

STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDING 31 MARCH 2019

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

## **Foreword**

The accounts for 2018/2019, 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 2019. 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 and main principles adopted in compiling the accounts**

The Board's accounts have been prepared in accordance with the Account and Audit (England) Regulations 2015 for Councils with a gross budgeted income of less than £6,500,000. In addition, supporting notes have been included where appropriate.

### The Balance Sheet

This shows the balances and reserves at the Board's disposal as well as the liabilities as at 31 March 2019 (see page 4).

### General Account

This reports 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 in recognition of the Forest's status as a Site of Special Scientific Interest (SSSI), Special Protection Area (SPA) and Special Area for Conservation (SAC) under European legislation.

### Countryside Stewardship

Countryside Stewardship is a ten year conservation contract funded by Natural England. The funding must only be spent on the Natural England-approved Conservation Work Programme. Some costs are recharged to the Core Budget for staff and resources shared with the core running of the Forest Centre.

### The Income and Expenditure Accounts

A summary is shown on page 5 with a detail breakdown shown on pages 6 and 7.

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 budget in the year in which expenditure arises (i.e. no depreciation applied).

Central administrative charges are wholly charged to the Core Budget.

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 to:

- a) make arrangements for 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 Conservators have employed a Finance Officer to undertake this responsibility.
- b) manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- c) 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 (England) Regulations for Councils 2015, 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 2019.

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 (England) Regulations for Councils 2015 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.

These financial statements represent fairly the financial position of the Conservators as at 31 March 2019 and reflect its income and expenditure during the year.

**Approved by the Board on 24 June 2019**

Signed  Chairman

Signed  Finance Officer

## Ashdown Forest Finances to 31 March 2019

### Balance Sheet

2017/18		2018/19
£	<b>CURRENT ASSETS</b>	£
3,426	INFORMATION CENTRE STOCK	3,025
9,230	RENTS AND RATES OUTSTANDING	11,789
30,074	DEBTORS	32,912
268,813	ACCRUED INCOME*	665,430
243	PAYMENTS IN ADVANCE	37
671	FUEL & STAMPS	704
569,252	CASH ON DEPOSIT	255,264
326	CASH IN HAND	- 305
<b>882,036</b>	<b>TOTAL ASSETS</b>	<b>968,856</b>
£	<b>CURRENT LIABILITIES</b>	£
74,948	CREDITORS	24,244
13,896	STAFF COSTS	7,260
2,781	CREDIT CARD	264
19,461	ACCRUED EXPENDITURE	27,391
2,300	DEPOSITS IN HAND	-
1,950	VAT	4,928
	SALES TAX CONTROL ACCOUNT	408
<b>115,335</b>	<b>TOTAL LIABILITIES</b>	<b>64,496</b>
<b>766,701</b>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>904,360</b>
<b>766,701</b>	<b>NET ASSETS</b>	<b>904,360</b>

\* Natural England funding for CS contract

### STATEMENT OF RESERVES AS AT 31 MARCH 2019

	CORE	HLS*	CS	TOTAL
Reserves Balance as at 1.4.18	341,379	224,204	201,118	766,701
Plus Income	592,932	-	530,676	1,123,608
Less Expenditure	- 559,452	-	- 426,496	- 985,948
<b>RESERVES BALANCE AS AT 31.3.19</b>	<b>374,858</b>	<b>224,204</b>	<b>305,298</b>	<b>904,360</b>
<b>ALLOCATION OF RESERVES</b>				
Restricted Reserves for Conservation Contract		224,204	235,298	
Restricted 6 mths Overheads & Staff Costs Reserve	196,000		70,000	
Restricted Discretionary Reserves	66,516			
<b>Total Unrestricted Reserves</b>	<b>85,920</b>			

#### RESERVES POLICY as agreed by the Board of the Conservators on 21 March 2016

1 It is the Board's policy to maintain an Overheads Reserve equal to six months salaries and administration costs. The salaries accounted for exclude staff costs covered by Countryside Stewardship grant funding.

2 The Board will maintain Restricted Discretionary Reserves which will be allocated to earmarked projects or cost centres, to be reviewed annually.

