



Royal Botanic Garden Edinburgh

ANNUAL REPORT AND CONSOLIDATED ACCOUNTS

For the year ended 31 March 2021

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Trustees' Report

“To explore, conserve and explain the world of plants for a better future”

Our world is facing an unprecedented environmental crisis to which an urgent response is needed. Amidst the personal, social, and economic tragedies and challenges of the COVID-19 pandemic there is a heightened awareness of interdependencies: the interdependence of human and environmental health and the interdependence of social justice and sustainable development. Nature provides the foundation of recovery from the crisis. That is why the need for the skills, ambition and ingenuity of botanic gardens has never been greater.

The global challenge of addressing the increasing destruction of natural habitats and associated loss of plant species drives the mission of the Royal Botanic Garden Edinburgh (RBGE) to explore, conserve and explain the world of plants for a better future. We are proud to be at the forefront of plant research, education, and horticulture to achieve a better future.

At the national level, RBGE is Scotland's botanical institute playing significant roles in delivering the Scottish Biodiversity Strategy, addressing plant health and biosecurity, and giving Government access to scientific expertise. RBGE contributes significantly to the Scottish Government National Outcomes, not only through protecting and enhancing our environment, but also in the fields of economic development, education and skills, health and wellbeing, social inclusion, international cooperation, and sustainable community development.

At the international level RBGE is a global scientific resource, providing expertise, training, and information to help people around the world to conserve ecosystems and protect natural capital. Our landscapes and plants across our four Gardens – Edinburgh, Dawyck, Logan and Benmore – are internationally renowned and their value to society is significant. Our National Botanical Collection includes a world-class herbarium of three million preserved plant specimens, an internationally significant living plant collection of 13,750 species and an extensive botanical library and archive.

These collections and our international collaboration form a strong foundation for our research programmes ranging from the diversity and distribution of species and the threats they face, to how they can be best conserved and sustainably used. The programmes enrich our knowledge of key ecosystems that support biodiversity, regulate climate and benefit humanity. They also advance the sharing of important botanical data around the world, and harness technological innovation including improved DNA sequencing technologies.

Our staff, tutors and volunteers provide an extraordinary range of expertise, and their commitment and energy are remarkable. Yet nationally and internationally there is a shortage of botanical, biodiversity conservation and horticultural capability. Addressing this skills shortage starts with inspiring young people with the value of the natural world, delivering specialist training programmes, and capacity building at home and overseas. Our education programmes embrace taxonomy, biodiversity science, conservation horticulture and cultural heritage, engaging individuals, community groups and our partners around the world. Our online courses and in-country training now reach students in over 55 countries.

Our style of communicating and sharing the world of plants and the need for science, horticulture and conservation is focussed on seeking and nurturing opportunities for dialogue, inspiring and upskilling people to get involved and to act. That is why we put so much effort into engagement with our visitors and partner organisations, from guided tours and community programmes to outreach projects and the arts. We are committed to achieving a step change in equality, diversity, and inclusion, and are extending our commitment to Black, Asian, and Minority Ethnic people to include enhancing the cultural accessibility of our collections, broadening representation in science and horticulture,

improving employment and career development opportunities, and addressing barriers to wider participation.

The Covid-19 pandemic highlighted the urgency of RBGE's work to better understand and articulate the interdependence of human and environmental health, while at the same time, requiring us to change our ways of working, both onsite with the temporary closure of the regional gardens due to travel restrictions, and through delivering services by staff working from home. As a consequence, the pandemic has opened up the opportunity to rethink the world of work physically and digitally, and in particular has raised awareness of digital infrastructure as a key enabler to delivering services to meet evolving needs of our multiple and diverse audiences and stakeholders.

As we come to the end of our first 350 years, we are now better positioned to help address the global environmental crisis through our evolving programmes for the improved health and wellbeing of the planet, and, hence, humankind. A crucial element of our work over the next 7 years is to deliver the Edinburgh Biomes Project, which will secure the future of the Living Collection, greatly enhance horticultural, educational and visitor infrastructure, and provide state-of-the-art research facilities and ensure our impact for generations to come to underpin our role as a world-leading botanic garden.

Structure, Governance and Management

Structure

RBGE is a Scottish charity under the provisions of the Charities and Trustee Investment (Scotland) Act 2005 registered as SC007983. RBGE has a wholly owned subsidiary, the Botanic Trading Company Ltd (BTC) which carries out retail, catering and consultancy activities across the four gardens. BTC donates its taxable annual profits available for distribution to RBGE in accordance with the Government's Gift Aid legislation and the company's financial results are consolidated into the RBGE Annual Report and Accounts.

The remit of RBGE is set out in the National Heritage (Scotland) Act 1985, which empowers the Board of Trustees, who are appointed by Scottish Ministers to:

- carry out investigation and research into the science of plants and related subjects and to disseminate the results of the investigation and research,
- maintain and develop collections of living plants and preserved plant material, books, archives and other related objects,
- keep the collections as national reference collections, and ensure they are secure and that they are available to persons for the purposes of study.
- provide advice, information and education, in any manner which seems appropriate to them, in relation to any aspect of the science of plants or of any related subject,
- provide other services (including quarantine) in relation to plants, and
- afford members of the public opportunities to enter any land managed by the Board for the purpose of gaining knowledge and enjoyment from the collections.

Board of Trustees

Scottish Ministers appoint the Trustees of the Royal Botanic Garden Edinburgh. The following were members of the Board during the period covered by the Accounts:

Chair

Mr Dominic Fry

Trustees

Mr Raoul Curtis-Machin
Professor Beverley Glover
Professor Thomas Meagher
Ms Diana Murray MA, FRSE, FSA, FSAScot, MIFA
Professor Ian Wall FRSE, FRICS, Hon FRIAS, FSA Scot
Dr Ian Jardine
Dr David Hamilton

The Board of Trustees is responsible for developing and approving policy and strategy for RBGE. In practice, both are developed jointly by Trustees and management, and adopted formally by the Board. Management has a responsibility for ensuring effective processes and deployment of resources for optimum performance. Implementation and operation are solely the responsibility of the Regius Keeper and Senior Management Team. The Corporate and Operational Delivery Plans along with the Framework Document are in place to enable RBGE and the Scottish Government to develop a shared understanding of the joint priorities over the medium term which contribute towards delivery of the Scottish Government's National Outcomes, and to ensure that RBGE's corporate communications and engagement strategies fully reflect these.

RBGE Corporate and Business planning is set in five-year cycles by the Scottish Government however, due to the nature of its work, RBGE's overarching strategy looks significantly further forward. The key element of the overall strategic direction is RBGE's Biodiversity and Science Strategy, on which our organisational development plans are built.

The RBGE Biodiversity Strategy 2021-2030 was developed in 2020-21 concurrently with the underpinning Corporate Plan 2021-26 and Operational Delivery Plan 2021-22 to ensure alignment with the Scottish Government's updated Programme for Government, to include contributing to the green recovery from Covid-19 and to meet new commitments to net-zero and a nature rich economy for Scotland.

None of the Board members have any financial interests in the Royal Botanic Garden Edinburgh. Details of relationships between RBGE and related parties are provided in Note 24 to the accounts.

When a requirement arises to appoint a new Trustee the RBGE works with the Scottish Government's sponsor team and Public Appointment Centre of Excellence (PACE) to ensure appointment rounds and other appointment activity is conducted in line with the Codes of Practice for Ministerial Appointments to Public Bodies in Scotland. On appointment Trustees sign a code of conduct and complete a Register of Interests. The latter is renewed annually. They are given a Trustee Handbook that includes the National Heritage (Scotland) Act 1985 that sets out the remit of RBGE, Scottish Government's 'On Board: A Guide for Board Members of Public Bodies in Scotland', the Framework Document, Risk Register, Staff Handbook and Statement of Roles and Responsibilities of RBGE Trustees. New Trustees meet with the Regius Keeper, Chair of Trustees and Board Secretary and are invited to an induction tour of the Garden. According to their skills and experience they take responsibility for activity areas by appointment to a committee. Training needs are assessed and met and Trustees participate in an annual strategy day, usually held in October, where all major risks are reviewed. Further information on Organisational Risk Management, including the major risks RBGE has identified, is given in the Governance Statement on page 24.

The Board met four times during the period covered by the accounts. The Board operates in accordance with the 'Principles of Corporate Governance' as set out in 'On Board: A Guide for Board Members of Public Bodies in Scotland' published by the Scottish Government.

The Royal Botanic Garden Edinburgh also has a **Science Advisory Committee**. The aim of the group is to advise the RBGE Board of Trustees, the Regius Keeper, and the Director of Science, on:

- RBGE's science and biodiversity strategy
- The wider scientific, environmental and policy context in which RBGE's science sits, to inform its remit and collaborative opportunities
- Opportunities for increasing research grant income
- Opportunities for increasing the international profile and impacts of the scientific and biodiversity activities of RBGE

The members of this committee are:

Professor Thomas Meagher (Chair)
Professor Beverley Glover
Professor Janet Sprent FRSE (Emeritus)
Professor Simon Hiscock
Professor Susanne Renner
Dr Ian Bainbridge
Professor John Grace (Emeritus) FRSE
Professor Janis Antonovics, PhD, FRS, FLS

The Regius Keeper and Accountable Officer

The Regius Keeper and Accountable Officer is Mr Simon Milne MBE.

Audit Committee

The RBGE Board has set up an Audit Committee, chaired by a non-executive member. The Audit Committee meets four times per year to provide independent advice and assurance on the effectiveness of the internal control and risk management systems. In 2020/21 the Audit Committee completed a review of the effectiveness of its activities. As part of this review the effectiveness of the internal and external audit functions were reviewed. The following were members of the Audit Committee during the period covered by the accounts:

Dr Ian Jardine (Chair)
Professor Ian Wall FRSE, FRICS, Hon FRIAS, FSA Scot
Ms Amanda Forsyth (appointed March 2021)

Trustee Dr David Hamilton also participated in Audit Committee meetings held during the period covered by the accounts. The Committee met four times during this period.

Investment Committee

The following were members of the Investment Committee during the period covered by the accounts:

Professor Ian Wall FRSE, FRICS, Hon FRIAS, FSA Scot (Chair)
Dr David Hamilton

The Committee met twice during the period covered by the accounts.

Biomes Oversight Committee

The following were members of the Biomes Oversight Committee during the period covered by the accounts:

Mr Dominic Fry (Chair)
Professor Ian Wall FRSE, FRICS, Hon FRIAS, FSA Scot

Dr David Hamilton
Mr Simon Milne MBE

The Committee met once during the period covered by the accounts.

Strategy and Planning

RBGE Corporate and Business planning is set in five-year cycles by the Scottish Government however, due to the nature of its work, RBGE's overarching strategy looks significantly further forward. The key element of the overall strategic direction is RBGE's Biodiversity and Science Strategy, on which our organisational development plans are built.

The RBGE Biodiversity Strategy 2021-2030 was developed in 2020-21 concurrently with the underpinning Corporate Plan 2021-26 and Operational Delivery Plan 2021-22 to ensure alignment with the Scottish Government's updated Programme for Government, to include contributing to the green recovery from Covid-19 and to meet new commitments to net-zero and a nature rich economy for Scotland.

To underpin the delivery of the RBGE Corporate and Biodiversity and Science Strategies and Corporate Plan the Scottish Government have invested £58m in the visionary Edinburgh Biomes initiative, a 7-year Capital project, the most significant project in the Garden's 351 years history, to protect RBGE's unique and globally important plant collections for the future which will enable the first phase of works to commence on site in Autumn 2021. The funding, of which £50m is from the Low Carbon Fund, is a major contribution to the costs of the first five years of the seven-year project, which will address the much-needed restoration of the public Glasshouses, through the development of state-of-the art research Glasshouses, the construction of an innovative Plant Health Hub and an efficient Energy Centre. In the last two years of the programme, a new public Glasshouse will be created and will become the welcoming reception of a spectacular visitor experience. Collectively, the new and improved facilities will greatly enhance RBGE's contribution to addressing the biodiversity crisis and climate emergency. Fundraising activity is underway to secure the remaining funding required to deliver Edinburgh Biomes.

Performance Management

RBGE has a robust performance management system to assist Senior Managers with decision making. Departmental staff report on the progress of their deliverables, all of which are aligned to RBGE's strategic objectives. The Senior Management Team monitors performance against annual targets via exception reporting and action tracking undertaken on a quarterly basis. In addition, all staff performance is monitored via mid-year and end-of-year appraisal meetings with line managers to ensure that colleagues' objectives remain aligned to organisational objectives and on course for completion. To ensure ongoing good governance practices, the introduction of a refreshed appraisal system for RBGE Board of Trustees will be implemented.

Key Outcomes

- RBGE works closely with the Scottish Government to evidence the considerable contribution RBGE makes in fulfilling the National Outcomes for Scotland.
- RBGE outcomes for 2020/21 for biodiversity research, plant health, the National Collections, tourism, community engagement and education are reported below.

In 2020/21 RBGE contributed to the following Scottish Government National Outcomes:

Environment: understanding, protecting & rebuilding national & international biodiversity & natural capital: responding to the Biodiversity Crisis & Climate Emergency: delivering world leading international plant research, conservation & sustainability programmes; contributing to the journey to net-zero emissions, healthy diet, sustainable communities & quality greenspaces.

Economy & Work and Business: Economic growth through tourism, entrepreneurial activity, & research funding; Green Recovery from Covid-19, job creation & upskilling for green renewal; fiscal multiplier of grant-in-aid

International: contribution to the sustainable development of other nations, Scotland's reputation for innovative & world leading botanical research & horticulture; plant diplomacy; sustainable communities

Education: upskilling & engagement in science & horticulture, workplace & through-life learning, international capacity building & producing world leading botanists & horticulturists; Green recovery from Covid-19 & behavioural change for a greener future

Communities: health & wellbeing of individuals & communities, engagement with greenspace, quality of life, social development, equality, social inclusion & racial justice.

Biodiversity Research

We published our new ten-year Science and Biodiversity Strategy, reaffirming our focus on understanding plant and fungal diversity and biodiversity and ecosystem change, delivering science to enable the conservation and sustainable use of biodiversity, and growing global capacity in biodiversity science, conservation and horticulture.

To these ends, in 2020/21 we published 122 peer-reviewed papers and submitted 19 grant applications, of which 10 have already been successful, to a value of £303,836.

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
Number of Grant Applications	19	21	23	20	19	22
Number of successful awards	9	11	11	15	10	10
Value of successful awards	£335,930	£615,623	£2,110,202	£1,153,792	£303,836	£1,000,000

Discovery Science

In 2020/21 RBGE priorities for understanding plant and fungal diversity in Scotland and worldwide were accelerating biodiversity discovery, characterisation and mapping to support conservation planning and land-use choices; and technological innovation including large-scale use of genomic data for biodiversity characterisation and monitoring, and development of data-portals and workflows to support large-scale analyses of biodiversity data and trends.

2020/21 highlights include:

- We co-authored a large collaborative paper in *Nature* showing that New Guinea has the richest island flora in the world and listing all 13,634 species (68% endemic) for the first time.
- We published a significant multiauthor paper promoting the World Flora Online as a major project providing a portal to access data on the world's plant diversity (<https://doi.org/10.1002/tax.12373>).
- We described 49 species new to science as part of work to characterise botanical diversity, including the 2000th scientifically-described *Begonia* species
- In collaboration with the National Botanic Garden of Wales we published Barcode UK: A complete DNA barcoding resource for identification of the flowering plants and conifers of the United Kingdom (<https://doi.org/10.1111/1755-0998.13388>).

