

Epping Forest

Annual Report and Financial Statements for the  
year ended 31 March 2020

Charity registration number 232990

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## ORIGINS OF THE CHARITY

As one of the earliest publicly- accessible wild landscapes in England, Epping Forest predates the UK's National Parks by nearly 80 years and shares a common bond in seeking to preserve the wildness of a treasured landscape whilst guaranteeing widespread public access.

Purchased by the City of London Corporation under founding legislation The Epping Forest Act 1878, the Forest was then dedicated by Queen Victoria “for the enjoyment of my people forever”, and as the custodian of the Forest, the City and the Forest's Conservators have continued to conserve it for everyone to enjoy.

Promoting and enabling public access to the Forest remains our guiding principle and we strive to exceed visitors' expectations by providing a safe and welcoming environment, rich in wildlife, which offers activity and excitement, and peace and tranquillity in equal measure. We welcome 4.2 million people to the Forest every year, and we want all Londoners to continue to value their Forest, and for visitors from further afield to benefit from all that the Forest has to offer.

# TRUSTEE'S ANNUAL REPORT

## STRUCTURE AND GOVERNANCE

The governing documents are the Epping Forest Acts 1878 and 1880 as amended. The charity is constituted as a charitable trust.

### GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of Epping Forest. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. For Epping Forest, Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee, together with four Verderers - locally elected by Epping Forest Commoners in elections held every seven years - governing Epping Forest for the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2019/20 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Investment Committee** – responsible for the strategic oversight and monitoring of the performance of the charity's investments which are managed by three separate sub-committees, namely the Financial Investment Board, the Property Investment Board and the Social Investment Board.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at Epping Forest, approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **Epping Forest Consultative Committee** – considers and discusses areas of concern or debate at Epping Forest with representative user groups across the Forest– particularly those due to be raised at Epping Forest and Commons Committee.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance commenced during the year and is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

## **ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS**

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 36.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

## **INDUCTION AND TRAINING OF MEMBERS**

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Epping Forest. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

## **OBJECTIVES AND ACTIVITIES**

The objective of the charity is the preservation of Epping Forest in perpetuity, as an open space for the recreation and enjoyment of the public. The open space consists of the lands known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

### **Investment Policy**

The charity's investments are held in units of the City of London Charities Pool (registered charity number: 1021138). The investment policy is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool (which include an analysis of investment performance against objectives set) are available from the Chamberlain of London, at the email address stated on page 36.

### **Remuneration Policy**

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of bonuses and recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 8 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives for 2016-20. This also includes addressing the City Corporation's gender pay gap.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

### **Fundraising**

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Epping Forest charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties.

The day to day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

The charity has received no complaints in relation to fundraising activities in the current year (2018/19: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

### **Public benefit statement**

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Epping Forest's aims and objectives and in planning future activities. The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

This charity is operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

Consequently, the Trustee considers that Epping Forest operates to benefit the general public and satisfies the public benefit test.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

The administrative details of the charity are stated on page 36.

## ACHIEVEMENTS AND PERFORMANCE

### Key Targets for 2019/10 and review of achievement

The key targets and achievements for 2019/20 and beyond were:

**Participate in the City of London Corporation's Fundamental Review of public services and activity areas.** First stage plans to achieve the targets set in the Fundamental review have been submitted and are being considered by appropriate Committees.

**Final version of Epping Forest Strategy & Management Plan to be agreed by Epping Forest & Commons Committee prior to public consultation and publication. This will contain a comprehensive list of strategies and plans to be implemented over the next ten years.** The 2019-2029 Epping Forest Strategy and Management Plan was agreed by the Epping Forest & Commons Committee and is now a public document. It is now being prepared for formal publication.

**Complete an Epping Forest Special Area of Conservation (SAC) Mitigation Strategy to be adopted by key Local Plan Authorities within the SAC Zone of Influence.** By the end of March 2020 the draft Mitigation Strategy had been drafted and reviewed ready for preparation of the final version.

**Conduct a summer Visitor Survey to further review the SAC Zone of Influence.** This is being conducted via partners as part of their Local Plan Development.

**Submit a new 10-year (2020-2029) Countryside Stewardship Scheme application.** This application has been submitted and at the end of March 2020 was awaiting final decision.

