

STATEMENT OF ACCOUNTS FOR THE YEAR

ENDING 31 MARCH 2007

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

Foreword

The accounts for 2006/2007, 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 2007. 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 2007. 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 2007.

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 2007 and reflects its income and expenditure during the year.

Approved by the Board on 13 September 2007

Signed

Chairman

Signed

Clerk

CONSERVATORS OF ASHDOWN FOREST
BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2007

2005-06		2006-07	
£	<u>CURRENT ASSETS</u>	£	£
10,889	INFORMATION CENTRE STOCK	8,007	
4,857	RENTS AND RATES OUTSTANDING	4316	
127,911	DEBTORS	40,924	
85	PAYMENTS IN ADVANCE	0	
300	FUEL STOCK	2,550	
200	FUEL DEPOSIT	200	
6,723	VAT	3,718	
33,438	CASH ON DEPOSIT	202,866	
6,216	OTHER BANK ACCOUNTS	(35,406)	
<u>0</u>	CASH IN HAND	<u>9</u>	
190,619	TOTAL ASSETS	227,184	
	 <u>CURRENT LIABILITIES</u>		
16,134	CREDITORS	35,870	
19	RENTS IN ADVANCE	17	
<u>3,000</u>	DEPOSITS IN HAND	<u>2,456</u>	
19,153	TOTAL LIABILITIES	38,343	
171,466	TOTAL ASSETS LESS CURRENT LIABILITIES	188,841	
0	LONG TERM LIABILITIES	0	
<u>£171,466</u>	<u>NET ASSETS</u>		<u>£188,841</u>

REPRESENTED BY:-

GENERAL RESERVE FUND	£134,893
INFORMATION CENTRE FUND	£53,948
	<u>£188,841</u>

CONSERVATORS OF ASHDOWN FOREST
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED
31 MARCH 2007

INCOME

<u>2006</u>		<u>2007</u>
£		£
87,992	Rents & BT Wayleaves	86,913
13,863	Rates	17,897
28,306	Riding	29,064
20,682	Sale of Assets	0
25,070	Sundry Receipts	32,741
106,394	East Sussex County Council	102,014
14,500	Wealden District Council	13,050
53,500	Ashdown Forest Trust	53,500
1,690	Ashdown Forest Conservation Trust	0
197,164	Grants	254,095
4,498	Bank Interest	2,879
17,763	Information Centre	13,207
<u>571,422</u>	TOTAL INCOME	<u>605,361</u>

EXPENDITURE

<u>2006</u>		<u>2007</u>
£		£
239,088	Salaries	267,274
88,891	Administration	62,431
32,918	Information Centre & Visitor Management	55,049
(1,343)	Change in value of stock at the end of the year	2,882
33,096	Centre Development	2,053
113,806	Conservation & Forest Maintenance	66,419
0	Higher Level Scheme	71,398
86,342	Capital	20,556
54,087	Whitehouse Barn Project	28,752
42,735	Input VAT disallowed	11,172
<u>689,620</u>	TOTAL EXPENDITURE	<u>587,986</u>
(118,198)	Surplus/Deficit	17,375

	TOTAL RESERVES	GENERAL FUND	INFORMATION CENTRE
	£	£	£
Reserves Balance at 1.4.2006	171,466	114,421	57,045
Plus Income	<u>605,361</u>	<u>592,154</u>	<u>13,207</u>
	776,827	706,575	70,252
Less Expenditure	<u>587,986</u>	<u>571,682</u>	<u>16,304</u>
	<u>188,841</u>	<u>134,893</u>	<u>53,948</u>

**Conservators of Ashdown Forest
Accounts for the year ending 31 March 2007
Supporting Statement**

Assets

1 Movements in the year

	Cost
	£
The following assets were purchased:	
Wood planer, dust extractor and fittings	4,478
Obliterator	2,100
Pole Pruner	389
6 Chainsaws	2,219
Toyota Truck GV07MZJ*	13,267
GP340 UHF Hand Portable Radio	415
Laptop computer	399
Computer & monitor	<u>438</u>
	23,705
Audio Visual Unit (Information Barn)	2,363
Cash Register (Information Barn)	595
Whitehouse Barn project	<u>28,752</u>
Total assets purchased	<u>55,415</u>