- Our work on the Darwin Tree of Life Project included the collection, characterisation and shipping of the first 60 Scottish plant species to have their genomes sequenced at the Sanger institute, including thrift, alpine sowthistle, ash, juniper, sea pea, twinflower, small cow wheat, woolly willow and wych elm.
- We launched a new plant identification app for the flora of Nepal (available at <http://www.highcountryapps.com/WildflowersOfMountEverest.aspx>).
- We published a new checklist of the bryophytes of Britain and Ireland (<https://www.tandfonline.com/doi/full/10.1080/03736687.2020.1860866>).

Global Environmental Change

Our priorities for global environmental change research were understanding, quantifying and predicting drivers of change leading to biodiversity loss, at scales ranging from individual species to major biomes; and developing and implementing rapid threat assessments to prioritise conservation actions and interventions to minimise biodiversity loss and extinction.

2020/21 highlights include:

- We led a paper describing the establishment of new international protocols for monitoring permanent plots in dry forests, to parallel systems in place for rain forests (<https://nph.onlinelibrary.wiley.com/doi/full/10.1002/ppp3.10112>).
- We co-authored a study showing that fragmented tropical forests are more resistant to invasion by non-native species if they have a diverse sapling understory (<https://link.springer.com/article/10.1007/s10980-020-01067-9>).
- We worked with Heriot Watt and NatureScot to assess climate change impacts and threats to iconic Scottish Maerl beds, a priority marine feature of Scottish seas comprising coral-like structures formed algae (<https://www.frontiersin.org/articles/10.3389/fmars.2020.575825/full>).
- We published a paper in *Journal of Vegetation Science* showing the impacts of woody encroachment on the diversity and structure of the grassy layer that is critical to the functioning of savanna ecosystems (<https://doi.org/10.1111/jvs.12959>).
- We published two papers addressing the use of landscape variability when planting new woodland to buffer against climate change impacts in *Global Change Biology* (<https://doi.org/10.1111/gcb.15514>), and *The Lichenologist* (<https://doi.org/10.1017/S0024282920000523>).

Conservation and Sustainability

Our priorities in conservation and sustainability were developing integrated strategies to support the conservation and sustainable utilisation of natural capital and the maintenance of ecosystem services; and developing and implementing restoration plans that lead to net gains for biodiversity and/or nature-based solutions to climate change.

2020/21 highlights include:

- Despite travel restrictions, we distributed 2,130 threatened conifers and Chilean plants to *ex situ* safe houses at across Scotland, Ireland and the Netherlands, including a new conifer safe site at Armadale Castle, Skye
- Our work with NatureScot and the University of Edinburgh to develop a new 'genetic scorecard' method of addressing international biodiversity targets for conserving genetic diversity won the Innovation Award at the Nature of Scotland Awards.
- We prepared a genetic report on *Salix myrsinites* to inform conservation translocation in the Cairngorms NP.

- We completed curation of the *Rhododendron* taxonomic backbone and generated a consolidated checklist of 1085 accepted species and 313 accepted infraspecific taxa for use by the Global Conservation Consortium for Rhododendron.

Building Global Capacity

Our priorities for building global capacity were to mobilise and democratise knowledge to address national and international training needs in biodiversity science, horticulture, practical conservation and sustainability; and to continue our targeted programmes translating research into practice, working with scientists, communities and governments in Scotland and around the world to understand, conserve, restore and sustainably use biodiversity.

2020/21 highlights include:

- Our journal *Edinburgh Journal of Botany* switched to a diamond open access model, making all content free to all users, to promote open access to scientific research.
- We initiated a new project using online mapping to understand people's perception of and connectedness to nature, focussing on secondary school children and their journey to school.

Our Key Results Indicators in Biodiversity Research are:

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
Publications in peer review journals	118	147	124	124	126	125
No. of papers published in the last 5 years that have been cited over 50 times	55	46	40	53	69	60
No. of new species described	35	54	46	56	58	52
No. of species revised in Monographs & Floras	475	180	295	315	72	275
No. of species in published Checklists	194	14,713	5,099	45	3,384	2,000
IUCN threatened species in the Living Collection	119	420	420	378	451	750
Conservation - Threatened Scottish species in conservation programmes*	-	-	-	75	75	90
Conservation - Threatened Scottish species in recovery programmes	-	-	-	9	9	9

- Species covered in checklists: Checklists are inherently spiky in nature – years where they are published can have >1000 taxa. Monitoring annual output remains useful – but the change in this case is not material.
- Threatened Scottish species in conservation programmes: A full stock take was made of Scottish species in the Living Collection, identifying species where the material was dead or non-viable. This identified numerous cases where material has died, and new collections are needed. The ability to start this replenishment work was compromised by Covid-19 restrictions this year – field work in 2021/22 will be needed to re-establish these collections.

National Collections

We hold a world leading living collection of some 13,500 plant species, a Herbarium of 3 million preserved plant specimens, and specialist botanical library and archive.

The National Living Collection

With the emergence of Covid-19 a key focus for the horticultural team was to ensure that they were able to maintain the Living Collection and garden landscapes, particularly within the glasshouses. Staff worked tirelessly across all four RBGE Gardens, a testament to their commitment professionalism and dedication. However, for many weeks there were considerably fewer staff and no students or

volunteers working at any of the four Gardens. Work plans after the first lockdown were and still are focused on catching up on the considerable backlog of work.

To meet the changes in the funding profile of the Edinburgh Biomes project, a considerable amount of work was required to recast and change the required work priorities of the plant decant programme. The first plant removals and relocations were undertaken during the autumn/winter of 2019/20, with most of the plants transplanted surviving. The temporary plantings and reinstatement works have all been successful and will through time enhance areas of the garden out with the footprint of the Biomes.

Data migration of the Living Collection database into IrisBG started with good progress being made on the data transfer. After training the Horticulture team in Edinburgh and the Regional Gardens we started undertaking the important task of stocktaking the plants in Living Collection utilising mobile hand-held devices to input data captured.

Subtle changes in climate are having significant impacts on the Living Collection both in terms of its health and required resource inputs. During the year at all four Gardens there were periods of significantly above and below average rainfall. Key going forward will be understanding what each garden's drainage and irrigation requirements will be and what impacts these changes will have on the Living Collection, buildings and infrastructure. Using current garden features such as green roofs on buildings and the Rain Garden will help inform our visitors as to what they can do to help mitigate these impacts.

The National Preserved Collection

Continued progress has been made on the preservation and enrichment of the Herbarium at RBGE. New specimens were mounted and prepared for accession through lockdown by staff working remotely. The only hiatus in the preparation of new specimens was when staff were on furlough. No new silica gel dried leaf material was accessed due to Covid-19 restrictions. Remote downloads of specimen images and data reached over 700,000 records in the year. This demonstrates the demand from the user community and justifies the investment in digitisation. Over 500,000 specimens are now imaged and available online. The annual increase was lower than previous years because of furlough and lockdown causing imaging to be suspended for 6 months. Instead, the downtime was used to design, purchase, install and test new equipment in anticipation of new staff being appointed to carry out mass digitisation of herbarium specimens in September 2021. Five camera stations are now installed and ready to capture images of specimens inside the Herbarium at RBGE.

During lockdown the Herbarium was checked a minimum of 3 times per week by Science staff in addition to building checks by Estates for security purposes. Integrated pest management monitoring continued throughout the year, and especially in the crucial summer months when insect pests are most active.

The data associated with herbarium specimens was migrated from one system to a replacement database in December 2020. This complex task involving many hours of data cleaning and preparation was completed in January 2021. This required a period during which the existing dataset was not added to or modified. The data was migrated as expected, however further testing of the functionality of the new system was required before making the migrated data the live data. The decision was made in March 2021 to continue to test the functionality of the new system and continue adding to the previous dataset to allow the continued operation of several tasks in the Herbarium.

A book and an exhibition in the John Hope Gateway "The Hidden Beauty of Seeds & Fruits: The Botanical Photography of Levon Biss" was based on material in the Herbarium. Specimens were selected and text written by RBGE staff.

Our Key Results Indicators are shown below:

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
Annual Herbarium specimen record downloads	512,168	454,648	2,004,718	651,870	791,996	600,000
Total Herbarium specimen records databased	808,763	865,577	921,876	972,121	985,578	1,080,000
Total % of Herbarium Collection databased	27%	29%	29%	33%	33%	36%
Total Herbarium specimen images digitised and put on-line	362,000	431,002	468,253	505,017	512,324	580,000
Total accessions recorded in the Silica-dried Collection	1,959	1,959	2,293	4,697	4,697	5,000

The Botanical Library & Archive

The Library and Archives were closed to visitors throughout 2020/21 but the introduction of a new “Click & Collect” service enabled more than 800 items from the collection to be provided to staff and students. A review and upgrading of existing journal subscriptions was also carried out with the result that the Library Catalogue now provides digital access to more than 5,000 books and journals.

A new, upgraded version of the Archives Catalogue was developed and launched in October 2020. Hosted and supported by Max Communications, the new catalogue provides additional functionality and will support increased digital access to the Archive collections.

Work to develop the collection continued with more than 4,500 items being added to the Library Catalogue in 2020/21. In addition to catalogue records for newly published items this included records for items from the special collections, e.g. Hortus Sicci and Nursery Catalogues, opening up digital access to these collections.

43 new, original botanical artworks were selected from more than 60 submissions to the RBGE Florilegium. The works, by artists from countries including Brazil, Russia, Thailand, Japan, Italy and others were received and framed for inclusion in the *Florilegium* exhibition that reopened Inverleith House.

The RBGE Photographer worked on-site one day a week recording the plants in the Garden and Glasshouses. In addition, photography requests from all areas of RBGE were fulfilled including recording tree moves, product development (e.g. the Flametree calendar) and capturing the Biomes decant.

Works to relocate the air conditioning units for the Herbarium and Library building impacted on the Library, necessitating one of the largest reorganisations of the collection in recent times. More than 100 metres of books were temporarily stored in the Lecture Theatre enabling bookcases to be relocated and shelving sequences adjusted accordingly. While this work has resulted in some additional storage space being created this has been at the expense of reader space.

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
Library access occurrences	6,485	6,500	7,751	7,260	963	5,000
New items added to the Library Collection	1,900	2,151	1,500	2,246	4,535	2,000

Visitor Attraction and Tourism

RBGE provides first-class visitor attractions to enable communities, families and individuals to enjoy and be inspired by our four Gardens and our wider mission. 2020 was shaping up to be a bumper year, with lots of plans in place to celebrate RBGE's 350th anniversary. However, as a result of the global Covid-19 pandemic and resulting lockdown, all four Gardens were closed from 1 April to 30 June, re-opening on 1 July, with pre-booking and capacity management in place at the Inverleith Garden. The Regional Gardens closed at end of season in autumn as normal but due to further restrictions, were unable to re-open for the rest of the financial year. The total of visits for the financial year 2020/21 across all four RBGE Gardens was 493,891, a 54% drop on the 2019/20 figure of 1,066,208. Despite this, and because the Inverleith Garden was one of the very few attractions in Scotland able to stay open during the second Covid-19 lockdown from Christmas Eve onwards, RBGE was the Association of Leading Visitor Attractions' (ALVA) most visited Scottish attraction for 2020. A highly unusual year but, given the circumstances, and compared to many others in the sector, RBGE ended the year in a reasonable position.

Visitor figures breakdown as follows:

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
Visits to the four Gardens (includes miscellaneous visits)	962,473	1,008,819	1,062,002	1,066,208	493,891	774,681
Visits to Edinburgh Botanic Garden	790,571	815,302	848,164	855,365	362,541	-
Visits to Benmore Botanic Garden	47,411	50,286	49,217	50,546	26,590	-
Visits to Dawyck Botanic Garden	34,424	35,055	36,861	34,606	19,731	-
Visits to Logan Botanic Garden	22,849	25,175	25,480	27,844	16,941	-
Other miscellaneous visits	67,218	83,001	102,280	97,847	68,089	-
Visits to the Edinburgh Glasshouses	96,795	116,430	111,203	114,038	7,645	n/a
Conversion Percentage of Edinburgh Garden visitors to glasshouse visitors	9.6%	11.1%	10.3%	11%	2.1%*	n/a

* due to on-going repairs to the Glasshouses and the restrictions on opening buildings due to Covid-19, the conversion figure is not directly comparable with previous years

Events & Engagement

2020/21 was a transitional year for Public Engagement, not least because of the welcome recognition of the need to supplement the team's Interpretation and Design Skills to meet the requirements of all four gardens including the Biomes Project. During the year, existing resources were heavily focused on designing, and continually updating Covid-related signs for all the Gardens. Interpretation planning commenced with new access standards implemented through our graphic design, and an Interpretive structure was developed and approved to inform the development of the visitor experience for the Biomes Project. New signage styles were developed for Logan and Dawyck and a Lichen safari trail completed at the latter. Tree sponsorship panels were restyled and roll out begun.

Creative Programmes delivered a number of successful projects including the high profile Golden Monkey sculpture on Inverleith House; it attracted global media and social media coverage. Other successes included the bird song installation in partnership with Talbot Rice, and the Florilegium exhibition provided our first Covid-safe internal exhibition, enabled by volunteers, in Inverleith House.

Christmas at the Botanic was successfully delivered in accordance with rigorous health and safety requirements. Despite only being able to attract visitors from Edinburgh postcodes it generated a net

income of £100,857 from 66,642 attendees. The Hallowe'en Trail, sponsored by Mackies chocolate, successfully attracted 10,146 visitors and made a profit of £5,836, net of all costs including staff.

Implementation of the Arts Manifesto was begun in collaboration with the Serpentine Gallery to deliver the Climate House concept and establish the General Ecology Network.

Planning for the delivery events in 2021/22 was progressed including the Children's International Festival with Imagine, the Science Festival, Seeing the Invisible (an augmented art project in partnership with 10 international Botanic Gardens), the road to COP, and a programme of exhibitions in Inverleith House.

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
Number of visits to Inverleith House	16,678	7,670	45,154	60,669	5,462	10,000
C@tB: tickets sold	43,311	61,151	78,338	76,268	66,642	80,000
C@tB: average nightly attendance	1,883	2,108	2,701	2,460	2,563	2,500
C@tB: income	£75,000	£52,000	£117,000	£114,534	£100,857	£109,032
C@tB: percentage of first time visitors to RBGE	-	-	23%	27%	31%	32%

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
RBGE Website: Sessions	533,689	642,186	724,125	857,725	1,104,805	900,000
RBGE Website: Users	383,171	439,050	539,745	600,699	775,293	700,000
Media Messages: Press Cuttings	1,763	2,398	3,007	2,183	1,965	2,200
Media Messages: Digital Credits	1,812	1,380	1,992	1,757	1,499	1,600
Media Messages: Broadcasts	140	239	359	862	294	310
Social Media: Facebook Friends/Likes	50,000	75,538	79,515	84,988	95,771	99,000
Social Media: Twitter Followers	17,000	22,768	25,629	28,692	31,489	33,000
Social Media: Instagram Followers	10,000	37,851	52,747	70,944	81,513	90,000

Community Engagement

As a result of the pandemic Community Engagement initially became wholly digital with online engagement being key to delivery through virtual workshops, blogs, social media feeds and videos made accessible via the workshops and website. Maintaining engagement with some community groups was also achieved by sending letters and DVDs and through personal phone calls. Online workshops were held for our PPL Edible Gardening Project community groups throughout the year.