**Additional note:** \*Higher Level Stewardship (HLS) was a conservation programme preceding CS – paid bi-annually in arrears there was a surplus of £224,204 when the programme ceased at the end of 2016. These funds are currently being used for cash flow management and will ultimately be spent in the spirit of the original agreement under the guidance of Natural England.

**Ashdown Forest Finances to 31 March 2019**  
**Income and Expenditure Summary**  
**Core Budget and Countryside Stewardship Budget Combined**

**2017/2018 INCOME SUMMARY**

**2018/19**

£		£
196,170	Licences and Forest Rate	197,049
72,811	Charitable Receipts and Donations	82,939
82,470	Grants (ESCC, WDC, other) for Core Budget	79,248
19,806	Sundry Receipts	38,039
15,225	Visitors	13,961
190	Financial (bank interest)	1,436
<b>386,672</b>	<b>Total Core Income</b>	<b>412,672</b>

544,546	Countryside Stewardship Funding from Natural England	530,676
178,434	Other Restricted Funding/Grants (designated for a specific purpose)	31,482
<b>722,980</b>	<b>Total Funding Received for Specific Purposes</b>	<b>562,158</b>

<b>1,109,652</b>	<b>TOTAL INCOME</b>	<b>974,830</b>
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**2017/2018 EXPENDITURE SUMMARY**

**2017/2018**

£		£
323,941	Staff Costs (Core Staff)	347,464
64,927	Administration Overheads	67,582
6,668	Visitors	8,199
58,829	Operational Expenses	69,385
24,045	Financial (VAT, bank charges)	19,705
3,047	Capital purchases	4,264
<b>481,457</b>	<b>Total Core Expenditure</b>	<b>516,599</b>

100,000	Purchase of land as funded by Friends of Ashdown Forest	-
198,138	Countryside Stewardship Work Programme Project Expenditure	155,330
	Income Generation Expenditure	1,511
	SAMMs Project	100
	Governance	5,290
23,322	Expenditure from Ringfenced Funding (primarily education programme)	35,952
123,565	Staff Costs (Countryside Stewardship )	122,388
94,157	Capital purchases - Countryside Stewardship Budget	-
45,231	Forest Centre Development	-
<b>584,413</b>		<b>320,571</b>

<b>1,065,870</b>	<b>TOTAL EXPENDITURE</b>	<b>837,170</b>
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**43,782 SURPLUS OF INCOME OVER EXPENDITURE** **137,660**

**Note: Allocation of surplus**

Surplus / (Deficit) attributable to Core Budget	33,480
Surplus / (Deficit) attributable to Countryside Stewardship*	104,180
	<b>137,660</b>

## INCOME

2018/19

	2018/19 Actual £	2018/19 Budget £	NOTES
<b>Licences and Forest Rate</b>	<b>197,049</b>	<b>192,378</b>	
Other Rents/Licences and Wayleaves	95,880	93,770	
Riding Permits	33,628	34,000	
Acknowledgement Rent for Access Tracks	25,693	23,100	
Forest Rate	24,061	23,940	
Temporary licences (incl. Filming, Wood, Events, Fitness)	7,386	5,600	
Licence preparation/deed of covenant/consideration fees	10,401	11,968	
<b>Countryside Stewardship Staff Recharge</b>	<b>148,778</b>	<b>104,840</b>	
Core staff: 1.8 multiplier difference above employee cost	56,386	54,840	
Contracted-out in-house staff	92,392	50,000	1
<b>Charitable Receipts and Donations</b>	<b>82,939</b>	<b>70,900</b>	
Ashdown Forest Trust	65,100	65,100	
Donations	11,387	5,800	2
Income generation projects	6,452	-	3
<b>Grants</b>	<b>79,248</b>	<b>79,648</b>	
ESCC	61,398	61,398	
WDC	10,000	13,000	4
Parish Councils	7,850	5,250	5
<b>Sundry Receipts</b>	<b>38,039</b>	<b>12,150</b>	
Grazing project income	12,119	8,650	
Sale of deer carcasses	2,053	-	6
Miscellaneous Other (deposits, memorials)	17,804	2,500	7
Corporate volunteers	480	-	8
Renewable Heat Incentive (RHI)	4,417	1,000	9
Feed in Tariff (solar panels)	1,166	-	
<b>Restricted Funds (designated for a specific purpose)</b>	<b>31,482</b>	<b>-</b>	<b>10</b>
Friends of Ashdown Forest	8,190	-	
Education programme income (from schools)	9,542	-	
CS Income for school visits (education programme)	7,250	-	
Ashdown Forest Conservation Trust	-	-	
Ashdown Forest Riding Association	3,500	-	11
Other Grants	3,000	-	12
<b>Visitors</b>	<b>13,961</b>	<b>14,800</b>	
Barn sales	7,656	8,000	
AF Centre Events ( <i>Pap-up café, Sheep Proof Your Dog</i> )	4,611	4,500	
Hire of premises/equipment/staff time	595	2,000	13
Talks by staff	171	100	
Exhibition sales	928	200	
<b>Financial</b>	<b>1,436</b>	<b>10</b>	
Bank Interest	1,436	10	
Sale of Assets	-	-	
<b>TOTAL INCOME</b>	<b>592,932</b>	<b>474,726</b>	