**Complete an engineering assessment of newly designated 'high risk' Large Raised Reservoirs in the Wanstead Park lake cascade.** The Flood Report has been completed by engineering consultants and is now awaiting review.

**Continue to represent concerns regarding the conservation of Epping Forest through the Local Planning Process with Local Authorities.** Responses have been made to Local Authorities to their required deadlines and have been supported through a Public Hearing process.

**First Forest lodges will complete renovation works for letting.** Two lodges have now been let as Assured Shorthold Tenancies with several others being renovated in preparation for letting.

**Full audit of domestic and commercial access arrangements across Forest Land due to be completed in 2020.** This audit is underway with a phased approach being taken to highlighted sites.

**Review and publish a new Deer Management Strategy for the Birch Hall Park Deer Sanctuary and the wild deer population ranging across the Forest and the adjoining Buffer Land.** This report has been commissioned and received, now its recommendations need to be worked up into a Strategy ready for consultation.



**Submit a final bid to the Parklife funding stream for improved grassroots football facilities and a reduced sport ‘footprint’ at Wanstead Flats.** The final bid process was delayed by the funding partner. We are now planning to continue this project, but with a reduced scheme.

## PLANS FOR FUTURE PERIODS

Epping Forest charity will continue to participate in the City of London Corporation’s Fundamental Review of public services and activity areas, exploring saving efficiencies and opportunities for additional income complementing the charities aims.

Within the 2020-21 financial year we will complete the publication of the Epping Forest Management Plan and Strategy, and pursue work on plans and strategies outlined within it.

The Charity will continue to represent concerns regarding the conservation of Epping Forest through the Local Planning Process with Local Authorities in order to protect the unique and delicate nature of the Epping Forest habitat.

Work on the Wanstead Parkland Plan will be progressed further in 2020-21 and will address areas such as Reservoir Risk, Heritage at Risk, Water Abstraction and Flood Risk to address statutory obligations in these areas.

The charity will continue to investigate the benefit of working with partner organisations to improve the sporting offer at Epping Forest, particularly in the existing offer of football and golf, but possibly to include other formal sports where possible, or improve opportunities for informal fitness activities for Forest users. This will also address the issues of the costs of providing these facilities and likely income to the charity.

We will continue a programme of refurbishment of lodges at Epping Forest, investing in these assets in order to achieve appropriate rental occupation and income. This includes plans for domestic lets (assured household tenancies) as well as two lodges planned as holiday lets.

Should the Countryside Stewardship Scheme ten-year grant application receive funding approval, this will form a long term schedule of works as outlined within it. Plans are underway to deliver this, both in house and through use of qualified contractors.

Prior to the end of the financial year of the charity, a global pandemic of Coronavirus began which subsequently impacted upon the income streams of the charity, in particular donations, fees and charges from events, licences and rental income. This is expected to impact on the future level of income available to meet the day-to-day running expenses of the charity.

The charity has undertaken a revised forecasting exercise in order to ascertain the likely impact upon finances during the next 12-month period, which enables the Trustee to confirm that the charity remains a going concern. The City of London Corporation’s City’s Cash fund has also undertaken the same revised forecasting exercise, which offers assurances that the charity’s running costs will continue to be funded in this way.

The Trustees do not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 19.

The Trustee is monitoring the situation and will continue with its purpose to preserve of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for recreation and enjoyment of the public.

## FINANCIAL REVIEW

### Overview of Financial Performance

#### Income

In 2019/20 the charity's total income for the year was £6,584,647, an overall decrease of £201,698 against the previous year (£6,786,345). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £583,076 from charges for use of facilities and licences (2018/19: £705,612), £496,544 from rents (2018/19: £629,371) and £113,279 from sales of goods, products and materials (2018/19: £105,064). Charges for use of facilities and licences in the previous financial year saw a large scale licenced use of Forest Land by Transport for London for works compound. 2018/19 rental income included large backdated charges in relation to Vodafone agreements.

Grants income of £127,290 was received in the year from the Rural Payment Agency (RPA), which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. (2018/19: £334,280 from the Rural Payment Agency, Museum of London Docklands, Plantlife International and Angling Trust). This known and planned decrease in 2019/20 grants was due to a hiatus in the old scheme ending and being replaced with the new Countryside Stewardship Scheme.

There were no contributions received during the year (2018/19: in total £3,800 was received from London Borough of Waltham Forest, £3,000 in respect of reimbursement for Local Plan Survey and £800 towards the installation of new bins).