The team took the opportunity to review pre-existing activities including our dementia-friendly offer, testing it with relevant charities such as Age Scotland and other partners within the Unlock and Revive, Edinburgh-wide project focused on audiences living with dementia. The whole team undertook Deaf awareness training.

Once the Edinburgh Garden reopened to the public some in-person activity was possible including a self-led Harvest Festival and Fair Saturday activities; RBGE was the only organisation able to offer an on-site offer for Fair Saturday. Our Edible Gardening Project delivered:

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
Participants at Community Engagement activities: Edible Garden	7,200	7,096	7,434	6,600	3,612	4,000
Participants at Community Engagement activities: Botanic Cottage	5,500	12,788	5,003	5,234	3,268	3,000

The new Kitchen Garden site has been cultivated throughout the year by staff, without the support of volunteers. While the catering outlets were closed, and with the agreement of Sodexo, all the produce harvested was donated to food projects in the city. Between April and December 882kgs of vegetables were given to Granton Hub and Bridgend Farmhouse food resilience projects. Towards the end of the year, we donated solely to the former who distributed vegetable parcels across their community. Planning work to expand community engagement activities to increase well-being and access through, for example, BSL and audio descriptive tours at all four Gardens got underway.

Education

The new Head of Education joined in March 2020, just prior to lockdown. During the pandemic, the main focus was on transferring all essential teaching online to ensure continuity of the learning provision for students, particularly those studying at degree and postgraduate levels. The PropaGate learning platform and experience of the team in remote delivery proved invaluable during this period and meant that it was also possible to adapt quickly to changing circumstances and deliver resources for children and parents required to home school. The agility of the team enabled the significant interest in online learning programmes such as RHS level 2 to be met with numbers increasing from 683 students in 2019/20 to 1,862 students at the peak of lockdown in 2020/21, with an increasingly diverse student population with learners participating from over 80 countries from across the globe. The team also responded by developing a new online course entitled 'Plants and climate change' which has already seen over 1,500 learners participate. This increased interest in horticulture as the result of more time spent in people's own gardens and a greater appreciation of the wellbeing benefits of being outdoors, has been sustained and offers an ongoing opportunity for further development

Generous philanthropic giving has enabled the development of an outdoor nursery pilot to progress with a dedicated early years practitioner now in post with the aim of engaging with future horticulturalists and botanists as early as possible. Other funding opportunities enabled summer holiday activities to be delivered across the regional gardens as a means of supporting children's return to play and encouraging a reconnection with others outdoors. Short course programmes remain under review as changes are made to meet the needs of the Green Recovery across Scotland and a reimaged version of the schools offer is also in progress to ensure greater choice and new delivery methods are available to meet the demands of a post Covid-19 education system. This will align with ongoing investment in physical and virtual resources to support educational delivery across all four Gardens, with particular focus on the impact of Edinburgh Biomes on space onsite.

Our Key Results for FY 2020/21 are shown below:

	2016/17 Achieved	2017/18 Achieved	2018/19 Achieved	2019/20 Achieved	2020/21 Achieved	2021/22 Target
No. MSc Students	9	19	14	20	18	20
No. HND/BSc Students	55	66	54	55	51	61
No. Diploma Students	72	86	99	31	40	27
No. Certificate Students	405	377	415	832	1716	840
No. School Pupils	9,929	8,988	8,340	6,948	0	528
No Teachers of CPD	268	316	340	199	96	90
Total No. of Learners	11,842	10,861	12,729	11,100	3,706	3,366
No. Short Course Participants	1,217	1,238	1,150	1,313	1,634	1,800

Digital

The onset of the Covid-19 pandemic had a significant impact on the requirements for digital service provision, with the rapid requirement for equipment and services to enable remote working across the whole of RBGE. This was compounded by several challenges including the disruption of supply chains of ICT equipment due to component shortages and transport issues, the need to upgrade systems to enable the dramatic increase in numbers of staff needing remote access to the RBGE digital environment, and the requirement for the ICT department to adapt to online provision of core digital services of technical support and monitoring and maintaining the digital infrastructure.

Despite the many challenges faced, the ICT department undertook the Herculean task of moving all staff to homeworking and maintaining the essential services in the first quarter of 2020/21. Throughout the year, substantial efforts have been made to maintain and enhance ICT support for remote working, including major change in online communications. ICT worked in collaboration with Horticulture and Learning to ensure that RBGE's education programme could be delivered digitally with minimum disruption and the best user experience possible in challenging circumstances.

Work began in late 2020/21 on the development of a new digital strategy. This was timed with the release of the RBGE Corporate Strategy 2021-26. The Covid-19 emergency alongside the constant risk of cyber-attacks has highlighted our vulnerabilities and the new digital strategy aims to strengthen our digital capabilities and ensure we are digitally enabled to better facilitate recovery and develop a digital environment incorporating aspirational, technological and legislative requirements. Moreover, the strategy will reposition the current ICT offering from reactive, service provision to cross-organisational technical business partner.

Recruitment of new staff along with the planned phased return to office in 2021/22 will require additional supply of equipment to ensure a smooth transition to hybrid working and work commenced on planning and procuring hardware devices to enable staff to work from anywhere.

Plans for improvements to the digital infrastructure and to increase digital storage capacity are underway to accommodate increasing requirement for Science Bioinformatics and Genomics data and increased use of photographic and video media files. As the adoption of cloud-first technologies increases, connectivity quality, resilience and accessibility will continue to be priorities for ICT for on-premises and remote workers.

Estates

The land and buildings occupied by RBGE are owned by Scottish Ministers and are leased to the RBGE Board. Relevant financial information relating to valuation, depreciation etc. on land and buildings can be found in Note 11. The property portfolio comprises nearly 30,000m² of built environment over 100 buildings across four Gardens, including approximately 116 hectares of land, with an asset book value of circa £55 million.

Funding for the Estate is provided from both revenue and capital sources. The repairs and maintenance budget for Estates 2020/21 was set at £642k. Total outturn was £675k. Backlog maintenance across the Estate remains at circa £15 million.

Progress has been in relation to improving the resilience of our estate fabric in protecting our National Botanic Collections, both in the Herbarium and Library, as well as under glass. Much has centred on making existing vulnerable buildings and structures as resistant as possible to potential catastrophic infrastructure failure i.e. storm damage and water ingress. One critical project was the replacement of No 4 boiler which brings short term resilience and has the potential to be reused within the new Energy Centre. Furthermore, completing the replacement of the glasshouse vent mechanisms and replacing broken and slipped panes prevented more serious damage from the winter storms with just 40 panes lost.

Undertaking a major incident plan exercise proved invaluable towards fine tuning our emergency response plans as part of our due diligence responsibilities to our collections and building positive relationships with the local Scottish Fire and Rescue Service.

A new Climate Response Group has been established to steer our internal delivery of, and increase external engagement with, our carbon reduction activities alongside managing our impacts in relation to carbon management, recycling and staff travel.

Many of RBGE's buildings are of significant architectural interest including the Grade A listed Victorian and Front Range Glasshouses, the John Hope Gateway, the restored Benmore Fernery and the Botanic Cottage. Significant levels of RBGE's financial resources are spent to maintain the built environment.

Our Key Results for FY 2020/21 are shown below:

	Measure	Target	Actual
Revenue Spend	£000	659	757
Capital Spend	£000	1,816	1,896

Financial Review

The Consolidated Statement of Financial Activities on page 39 shows an overall movement on funds of £2,156k, mostly due an increase in restricted funds of £1,844k. Unrestricted funds have increased by £22k, after a £271k fall in 2019/20. This is despite the impact of the Covid19 pandemic on profits within the Botanic Trading Company and on admission and other income streams within RBGE. These falls were offset by increased revenue Grant-in-Aid from the Scottish Government to help mitigate the impact of the pandemic. The increase in Restricted Funds is due to an excess of capital funds over depreciation (£504k); a surplus of £554k on restricted projects, and £787k due to the revaluation of fixed assets. Endowment funds saw a surplus in the year of £290k with the investment portfolio seeing capital gains of £272k, as well as net income of £18k.

The accounts have been prepared in a form directed by Scottish Ministers under paragraph 20(3) of Schedule 1 to the National Heritage (Scotland) Act 1985 and on the basis of the accounting policies set out in Note 1 to the accounts.

During the year the Garden received revenue grant in aid of £11.1m (2019/20: £8.9m) and capital grant of £2.8m (2019/20: £3.0m). The increase was to help mitigate the reduction in other income streams due to the Covid19 pandemic. Other grants, gifts and donations fell by £0.4m to £2.2m, supplemented by £0.4m from the UK Governments furlough scheme. Income from admissions to the Regional Gardens and Glasshouses, education courses, rents, concessions, membership income and other activities was £2.0m compared to £2.3m in 2019/20, with the reduction being due to a fall in admissions income due the pandemic, partly offset by the effect of cancelling a VAT creditor. Trading and commercial activity contributed £1.0m compared to £2.6m in 2019/20 and £3.3m in 2018/19, all due to the impact of the Covid19 pandemic. Staff costs amounted to £11.2m (2019/20: £10.9m) and £4.5m (2019/20: £6.1m) was spent on other operating costs excluding depreciation.

Capital expenditure of £2.8m (2019/20: £3.0m) was incurred, of which almost £2.4m was spent on land and buildings and infrastructure. The biggest project spend in the year was on continued preparatory work for the Edinburgh Biomes project.

The Statement of Financial Activities for RBGE (page 38) shows an overall net movement on funds of £2,464k, mainly due to the increase in restricted funds detailed above. The Covid-19 pandemic had a significant impact on the financial performance of RBGE in the year with lost income on admissions,

donations and the gift aid received from the Botanics Trading Company. These reductions were partly offset by the increased Grant-In-Aid from the Scottish Government.

The overall reserves remain healthy with an increase in group reserves to £61.4m from £59.3m. Unrestricted group funds increased slightly from £174k to £196k. Project funds have increased from £248k to £801k mainly due to the reclassification of some grants from Unrestricted to Restricted Funds and delays on spending on projects due to Covid restrictions.

Uncertainty continues around the level of longer-term funding from Scottish Government which makes future planning difficult. RBGE's revenue streams also continue to be impacted by the Covid 19 pandemic and the Edinburgh Biomes project will further restrict income generation over the next few years.

Reserves Policy

The Reserves of the organisation are explained in Note 1 of the accounts. The Trustees' view is that a target level of £100k of unrestricted reserves for RBGE is desirable to give the organisation flexibility to cope with funding fluctuations. Due to the impact of the Covid-19 pandemic, the unrestricted funds within RBGE as at 31 March 2020 were negative £105k. A surplus of £330k in the year has restored the unrestricted reserves to £225k at the 31 March 2021. This will be reduced in 2021/22 to the target level.

Other Fixed Assets

Significant changes in other fixed assets are shown in Notes 11 and 12.

Payment Policy

RBGE's policy is to settle all debts with its creditors within 30 days but wherever possible to comply with the Scottish Government requirement to pay within 10 days. The average duration for 2020/21 was 25 days (2019/20: 10 days), with 81% (2019/20: 96%) of invoices paid within 30 days. The increase in duration can mainly be attributed to issues related to homeworking which improved during the year.

Investment Policy and Performance

It is the policy of RBGE to keep capital balances intact, and use only the income generated for expenditure related to the charity. However, in exceptional circumstances Trustees may, at their discretion, consider the use of capital for specific projects. The portfolio is managed by Investment Managers using a Total Return approach. During the year, dividend income of £26k was received; the investment portfolio increased in value by 30.58% (gross of fees) against a benchmark of 23.54%.

An ethical investment policy was approved by the RBGE Board in 2018/19 and has been implemented but remains under constant review. This is available on the RBGE website.

Volunteers

The impact of the Covid-19 pandemic had a massive impact on our volunteers in 2020-21; as many of our staff moved to working off site and our Gardens closed in March 20, so our volunteering opportunities disappeared to almost zero in this financial year. Since then only a handful of volunteers have been involved in our work, in Inverleith House around exhibitions, and in our Education and Marketing teams.

Volunteer management moved back to being overseen by the HR department in Autumn 2020, and we are now focused on getting our volunteer group back on site throughout 2021.

Marketing and Communications

The Marketing and Communications focus this year was on growing our digital platforms during the Covid-19 lockdown and strengthening RBGE's reputation by providing a steady river of news about our science, conservation and education programmes.

Highlights in 2020/21:

- A strong media profile was achieved, nationally and internationally, from positive news of the Scottish Government's £58m funding of Edinburgh Biomes to celebrations of the 2,000th begonia species and RBGE's landmark 350th anniversary.
- Film was an essential medium to tell the story of RBGE during lockdown and our Virtual Spring online campaign, which captured the beauty of the season at our four Gardens through film and images, reached 1.74 million people.
- In July, a communications programme launched utilising all media channels to inform visitors of RBGE's reopening following lockdown. With new health and safety measures in place, the Edinburgh Garden welcomed over 200,000 visitors during the summer months. A total of 493,892 people visited the four Gardens in 2020/21.
- This year, RBGE's social media following reached 208,000 people (Instagram: 81,513, Facebook: 95,771, Twitter: 31,489). Combined, our social media community grew by 24,000, an annual growth of 13%. Notably, the largest growth of all was on Instagram.
- The website rbge.org.uk was tested independently for compliance against the Web Content Accessibility Guidelines version 2.1 AA standard. User testing sessions were conducted with RNIB to identify how disabled users navigate and use the website. RBGE will continue to act upon the findings, providing a more accessible and inclusive website for all users.
- Christmas at the Botanic took place, despite Covid-19 restrictions on travel and group size. Marketing and communications focused on sales in the Edinburgh area, and the event sold over 66,000 tickets, generating £100,000 income.
- New books *Plant Magic* and *Will Purdom* were published this year and sales of books tripled during 2020/21.

Sustainability Report 2020/21

The Climate Change (Scotland) Acts 2009 and 2019

In 2009, the Scottish Government set what remains one of the most ambitious pieces of climate change legislation anywhere in the world; to achieve net zero emissions by 2050. In an amendment to this, published as the Climate Change Emissions Act (2019), the Scottish Government brought forward this target to reduce all greenhouse gasses to net-zero by 2045 *at the latest*, with interim targets for reductions of at least 75% by 2030 and 90% by 2040. In response to this legislation, RBGE is developing a revised Carbon Management Plan for 2021-2030 which will outline our pathway to Net Zero to align with Scottish Government objectives.

Section 44 of the 2009 Act places duties on Scottish public bodies in relation to climate change. From 1 January 2011 any public body must, in exercising its functions, act:

- in the way best calculated to contribute to the delivery of the Act's emission reduction targets;
- in the way best calculated to help deliver any statutory programme for adapting to the impacts of climate change; and
- in a way that it considers most sustainable.

In the context of both the biodiversity and climate crises, RBGE’s work has never been more critical. To perform our vital work often requires international travel, while our own expansive estate requires significant resources to operate and maintain, both of which affect our carbon output. RBGE recognises the need to routinely assess our working practices, to improve our facilities and our operations, and to modify our organisational behaviour and activities, in order to reduce our carbon footprint and lower our environmental impact.

RBGE continues to fulfil our requirement to submit the annual Public Bodies Climate Change Duties Report (PBCCDR). This annual report provides a comprehensive overview of RBGE’s greenhouse gas emissions and our renewable energy projects. A summary of the information from the PBCCDR is provided in the table below.