**Core Budget**  
**EXPENDITURE (REPORTING LEVEL)**  
**2018/19**

FINREG xx/19

	2018/19 Actual £	2018/19 Budget £	NOTES
<b>Staff Costs (Core team only)</b>	<b>347,464</b>	<b>329,616</b>	
<b>Operational expenses</b>	<b>69,385</b>	<b>69,850</b>	
Transport, machinery, equipment (incl. vehicle insurance)	46,199	46,050	
Staff expenses	4,992	3,950	
Staff and volunteer training	468	2,500	
Volunteer expenses	2,001	2,550	
Bye laws and signage	1,299	500	
Non-CS conservation(dangerous trees, exotics)	2,492	5,000	
General Operations (car parks, bridges, litter)	3,747	7,750	14
Other (memorials, subs, misc. amenity costs)	8,187	1,550	15
<b>Administration Overheads</b>	<b>67,582</b>	<b>62,220</b>	
Forest Centre Running costs (rates, utilities, maintenance)	22,907	21,705	
Other core staff costs (contract staff, recruitment expenses)	7,274	-	16
Post, phone, printing, stationery	6,334	5,825	
Professional fees (audit, accountancy, legal)	8,235	10,850	
Insurances	13,307	16,840	17
IT	9,220	6,500	
Miscellaneous	305	500	
<b>Expenditure from Ringfenced Funding</b>	<b>35,952</b>	<b>-</b>	
Education Programme	26,031	-	18
Vachery	1,404	-	19
Ride Maintenance	5,931	-	20
Walks leaflets	2,586	-	21
<b>Visitors</b>	<b>8,199</b>	<b>5,100</b>	
Information Centre (Shop stock)	3,523	3,000	
Forest Centre Events	4,676	2,100	22
<b>Financial</b>	<b>19,705</b>	<b>21,750</b>	
Irrecoverable rents and rates and bad debts	1,479	100	23
Credit card terminal	851	850	
Bank charges	953	800	
Input VAT irrecoverable	16,794	20,000	
Suspense account	372	-	24
<b>Governance</b>	<b>5,290</b>	<b>-</b>	
Governance costs	5,290	-	25
<b>Income Generation expenses</b>	<b>1,511</b>	<b>-</b>	
Income Generation	1,511	-	26
<b>SAMMS project</b>	<b>100</b>	<b>-</b>	
Project costs	100	-	27
<b>Total non capital Expenditure</b>	<b>555,188</b>	<b>488,536</b>	
<b>Capital expenditure</b>	<b>4,264</b>	<b>800</b>	28
<b>TOTAL EXPENDITURE</b>	<b>559,452</b>	<b>489,336</b>	

