premises	29,444	-	29,444	No governance costs
Finances & IT	51,540	-	51,540	No governance costs
Human resources	482,058	36,819	445,239	Staff Time
Management & other	86,926	35,783	51,143	Cost of travel & subsistence for committee & Audit and Legal fees
	<u>649,968</u>	<u>72,601</u>	<u>577,366</u>	
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>	

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:	2024 £	2023 £
Audit fee	12,000	11,500
Legal and professional fees	12,291	17,577
Support costs	48,310	39,813
Governance costs	<u>72,601</u>	<u>68,890</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	2024 £	2023 £	Basis of apportionment
Membership services	287,116	277,134	Time and cost
Sales and services	24,967	24,098	Time and cost
Education and training	243,424	234,961	Time and cost
Member networks	12,483	12,049	Time and cost
Examinations	56,175	54,222	Time and cost
Strategic plan	-	-	None
Grant Making	24,597	11,011	Direct
Other expenditure	1,045	1,024	Direct
	<u>649,807</u>	<u>614,499</u>	

INSTITUTE OF CHARTERED FORESTERS**NOTES to the FINANCIAL STATEMENTS (continued)****For the year ended 31 December 2024**

15. Staff numbers and costs – Group and Charity	2024 £	2023 £
Salaries	452,475	439,120
Social Security costs	41,296	39,566
Pension costs (defined contribution scheme)	26,692	25,455
	<u>520,463</u>	<u>504,141</u>
 Average number of permanent employees during year	 <u>13</u>	 <u>13</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 (£)	2024	2023
60,000 – 70,000	1 =====	1 =====

Thirteen (2023: Thirteen) members of Council were reimbursed for travelling and subsistence expenses totalling £3,235 (2023: £2,800) during the year. No members of the Council were paid remuneration during the year (2023: £Nil).

The total employment benefits, including employer pension contributions and employer national insurance contributions, of the four (2023: five) key management personnel were £230,967 (2023: £233,116).

16. Tangible fixed assets

Group and Charity	Furniture and equipment £	Computer equipment £	Website £	Total £
Cost				
At 1 January 2024	8,593	36,959	-	45,552
Additions	-	7,862	-	7,862
Disposals	(5,657)	-	-	(5,657)
	<u>2,936</u>	<u>44,821</u>	<u>-</u>	<u>-</u>
At 31 December 2024	<u>2,936</u>	<u>44,821</u>	<u>-</u>	<u>-</u>
 Aggregate depreciation				
At 1 January 2024	8,491	35,324	-	43,815
Charge for year	33	1,885	-	1,918
Depreciation on disposals	(5,588)	-	-	(5,588)
	<u>2,937</u>	<u>37,209</u>	<u>-</u>	<u>40,146</u>
At 31 December 2024	<u>2,937</u>	<u>37,209</u>	<u>-</u>	<u>40,146</u>
 Net book value				
At 31 December 2024	<u>-</u>	<u>7,612</u>	<u>-</u>	<u>7,612</u>
 At 31 December 2023	<u>102</u>	<u>1,635</u>	<u>-</u>	<u>1,737</u>

INSTITUTE OF CHARTERED FORESTERS**NOTES to the FINANCIAL STATEMENTS (continued)****For the year ended 31 December 2024**

17. Investments – Group	2024 £	2023 £
Listed Equity Investment Portfolio		
Fair value at 1 January 2024	670,722	653,941
Additions	92,536	258,062
(Disposals)	(88,634)	(259,659)
Realised gains/(losses) on disposals	(1,273)	(1,578)
Unrealised (losses)/gains on revaluation	7,329	19,956
	<hr/>	<hr/>
Fair value at 31 December 2024	680,680	670,722
Cash held as part of investment portfolio	13,541	15,380
	<hr/>	<hr/>
	<u>694,221</u>	<u>686,102</u>

Investments - Charity	Subsidiary undertaking £	Listed securities £	Total £
Total investments as above	-	694,221	694,221
Investment in subsidiary	2	-	2
	<hr/>	<hr/>	<hr/>
	<u>2</u>	<u>694,221</u>	<u>694,223</u>

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 Argyle House, 3 Lady Lawson Street, Edinburgh, EH3 9DR. It publishes the journal of the Institute of Chartered Foresters.

The company's capital and reserves at 31 December 2024 amounted to £74,656 (2023: £76,623) which comprised current assets of £124,644 (2023: of £118,936) and current liabilities of £49,986 (2023: £42,313). Relevant financial information is as follows:

	2024 £	2023 £
Income	115,168	115,827
Expenditure	(49,346)	(48,037)
	<hr/>	<hr/>
Profit before taxation	<u>65,822</u>	<u>67,790</u>

18. Debtors	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Forestry Publications Limited	-	-	-	35,613
VAT	-	-	-	-
Prepayments and accrued income	208,043	191,888	92,875	76,061
Other Debtors	54,975	25,389	54,975	25,389
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>263,018</u>	<u>217,277</u>	<u>147,852</u>	<u>137,063</u>

INSTITUTE OF CHARTERED FORESTERS**NOTES to the FINANCIAL STATEMENTS (continued)****For the year ended 31 December 2024**

19. Bank and cash	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Main accounts	523,442	359,331	520,848	356,222
Educational and Scientific Trust	11,395	12,452	11,395	12,453
	<hr/>	<hr/>	<hr/>	<hr/>
Cash at bank and in hand	534,837	371,783	532,243	368,675
Held as part of investment portfolio	13,541	15,380	13,541	15,380
	<hr/>	<hr/>	<hr/>	<hr/>
Cash and cash equivalents	<u>548,378</u>	<u>387,163</u>	<u>545,784</u>	<u>384,055</u>