RBGE Carbon Emissions 2020/21

Emissions Category		Total Carbon Emitted (tCO ₂ e)		Percentage of Total Carbon		Cost of Carbon Emitted	
		2020/21	2019/20	2020/21	2019/20	2020/21	2019/20
Buildings Gas & Electricity	Edinburgh	2,142	2,528	97.7%	84.0%	£491,096	£575,507
	Benmore						
	Dawyck						
	Logan						
Transport	Fleet	4	39	0.9%	14.5%	£16,761	£200,420
	Business Travel	16	399				
Waste	Landfill*	3	-	0.6%	0.5%	£23,229	£47,926
	Combustion	1	2				
	Compost	7	8				
	Anaerobic Digestion**	0	0				
Water	Recycling	1	2	0.8%	1.0%	£81,333	£92,855
	Supply Treatment	17	29				
Renewable energy	Generated (FiT)	(9.5)	(10)	-	-	(£16,270.73)	(£17,765.85)
Totals (Gross)		2,192	3,007	100%		£612,419	£916,708
Totals (Net) <i>FiT Generation included</i>		2,182	2,997			£596,148	£898,942

* Benmore waste was previously assumed to be sent for combustion but it was confirmed that this goes to landfill, which has a significantly higher carbon factor than was reported in previous years

**Anaerobic digestion: 1.6 tonnes of food waste was sent to Anaerobic Digestion but the carbon footprint is negligible

During 2020-2021, RBGE emitted 2,182 tCO₂e (tonnes of carbon equivalent). Carbon output has therefore decreased by 27% (805 tCO₂e) from figures reported for the previous year. The cost of carbon emitted has decreased by 33% for reasons noted below.

The decrease in emissions can primarily be attributed to the Covid-19 pandemic. Due to closure of the buildings and lack of travel during this atypical year, resource consumption has reduced significantly.

Electricity and gas figures, for example, have decreased by 15% due to the closure of buildings. An additional carbon factor has been applied this year to account for the increase in employees working from home; however, this is still far lower than the emissions avoided from reduced building occupancy.

Waste has seen a small increase in emissions from 10 tCO₂ in 2019/20 to 12 tCO₂e in 2020/21. This is due to improved accuracy regarding the end use of our general waste stream at Benmore. Previously it was assumed that this went to incineration but has since been confirmed by Argyll and Bute Council that it goes to landfill, which has a much higher carbon factor.

RBGE's carbon footprint for water has also decreased by 12 tCO₂e in large part due to the reduced occupancy of buildings during the pandemic. In addition, there has been improved reporting with regards to out of hours consumption by our water supplier which allows quick identification of any leaks.

Emissions from RBGE's business travel have seen the most significant decrease, with a 96% reduction in emissions compared to last year. No flights or trains were taken during 2020/21 due to travel restrictions, so the majority of emissions were produced were from car and taxi journeys. This has resulted in avoidance of 383 tCO₂e which shows how much of an impact our business travel has on our carbon footprint.

While measuring carbon emissions is integral to RBGE's progress towards Net Zero, it is important to note the other activities occurring at RBGE that are not necessarily captured within our emissions reporting but play a large part in the wider sustainability of the organisation. For example:

- An e-bike trial was run for several months in partnership with the Energy Savings Trust to allow staff to consider low-carbon travel options
- An extensive energy audit has been completed to identify areas for future carbon reduction
- Automatic Meter Readers have been rolled out to increase visibility and accuracy of energy consumption
- A Carbon Management Plan for 2021-2030 is under development to outline our pathway to Net Zero
- A new Sustainability and Energy Manager role has been created
- Climate House has been established to provide a space for artists to showcase work relating to biodiversity and our place in the world
- Increased innovative recycling practices in Horticulture
- Increased rechargeable equipment purchased in Horticulture
- Electric vehicle charging points are available at three of the four gardens

While this is not an exhaustive list of every sustainability related activity at RBGE, it does provide a glimpse into the many ways, big and small, that RBGE is implementing greener practices and behaviours across the organisation in tandem with our larger carbon-reduction goals.

Legal and Administrative Details

PRINCIPAL OFFICE

The Royal Botanic Garden, Edinburgh
20A Inverleith Row
Edinburgh, EH3 5LR

BANKERS

The Royal Bank of Scotland
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SOLICITORS

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Edinburgh, EH1 2EG

Brodies LLP Solicitors
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AUDITORS

External

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Glasgow G2 1BT

Internal

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Edinburgh EH2 1DF

INVESTMENT ADVISERS

Brewin Dolphin
Atria One
144 Morrison Street
Edinburgh EH3 9BR

Appointment of Auditors

In terms of Schedule 1 to the National Heritage (Scotland) Act 1985, an auditor appointed by the Auditor General for Scotland audits the annual report and accounts prepared by the Board of Trustees in respect of each financial year. Scottish Ministers lay copies of it and the auditor's report before the Scottish Parliament.

People

Disclosure of Relevant Audit Information

All reasonable steps have been taken to ensure that all relevant audit information has been disclosed to the auditors. So far as I am aware, all relevant information has been provided to the auditors.

Dominic Fry

Mr Dominic Fry
Chair of the Board of Trustees
02 December 2021

Simon Milne

Mr Simon Milne MBE
Regius Keeper and Accountable Officer
02 December 2021

Statement of Board's And Regius Keeper's Responsibilities

Under paragraph 20 of Schedule 1 of the National Heritage (Scotland) Act 1985, the Board of Trustees of the Royal Botanic Garden Edinburgh is required to prepare, in accordance with best commercial practice, a consolidated statement of accounts dealing with the RBGE and its subsidiary companies (together referred to as the "group") for each financial year in the form and on the basis determined by Scottish Ministers. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the group and of its income and expenditure, Statement of Financial Position and cash flows for the financial year.

In preparing the accounts the Board is required to:

- Observe the accounts direction issued by Scottish Ministers, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;
- Make judgements and estimates on a reasonable basis;
- State whether applicable accounting standards have been followed, and disclose and explain material departures in the financial statements;
- Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Group will continue in operation;
- Confirm that the Annual Report and Accounts as a whole is fair, balanced and understandable and take responsibility for the Annual Report and Accounts and the judgements required for determining that it is fair, balanced and understandable

The Accountable Officer for the Scottish Government Rural and Environment, Science and Analytical Services Division (RESAS) has designated the Regius Keeper as the Accountable Officer for the Royal Botanic Garden Edinburgh. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the Royal Botanic Garden Edinburgh assets, are set out in the Financial Memorandum of the Royal Botanic Garden Edinburgh issued by Scottish Ministers.

As the Accountable Officer, I have taken all the steps that I ought to have taken to make myself aware of any relevant audit information and to establish that the Royal Botanic Garden Edinburgh auditors are aware of that information. So far as I am aware, all relevant information has been provided to the auditors.

Governance Statement

Scope of Responsibility

The Regius Keeper, as Accountable Officer, and the Board of Trustees, have joint responsibility for maintaining a sound system of internal control that supports the achievement of the organisation's policies, aims and objectives, set by Scottish Ministers, whilst safeguarding the public funds and assets for which the Regius Keeper is responsible in accordance with the responsibilities assigned to him in the Scottish Public Finance Manual (SPFM).

The SPFM is issued by the Scottish Ministers to provide guidance to the Scottish Government and other public bodies on the proper handling of public funds. It is mainly designed to ensure compliance with statutory and Parliamentary requirements, promote value for money and high standards of propriety, and secure effective accountability and good systems of internal control.

In addition, the Regius Keeper is accountable to the Accountable Officer, the Director General Economy within Scottish Government, to enable him to discharge his overall responsibility for ensuring that RBGE, as a Scottish Government Non-Departmental Public Body, has adequate financial systems and procedures in place.

Purpose of the System of Internal Control

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve the organisation's policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an on-going process designed to identify the principal risks to the achievement of the organisation's policies, aims and objectives, to evaluate the nature and extent of those risks and to manage them efficiently, effectively and economically.

The process within the organisation accords with the SPFM and has been in place for the year ended 31 March 2021 and up to the date of approval of the annual report and accounts and accords with guidance from the Scottish Ministers. The Regius Keeper has received assurances from all Directors about operations and internal controls under their remit and no issues have been identified.

Organisational Risk Management

Risk Strategy and Risk Management

With the wide range of activities at RBGE and the diverse groups of stakeholders it serves it is essential that RBGE's approach to, and appetite for, risk is carefully assessed.

Strategic leadership on risk management comes from the Leaders Group with oversight by the Board of Trustees. Given the severity of the Covid19 pandemic and the impact on RBGE's operations, the RBGE Risk Register was updated regularly during the year by the Leaders Group to allow the consideration and management of risks arising from the pandemic. Annually the Board of Trustees completes a review of the Key Strategic Risks; this review coincides with the Trustees' annual strategic review.

High risks are reported quarterly, medium risks six monthly, and low risks annually in RBGE's performance reports to ensure that the risk management process is embedded in the operational management of RBGE.

At the detailed level, individual Directors are responsible for the implementation of risk management

and mitigation within their Division. The Senior Management Team monitors and reports on the progress of actions taken to manage risks and on the emergence of new risks which are then updated in the quarterly performance report.

Major Risks to RBGE Strategy

The major risks faced by RBGE were reviewed on a quarterly basis and their findings reported to the Board of Trustees. The Board carries out their own independent assessment once per year and the most serious risks that face the RBGE have been determined by the Board as follows:

- Risks arising from the Covid-19 pandemic were first identified in March 2020 and were reviewed regularly throughout the year. These risks included Health and Safety, Financial and Operational risks.
A comprehensive range of mitigating actions, including those to address H&S risks to the public, students and staff, financial risk, risks to collections, were set and in place and closely monitored going forward.
- Inability to innovate in science due to lack of resources / working practices and/or low impact of science in comparison with other organisations
Mitigating action: RBGE Biodiversity Strategy launched in June 2021 & implementation to commence. Develop method of monitoring impact of science benchmarked against comparators.
- Catastrophic failure of glasshouses
Mitigating action: Ongoing maintenance programme pending delivery of Edinburgh Biomes Masterplan
- Risk of fire or other significant damage to herbarium / archive, failure to protect irreplaceable National Botanical Collections
Mitigating action: Continue security & fire protection systems, training (staff & volunteers) & procedures upgrades. Continued testing and refinement of Major Incident Response Plan.
- Inability to mitigate pathogen threats
Mitigating action: Review Biosecurity policy & procedures. Deliver Biosecurity plan communications & training that was delayed due to the furloughing of staff
- Reduced access to EU science and education funding
Mitigating action: Factor into planning post 2020 and consider alternative sources of funding
- Reduced talent pools and loss of EU (non UK) national staff
Mitigating action: Seek to widen recruitment approaches
- Inability to generate funded income
Mitigating action: Multi-strand Fundraising plan
- Inability to sustain / grow commercial income
Mitigating action: RBGE & BTC income generation plan in development for 2021/22, taking account the continued effect of the Covid19 pandemic
- Poor cybersecurity, GDPR non-compliance
Mitigating action: Further improvements made to homeworking arrangements. Electronic monitoring of systems in place. GDPR compliance workplan constantly reviewed
- Poor ICT capability, inefficient systems
Mitigating action: Undertake comprehensive assessment of ICT resourcing and infra-structure, and use to refine ICT investment and delivery plan.

Detailed mitigation plans are in place to address the above as appropriate.

Financial Management and Control

RBGE maintains systems of internal financial control which are managed by the Finance Department. Guidance on all financial systems is available to staff on the Intranet. Financial management is supported through monthly management accounts to the Senior Management Team, and quarterly reporting to the Board of Trustees. Financial information is frequently reviewed during monthly meetings of the Senior Management Team and is available to all budget holders so that they can monitor their performance against budgets at any time.

Fraud Risk Management

RBGE's policies relating to fraud are set out in the Staff Handbook and available on the intranet. These detail the steps taken to manage the risk of fraud and how to respond to fraudulent activity if it is suspected or discovered. Processes are in place to ensure that policies for counter-fraud are consistent with Scottish Government guidance, including a review of current counter-fraud activity.

There is a Whistleblowers Procedure set out in the Staff Handbook and a member of the Board of Trustees is appointed so as to be directly available to whistleblowers.

The National Fraud Initiative in Scotland (NFI) is a national detection exercise carried out by Audit Scotland on behalf of the Cabinet Office. RBGE has continued to participate in this time in 2020-21. The results provide good assurance for the Board and the Senior Management Team on our internal control systems.

Project Management

For major capital projects (valued at in excess of £2M) a Project Board, involving the Board of Trustees (and representatives of Scottish Government, as required), is established and a separate risk register is maintained for each such project. Smaller projects are managed directly by RBGE Directors and the Estates Management Department. Major capital projects have Scottish Government sponsored gateway reviews and post project appraisals carried out. Non-capital projects, including externally funded research projects and consultancy work are managed through line managers within the Divisions and progress is monitored and significant financial variances are reported within the monthly management accounts.

Best Value

In accordance with the principles of Best Value, RBGE aims to foster a culture of continuous improvement. As part of this regime, Directors and managers are encouraged to review, identify and improve the efficient and effective use of resources. Arrangements have been made to secure Best Value, as set out in the Scottish Public Finance Manual. Business cases for major capital investment are produced where spending limits require it.

RBGE set up an in-house procurement service in April 2020 to ensure compliance with regulations, directives and guidelines and to improve value and service. Previously, a member of the Scottish Government Shared Procurement Service was embedded at RBGE.

Other Government Policies

RBGE subscribes to diversity initiatives and has successfully put in place processes to increase opportunities for equalities within the workplace. We pay, as a minimum, the Scottish Living Wage and have required all new bids for contracts to provide evidence that a similar intention exists by the bidding contractor. The RBGE engages with Scotland's Digital Future as much as resources can permit and reports separately under the Climate Change (Scotland) Act.

Information Management

As one of Scotland's National Collections, RBGE holds unique information resources relating to its living and preserved collections of plants, its library and archives. Increasingly these information resources are being captured in digital form, which provides for the wider dissemination of information via the internet and also for digital archives to be securely backed up and managed within a Business Continuity Plan.

RBGE undertakes to ensure correct management of any personal data. There were seven minor data related incidents in 2020/21, five relating to emails being sent to the wrong recipient and two relating to lost encrypted devices that had RBGE data on them. RBGE has implemented the new General Data Protection Regulations (GDPR) by updating and strengthening policies and procedures, delivering training for Information Asset Owners and Administrators, understanding data flows in and out of the organisation and updating the Information Asset Register and Privacy Statements. To test the robustness of the systems put in place, RBGE's approach to GDPR was audited during the year and a number of recommendations will be implemented over the next year.

Review of Effectiveness

The Regius Keeper (as Accountable Officer) and the Board of Trustees have responsibility for reviewing the effectiveness of the system of internal control. RBGE's review of the effectiveness of the system of internal control is informed by the work of the Senior Management Team, supported by the findings of the programme of internal audit and comments made by the external auditors in their management letter and other reports. The Regius Keeper has received assurances from all Directors about operations and internal controls under their remit and no issues have been identified.

At each quarterly Board of Trustees meeting, the Trustees receive an update on key operational matters including risks from the Regius Keeper, and a copy of the quarterly Performance Report.