**Ashdown Forest Finances to 31 March 2019**  
**Supporting Statement to the Core Income and Expenditure Accounts**

<u>Income</u>	£
1 Additional Countryside Stewardship project work undertaken by in-house staff as per CS summary - exceeded budget, which contributed to making up deficit budget and generating a surplus.	<b>92,392</b>
2 Promotion of income generation and financial situation has generated a 96% increase in donations in 2018/19 against budget.	<b>11,387</b>
3 Income Generation activities include car stickers, text giving and online maps and walks leaflets.	<b>6,452</b>
4 Wealden District Council grant (subject to Service Level Agreement) reduced for three years 2018-2021 from £13,000 p.a. to £10,000 p.a.	<b>10,000</b>
5 Parish Council grants exceeded budget as additional grants applied for during the year.	<b>7,850</b>
6 Sale of deer carcasses were not budgeted for 2018/19, therefore have exceeded budget but has not set the foundations for the target that has been set out for 2019/20 (£10,000).	<b>2,053</b>
7 A focused drive to increase income through memorials has been successful. Related expenditure applies.	<b>17,804</b>
8 New initiative to make a small charge to corporate volunteers to increase commitment/reduce cancellations.	<b>480</b>
9 Application for Renewable Heat Incentive from burning our own wood on the biomass boiler was finally accepted and backdated for three years.	<b>4,417</b>
10 The majority of ringfenced income relates to the Education Programme, with an additional amount from AFRA towards ride maintenance.	<b>28,482</b>
11 Donations from Ashdown Forest Riding Association were put towards ride maintenance costs.	<b>3,500</b>
12 Danehill PC provided two restricted grants towards reprinting walks leaflet and a bridge reparation project. Stanley Smith Horticultural Trust grant towards dam repair at the Vachery.	<b>3,000</b>
13 It was exbudgeted that the Education Barn would have a greater rental value since the kitchen was upgraded, but has not been marketed to its full potential.	<b>595</b>
<u>Expenditure</u>	
14 General operations expenditure either reduced due to non-receipt of CS grant funding, undertaken by in-house staff, or funded by external sources.	<b>3,747</b>
15 Expenditure relating to production of memorials.	<b>8,187</b>
16 Contract staff costs budget was separated from other codes after the start of the financial year (therefore no budget for comparison).	<b>7,274</b>
17 Insurance costs were saved in 2018/19 and moving forward due to cancellation of Group General Accident policy.	<b>13,307</b>
18 Education programme financially supported by Countryside Stewardship and The Friends of Ashdown Forest.	<b>26,031</b>
19 Expenditure to carry out repairs at the Vachery were funded by British American Tobacco Fund (held in	<b>1,404</b>
20 Ride maintenance funded by AFRA income during 2018/19 and £3,695 moved from allocated ringfenced reserve for this purpose.	<b>5,931</b>
21 Walks leaflets were funded through grants from Danehill Parish Council and The Friends of Ashdown Forest.	<b>2,586</b>
22 Forest Centre events expenditure increased due to more income-generating events being held.	<b>4,676</b>
23 Aged debts over the past two financial years evaluated and written off (reported to Executive Committee)	<b>1,469</b>
24 A small number of unidentified income transactions posted in the suspense account.	<b>372</b>
25 Income generation expenditure including printing signage, stickers, PayPal fees.	<b>1,511</b>
26 Governance cost relates to year one of three year income commitment to The Ashdown Forest Foundation in order to provide minimum income.	<b>5,290</b>
27 SAMMS project cost related to role evaluation outsourced to Wealden District Council.	<b>100</b>



**Ashdown Forest Finances to 31 March 2019**

**Supporting Statement to the Core Income and Expenditure Accounts**

28 Core capital items purchased included a new switchboard and telephone system and replacement desktops, as detailed on the asset report.

**4,264**

# Countryside Stewardship Year End 2018/19 Finance Summary

## SUMMARY FOR 2018/19

Surplus brought forward at Year End 31 March 2018	201,118
Income/Expenditure Surplus for Year Ending 31 March 2019	104,180
Reserves carried over to 2018/19	(70,000)
<b>Total surplus/deficit forecast to be carried forward at 31 March 2019</b>	<b>235,298</b>

## INCOME/EXPENDITURE SUMMARY TO 31 March 2019

	INCOME 2018/19		EXPENDITURE 2018/19	
	Actual Year End 18/19	Budget 2018/19	Actual Year End 18/19	Budget 2018/19
Heathland Area Projects (LH1)	522,676	431,775	353,775	375,583
Bracken Supplement (SP3)		33,651	48,816	39,496
Educational Visits (ED1)		7,250	7,250	7,250
Woodland CS (WD2): Deer Project		45,000	9,966	16,442
Woodland CS (WD2): Woodland Management		5,000	6,689	13,950
Other Income	8,000			
<b>TOTALS</b>	<b>530,676</b>	<b>522,676</b>	<b>426,496</b>	<b>452,721</b>