2 No assets were sold.

3 As at 31 March 2007 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.

* **Purchased and donated by the Friends of Ashdown Forest.**

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

	£
Ashdown Forest Centre buildings	759,971
Whitehouse Barn	85,675
Contents, stock, equipment etc.	
[including "All risks" – portable items £55,070]	154,865
Vehicles, tractors and attachments	194,032

Creditors

At the year end sundry creditors were owed £35,944 by the Conservators of Ashdown Forest. The following amounts were included in the expenditure for the year:

	£		£
Zurich Municipal	6,785	Hew Prendergast	213
HMRC	6,041	Farm Forestry	211
Audit provision	5,100	Supplies Team	190
3KQ	3,806	Southdown Radio	189
Total Butler	2,996	Mid Sussex Timber	169
Credit Card	2,915	Harper & Eede	52
Blackbox AV	2,812	Globecom	48
Scott Plant Hire	1,686	Bertram Books	45
Mead Management	1,288	Newmans Business Solutions	24
ESCC	818	George Rose	23
Nash Locksmiths	263	Martin Story Engineering	21
FW Tyler	225	The Builders Store	20

Debts Outstanding

At the year end debts due to the Conservators of Ashdown Forest of £40,924 were outstanding. The following amounts were included in the income for the year: Ashdown Forest Trust £13,375; Defra Countryside Stewardship Schemes £30.24; Environment Agency £125.02; East Sussex County Council £164; Forestry Commission £16,709; Rural Development Agency Single Payment Scheme £5,616 and PWW Ice Cream Ltd 4888 and Chris Sutton £16. The only amounts outstanding at the end of May were from the Environment Agency, the claim from Defra and the Single Payment Scheme. In addition, there were payments in advance to Bertram Books of £9.74 and to The Art Group of £75.22 due to a stock being unavailable.

Pension Contributions

The Conservators of Ashdown Forest contributed a sum equivalent to 15.4% of the salaries bill to the pension fund. The total was £32,626. The required employer's contribution will increase to 17.6% for 2006/2007, on current scales a total of £45,926.

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 2006/07 was £456.

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 2007

<u>2006</u>		<u>2007</u>	Note
£	INCOME	£	
87,992	Acknowledgement Rents & BT Wayleaves	86,913	
13,863	Forest Rates	17,897	
28,306	Horse Riding	29,064	
20,682	Sale of Assets	0	
<u>25,070</u>	Sundry Receipts	<u>32,742</u>	1
175,913		166,616	
	<u>Local Authority Contributions</u>		
106,394	East Sussex County Council	102,014	
53,500	Ashdown Forest Trust	53,500	
<u>14,500</u>	Wealden District Council	<u>13,050</u>	
174,394		168,564	
	<u>Grants</u>		
8,485	Friends of Ashdown Forest	6,569	
1,690	Ashdown Forest Conservation Trust	0	
107,851	DEFRA (inc Higher Level Stewardship)	214,195	
36,972	Weald Heathland Initiative	6,245	
13,135	English Nature	0	
4,500	Wealden District Council (Supplementary grant)	0	
<u>26,221</u>	Forestry Commission	<u>27,086</u>	
198,854		254,095	
<u>4,498</u>	Bank Interest	<u>2,879</u>	
4,498		2,879	
<u>553,659</u>	TOTAL INCOME	<u>592,154</u>	
	 EXPENDITURE		
	<u>Finance & Support</u>		
	<u>Salaries and Wages</u>		
203,337	Gross Salaries	219,640	
14,374	Employer's NI	15,008	
<u>21,377</u>	Employer's Pension Contribution	<u>32,626</u>	
239,088		267,274	
	<u>Administrative Expenses</u>		
3,044	Ashdown Forest Centre Rates	3,139	
6,291	A F Centre Running Costs	6,982	
5,170	Post & Telephone	5,813	
1,823	Printing & Stationery	2,208	
12,396	Professional	13,431	
11,862	Insurance	13,753	
7,442	Computer	7,048	
6,871	Staff Expenses and Training	7,436	
25,808	Transport and Machinery	31,407	
6,123	Vehicle Insurance	5,720	
161	Radio	2,544	
1,331	Miscellaneous Admin Exp	2,142	
61	Irrecoverable Rents and Rates & Bad Debts	50	
508	Bank charges	425	
<u>42,735</u>	Input VAT disallowed	<u>11,172</u>	2
131,626		113,270	
	<u>Amenity & Community</u>		
9,375	Interpretation	35,843	3
<u>8,716</u>	Visitor Management	<u>7,837</u>	
18,091		43,680	