The Internal Auditors reviewed and reported on these areas during the year:

- Debtors and Income (fieldwork in 2019/20 and reported to the Audit Committee in 2020/21)
- Restricted Funds management
- Data Protection / Freedom of Information

In addition there was a follow up report on the status of previous recommendations.

The Internal Auditor's Reports made recommendations in a number of areas, none of which were classified as fundamental issues which required review by the Board. However, the Data Protection audit highlighted a number of areas of weakness that could prevent the system achieving the control objectives. The recommendations in these areas are being treated as a priority.

Assessment of Corporate Governance

The RBGE's arrangements for corporate governance comply with generally accepted best practice principles and relevant guidance as set out in the Scottish Public Finance Manual and therefore meet the governance requirements of the Board of Trustees and Scottish Government. There are no significant issues of governance / internal control to be reported.

Dominic Fry

Mr Dominic Fry
Chair of the Board of Trustees
02 December 2021

Simon Milne

Mr Simon Milne MBE
Regius Keeper and Accountable Officer
02 December 2021

Remuneration & Staff Report

The information in the Annual Report is reviewed by the external auditors for consistency with the financial statements, and the information relating to the remuneration and pension benefits of board members and the Senior Management Team, fair pay disclosures, staff numbers, staff costs and number of exit packages has been audited by them.

Remuneration Policy

RBGE reviews pay annually and pay settlements are negotiated within the pay policy agreed with the Scottish Government and are approved by the Remuneration Committee of the Board. The Remuneration Committee in approving the pay award has regard to:

- The need to recruit, retain and motivate suitably able and qualified people to exercise their different responsibilities;
- Regional/local variations in labour markets and their effects on the recruitment and retention of staff;
- Objectives for improving the public services including the requirement on departments to meet the output targets for the delivery of departmental services;
- Compliance with Scottish Government pay policy; and
- The affordability of the recommendation.

Remuneration for the Chief Executive is agreed in line with the Scottish Public Sector Pay Policy for Senior Appointments, agreed with the Scottish Government and is also approved by the Remuneration Committee of the Board.

Trustees' remuneration

Trustees do not receive any remuneration for their services. Travelling and subsistence expenses of £765 (2019/20 £3,206) in relation to one trustee have been charged as part of other direct costs – Note 10.

Regius Keeper's remuneration

	2020/21	2019/20
	£000	£000
Remuneration excluding pension contributions	107	105
Pension contributions	32	32
	<u>139</u>	<u>137</u>

The total amount paid to key personnel, who are considered to be the senior leadership team, amounted to: £502,830 (2019/20: £486,228). The policy on remuneration for the leadership team is in line with Scottish Government pay policy.

Employees with earnings above £60,000

Numbers of employees at	2020/21	2019/20
£60,000 - £69,999	-	-
£70,000 - £79,999	2	4
£80,000 - £89,999	2	1
£90,000 - £99,999	-	-
£100,000-£109,999	1	1

All of the above are members of the Civil Service pension arrangements. The Civil Service pension arrangements include the Principal Civil Service Pension Scheme (PCSPS) and the Civil Servant and Other Pension Scheme (CSOPS) – known as Alpha.

Staff numbers and costs

	2020/21	2019/20
Permanent Staff	251	253
Other staff	38	41
Total Headcount	289	294
	£000	£000
Staff Costs	11,267	10,888

Further detail on staff costs can be found at note 9 to the accounts.

The average number of full-time equivalent employees during the year analysed by function

	2020/21	2019/20
Horticulture and Estates	104.8	107.8
Science and IT	54.1	54.5
Resources & Planning/Corporate Services	15.0	18.4
Directorate	2.0	2.0
Enterprise & Development	42.0	40.2
Botanics Trading Company	16.6	17.3
Externally funded	17.8	17.9
Total FTE	252.3	258.1

The average headcount during the year analysed by function

	2020/21	2019/20
Horticulture and Estates	113.1	116.6
Science and IT	63.1	63.9
Resources & Planning/Corporate Services	17.2	20.3
Directorate	2.0	2.0
Enterprise & Development	49.0	46.1
Botanics Trading Company	23.8	24.5
Externally funded	20.5	20.1
Total Headcount	288.7	293.5

Staff composition

	Female	Male	Total
Directors	3	3	6
Other employees	166	117	283
Total	169	120	289

Fair Pay Disclosure

	2020/21	2019/20
Band of highest paid director's remuneration (Chief Executive)	105-110K	105-110K
Median total remuneration	£29,195	£28,345
Ratio	3.7	3.8

The banded remuneration of the lowest paid employee at RBGE in the financial year 2020-21 was £15-20k (2019-20: £15-20k).

Equal Opportunities, Diversity & Inclusion

RBGE continues to be actively committed to ensuring that all staff, volunteers, students and visitors are treated equally and without bias irrespective of their sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or social background, any pregnancy or maternity, gender reassignment, or marriage / civil partnership status in accordance with the Equality Act 2010.

Despite the impact of the Covid-19 pandemic, we achieved some notable successes in the area of equalities in 2020-21:

- In response to the death of George Floyd in May 2020, a working group was established focusing on racial justice at RBGE. The group consisted of over 40 individuals, including staff, volunteers, students, and the Chair of the Board. The various workstreams worked to produce a report which will be presented to our Board of Trustees in 2021.
- A further reduction in our gender pay gap – in 2015 this stood at 17.7% in favour of male staff and had reduced to 9.1% in 2018. In 2020 this further reduced to 8.8%, and our ambition remains to reduce it further.
- The establishment of a speakers programme designed to provide greater voice to underrepresented groups at RBGE, particularly individuals from Black or People of Colour backgrounds.
- More active engagement with groups working with ethnic minority communities. This has included Intercultural Youth Scotland (IYS), Scotland’s leading charity for Black and People of Colour Youth, and Bemis, the national ethnic minorities-led umbrella body established to promote opportunities for ethnic minorities.

In addition, RBGE has committed to recruiting our first dedicated Equality, Diversity & Inclusion Manager in 2021.

Sickness Absence Data

The average number of days absence per employee reduced to 4.0 days in 2020-21 compared to 6.54 in 2019-20. This is well below the public sector average of 5.4 days of absence per employee published by the Office for National Statistics.

Short term absence in 2020-21 has decreased compared to 2019-20, from 828 to 568 days. Long term sickness absence (defined as over 20 consecutive days), has also decreased from 927 days in 2019-20 to 470 in 2020-21.

The total days of reported staff absence 2017-18 to 2020-21 is shown below:

Year	Total Absence (days)
17/18	1,958
18/19	1,353
19/20	1,755
20/21	1,038

Employee Consultation and Trade Union Activity

RBGE recognises the Prospect and Unite trade unions for collective bargaining purposes. We have a partnership agreement in place and hold formal partnership meetings three times per year involving union officials. In addition informal meetings are held monthly between our HR team and members of the Prospect staff committee.

Number of employees who were relevant union officials during the relevant period	9.0
Full time equivalent employee number	8.5

Percentage of Time	Number of employees
0%	0
1-50%	9
51-99%	0
100	0

The percentage of the total pay bill spent on facility time was 0.11%. Time spent on paid trade union activities as a percentage of total paid facility time hours was 55.17%.

Staff engagement

RBGE does not participate in the Civil Service People Survey, but runs its own survey of staff on a regular basis.

In response to the question 'Employee engagement has been defined as "a positive attitude held by the employee towards the organisation and its values" (Robinson et al, 2004). From this definition would you consider yourself to be engaged or not engaged?', the results of staff members who responded are as follows:

	Engaged	Not engaged
2018	80.4%	19.6%
2015	80.0%	20.0%

Staff turnover percentage

	2020/21	2019/20
Voluntary Turnover %age	4.6%	4.5%
Total Turnover %age	10.4%	12.0%

Voluntary turnover includes only resignations and elective retirements. Total turnover includes dismissals, end of fixed-term contracts, and staff reaching RBGE's default retirement age of 67.

Health and safety

Health and safety at RBGE is managed through a number of regular divisional meetings, and biannual organisation-wide meetings. We have 3 health and safety advisors in post, 2 Prospect trade union health and safety representatives, and call upon the services of an expert consultant as required.

Compensation for Loss of Office

There were no voluntary exit scheme or compulsory redundancy departures at RBGE in the 2020/21 financial year. Exit costs are accounted for in full in the year of departure. 1 member of staff left RBGE and received an ex gratia payment of £2,000. 2 members of staff left due to the ending of a fixed term contract that lasted more than 2 years and received a redundancy payment as a result.

Exit package cost band	Number of compulsory redundancies	Number of other departures agreed	Total number of exit packages by cost band
£0,000 - £25,000	0 (0)	3 (7)	3 (7)
£25,000 - £50,000	0 (0)	0 (0)	0 (0)
Total number of exit packages	0 (0)	3 (7)	3 (7)
Total cost /£	£0 (£0)	£12,020 (£73,760)	£12,020 (£73,760)

Figures in brackets represent 2019/20 comparison.

Consultancy

Expenditure on consultancy for 2020-21 was £144,000 (2019-20: £243,000).

Pensions

Pension benefits are provided through the Civil Service pension arrangements. From 1 April 2015 a new pension scheme for civil servants was introduced – the Civil Servants and Others Pension Scheme or **alpha**, which provides benefits on a career average basis with a normal pension age equal to the member's State Pension Age (or 65 if higher). From that date all newly appointed civil servants and the majority of those already in service joined **alpha**. Prior to that date, civil servants participated in the Principal Civil Service Pension Scheme (PCSPS). The PCSPS has four sections: 3 providing benefits on a final salary basis (**classic**, **premium** or **classic plus**) with a normal pension age of 60; and one providing benefits on a whole career basis (**nuvos**) with a normal pension age of 65.

These statutory arrangements are unfunded with the cost of benefits met by monies voted by Parliament each year. Pensions payable under **classic**, **premium**, **classic plus**, **nuvos** and **alpha** are increased annually in line with Pensions Increase legislation. Existing members of the PCSPS who were within 10 years of their normal pension age on 1 April 2012 remained in the PCSPS after 1 April 2015. Those who were between 10 years and 13 years and 5 months from their normal pension age on 1 April 2012 switch into **alpha** sometime between 1 June 2015 and 1 February 2022. Because the Government plans to remove discrimination identified by the courts in the way that the 2015 pension reforms were introduced for some members, it is expected that, in due course, eligible members with relevant service between 1 April 2015 and 31 March 2022 may be entitled to different pension benefits in relation to that period (and this may affect the Cash Equivalent Transfer Values shown in this report – see below). All members who switch to **alpha** have their PCSPS benefits 'banked', with those with earlier benefits in one of the final salary sections of the PCSPS having those benefits based on their final salary when they leave **alpha**. (The pension figures quoted for officials show pension earned in PCSPS or **alpha** – as appropriate. Where the official has benefits in both the PCSPS and **alpha** the figure quoted is the combined value of their benefits in the two schemes.) Members joining from October 2002 may opt for either the appropriate defined benefit arrangement or a defined contribution (money purchase) pension with an employer contribution (**partnership** pension account).

Employee contributions are salary-related and range between 4.6% and 8.05% for members of **classic**, **premium**, **classic plus**, **nuvos** and **alpha**. Benefits in **classic** accrue at the rate of 1/80th of final pensionable earnings for each year of service. In addition, a lump sum equivalent to three years initial pension is payable on retirement. For **premium**, benefits accrue at the rate of 1/60th of final pensionable earnings for each year of service. Unlike **classic**, there is no automatic lump sum. **classic plus** is essentially a hybrid with benefits for service before 1 October 2002 calculated broadly as per **classic** and benefits for service from October 2002 worked out as in **premium**. In **nuvos** a member builds up a pension based on his pensionable earnings during their period of scheme membership. At the end of the scheme year (31 March) the member's earned pension account is credited with 2.3% of their pensionable earnings in that scheme year and the accrued pension is uprated in line with Pensions Increase legislation. Benefits in **alpha** build up in a similar way to **nuvos**, except that the accrual rate is 2.32%. In all cases members may opt to give up (commute) pension for a lump sum up to the limits set by the Finance Act 2004.

The **partnership** pension account is an occupational defined contribution pension arrangement which is part of the Legal & General Mastertrust. The employer makes a basic contribution of between 8% and 14.75% (depending on the age of the member). The employee does not have to contribute, but where they do make contributions, the employer will match these up to a limit of 3% of pensionable salary (in addition to the employer's basic contribution). Employers also contribute a further 0.5% of pensionable salary to cover the cost of centrally-provided risk benefit cover (death in service and ill health retirement).

The accrued pension quoted is the pension the member is entitled to receive when they reach pension age, or immediately on ceasing to be an active member of the scheme if they are already at or over pension age. Pension age is 60 for members of **classic**, **premium** and **classic plus**, 65 for members of **nuvos**, and the higher of 65 or State Pension Age for members of **alpha**. (The pension figures quoted for officials show pension earned in PCSPS or alpha – as appropriate. Where the official has benefits in both the PCSPS and alpha the figure quoted is the combined value of their benefits in the two schemes, but note that part of that pension may be payable from different ages.)

Further details about the Civil Service pension arrangements can be found at the website www.civilservicepensionscheme.org.uk

The Principal Civil Service Pension Scheme (PCSPS) and the Civil Servant and Other Pension Scheme (CSOPS) – known as “alpha” – are unfunded multi-employer defined benefit schemes but The Royal Botanic Garden Edinburgh is unable to identify its share of the underlying assets and liabilities.

The scheme actuary valued the PCSPS as at 31 March 2016. You can find details in the [resource accounts of the Cabinet Office: Civil Superannuation](#).

For 2020-21, employers' contributions of **£2,070,167.84** were payable to the **PCSPS (2019/20 £1,969,092.42)** at one of four rates in the range 26.6% to 30.3% of pensionable earnings, based on salary bands.

The Scheme Actuary reviews employer contributions usually every four years following a full scheme valuation. The contribution rates are set to meet the cost of the benefits accruing during 2020-21 to be paid when the member retires and not the benefits paid during this period to existing pensioners. Employees can opt to open a **partnership** pension account, a stakeholder pension with an employer contribution. Employers' contributions of **£28,927.78 (2019/20 £26,311.66)** were paid to one or more of the panel of three appointed stakeholder pension providers. Employer contributions are age-related and ranged from 8% to 14.75%.

Employers also match employee contributions up to 3% of pensionable earnings. In addition, employer contributions of **£1,071.09 (2019/20 £1,220.45)**, 0.5% of pensionable pay, were payable to the PCSPS to cover the cost of the future provision of lump sum benefits on death in service or ill health retirement of these employees.

Contributions due to the **partnership** pension providers at the balance sheet date were £0. Contributions prepaid at that date were £0.

Independent auditor's report to the members of Royal Botanic Garden Edinburgh, the Auditor General for Scotland and the Scottish Parliament

Report on the audit of the financial statements

Opinion on financial statements

I have audited the financial statements in the annual report and accounts of Royal Botanic Garden Edinburgh for the year ended 31 March 2021 under the National Heritage (Scotland) Act 1985 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. The financial statements comprise the RBGE Statement of Financial Activities, Consolidated Statement of Financial Activities, Consolidated Balance Sheet, Consolidated Statement of Cash Flows and 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 the United Kingdom Accounting Standards, including Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In my opinion the accompanying financial statements:

- give a true and fair view in accordance with the National Heritage (Scotland) Act 1985 and directions made thereunder by the Scottish Ministers of the state of Royal Botanic Garden Edinburgh's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its 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 National Heritage (Scotland) Act 1985 and directions made thereunder by the Scottish Ministers, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of The Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice approved by the Auditor General for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I was appointed by the Auditor General on 25 June 2020. The period of total uninterrupted appointment is two years. I am independent of Royal Botanic Garden Edinburgh in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to Royal Botanic Garden Edinburgh. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Conclusions relating to going concern basis of accounting

I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Royal Botanic Garden

Edinburgh's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

Risks of material misstatement

I report in a separate Annual Audit Report, available from the Audit Scotland website, the most significant assessed risks of material misstatement that I identified and my judgements thereon.

