

STATEMENT OF ACCOUNTS FOR THE YEAR

ENDING 31 MARCH 2008

The Conservators of Ashdown Forest
The Ashdown Forest Centre
Wych Cross
Forest Row
East Sussex
RH18 5JP

Foreword

The accounts for 2007/2008, set out in the following pages, show the financial performance of the Board of Conservators for the year, together with its overall financial position as at 31 March 2008. The purpose of the published statement of accounts is to give the Board of Conservators and other interested parties clear information about the Board's finances. The accounts provide the reader with information of the cost of conserving and managing Ashdown Forest and running and maintaining the Ashdown Forest Centre.

Statement of Accounting Policies

The Board's accounts have been prepared in accordance with the Account and Audit Regulations 2003 for Councils with a gross budgeted income of less than £1,000,000. In addition, supporting notes have been included where appropriate.

General Account

The purpose of this account is to report the expenditure and income relating to conservation and management of the Forest in order to comply with the requirements of the Ashdown Forest Act 1974 and the Forest's status as a Site of Special Scientific Interest, (SSSI) Special Protected Area for birds (SPA) and Special Area of Conservation for habitat (SAC) under European legislation.

Information Barn Account

The purpose of this account is to report the expenditure and income relating to the Information Barn, its shop and changing exhibitions. (See page 11)

The Balance Sheet

This statement shows the balances and reserves at the Board's disposal as well as the liabilities as at 31 March 2008. It is shown on page 4.

The Income and Expenditure Accounts

A summary of the Income and Expenditure Accounts is shown on page 6 with a more detailed breakdown on pages 8 & 9.

Statement of the main principles adopted in compiling the accounts

Debtors and creditors outstanding at the end of the year are included in the accounts on the basis of known quantifiable commitments. There are no known Capital Creditors and Debtors.

All Capital works and purchases of vehicles etc. funded by The Conservators are charged to the General Fund in the year in which expenditure arises.

Central administrative charges are wholly charged to the General Fund.

As a non-principal authority there is no requirement to produce a Cash Flow Statement.

Statement of Responsibility for the Statement of Accounts

The Board's Responsibilities

The Board is required:

- a) to make arrangements of the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. The Clerk to the Board is the Responsible Financial Officer;
- b) to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- c) to approve the statement of accounts.

The Responsible Financial Officer's Responsibilities

The Responsible Financial Officer (RFO) is responsible for the preparation of the Board's statement of accounts which, in terms of the Account and Audit Regulations for Councils 1996, is required to present fairly the financial position of the Board at the accounting date and its income and expenditure for the year ended 31 March 2008.

In preparing this statement of accounts the RFO is responsible for:

- a) selecting suitable accounting policies and then applying them consistently;
- b) making judgements and estimates that are responsible and prudent;
- c) complying with the Account and Audit Regulations for Councils 1996 and fully disclose any significant non-compliance.

The RFO is also responsible for:-

- a) keeping proper accounting records which are up to date
- b) taking responsible steps for the prevention and detection of fraud and other irregularities.

The above statement represents fairly the financial position of the Conservators as at 31 March 2008 and reflects its income and expenditure during the year.

Approved by the Board on 9 June 2008

Signed

Chairman

Signed

Clerk

CONSERVATORS OF ASHDOWN FOREST
BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2008

| 2006-07 | | 2007-08 | |
|------------------------|---------------------------------------|-----------------------|-----------------------|
| £ | <u>CURRENT ASSETS</u> | £ | £ |
| 8,007 | INFORMATION CENTRE STOCK | 7,182 | |
| 4,316 | RENTS AND RATES OUTSTANDING | 1,825 | |
| 40,924 | DEBTORS | 45,433 | |
| 0 | PAYMENTS IN ADVANCE | 0 | |
| 2,550 | FUEL STOCK | 3,356 | |
| 200 | FUEL DEPOSIT | 0 | |
| 3,718 | VAT | 3,671 | |
| 202,866 | CASH ON DEPOSIT | 181,261 | |
| <u>9</u> | CASH IN HAND | <u>55</u> | |
| 262,590 | TOTAL ASSETS | <u>242,783</u> | |
| | <u>CURRENT LIABILITIES</u> | | |
| 35,870 | CREDITORS | 31,678 | |
| 17 | RENTS IN ADVANCE | 0 | |
| 35,406 | OTHER BANK ACCOUNTS | 14,342 | |
| <u>2,456</u> | DEPOSITS IN HAND | <u>1,620</u> | |
| 73,749 | TOTAL LIABILITIES | 47,640 | |
| 188,841 | TOTAL ASSETS LESS CURRENT LIABILITIES | 195143 | |
| <u>£188,841</u> | <u>NET ASSETS</u> | | <u>£195143</u> |