	<u>Conservation</u>	
808	Forest Maintenance	1,704
0	Rhododendron clearance	20,804 4
0	Stakeholder Engagement	18,379 5
10,150	Grazing subsidy	10,505
86,506	Heathland Conservation	41,637
5,769	Monitoring	67
0	Miscellaneous conservation expenses	1,905
<u>10,580</u>	Weald Heathland Initiative	<u>0</u>
113,806		95,001
<u>£502,611</u>	TOTAL EXPENDITURE	<u>£519,225</u>
553,659	Total Operating Income	592,154
<u>(502,611)</u>	Total Operating Expenditure	<u>(519,225)</u>
51,048		72,929
	<u>Capital Expenditure</u>	
54,087	Whitehouse Barn Project	28,752
<u>86,342</u>	Other Assets	<u>23,705 6</u>
140,429		52,457
(£89,381)	Surplus/(Deficit)	£20,472

Supporting Statement

Expanded Income and
Expenditure Notes

Income

1	Sundry Receipts include:	£		£
	Memorial Seats	14,307	Wood Permits	1,000
	Consideration Charges	6,732	Miscellaneous income	752
	Donations	3,519	Deeds of Covenant	550
	Temporary Licences	1,927	Deposit	350
	Licence Preparation Fees	1,764	Talks by staff	342
	Filming	1,330	Events Licences	170
2	There has been a significant reduction in the amount of input VAT disallowed for reclamation due to HMCE reviewing the method of calculation.			
3	This includes the Conservators' contribution of £15,000 to the Ashdown Interpretation Strategy, £13,022 for the redesign and introduction of new Forest signage and £5,834 for Public Relations.			
4	The cost of the Rhododendron clearance is met with the grant from the Forestry Commission.			
5	The Conservators have employed a consultancy firm called 3KQ to consult with stakeholders over the introduction of a draft Forest management plan. It has been agreed with DEFRA that the project should be met from the Higher Level Scheme funding.			
6	A list of assets acquired is on page 6.			

**THE CONSERVATORS OF ASHDOWN FOREST
INFORMATION CENTRE ACCOUNT
FOR YEAR ENDING 31 MARCH 2006**

	£	£
Barn Sales		11,163
<u>Less cost of sales</u>		
Opening Stock	10,889	
Purchases	<u>4,878</u>	
	15,768	
Less Closing Stock	<u>(8,007)</u>	
Gross Profit		<u>(7,760)</u> 3,403
<u>Other Income</u>		
Donations	1,774	
School Visits	<u>270</u>	
		<u>2,044</u> 5,447
<u>Less Expenses</u>		
Educational resources	88	
Purchases other than stock	3,606	
Barn exhibition materials	2,796	
		<u>(6,491)</u>
Net profit for the year		<u>-1,044</u>
 INFORMATION CENTRE FUND		
		£
Information Centre Fund at 31.3.06		57,045
Less Information Centre deficit		(1,044)
Centre Development Expenditure		<u>(2,053)</u>
Information Centre Fund at 31.3.067		<u>£53,948</u>