Responsibilities of the Accountable Officer for the financial statements

As explained more fully in the Statement of the Accountable Officer Responsibilities, the Accountable Officer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Accountable Officer determines 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 Accountable Officer is responsible for assessing Royal Botanic Garden Edinburgh'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 deemed inappropriate.

Auditor's responsibilities for the audit of the financial statements

My 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 my 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. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- obtaining an understanding of the applicable legal and regulatory framework and how Royal Botanic Garden Edinburgh is complying with that framework;
- identifying which laws and regulations are significant in the context of Royal Botanic Garden Edinburgh;
- assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of Royal Botanic Garden Edinburgh's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those

individuals involved.

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

Report on regularity of expenditure and income

Opinion on regularity

In my opinion in all material respects the expenditure and income in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers.

Responsibilities for regularity

The Accountable Officer is responsible for ensuring the regularity of expenditure and income. In addition to my responsibilities to detect material misstatements in the financial statements in respect of irregularities, I am responsible for expressing an opinion on the regularity of expenditure and income in accordance with the Public Finance and Accountability (Scotland) Act 2000.

Reporting on other requirements

Opinion prescribed by the Auditor General for Scotland on audited part of the Remuneration and Staff Report

I have audited the parts of the Remuneration and Staff Report described as audited. In my opinion, the audited part of the Remuneration and Staff Report has been properly prepared in accordance with the National Heritage (Scotland) Act 1985 and directions made thereunder by the Scottish Ministers.

Statutory other information

The Accountable Officer is responsible for the statutory other information in the annual report and accounts. The statutory other information comprises the Trustees Annual Report and Governance Statement [excluding the audited part of the Remuneration and Staff Report].

My responsibility is to read all the statutory other information and, in doing so, consider whether the statutory other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this statutory other information, I am required to report that fact. I have nothing to report in this regard.

My opinion on the financial statements does not cover the statutory other information and I do not express any form of assurance conclusion thereon except on the Trustees' Annual Report and Governance Statement to the extent explicitly stated in the following opinions prescribed by the Auditor General for Scotland.

Opinions prescribed by the Auditor General for Scotland on Trustees' Annual Report and Governance Statement

In my opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the National Heritage (Scotland) Act 1985 and directions made thereunder by the Scottish Ministers; and
- the information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the National Heritage (Scotland) Act 1985 and directions made thereunder by the Scottish Ministers.

Matters on which I am required to report by exception

I am required by The Charities Accounts (Scotland) Regulations 2006 to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements [and the audited part of the Remuneration and Staff Report] are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit.

I have nothing to report in respect of these matters.

Conclusions on wider scope responsibilities

In addition to my responsibilities for the annual report and accounts, my conclusions on the wider scope responsibilities specified in the Code of Audit Practice are set out in my Annual Audit Report.

Use of my report

This report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Mark Ferris

Mark Ferris
Senior Audit Manager
Audit Scotland
4th Floor
8 Nelson Mandela Place
Glasgow
G2 1BT

03 December 2021

Mark Ferris is eligible to act as an auditor in terms of section 21 of the Public Finance and Accountability (Scotland) Act 2000.

RBGE Statement of Financial Activities for the year ended 31 March 2021

		2020/21	2019/20		
	Unrestricted	Restricted	Endowment	Total	Total
	Note	Funds	Funds	Funds	Funds
		£000	£000	£000	£000
Income and Endowments from:					
Scottish Government	3	11,145	2,800	-	13,945
Donations and Legacies	4	1,175	1,311	-	2,486
Charitable activities	5	1,833	184	-	2,017
Other trading activities	6	82	242	-	324
Investments	7	2	-	26	28
Total income and Endowments		14,237	4,537	26	18,800
Expenditure on:					
Raising funds		312	-	-	312
Charitable activities					
Collections		6,068	957	-	7,025
Visitor offer		1,955	308	-	2,263
Education		1,604	253	8	1,865
Scientific research		3,968	1,962	-	5,930
Total Expenditure		13,907	3,480	8	17,395
Net gains/(losses) on investments	19	-	-	272	272
Net income/(expenditure)		330	1,057	290	1,677
Other recognised gains/(losses):					
Gains/(losses) on revaluation of fixed assets	19	-	787	-	787
Net movement in funds		330	1,844	290	2,464
RESERVES AS AT 1 APRIL 2020		(105)	57,798	1,310	59,003
RESERVES AS AT 31 MARCH 2021		225	59,642	1,600	61,467

All recognised gains and losses have been included within the Statement of Financial Activities.
All activities are classed as continuing.

The notes on pages 42 to 60 form part of these accounts.

Consolidated Statement of Financial Activities for the year ended 31 March 2021

		Unrestricted	Restricted	Endowment	2020/21 Total	2019/20 Total
	Note	Funds	Funds	Funds	Funds	Funds
		£000	£000	£000	£000	£000
Income and Endowments from:						
Scottish Government	3	11,145	2,800	-	13,945	11,879
Donations and Legacies	4	913	1,311	-	2,224	2,638
Charitable activities	5	1,809	184	-	1,993	2,315
Other trading activities	6	755	242	-	997	2,574
Investments	7	1	-	26	27	35
Total Income and Endowments		14,623	4,537	26	19,186	19,441
Expenditure on:						
Raising Funds	28	1,006	-	-	1,006	1,462
Charitable activities						
Collections		6,068	957	-	7,025	6,565
Visitor offer		1,955	308	-	2,263	2,138
Education		1,604	253	8	1,865	1,765
Scientific research		3,968	1,962	-	5,930	7,138
Total Expenditure	8	14,601	3,480	8	18,089	19,068
Net gains/(losses) on investments	19	-	-	272	272	(39)
Net income/(expenditure)		22	1,057	290	1,369	334
Other recognised gains/(losses):						
Gains/(losses) on revaluation of fixed assets	19	-	787	-	787	1,320
Net movement in funds		22	1,844	290	2,156	1,654
RESERVES AS AT 1 APRIL 2020		174	57,798	1,310	59,282	57,628
RESERVES AS AT 31 MARCH 2021		196	59,642	1,600	61,438	59,282

All recognised gains and losses have been included within the Statement of Financial Activities.
All activities are classed as continuing.

The notes on pages 42 to 60 form part of these accounts.

Consolidated Balance Sheet as at 31 March 2021

	Notes	RBGE		Consolidated	
		2021 £000	Restated 2020 £000	2021 £000	Restated 2020 £000
Fixed Assets					
Other tangible assets	11	58,014	56,785	58,044	56,807
Intangible assets	12	216	161	216	161
Investments	13a	1,313	1,028	1,268	979
		<u>59,543</u>	<u>57,974</u>	<u>59,528</u>	<u>57,947</u>
Current Assets					
Stock	14	136	160	274	311
Debtors	15	1,716	1,505	1,370	1,659
Current asset investments	13b	106	106	106	106
Cash at bank and in hand	23	1,969	1,718	2,199	1,730
		<u>3,927</u>	<u>3,489</u>	<u>3,949</u>	<u>3,806</u>
Current Liabilities					
Creditors: Amounts falling due within one year	16	(2,003)	(2,295)	(2,039)	(2,302)
		<u>1,924</u>	<u>1,194</u>	<u>1,910</u>	<u>1,504</u>
Net Current Assets					
Total Assets less Current Liabilities					
		<u>61,467</u>	<u>59,168</u>	<u>61,438</u>	<u>59,451</u>
Creditors: Amounts falling due after more than one year	16	-	(165)	-	(165)
Provisions		-	-	-	(4)
Total Assets less Liabilities					
		<u>61,467</u>	<u>59,003</u>	<u>61,438</u>	<u>59,282</u>
CAPITAL AND RESERVES					
Unrestricted Funds					
Accumulated surplus on the general fund	17	-	-	-	-
Board reserve fund: trustee funds	17	225	(105)	196	174
Total Unrestricted Funds					
		<u>225</u>	<u>(105)</u>	<u>196</u>	<u>174</u>
Restricted Funds					
Capital revaluation reserve	17	27,462	26,675	27,462	26,675
Capital grants fund	17	31,379	30,875	31,379	30,875
Project fund	17	801	248	801	248
Total Restricted Funds					
		<u>59,642</u>	<u>57,798</u>	<u>59,642</u>	<u>57,798</u>
Endowment Funds					
Ferguson Bequest	17	1,132	1,114	1,132	1,114
Education Endowment	17	35	35	35	35
QMMG Endowment	17	30	30	30	30
Investments Revaluation Reserve	17	403	131	403	131
Total Endowment Funds					
		<u>1,600</u>	<u>1,310</u>	<u>1,600</u>	<u>1,310</u>
		<u>61,467</u>	<u>59,003</u>	<u>61,438</u>	<u>59,282</u>

The Accountable Officer authorised these statements for issue on December 2021

Dominic Fry

Mr Dominic Fry
Chair of the Board of Trustees
02 December 2021

Simon Milne

Mr Simon Milne
Regius Keeper and Accountable Officer
02 December 2021

The notes on pages 42 to 60 form part of these accounts.

Consolidated Statement of Cash Flows for the year ended 31 March 2021

		2020/21	2019/20
	Notes	£000	£000
Net cash (used in) / provided by operating activities	23	483	51
Cash flows from investing activities			
Interest received		1	4
Payments to acquire fixed assets	11 & 12	(2,845)	(3,108)
Receipts from sale of fixed assets		-	16
Net cash provided by (used in) investing activities		(2,844)	(3,092)
Cash flows from financing activities			
Capital funding from Scottish Government	3	2,800	3,000
Other capital grants	4	30	113
Cash provided by (used in) financing activities		2,830	3,113
Change in cash and cash equivalents in the reporting period		469	76
		2020/21	2019/20
		£000	£000
Change in cash and cash equivalents in the reporting period		469	76
Cash and cash equivalents at the beginning of the reporting period		1,730	1,654
Cash and cash equivalents at the end of the reporting period		2,199	1,730

The notes on pages 42 to 60 form part of these accounts.

Notes to the Accounts for the year ended 31 March 2021

1. ACCOUNTING POLICIES

a) Basis of accounting

The accounts have been prepared under the historical cost convention modified by the revaluation of tangible fixed assets and investments at their market value. The accounts have been prepared in accordance with an Accounts Direction given by Scottish Ministers in accordance with paragraph 20(3) of Schedule 1 of the National Heritage (Scotland) Act 1985. The Accounts Direction can be found at the end of these accounts.

The Accounts Direction requires RBGE to prepare the accounts in compliance with the accounting principles and disclosure requirements of the edition of the Government Financial Reporting Manual (FReM) which is in force for the year for which the statement of accounts are prepared. As a non-departmental public body which is also a registered charity, the FReM requires that the accounts comply with the Charities and Trustee Investment (Scotland) Act (2005), the Charities Accounts (Scotland) Regulation (2006) and the Statement of Recommended Practice Accounting and Reporting by Charities (SORP FRS102) (effective January 2015) and provide any additional disclosures as required by the Manual. In addition to the requirements of the SORP, our sponsoring department has also directed us to prepare an Income and Expenditure Summary which can be seen at note 27.

The accounts are prepared on the going concern basis which provides that the entity will continue in operational existence for the foreseeable future.

The accounts are prepared in sterling which is the functional currency of the charity. Monetary amounts are to the nearest £1,000.

The charity's legal form and address of main office are shown at pages 4 and 21 of the Trustees' Report.

In preparing the accounts we have complied with FRS102 and SORP FRS102.

b) Basis of consolidation

The consolidated accounts, ("the Group") include the accounts of the Royal Botanic Garden Edinburgh ("RBGE") and its subsidiary company, The Botanics Trading Company Limited ("BTC"), for the year ended 31 March 2021. The accounts were consolidated on a line by line basis for assets and liabilities.

c) Asset Policy

- i) The title to the land and buildings administered by the Board is held in the name of the Scottish Ministers. The Board holds a 99 year lease covering the use of these assets. Nevertheless, on the direction of the Scottish Ministers, these fixed assets have been valued and are included in the Balance Sheet. The method of valuation for specialised properties, that is land and buildings for which there is effectively no market, is depreciated replacement cost. Other properties are valued at open market value for existing use.
- ii) Land and Buildings were last valued on 31 March 2018. In 2019-20, the asset valuations were reported as being subject to 'material valuation uncertainty' as set out in VPS 3 and VPGA 10 of the RICS Valuation – Global Standards.

The RICS has set up a Material Valuation Uncertainty Leaders Forum (UK) in response to the Covid 19 Pandemic. On 9 September 2020, the forum recommended a general "lifting" of material valuation uncertainty excluding assets valued with reference to trading potential. This recommendation was reaffirmed on 3 November 2020 and 5 January 2021. On 11 May 2021, the recommendation was amended to lift the exclusion of assets valued with reference to trading

potential. In line with the RICS recommendations, no material valuation uncertainty declaration is made for the asset valuations this year.

- iii) All items of capital expenditure greater than £5,000 are treated as additions to tangible fixed assets. Land and buildings are subject to 5 yearly full revaluation by a valuer with indexation applied annually in the intervening years. The indexation rate used is RPIX, All Items Index Excluding Mortgage Interest, published by the Office for National Statistics. Depreciation is charged on the basis of the revalued amounts for land and buildings and on historic cost for other tangible fixed assets. Historic costs are not disclosed as required by the SORP as, in accordance with the Government Financial Reporting Manual, this adds no information of value to the accounts.
- iv) From 2017/18, Infrastructure has been separated from land and buildings and is held at depreciated replacement cost.
- v) Land is not depreciated. Depreciation is provided on all other fixed assets at rates calculated to write off their valuation, less estimated residual value, evenly over the remainder of their expected lives. The principal rates used are based on estimated lives as follows:

Buildings & Infrastructure	10-50	Years
Garden Machinery	5-10	Years
Scientific Equipment	4-5	Years
Office Equipment	3-10	Years
Motor Vehicles	4	Years
Intangible Assets	3-5	Years

d) Heritage Assets

A heritage asset is defined as a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

The collections of specimens, reference books and other material related to work at the Royal Botanic Garden Edinburgh as at 31 March 2001 have not been capitalised in these accounts in line with HM Treasury Guidance for non-operational heritage assets. Individual items acquired after 1 April 2001 with a value at the date of acquisition in excess of £5,000 are capitalised. Under HM Treasury guidance, capitalised collection items are not depreciated or revalued.

The collections are truly “priceless” in that they cannot be valued meaningfully due to the number of items, lack of comparative market values and the diverse nature of the collections. It is not possible to obtain reliable cost or valuation information.

e) Income Policy

In the Statement of Financial Activities (SOFA), Grant in Aid including Capital Grant is credited to income in the year for which it is received. Income from donations and other grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. Government grants are recognised based on the performance model.