REPRESENTED BY:-

| | |
|-------------------------|-----------------------|
| GENERAL RESERVE FUND | £136389 |
| INFORMATION CENTRE FUND | £ 58754 |
| | <u>£195143</u> |

CONSERVATORS OF ASHDOWN FOREST
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
31 MARCH 2008

INCOME

| <u>2007</u> | | <u>2008</u> |
|-----------------------|-----------------------------------|-----------------------|
| £ | | £ |
| 86,913 | Rents & BT Wayleaves | 91,035 |
| 17,897 | Rates | 15,230 |
| 29,064 | Riding | 31,006 |
| 0 | Sale of Assets | 19,749 |
| 32,741 | Sundry Receipts | 40,448 |
| 102,014 | East Sussex County Council | 84,500 |
| 13,050 | Wealden District Council | 13,050 |
| 53,500 | Ashdown Forest Trust | 65,100 |
| 0 | Friends of Ashdown Forest | 17,411 |
| 0 | Ashdown Forest Conservation Trust | 3,424 |
| 254,095 | Grants | 340,878 |
| 2,879 | Bank Interest | 4,111 |
| 13,207 | Information Centre | 13,368 |
| <u>605,361</u> | TOTAL INCOME | <u>739,310</u> |

EXPENDITURE

| <u>2007</u> | | <u>2008</u> |
|-----------------------|---|-----------------------|
| £ | | £ |
| 267,274 | Salaries | 331,257 |
| 62,431 | Administration | 67,617 |
| 55,049 | Information Centre & Visitor Management | 32,179 |
| 2,882 | Change in value of stock at the end of the year | 826 |
| 2,053 | Centre Development | 800 |
| 66,419 | Conservation & Forest Maintenance | 74,737 |
| 71,398 | Higher Level Scheme | 119,879 |
| 20,556 | Capital | 73,408 |
| 28,752 | Whitehouse Barn Project | 754 |
| 11,172 | Input VAT disallowed | <u>31,551</u> |
| <u>587,986</u> | TOTAL EXPENDITURE | <u>733,008</u> |
| 17,375 | Surplus/(Deficit) | 6,302 |

| | TOTAL RESERVES | GENERAL FUND | INFORMATION CENTRE |
|-------------------------------|---------------------------|-------------------------|-------------------------------|
| | £ | £ | £ |
| Reserves Balance at 1.4.2007 | 188,841 | 134,893 | 53,948 |
| Plus Income | 739,310 | 725,942 | 13,368 |
| Less Expenditure | <u>733,008</u> | <u>724,446</u> | <u>8,562</u> |
| Reserves Balance at 31.3.2008 | <u>195,143</u> | <u>136,389</u> | <u>58,754</u> |

**Conservators of Ashdown Forest
Accounts for the year ending 31 March 2008
Supporting Statement**

Assets

1 Movements in the year

The following assets were purchased:

| | Cost |
|-------------------------------|----------------------|
| | £ |
| New Holland Tractor | 34,035 |
| Rotary Mower | 13,000 |
| Landrover | 7,995 |
| ALO Q55 Loader | 5,171 |
| Sheep trailer | 3,815 |
| Post hole auger | 2,574 |
| Trailer | 1,450 |
| Log grab | 1,400 |
| Flails | 860 |
| Shelving | 698 |
| Workstation | 653 |
| Intruder alarm | 523 |
| Orthopaedic office chair | 400 |
| Barrel bund | 329 |
| Drill | 226 |
| Blackberry | 151 |
| Water tank | 128 |
| Total assets purchased | <u>73,408</u> |

2 The following assets were sold:

| | |
|---------------------|----------------------|
| New Holland Tractor | <u>19,749</u> |
|---------------------|----------------------|

3 As at 31 March 2008 the following land assets were held:

| | Value |
|---|--------------|
| | £ |
| The Conservators own the following land: | |
| 34.80 ha at Chelwood Gate | Nil |
| 0.12 ha at Millbrook, Nutley | Nil |
| 0.20 ha at Glenmore Road, Crowborough | Nil |
| 1.27 ha at Twyford | Nil |
| 5.54 ha at Isle of Thorns | Nil |
| 27.92 ha at Chelwood Vachery | Nil |
| 1.42 ha at Brabies Gate | Nil |
| 0.80 ha at Whitehouse Farm, Duddleswell | Nil |
| <u>2.30</u> ha at Friends Fields, Chuck Hatch | Nil |
| 74.37 ha in total | |

(Since the Board's policy is that land acquired within the Pale will not be disposed of, its value is rated as Nil.)

0.65 ha at the Ashdown Forest Centre is owned by the Conservators and is given a nominal value of £1,000.