## EXPENDITURE BY PROJECT TO 31 March 2019

### CS EXPENDITURE DETAIL (NET VALUES)

	Total Actual Year End 18/19	Budget 2018/19
<b>CORE STAFF COSTS (excl. deer co-ordinator)</b>		
Core staff (funded by LH1)	178,774	177,278
Total cost to employer (to include NI, pension)	122,388	124,820
1.8 multiplier difference to be attributed to Forest Core Budget	56,386	52,458

**PROJECTS SUMMARY**

	Expenditure Year End 18/19	Staff cost Year End 18/19	Total Actual Year End 18/19	Budget 2018/19
<b>Heathland Area Projects (LH1)</b>	<b>87,215</b>	<b>56,840</b>	<b>154,055</b>	<b>137,517</b>
01 - MH31/03 Gorse Control	3,350	20,550	23,900	10,714
02 - AP30/01 Wild Fire Risk and Plan	-	868	868	-
03 - MH31/01 Scrub Control	24,550	12,478	37,028	15,000
04 - MS00/02 Remove Rhododendron and Gaultheria (Heathland)	440	1,164	1,604	1,700
05 - MD31/01 Provide/Maintain Livestock Control Structures (Invisible)	-	-	-	2,000
07 - MD31/02 Provide/Maintain Livestock Control Structures (Visible)	7,538	21,980	29,519	35,000
08 - MG00/01 Conservators Grazing - Cattle	12,592	1,973	14,565	10,000
09 - MG00/02 Commoners Headage Payments	24,821	-	24,821	27,045
10 - MG00/03 Commoners Herd Project - Cattle	-	-	-	-
11 - MG10/01 Conservators Grazing - Sheep	6,798	2,374	9,172	9,325
12 - MG20/01 Conservators Grazing - Ponies	1,876	-	1,876	2,140
13 - MD03/01 Livestock Welfare Facility - Barn	-	-	-	-
14 - MH37/01 Manage Heather	-	212	212	3,500
15 - MH32/03 Manage Grassland (Mowing)	-	635	635	1,000
16 - MH31/02 Removal of Invasive Woodland	-	423	423	-
19 - MS10/01 Control of non-native species (spraying)	-	3,639	3,639	6,380
21 - MH04/01 Annual mowing of woodland rides	-	-	-	-
25 - MH61/01 Manage Habitat (open waters, etc) by excavation	1,725	212	1,937	2,000
26 - MH64/01 Manage Habitat (open waters, etc)	405	333	738	320
27 - MI00 Inform Stakeholders	-	-	-	1,000
29 - MI100 Ashdown Forest Life	2,328	-	2,328	6,000
31 - AT50 Volunteer Management and Expenses	792	-	792	4,193
32/35 - ML80/30 Stakeholder Liaison (Biomass, Meat, Retail, Neighbours)	-	-	-	200
<b>Bracken Supplement (SP3)</b>	<b>27,376</b>	<b>21,439</b>	<b>48,816</b>	<b>39,496</b>
05 - MH32/02 Bracken Control	27,376	21,439	48,816	39,496
<b>Educational Visits (ED1)</b>	<b>7,250</b>	<b>-</b>	<b>7,250</b>	<b>7,250</b>
28 - MI60 School Visits - Teacher time & support costs (ED1)	7,250	-	7,250	7,250

**PROJECTS SUMMARY**

Woodland CS (WD2): Woodland Management

CS EXPENDITURE DETAIL (NET VALUES)				
	Expenditure Year End 18/19	Staff cost Year End 18/19	Total Actual Year End 18/19	Budget 2018/19
17 - MS00/01 Rhododendron Removal by Cutting/Spraying (Woodland)	3,612	3,077	6,689	13,950
18 - MS00/03 Remove Turkey Oak	-	272	272	4,167
20 - MH02/01 Create Glades	-	2,593	2,593	783
				9,000

Woodland CS (WD2): Deer Management

22 - MS30/01 Deer Project additional costs (excl staff cost)