Donations – being amounts received from the public through donation boxes at the Temple and at the View. In total £3,439 was received during the year (2018/19: £3,810).

Investment income of £3,639 (2018/19: £5,340) received during the year consists of distributions from the Charities Pool and interest receivable on cash balances held on behalf of the Trust.

An amount of £5,257,380 (2018/19: £4,990,068) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity.

#### Expenditure

Total expenditure for the year relating to charitable activities expenditure was £7,140,881 (2018/19: £7,138,998).

#### Funds held

The charity's total funds held decreased by £556,945 to £6,410,506 as at 31 March 2020 (2018/19: £6,967,451).

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding,

and the Trustee can decide to “undesignate” these funds at any time. Designations as at 31 March 2020 totalled £6,410,506 (2018/19: £6,967,451).

Details of all funds held, including their purposes, is set out within note 16 to the financial statements.

### Investments performance

As at 31 March 2020, the investments held in the Charities Pool achieved a gross return of -14.78% (2018/19: +4.05%) compared to the FTSE All Share Index return of -18.45% (2018/19: +6.36%). Over three years this fund achieved a return of -2.44% (2018/19: +8.31%) compared to the FTSE All Share Index return of -4.24% (2018/19: +9.51%). Over five years, the fund achieved a return of +1.37% (2018/19: +6.77%) compared to the FTSE All Share Index return of +0.57% (2018/19: +6.10%).

Fund	2019/20		2018/19	
	3 year	5 year	3 year	5 year
Fund	-2.44%	+1.37%	+8.31%	+6.77%
FTSE All Share	-4.24%	+0.57%	+9.51%	+6.10%
Fund outperformance	+1.80%	+0.80%	-1.20%	+0.67%

### Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is considered by the trustee to be inappropriate.

### Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
<b>Decline in Assets condition</b>	Schedule of statutory checks and visits carried out by City Surveyor or delegated to site. Joint inspection of all buildings including residential by site and City Surveyor to capture maintenance needs. Improvements to Great Gregories.
<b>Wanstead Park Reservoirs</b>	Appointment of all-panels reservoir engineer to undertake a study of the risk of overtopping and identify if any actions are required.

Risk	Actions to manage risks
	Establish Project Board, evaluate and analyse the report from the reservoir engineer and update the Environment Agency (EA).
<b>Raised Reservoirs</b>	Weekly inspection of reservoirs / dams. Statutory inspection visits by engineer. Complete works on the Eagle ponds and scope works on other ponds.
<b>Invasive Non Native Species (INNS)</b>	Develop an INNS policy - particular focus on Oak Processionary Moth, although other pathogens and areas of concern to be tackled. Track works done to mitigate the spread of Oak Processionary Moth in Epping Forest.
<b>Development Consents close to Forest Land</b>	Influence the Epping Forest District Council local plan. Look to embed the Epping Forest Special Area of Conservation (SAC) Mitigation Strategy in Local Plans.
<b>Loss of Forest Land and/or concession of prescriptive rights</b>	Undertake compartment survey, regular audits, appoint land agent to negotiate commercial wayleaves. Take legal action where appropriate.
<b>Financial management and loss of income</b>	Apply for Rural Payments Agency grant. Assess new opportunities for income generation as well as expenditure reduction.
<b>Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition</b>	Apply for Countryside Stewardship grants. Remodel as an inhouse grazing expansion plan.
<b>Pathogens</b>	Implement actions arising from Massaria survey. Yearly inspection of all Rhododendron and Larch. Develop a biosecurity policy.
<b>Increase in Health and Safety incidents/Catastrophic Health &amp; Safety failure</b>	Health & Safety training (operational) system in place. Clear role and responsibilities set out in documentation and reinforced by training. Health & Safety checks on all tenanted buildings. Implementation of the Epping Contractor Protocol and permitting is now Business as Usual (BAU).
<b>Wanstead Park – Heritage at Risk Register</b>	Develop plans for the Park and identify potential funders / partners.
<b>Major Incident resulting in prolonged 'Access Denial'</b>	Review and update emergency plan.
<b>Public behaviour</b>	Additional Borough's introduce Public Spaces Protection Orders (PSPO's). Multi - disciplinary approach with enforcement and outreach team. Develop relationships with local authority neighbours, police services, fire service etc.