Income from activities is accounted for on a receivable basis, net of VAT, with the exception of income from the Membership Scheme that is accounted for on a cash basis net of VAT. Gifts in Kind and Donated Services and Facilities have been included in the SOFA when they can be quantified with reasonable certainty.

f) Expenditure Policy

Within the Statement of Financial Activities the costs of the development and membership

departments are shown as expenditure on raising funds. Staff and operating costs incurred in relation to governance are included within expenditure on charitable activities. These include internal and external audit, Trustees expenses and meeting costs. Charitable activities are those in furtherance of the RBGE's objectives. Indirect costs have been allocated on the basis of activity staff numbers. Liabilities and provisions are recognised as expenditure as soon as there is a legal or constructive obligation committing RBGE to the expenditure.

g) **Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of RBGE. Designated funds are unrestricted funds which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are to be used for the purpose specified by the donor.

h) **Reserves**

Reserves are analysed under the headings Restricted, Unrestricted and Endowment Funds. Restricted funds are those given to RBGE for specific purposes. Unrestricted funds are divided into the Board Reserve Fund and the General Fund. Each fund is described below.

i) **Board Reserve Fund**

The Board of Trustees, with the approval of Scottish Ministers, may undertake certain activities, the profits from which, together with donations and funds from other sources, including the results of the Botanics Trading Company, are taken to the Board Reserve. These funds may be used at the Board's discretion under the terms of the National Heritage (Scotland) Act 1985.

ii) **General Fund**

The General Fund represents the surplus or deficit on the Income and Expenditure Account after taking into account the movement attributed to other specific funds (including the Board Reserve).

iii) **Endowment Fund**

These are donations to RBGE that have been made by way of endowment. The Trustees either have no power to convert the capital to income (permanent endowment funds) or they do have the power to convert the capital into expendable income (expendable endowments). All of the RBGE endowment funds are expendable.

i) **Stocks**

Stocks are stated at the lower of cost or net realisable value or, if this is different by a material amount, their value to the business by reference to current costs. The carrying value of stock in the consolidated accounts is £274k (2019/20: £311k).

j) **Debtors**

Trade and other debtors represent balances due from customers at the year end, less any specific doubtful debts. Debts over one year old are provided for at 100%.

k) **Liabilities and Provisions**

Liabilities and provisions, including trade creditors, are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure.

l) **Cash and cash equivalents**

Cash is made up by balances held with the charity's bankers which are available on demand. It also includes petty cash and float balances.

m) **Investments**

Investments are carried in the balance sheet at market value in accordance with the SORP. The

unrealised surplus or deficit relative to cost is dealt with in the revaluation reserve. Investment in subsidiary companies represents share capital and long term loans.

n) **Taxation**

RBGE is a charity within the meaning of the Charities and Trustee Investment (Scotland) Act 2005 and as such is a charity within the meaning of Para 1 of Schedule 6 to the Finance Act 2010 and is recorded on the index of charities maintained by the Office of the Scottish Charity Regulator (Charity Number SC007983). Accordingly, RBGE is potentially exempt from taxation in respect of income or capital gains received within categories covered by sections 478-488 of the Corporation Tax Act 2010 (CTA 2010) (formerly enacted in Section 505 of the Income and Corporation Taxes Act 1988 (ICTA)) or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied to exclusively charitable purposes. RBGE is registered, as a group, for Value Added Tax and claims partial recovery of input VAT.

o) **Pensions**

RBGE participates in the Principal Civil Service Pension Scheme (PCSPS). This scheme is an unfunded multi-employer defined benefit scheme and participating organisations are unable to identify their share of the underlying assets and liabilities on a consistent and reliable basis. The cost recognised within the Statement of Financial Activities will be equal to the contribution payable to the schemes for the year. Further details about the pension scheme is available in the Remuneration and Staff Report. In the past RBGE has also provided enhanced pensions to former employees who accepted early retirement and provision is made on an actuarial basis for the liability to those former employees at the time of their retirement.

p) **Financial Instruments**

Financial assets (represented by lending and receivables) are carried in the balance sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining period of the instrument, using the following assumptions:

- No early repayment or impairment is recognised
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate to fair value.
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

q) **Foreign Currency Policy**

Transactions denominated in foreign currencies are recorded at the rates of exchange ruling at the date of the transactions.

r) **Intra Group Transactions**

Gains or losses on any intra-group transactions are eliminated in full. Amounts in relation to debts and claims between undertakings included in the consolidation are also eliminated.

s) **Gift Aid Payments from Subsidiary**

To ensure that there is clarity and consistency in how gift aid payments by subsidiaries are reported, Financial Reporting Standard 102, which was updated in December 2017. Under the revised treatment, gift aid payments can only be recognised in the accounts when paid, unless there is a deed of covenant in place, although no tax charge needs to be shown.

t) **Government Grants**

RBGE received Grant-in-Aid of £13,945k from the Scottish Government during the year. £490k was received from HMRC in respect of the Coronavirus Job Retention Scheme across the group. A further £502k was received from UK government entities to fund a number of RBGE's research projects.

2. PRIOR YEAR COMPARATIVES

2a. RBGE Statement of Financial Activities for the year ended 31 March 2020

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	2019/20 Total Funds £000
Income and Endowments from:				
Scottish Government	8,879	3,000	-	11,879
Donations and Legacies	1,891	1,671	-	3,562
Charitable activities	2,320	35	-	2,355
Other trading activities	386	161	-	547
Investments	5	-	31	36
Total income and Endowments	13,481	4,867	31	18,379
Expenditure on:				
Raising funds	313	-	-	313
Charitable activities				
Collections	5,774	791	-	6,565
Visitor offer	1,880	258	-	2,138
Education	1,545	212	8	1,765
Scientific research	4,153	2,985	-	7,138
Total Expenditure	13,665	4,246	8	17,919
Net gains/(losses) on investments	-	-	(39)	(39)
Net income/(expenditure)	(184)	621	(16)	421
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	1,320	-	1,320
Net movement in funds	(184)	1,941	(16)	1,741
RESERVES AS AT 1 APRIL 2019	79	55,857	1,326	57,262
RESERVES AS AT 31 MARCH 2020	(105)	57,798	1,310	59,003

2b. Consolidated Statement of Financial Activities for the year ended 31 March 2020

	Unrestricted Funds £000	Restricted Funds £000	Endowment Funds £000	2019/20 Total Funds £000
Income and Endowments from:				
Scottish Government	8,879	3,000	-	11,879
Donations and Legacies	967	1,671	-	2,638
Charitable activities	2,280	35	-	2,315
Other trading activities	2,413	161	-	2,574
Investments	4	-	31	35
Total Income and Endowments	14,543	4,867	31	19,441
Expenditure on:				
Raising Funds	1,462	-	-	1,462
Charitable activities				
Collections	5,774	791	-	6,565
Visitor offer	1,880	258	-	2,138
Education	1,545	212	8	1,765
Scientific research	4,153	2,985	-	7,138
Total Expenditure	14,814	4,246	8	19,068
Net gains/(losses) on investments	-	-	(39)	(39)
Net income/(expenditure)	(271)	621	(16)	334
Other recognised gains/(losses):				
Gains/(losses) on revaluation of fixed assets	-	1,320	-	1,320
Net movement in funds	(271)	1,941	(16)	1,654
RESERVES AS AT 1 APRIL 2019	445	55,857	1,326	57,628
RESERVES AS AT 31 MARCH 2020	174	57,798	1,310	59,282

3. GRANT-IN-AID

	RBGE		Group	
	2020/21	2019/20	2020/21	2019/20
	£000	£000	£000	£000
Revenue Grant in Aid	11,145	8,879	11,145	8,879
Capital Grant	2,800	3,000	2,800	3,000
Total Grant from RESAS	13,945	11,879	13,945	11,879

4. DONATIONS AND LEGACIES

	RBGE		Group	
	2020/21	2019/20	2020/21	2019/20
	£000	£000	£000	£000
Income from Botanics Foundation	279	724	279	724
Gift Aid from BTC	262	924	-	-
Grants from UK Government entities	928	797	928	797
Grants from EU	24	232	24	232
Other grants	679	683	679	683
Donations and Legacies	284	89	284	89
Capital grants – non-Grant-in-Aid	30	113	30	113
	2,486	3,562	2,224	2,638

5. INCOME FROM CHARITABLE ACTIVITIES

	RBGE		Group	
	2020/21	2019/20	2020/21	2019/20
	£000	£000	£000	£000
Admissions	240	791	240	791
Education charges	1,238	998	1,238	998
Rents receivable	41	43	26	13
Membership income	185	194	185	194
Other income from third parties	313	329	304	319
	2,017	2,355	1,993	2,315

6. OTHER TRADING ACTIVITIES

	RBGE		Group	
	2020/21	2019/20	2020/21	2019/20
	£000	£000	£000	£000
Trading company income	-	-	708	2,077
Commercial development	53	206	18	156
Commemorative programme	271	341	271	341
	324	547	997	2,574

Commercial development consists of theatrical events, venue hire, licensing and commercial publishing.

7. INVESTMENT INCOME

	RBGE		Group	
	2020/21	2019/20	2020/21	2019/20
	£000	£000	£000	£000
Dividends	20	25	20	25
Interest receivable	8	11	7	10
	28	36	27	35

8. EXPENDITURE

	Staff costs £000	Dep'n £000	Other Direct Costs £000	Allocated Costs £000	2020/21 Total £000	2019/20 Total £000
Raising Funds	666	7	333	-	1,006	1,462
Charitable activities						
Collections	3,796	957	551	1,721	7,025	6,565
Visitor offer	1,161	308	240	554	2,263	2,138
Education	1,004	253	153	455	1,865	1,765
Scientific research	2,995	808	672	1,455	5,930	7,138
Total	9,622	2,333	1,949	4,185	18,089	19,068

Support costs have been allocated as per note 1f. The cost of charitable activities includes the cost of support services (facilities management, finance, human resources, ICT, corporate services management, press and marketing) of £4,185k (2019/20 £4,306).

9. STAFF COSTS

	2020/21 £000	2019/20 £000
Salaries	7,959	7,691
Social security costs	801	767
Staff pensions	2,067	1,979
Redundancy costs	10	47
Total RBGE staff costs	10,837	10,484
BTC staff costs	430	404
Total Group staff costs	11,267	10,888

10. OTHER DIRECT COSTS

	2020/21 £000	2019/20 £000
Botanics Trading Company	260	739
Depreciation	2,333	2,130
Impairment of fixed assets	-	-
Materials	571	572
Direct Project Costs	140	958
Repairs and Maintenance	968	889
Rates and Utilities	657	941
Trustees travel and subsistence	1	3
Staff travel and subsistence	15	205
General services	1,122	1,073
External Audit fees	17	17
Internal Audit fees	6	8
Legal, consultancy and other professional fees	737	645
	6,827	8,180

11. TANGIBLE FIXED ASSETS

	Land & Buildings	General Infrastructure	Assets under Construction	Garden Machinery	Scientific Equipment	Office Equipment	Motor Vehicles	RBGE Total	BTC	Group Total
Cost or Valuation										
At 1 Apr 2020	53,401	1,386	5,066	1,412	1,663	3,039	185	66,152	41	66,193
Additions	559	71	1,828	2	24	242	-	2,726	15	2,741
Disposals	-	-	-	(30)	(9)	-	-	(39)	-	(39)
Impairment	-	-	-	-	-	-	-	-	-	-
Transfers	171	-	(246)	-	-	75	-	-	-	-
Revaluation	874	-	-	-	-	-	-	874	-	874
At 31 Mar 2021	55,005	1,457	6,648	1,384	1,678	3,356	185	69,713	56	69,769
Depreciation										
At 1 Apr 2020	3,496	676	-	1,040	1,353	2,652	150	9,367	19	9,386
Charge for the period	1,829	139	-	87	77	133	12	2,277	7	2,284
Disposals	-	-	-	(30)	(2)	-	-	(32)	-	(32)
Backlog	87	-	-	-	-	-	-	87	-	87
At 31 Mar 2021	5,412	815	-	1,097	1,428	2,785	162	11,699	26	11,725
Net book value										
At 31 Mar 2021	49,593	642	6,648	287	250	571	23	58,014	30	58,044
At 31 Mar 2020	49,905	710	5,066	372	310	387	35	56,785	22	56,807

Land and buildings were revalued on 31 March 2018 by The City of Edinburgh Council on the basis of fair value or market value for existing use, except for those properties and land which have such specialised use that they have no market value. Such properties and land are valued at depreciated replacement cost representing their value in use to the Group. Replacement costs were derived by the valuers on the basis of land values and estimated current construction costs, including professional fees and finance costs, for each individual property. The amount by which replacement cost for each property was discounted to arrive at depreciated replacement cost was assessed by the valuers on the basis of the current condition and state of repair of the property concerned (rather than by time apportioning over the total estimated life of the property).

Infrastructure assets have been separated from land and buildings and are held at depreciated replacement costs.

Tangible Fixed Assets - Prior year comparatives

	Land & Buildings	General Infrastructure	Assets under Construction	Garden Machinery	Scientific Equipment	Office Equipment	Motor Vehicles	RBGE Total	BTC	Group Total
Cost or Valuation										
At 1 Apr 2019	51,714	1,299	3,168	1,268	1,480	2,887	184	62,000	41	62,041
Additions	274	87	1,939	195	196	269	28	2,988	-	2,988
Disposals	-	-	-	(51)	(13)	(117)	(27)	(208)	-	(208)
Impairment	-	-	-	-	-	-	-	-	-	-
Transfers	-	-	(41)	-	-	-	-	(41)	-	(41)
Revaluation	1,413	-	-	-	-	-	-	1,413	-	1,413
At 31 Mar 2020	53,401	1,386	5,066	1,412	1,663	3,039	185	66,152	41	66,193
Depreciation										
At 1 Apr 2019	1,649	546	-	1,042	1,306	2,652	164	7,359	12	7,371
Charge for the period	1,754	130	-	49	60	117	13	2,123	7	2,130
Disposals	-	-	-	(51)	(13)	(117)	(27)	(208)	-	(208)
Backlog	93	-	-	-	-	-	-	93	-	93
At 31 Mar 2020	3,496	676	-	1,040	1,353	2,652	150	9,367	19	9,386
Net book value										
At 31 Mar 2020	49,905	710	5,066	372	310	387	35	56,785	22	56,807
At 31 Mar 2019	50,065	753	3,168	226	174	235	20	54,641	29	54,670

12. INTANGIBLE ASSETS

	RBGE and Group 2021 £000	RBGE and Group 2020 £000
At 1 April	389	248
Software acquired during the year	104	120
Transfer from Assets under construction	-	41
Disposals	-	(20)
As at 31 March	493	389
Amortisation:		
As at 1 April	228	248
Charge for the year	49	0
Disposals	-	(20)
As at 31 March	277	228
Net Book Value		
As at 31 March 2021	216	161
As at 31 March 2020	161	-

13. INVESTMENTS

a. Fixed asset investments

	Group Total £000	Listed £000	Subsidiary Undertakings £000	RBGE Total £000
Investments at cost as at 1 Apr 2020	819	819	49	868
Revaluation reserve as at 1 Apr 2020	160	160	-	160
Investments at valuation as at 1 April 2020	979	979	49	1,028
Less: Repayment of loan/conversion to grant	-	-	(4)	(4)
Add: Dividends received into fund	25	25	-	25
Less: Fund management fee	(8)	(8)	-	(8)
Less: Unrealised loss on revaluation at 31 March 2021	272	272	-	272
Investments at valuation as at 31 March 2021	1,268	1,268	45	1,313
Cost as at 31 March 2021	836	836	49	885
Less: Repayment of loan/conversion to grant	-	-	(4)	(4)
Revaluation reserve as at 31 Mar 2021	432	432	-	432
Investments at valuation as at 31 March 2021	1,268	1,268	45	1,313

Subsidiary companies

The investment in the Botanics Trading Company Ltd represents a long term loan of £44,000 and £1,000 of share capital of the Botanics Trading Company Ltd which is a wholly owned subsidiary of the Trustees of the Royal Botanic Garden Edinburgh. The loan to the Botanics Trading Company Ltd is being repaid over twenty five years. It is secured by a floating charge over the assets of the company. Interest was applied at the Bank of England base rate plus 3%.