	8,931	1,036	9,966	16,442
	8,931	1,036	9,966	16,442

**ADDITIONAL EXPENDITURE**

Staff Expenses and Training	2,110	-	2,110	3,000
Contract Staff	1,176	-	1,176	13,500
CMSI Support & Training	466	-	466	423
Memberships/Subscriptions	55	-	55	100
Small tools and equipment (under £100)	271	-	271	800
Vehicle expenses including repairs	5,727	-	5,727	8,000
Machinery repairs	-	-	-	1,000
Machinery capital	-	-	-	1,000
Other capital items	509	-	509	-
VAT	10,632	-	10,632	32,965

**TOTAL CS EXPENDITURE**

General expenditure	Staff cost to core budget	Total Actual Year End 18/19	Budget 2018/19
155,330	92,392	426,496	452,721

## Ashdown Forest Finances to 31 March 2019

### Combined Assets

#### Movements in the year

##### The following assets were purchased:

	Cost
HP ProDesk 400 G4 Micro tower (SA)	430
Panasonic NS700 Telephone system	3,582
Binoculars (Zeiss Victory RF serial no. 4740748)	2,339
Dell Optiplex 3050 Desktop	580
HP ProDesk 400 Desktop	425
HP vh22 LED monitor	122

##### Total assets purchased

7,478

##### The following assets were sold:

None

£

##### Total assets sold

-

#### As at 31 March 2018 the following land assets were held:

	Value	
	£	
Hectares		The Conservators own the following land:
34.80	1	Chelwood Gate (Streeters Rough)
27.92	1	Chelwood Vachery
5.54	1	Isle of Thorns
5.15	1	Friends Wood (land at Broadstone Warren)*
2.30	1	Friends Fields, Chuck Hatch
1.82	1	Chelwood Gate (Charles Smith Wood)
1.42	1	Brabies Gate
1.27	1	Twyford
0.80	1	Whitehouse Farm, Duddleswell
0.37	1	Lamberts
0.20	1	Glenmore Road, Crowborough
0.19	1	Browns Brook, Fairwarp
0.12	1	Millbrook, Nutley
<u>81.90</u>	<u>13</u>	

Since the Board's policy is that land acquired within the Pale will not be disposed of, a nominal value of £1 per item is given. The remainder of the Forest is owned by the Ashdown Forest Trust.

The Insured Value of the Centre and assets, including those on page 9, is as follows:

	£
Ashdown Forest Centre buildings (Insured replacement value)	1,513,017
Whitehouse Barn (Insured value)	91,001
Contents, stock, equipment, machinery (excl. vehicles and livestock)	260,736
Vehicles	276,064
Livestock	45,000

#### **Creditors (See Page 4)**

At the year end sundry creditors were owed £24,244 by the Conservators of Ashdown Forest. This included the balance of £7,614 owing to Morris Livestock for a custom built cattle crush and a £5,000 contract for scrub clearance owed to Felbridge Tree Surgeons. Payment of invoices were being carefully managed due to the very late of the Countryside Stewardship grant funding (to the value of £522,770), which was not received until 17 May 2019 - causing cash flow management issues.

Accruals have also been made for payment of internal and external audit services and Sage Housekeeping estimated to be in the sum of in the sum of £7,300.

Outstanding staff costs to be paid to Inland Revenue after year end amount to £7,260.

The ice cream licence is shown as a creditor as it is invoiced in January for a calendar year and is considered to be deferred income due to the annual licence being paid in equal monthly instalments. This is represented by the accruals sum on the balance sheet, bringing the total of accrued expenditure to £24,725.

#### **Debtors (see page 4)**

At the year end, sundry debts due to the Conservators of Ashdown Forest of £32,912 were outstanding.

This largely consists of outstanding revenue from the ice cream licence.

Accrued income is almost entirely accounted for by the Countryside Stewardship annual revenue payment for 2018, plus the first three months of 2019.

Additionally, the Conservators are waiting for receipt of £8,000 for capital expenditure from the Lund grant for purchase of the cattle crush.

#### **Employers Pension Contributions (See page 5)**

The Conservators of Ashdown Forest contributed a sum equivalent to 17.4% of the salaries bill to the pension fund to total of £59,524 plus a monetary amount of £15,000 for Past Service Deficit, as set by the East Sussex Pension Fund. The employees' contribution totalled £21,348.

#### **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, on the Forest Centre's notice boards and on the Conservators' website to meet this requirement. The total financial cost during 2018/19 was £792, however this included some additional costs incurred for an additional election for 2017/18 held in April 2018.