The remainder of the Forest is owned by the Ashdown Forest Trust.

4. The Insured Value of the Centre and assets, including those above in note 1, is as follows:

| | | |
|--|---------|--|
| | £ | |
| Ashdown Forest Centre buildings | 782,770 | |
| Whitehouse Barn | 77,765 | |
| Contents, stock, equipment etc. | | |
| [including “All risks” – portable items £55,070] | 157,973 | |
| Vehicles, tractors and attachments | 194,032 | |

Creditors

At the year end sundry creditors were owed £31,678 by the Conservators of Ashdown Forest. The following amounts were included in the expenditure for the year:

| | | | |
|----------------------|-------|-------------------------------|-----|
| | £ | | £ |
| Zurich Municipal | 10371 | South East Water | 250 |
| HMRC | 6452 | Howe Starnes Gatward & Blowey | 238 |
| Audit provision | 3900 | Swan Timber | 145 |
| Total Butler | 3586 | Haynes Agricultural | 81 |
| DMC | 2200 | Harper & Eede | 57 |
| Webecode | 1104 | Goldsmith & Allcorn | 48 |
| Credit Card | 971 | Mower Services | 46 |
| Esus Farm & Forestry | 881 | Open Spaces Society | 30 |
| Page Computers | 687 | Hartfield Village Hall | 10 |
| Rupert-Taylor Ltd | 367 | Sussex Archaeological Society | 2 |
| Southern Paper | 252 | | |

Debts Outstanding

At the year end debts due to the Conservators of Ashdown Forest of £45,433 were outstanding. The following amounts were included in the income for the year: Ashdown Forest Trust £16,275; Forestry Commission £27,691; May Gurney £1,190; Unity Media £251 and Christopher Sutton £26. The only amount outstanding at the end of May was £1,190 due from May Gurney.

Pension Contributions

The Conservators of Ashdown Forest contributed a sum equivalent to 17.6% of the salaries bill to the pension fund. The total was £45,947.43. The required employer’s contribution will increase to 18% for 2008/2009, on current scales a total of £54,261.45.

Advertising and Publicity

The Conservators have a statutory obligation to advertise the publication of the accounts and the notice of the Commoners’ Annual Meeting. Public Notices are placed in local newspapers and on the Conservators’ web site to meet this requirement. The total cost during 2007/08 was £301.20.

Reserves

It is the Conservators’ policy that General Fund reserves are to be maintained at a level sufficient to cover at least 6 months’ expenditure on salaries and administration. Information Centre Fund reserves are to be allocated specifically to meet expenditure on the Information Centre.

Expanded Income and Expenditure for the General Account for the year ending 31 March 2008

| <u>2007</u> | | <u>2008</u> | Note |
|-----------------------|---|-----------------------|------|
| £ | INCOME | £ | |
| 86,913 | Acknowledgement Rents & BT Wayleaves | 91,035 | |
| 17,897 | Forest Rates | 15,230 | |
| 29,064 | Horse Riding | 31,006 | |
| 0 | Sale of Assets | 19,749 | 1 |
| <u>32,742</u> | Sundry Receipts | <u>40,448</u> | 2 |
| 166,616 | | 197,468 | |
| | <u>Local Authority Contributions</u> | | |
| 102,014 | East Sussex County Council | 84,500 | |
| 53,500 | Ashdown Forest Trust | 65,100 | |
| <u>13,050</u> | Wealden District Council | <u>13,050</u> | |
| 168,564 | | 162,650 | |
| | <u>Grants</u> | | |
| 6,569 | Friends of Ashdown Forest | 17,411 | 3 |
| 0 | Ashdown Forest Conservation Trust | 3,424 | |
| 214,195 | DEFRA (inc Higher Level Stewardship) | 313,187 | |
| 6,245 | Weald Heathland Initiative | 0 | |
| <u>27,086</u> | Forestry Commission | <u>27,691</u> | |
| 254,095 | | 361,713 | |
| <u>2,879</u> | Bank Interest | <u>4,111</u> | |
| 2,879 | | 4,111 | |
| <u>592,154</u> | TOTAL INCOME | <u>725,942</u> | |
| | EXPENDITURE | | |
| | <u>Finance & Support</u> | | |
| | <u>Salaries and Wages</u> | | |
| 219,640 | Gross Salaries | 267,103 | |
| 15,008 | Employer's NI | 18,207 | |
| <u>32,626</u> | Employer's Pension Contribution | <u>45,947</u> | |
| 267,274 | | 331,257 | |
| | <u>Administrative Expenses</u> | | |
| 3,139 | Ashdown Forest Centre Rates | 3,219 | |
| 6,982 | A F Centre Running Costs | 13,262 | |
| 5,813 | Post & Telephone | 4,830 | |
| 2,208 | Printing & Stationery | 2,928 | |
| 13,431 | Professional | 13,812 | |
| 13,753 | Insurance | 15,821 | |
| 7,048 | Computer | 6,665 | |
| 7,436 | Staff Expenses and Training | 4,919 | |
| 31,407 | Transport and Machinery | 36,388 | |
| 5,720 | Vehicle Insurance | 6,327 | |
| 2,544 | Radio | 1,192 | |
| 2,142 | Miscellaneous Admin Exp | 1,251 | |
| 50 | Irrecoverable Rents and Rates & Bad Debts | 454 | |
| 425 | Bank charges | 456 | |
| <u>11,172</u> | Input VAT disallowed | <u>21,006</u> | 4 |
| 113,270 | | 132,530 | |
| | <u>Amenity & Community</u> | | |
| 35,843 | Interpretation | 12,735 | |
| <u>7,837</u> | Visitor Management | <u>21,754</u> | |
| 43,680 | | 34,489 | |