Listed investments

Listed company investments form part of the Ferguson Bequest and the Education Endowment. The investment portfolio is invested in a range of securities. As at 31 March 2021 the portfolio was made up of 14% fixed interest, 74% equities, 11% alternative and 1% cash. The corresponding figures for 31 March 2020 were 17% fixed interest, 70% equities, 12% alternative and 1% cash.

No investment holdings were over 5% of the Portfolio Value.

b. Current asset investments

As at 31 March 2021 £106k of cash was held in term deposit accounts (2020 £106k):

	RBGE		Group	
	2021 £000	2020 £000	2021 £000	2020 £000
Term deposits	106	106	106	106

Current asset investments represent term deposits held with commercial banks in line with the credit risk policy. The deposit relates to deferred VAT on the John Hope Gateway retained under the Lennartz Mechanism.

c. Financial instruments disclosures

i. Credit Risk

Credit risk arises from the short-term lending of surplus funds to banks, building societies and other third parties as well as credit exposures to RBGE's customers. RBGE restricts deposits to the following banks (HSBC, Royal Bank of Scotland, Barclays, Lloyds TSB, Bank of Scotland, Co-Operative and Clydesdale) to a maximum counterparty limit of £300k. The treasury management policy is reviewed annually.

RBGE reviews the credit risk associated with financial institutions on a monthly basis and more regularly if market conditions are volatile or other information is made available on the financial security of UK banks and building societies.

ii. Liquidity Risk

RBGE does not have any external borrowings.

iii. Market Risk

Changes in market interest rates influence the interest payable on borrowings and on interest receivable on surplus funds invested. RBGE is not considered dependent on interest receivable.

14. STOCKS

	RBGE		Group	
	2021 £000	2020 £000	2021 £000	2020 £000
Heating oil	31	39	31	39
RBGE Shops (retail goods for resale)	-	-	138	151
Publications	105	121	105	121
	<u>136</u>	<u>160</u>	<u>274</u>	<u>311</u>

The current cost value of stocks is not materially different from historic cost and accordingly no adjustment has been made to reflect current costs.

The stock of heating oil is held for precautionary purposes to ensure the protection of the living collections in the event of power loss, gas supply interruption or a national emergency.

15. DEBTORS

	RBGE		Group	
	2021 £000	2020 £000	2021 £000	2020 £000
Prepaid expenditure and accrued income	947	881	963	881
Sundry debtors	257	340	407	778
Due by other group entities	512	284	-	-
	<u>1,716</u>	<u>1,505</u>	<u>1,370</u>	<u>1,659</u>

	RBGE		Group	
	2021 £000	2020 £000	2021 £000	2020 £000
Balances with central government	125	138	126	139
Balances with local authorities	-	-	-	-
Subtotal of intra government balances	<u>125</u>	<u>138</u>	<u>126</u>	<u>139</u>
Balances with bodies external to government	1,591	1,367	1,244	1,520
	<u>1,716</u>	<u>1,505</u>	<u>1,370</u>	<u>1,659</u>

16. CREDITORS

Amounts falling due within one year	RBGE		Group	
	2021	2020	2021	2020
	£000	£000	£000	£000
Accrued charges	712	863	722	869
Holiday pay	170	165	170	165
Creditors – social security	193	185	195	191
Creditors - other	302	265	317	265
Creditors - VAT	66	103	70	108
Trade creditors – revenue	335	359	340	349
Trade creditors - capital	225	355	225	355
	2,003	2,295	2,039	2,302

Amounts falling due within one year	RBGE		Group	
	2021	2020	2021	2020
	£000	£000	£000	£000
Balances with central government	324	347	332	358
Balances with local authorities	-	-	-	-
Subtotal of intra government balances	324	347	332	358
Balances with bodies external to government	1,679	1,948	1,707	1,944
	2,003	2,295	2,039	2,302

Amounts falling due after more than one year	RBGE		Group	
	2021	2020	2021	2020
	£000	£000	£000	£000
VAT	-	165	-	165
	-	165	-	165

Amounts falling due after more than one year	RBGE		Group	
	2021	2020	2021	2020
	£000	£000	£000	£000
Balances with central government	-	165	-	165
	-	165	-	165

In 2013/14 RBGE reached agreement with HMRC regarding the operation of the Lennartz VAT mechanism with regard to the John Hope Gateway. A refund of £265k was received from HMRC. A creditor was set up to repay the difference between the VAT recovered under Lennartz and the VAT that was subsequently paid as Lennartz output tax to HMRC. As the 10 year period from the building completion is now complete, the creditor is no longer required, and there will be no repayment required of the refund.

17. STATEMENT OF RESERVES

	As at 31 March 2020 Restated £000	Income £000	Expend- iture £000	Transfers £000	Impair- ment	Reval- uation £000	Group As at 31 March 2021 £000
Unrestricted							
General fund	-	13,915	13,584	(331)	-	-	-
Board reserve	174	708	1,017	331	-	-	196
Total unrestricted funds	174	14,623	14,601	-	-	-	196
Restricted							
Capital revaluation reserve	26,675	-	-	-	-	787	27,462
Capital grants fund	30,875	2,830	2,326	-	-	-	31,379
Projects fund	248	1,707	1,154	-	-	-	801
Total restricted funds	57,798	4,537	3,480	-	-	787	59,642
Endowments							
Ferguson bequest	1,114	26	8	-	-	-	1,132
Education endowment	35	-	-	-	-	-	35
QMMG endowment	30	-	-	-	-	-	30
Investments revaluation	131	-	-	-	-	272	403
Total endowments	1,310	26	8	-	-	272	1,600
Total	59,282	19,186	18,089	-	-	1,059	61,438

The Reserves of the organisation are explained in Note 1 of the accounts. The Capital Grants Fund represents funding for expenditure which has been capitalised as Tangible Assets in the balance sheet where either the funds received were subject to restrictions or the funds were Government Capital Grant in Aid. This reserve will fund the future depreciation costs arising from those assets.

Projects are where the Royal Botanic Garden Edinburgh receives money from third parties to fund various activities such as specific areas of research and developments in the Garden. The Ferguson Bequest is an endowment fund for botanical projects. The Education Endowment was established to support the educational activities of the RBGE. The QMMG Endowment is the Queen Mothers Memorial Garden endowment and was established to support the maintenance of the Queen Mothers Memorial Garden.

18. ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	Unrestricted £000	Restricted £000	Endowments £000	Total £000
Fixed Assets	-	58,260	1,268	59,528
Current Assets	2,235	1,382	332	3,949
Current Liabilities	(2,039)	-	-	(2,039)
Creditors > 1 year	-	-	-	-
Provisions	-	-	-	-
Total	196	59,642	1,600	61,438

19. REVALUATION RESERVE

	Tangible Fixed Assets 2021 £000	Investments 2021 £000	Total 2021 £000	Total 2020 £000
At 1 April	26,675	131	26,806	25,525
Surplus/(deficit) arising on revaluation in year	874	272	1,146	1,233
Difference between depreciation based on revalued amounts and historic cost	(87)	-	(87)	(38)
At 31 March	27,462	403	27,865	26,806

The revaluation reserve relating to investments is attributable to the Ferguson Bequest and the Education Endowment.

20. CAPITAL GRANTS FUND

	RBGE		Group	
	2021 £000	2020 £000	2021 £000	2020 £000
At 1 April	30,875	29,869	30,875	29,869
RESAS capital grant	2,800	3,000	2,800	3,000
Other capital grants	30	113	30	113
Gain/(loss) on sale of fixed assets	-	16	-	16
Less depreciation	(2,326)	(2,123)	(2,326)	(2,123)
Impairment of fixed assets	-	-	-	-
At 31 March	31,379	30,875	31,379	30,875
Scottish Government capital grant	15,499	14,791	15,499	14,791
Gateway capital grants	13,914	14,036	13,914	14,036
Other capital grants	1,966	2,048	1,966	2,048
	31,379	30,875	31,379	30,875

21. TRADING SUBSIDIARY

A summary of the results of the wholly owned subsidiary the Botanics Trading Company Ltd. is shown below. All values are historic costs.

Profit and Loss Account			Balance Sheet		
	2020/21	2019/20		2021	2020
	£000	£000		£000	£000
Turnover	708	2,077	Fixed assets	30	22
Cost of sales	(233)	(529)	Current assets	544	626
Gross Profit	475	1,548	Current liabilities	(563)	(320)
Other expenses	(525)	(712)	Loan from RBGE	(40)	(44)
Interest receivable	-	1	Provisions	-	(4)
Interest payable	(1)	(2)		(29)	280
Net profit	(51)	835	Share capital	1	1
Gift aid to RBGE	(262)	(924)	Accumulated	(30)	279
Tax on profit	4	(1)	(loss)/profit		
				(29)	280
Retained (loss) / profit for the year	(309)	(88)			

The company donates its taxable profits, allowable for distribution from reserves, to RBGE under the gift aid scheme on an annual basis.

22. CONSULTANCY SUBSIDIARY

The wholly owned subsidiary the Centre for Middle Eastern Plants Ltd. is now a dormant company.

23. CASH FLOW STATEMENT

Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2020/21	2019/20
	£000	£000
Net income/(expenditure) as per SOFA	1,368	334
Depreciation charge	2,333	2,130
Capital GIA	(2,800)	(3,000)
Other capital grants	(30)	(113)
Gain on sale of fixed assets	7	(16)
Unrealised loss/(gain) on investment	(272)	39
Dividends, interest and rents from investments inc fees	(18)	(27)
Increase in stocks	37	(62)
Decrease in debtors	289	279
Increase/(decrease) in creditors & provisions	(431)	487
Net cash provided by (used in) operating activities	483	51

Analysis of cash and cash equivalents

	RBGE		Group	
	2021 £000	2020 £000	2021 £000	2020 £000
Cash in hand	1,969	1,718	2,119	1,730
Total cash and equivalents	1,969	1,718	2,119	1,730

24. RELATED PARTY TRANSACTIONS

The Royal Botanic Garden Edinburgh is a non-departmental public body of the Scottish Government Rural and Environment Science and Analytical Services Division (RESAS) which is regarded as a related party. During the year, RBGE has had a number of material transactions with RESAS.

The Regius Keeper is, ex officio, a Trustee of the Sibbald Trust and the Botanic Foundation and a Director of the Botanic Trading Company Ltd (BTC) and the Centre for Middle Eastern Plants Limited (CMEP). RBGE received £81k of restricted funding income for the Sibbald Trust in 2020/21. The Director of Science and IT was a Director of CMEP for the whole year. The Director of Enterprise and Head of Resources & Planning were Directors of BTC for the whole year. Two RBGE Trustees can be appointed to the Botanic Foundation Board in accordance with the Trust Deed of the Foundation. Diana Murray held this position for the full year, whilst the position was vacant for the year. At an RBGE Board meeting of 28 February 2018, the Trustees agreed that any unapplied self-generated income should be donated to the Botanic Foundation, in addition to legacies received, to support the objectives of RBGE, as the Foundation Board see fit. As a result legacies and donations to the value of £220,801 that were received in 2020/21 will be transferred directly into the Foundation's name.

The Botanic Trading Company (BTC) is a wholly owned subsidiary of RBGE. A summary of the BTC results are disclosed at note 21.

During the year, none of the Trustees, members of key management staff or other related parties has undertaken any material transactions with RBGE. Donations and other income from the Trustees to RBGE amounted to £164 in 2020/21 (2019/20: £2,758).

25. CAPITAL COMMITMENTS

As at 31 March 2021 there were capital commitments contracted for but not provided for in the accounts of £133,662 (2020: £32,286).

26. INCOME AND EXPENDITURE SUMMARY

	Notes	RBGE		Group	
		2020/21 £000	2019/20 £000	2020/21 £000	2019/20 £000
Income					
Scottish Government - Revenue grant in aid	3	11,145	8,879	11,145	8,879
Donations and Legacies excl capital grants	4	2,455	3,449	2,193	2,525
Charitable activities	5	2,017	2,339	1,993	2,299
Other trading activities	6	324	547	997	2,574
Investments	7	28	36	27	35
		15,969	15,250	16,356	16,312
Expenditure					
Staff costs	9d	10,837	10,484	11,266	10,888
Other operating costs		4,020	5,183	4,276	5,929
		14,857	15,667	15,542	16,817
Donation to Botanic Foundation		(221)	(129)	(221)	(129)
Surplus/(Deficit) for the year		901	(546)	593	(635)

The group surplus of £593k comprises a surplus of £330k of unrestricted RBGE funds, a deficit on BTC of £309k, including gift aid transferred to RBGE, a surplus of £18k on endowments and a £554k surplus from restricted project funds. In addition to this, the Restricted Capital Grants fund relating to depreciation was underspent compared to new grants received by £504k; and the endowment had a £272k revaluation surplus. Once this is taken into account the surplus for the year – as recorded in the Consolidated SOFA at page 39 – is £1,369k.

27. EVENTS AFTER THE REPORTING PERIOD

No significant events have occurred since 1 April 2021 that will have an impact on these accounts.

28. RAISING FUNDS EXPENDITURE

Reconciliation of RBGE total to consolidated expenditure within the statement of financial activities.

	2020/21 £000	2019/20 £000
RBGE total expenditure per SOFA	312	313
BTC Cost of Sales	233	529
BTC Expenses	521	712
BTC Interest payable	1	2
Less inter group transactions		
Rental	(16)	(31)
Accountancy Fees	(10)	(10)
Salary Allowance	(28)	(43)
Support Services	(6)	(8)
Interest Payable	(1)	(2)
Total consolidated amount per SOFA	1,006	1,462

Accounts Direction

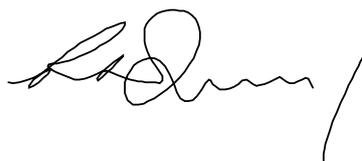
ROYAL BOTANIC GARDEN, EDINBURGH DIRECTION BY THE SCOTTISH MINISTERS

The Scottish Ministers, in pursuance of paragraph 20(3) of Schedule 1 of the National Heritage (Scotland) Act 1985, hereby give the following direction.

The statement of accounts for the financial year ended 31 March 2006, and subsequent years, shall comply with the accounting principles and disclosure requirements of the edition of the Government Financial Reporting Manual (FReM) which is in force for the year for which the statement of accounts are prepared.

The accounts shall be prepared so as to give a true and fair view of the income and expenditure and cash flows for the financial year, and of the state of affairs as at the end of the financial year.

This direction shall be reproduced as an appendix to the statement of accounts. The direction given on 17 October 2002 is hereby revoked.

A handwritten signature in black ink, consisting of a large, stylized initial 'R' followed by a series of loops and a long horizontal stroke ending in a vertical line.

Signed by the authority of the Scottish Ministers

Dated: 9 December 2005