20. Creditors: Amounts falling due within one year

	Group 2024 £	Group 2023 £	Charity 2024 £	Charity 2023 £
Trade Creditors	31,722	64,550	31,722	64,550
Accruals	100,198	54,236	50,212	47,536
Deferred income	324,309	162,816	324,309	162,816
Taxation and social security	22,336	15,763	11,188	15,763
Other creditors	805	2,873	18,836	2,873
	<hr/>	<hr/>	<hr/>	<hr/>
	<u>479,370</u>	<u>300,238</u>	<u>436,267</u>	<u>293,538</u>

Deferred income – Group & Charity

	2024 £	2023 £
At 1 January 2024	162,816	156,195
Amounts released from previous years	(162,816)	(156,195)
Incoming resources deferred in the current year	<u>324,309</u>	<u>162,816</u>
	<hr/>	<hr/>
At 31 December 2024	<u>324,309</u>	<u>162,816</u>

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 2024

21. Funds - Group	Balance					Balance
	at 1 January 2024 £	Income £	Expenditure £	Net gain on investments £	Transfers £	at 31 December 2024 £
Restricted funds						
Forestry Prize	13,819	206	(399)	-	-	13,626
Educational and Scientific Trust	73,922	4,393	(3,375)	568	-	75,508
Emerging Leaders	-	155,693	(155,693)	-	-	-
Trees Call to Action	-	211,760	(178,820)	-	-	32,940
	<u>87,741</u>	<u>372,052</u>	<u>(338,287)</u>	<u>568</u>	<u>-</u>	<u>122,074</u>
Unrestricted funds						
Designated	66,939	-	(8,985)	-	(25,654)	32,300
General	821,981	874,866	(862,045)	5,488	25,654	865,944
	<u>976,661</u>	<u>1,246,918</u>	<u>(1,209,317)</u>	<u>6,056</u>	<u>-</u>	<u>1,020,318</u>
Funds - Charity	Balance					Balance
	at 1 January 2024 £	Income £	Expenditure £	Net gain on Investments £	Transfers £	at 31 December 2024 £
Restricted funds						
Forestry Prize	13,819	206	(399)	-	-	13,626
Educational and Scientific Trust	73,922	4,393	(3,375)	568	-	75,508
Emerging Leaders	-	155,693	(155,693)	-	-	-
Trees Call to Action	-	211,760	(178,820)	-	-	32,940
	<u>87,741</u>	<u>372,052</u>	<u>(338,287)</u>	<u>568</u>	<u>-</u>	<u>122,074</u>
Unrestricted funds						
Designated	66,939	-	(8,985)	-	(25,654)	32,300
General	745,361	870,489	(855,703)	5,488	25,654	791,289
	<u>900,041</u>	<u>1,242,541</u>	<u>(1,202,975)</u>	<u>6,056</u>	<u>-</u>	<u>945,663</u>

INSTITUTE OF CHARTERED FORESTERS

NOTES to the FINANCIAL STATEMENTS (continued)

For the year ended 31 December 2024

21. Funds – Group (continued)	Balance at 1 January 2023 £	Income £	Expend- iture £	Net gain on invest- ments £	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						
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>

The Forestry Prize Fund was set up by two anonymous donations each of £500 in 1965 and 1966 to provide for a Silvicultural Prize. In 2023 the fund received a generous charitable legacy gifted 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 2024 we conducted a review of the governance and activities of the Education and Scientific trust which will be implemented in 2025.

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. 2024 saw the delivery of new UK Forestry Standard online training. 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.

2024 also saw a second round of funding for another 6 month Emerging Leaders programme. The programme was funded by DEFRA, Scottish Government, Natural Resources Wales, Mersey Forests and the Welsh Governments. The programme is currently underway and will finish in March 2025.

INSTITUTE OF CHARTERED FORESTERS**NOTES to the FINANCIAL STATEMENTS (continued)****For the year ended 31 December 2024****22. Analysis of net assets between funds (continued)**

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

23. Commitments – Group & Charity

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

	Equipment 2024 £	2023 £	Land & Buildings 2024 £	2023 £
Less than one year	1,942	1,942	6,815	26,963
Between 2 and 5 years	-	1,942	-	70,701
	1,942	3,884	6,815	97,665

Lease payments of £20,654 (2023: £29,972) were recognised as an expense during the year.

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

	Group 2024 £	2023 £	Charity 2024 £	2023 £
Net income/(expenditure) for the reporting period	43,657	(6,589)	45,622	(26,397)
Adjustments for:				
Depreciation	1,918	3,000	1,918	3,000
(Gains) on investments	(4,217)	(22,835)	(4,217)	(22,835)
Loss on disposal of fixed assets	69	-	69	-
Dividends and interest from investments	(26,454)	(21,695)	(26,454)	(21,695)
(Increase)/decrease in debtors	(45,741)	(18,927)	(10,789)	2,327
Increase in creditors	179,132	19,886	142,729	21,135
Net cash provided by/(used in) operating activities	148,364	(47,160)	148,878	(44,465)

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 2024

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 £67,791 (2023: £47,981) to the Institute of Chartered Foresters. A management charge was payable by Forestry Publications Limited to the charity of £43,000 (2023: £43,000) for services provided. At the year-end £6,882 (2023: £35,613) was payable to (2023: 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.