| | | |
|------------------------|-------------------------------------|------------------------|
| | <u>Conservation</u> | |
| 1,704 | Forest Maintenance | 950 |
| 20,804 | Rhododendron clearance | 21,963 |
| 18,379 | Stakeholder Engagement | 23,154 |
| 10,505 | Grazing subsidy | 10,150 |
| 0 | Grazing project | 22,143 |
| 41,637 | Heathland Conservation | 56,145 |
| 67 | Monitoring | 5,128 |
| 0 | HLS Input VAT Disallowed | 10,545 4 |
| <u>1,905</u> | Miscellaneous conservation expenses | <u>1,830</u> |
| 95,001 | | 152,008 |
| | | |
| <u>£519,225</u> | TOTAL EXPENDITURE | <u>£650,284</u> |
| | | |
| 592,154 | Total Operating Income | 725,942 |
| (519,225) | Total Operating Expenditure | <u>650,284</u> |
| 72,929 | | 75,658 |
| | <u>Capital Expenditure</u> | |
| | | |
| 28,752 | Whitehouse Barn Project | 754 |
| <u>23,705</u> | Other Assets | <u>73,408</u> 5 |
| 52,457 | | 74,162 |
| | | |
| £20,472 | Surplus/(Deficit) | £1,496 |

Income

- 1 A New Holland Tractor, registration GX02 ZDS, was sold for £19,749 in part exchange for a new New Holland Tractor.
- 2 **Sundry Receipts include:**

| | £ | | £ |
|--------------------------|--------|------------------------|-------|
| Memorial Seats | 15,000 | Wood Permits | 662 |
| Consideration Charges | 8,844 | Miscellaneous income | 230 |
| Donations | 3,940 | Deeds of Covenant | 350 |
| Temporary Licences | 1,008 | Deposit | 1,575 |
| Licence Preparation Fees | 2,306 | Talks by staff | 329 |
| Filming | 428 | Interpretation funding | 2,008 |
| Hire of premises | 1,902 | Grazing project income | 1,084 |
| Sale of Forest products | 782 | | |
- 3 The Friends of Ashdown Forest purchased a Toyota Hilux registration GV07 MZJ for £15,802; a car counter for £996 and the audio-visual unit in the Information Barn for £613.
- 4 The figure for the input VAT disallowed has been split to enable accurate allocation of HLS funds.
- 5 A list of assets acquired is on page 6.

**THE CONSERVATORS OF ASHDOWN FOREST
INFORMATION CENTRE ACCOUNT
FOR YEAR ENDING 31 MARCH 2008**

| | | |
|------------------------------------|---------------|-----------------------|
| | £ | £ |
| Barn Sales | | 10,824 |
| <u>Less cost of sales</u> | | |
| Opening Stock | 8,007 | |
| Purchases | <u>5,551</u> | |
| | 13,558 | |
| Less Closing Stock | <u>7,182</u> | |
| | | <u>6,376</u> |
| Gross Profit | | 4,448 |
| <u>Other Income</u> | | |
| Donations | 1,948 | |
| School Visits | <u>596</u> | |
| | | <u>2,544</u> |
| | | 6,992 |
| Less Expenses | | |
| Educational resources | 146 | |
| Purchases other than stock | 673 | |
| Credit Terminal | 15 | |
| Barn exhibition materials | 552 | |
| | | 1,386 |
| Net (Deficit) for the year | | <u>5,606</u> |
| INFORMATION CENTRE FUND | | |
| | | £ |
| Information Centre Fund at 31.3.07 | | 53,948 |
| Add Information Centre surplus | | 5,606 |
| Centre Development Expenditure | | <u>(800)</u> |
| Information Centre Fund at 31.3.08 | | <u>£58,754</u> |