<b>Risk</b>	<b>Actions to manage risks</b>
<b>Severe Weather Events</b>	Severe weather protocol reviewed. Training with London Fire Brigade (LFB) relating to emergency response to fires within Epping forest.
<b>Impact of Covid-19 on income generation and financial management</b>	Working closely with Chamberlain to monitor budget lines and keep them informed as financial situation develops. Predictions on loss of income being worked up to aid longer term decision making, including rental, sports provision, catering and retail.
<b>Impact of Covid-19 on health and safety of visitors and staff</b>	Public health and safety works continues. Social distancing measures erected and reviewed/renewed. Car parks closed to reduce risk of incident. Equipment inspections have continued as required. Fleet and equipment checks continue 'in-house'. Risk Assessments and Safe Systems of Work have been revised and circulated due to Covid-19 risks, particularly provision and use of PPE. Procurement of necessary PPE and cleaning material needs identified. Cleaning contract standards and frequency remain a concern and is being monitored
<b>Covid-19 impact on care and husbandry of animals</b>	Livestock work continues. Duty rota continues to ensure 7-day cover remains unchanged. Animal welfare is being maintained daily.

## TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible

for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee of  
The City of London Corporation  
Guildhall, London  
10 November 2020

Jamie Ingham Clark FCA, Deputy  
Chairman of Finance Committee  
of The City of London Corporation



## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF EPPING FOREST**

### **Opinion**

We have audited the financial statements of Epping Forest (the charity) for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet 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 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 our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions related to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustee's Annual Report; or
- adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

## **Responsibilities of Trustees**

As explained more fully in the Trustee's responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee 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 Trustee is responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

## **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>

This description forms part of our auditor's report.

## **Use of our report**

This report is made solely to the charity's Trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

*BDO LLP*

BDO LLP, statutory auditor  
London

28 January 2021

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

# STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted Funds	Unrestricted Funds
	Notes	2019/20 £	2018/19 £
<b>Income from:</b>			
Voluntary activities	2	130,729	341,890
Charitable activities	3	1,192,899	1,440,047
Grant from City of London Corporation	4	5,257,380	4,999,068
Investments	5	3,639	5,340
<b>Total income</b>		<b>6,584,647</b>	<b>6,786,345</b>
<b>Expenditure on:</b>			
Charitable activities:			
Preservation of Epping Forest	6	7,140,881	7,138,998
<b>Total expenditure</b>		<b>7,140,881</b>	<b>7,138,998</b>
Net losses on investments	11	(711)	(35)
<b>Net expenditure</b>		<b>(556,945)</b>	<b>(352,688)</b>
<b>Net movement in funds</b>		<b>(556,945)</b>	<b>(352,688)</b>
<b>Reconciliation of funds:</b>			
Total funds brought forward	16	6,967,451	7,320,139
<b>Total funds carried forward</b>	16	<b>6,410,506</b>	<b>6,967,451</b>

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 20 to 36 form part of these financial statements.

**BALANCE SHEET****AS AT 31 MARCH 2020**

	Notes	2020 Total £	2019 Total £
<b>Fixed assets:</b>			
Heritage assets	9	380,832	381,793
Tangible assets	10	5,357,428	5,825,261
Investments	11	3,108	3,819
<b>Total fixed assets</b>		<b>5,741,368</b>	<b>6,210,873</b>
<b>Current assets</b>			
Stock		57,392	68,573
Debtors	12	293,148	614,313
Cash at bank and in hand		724,944	929,354
<b>Total current assets</b>		<b>1,075,484</b>	<b>1,612,240</b>
<b>Creditors: Amounts falling due within one year</b>	13	<b>(357,836)</b>	<b>(810,902)</b>
<b>Net current assets/(liabilities)</b>		<b>717,648</b>	<b>801,338</b>
<b>Total assets less current liabilities</b>		<b>6,459,016</b>	<b>7,012,211</b>
<b>Creditors: Amounts falling due after more than one year</b>	14	<b>(48,510)</b>	<b>(44,760)</b>
<b>Total net assets</b>		<b>6,410,506</b>	<b>6,967,451</b>
<b>The funds of the charity:</b>			
Unrestricted income funds	16	6,410,506	6,967,451
<b>Total funds</b>		<b>6,410,506</b>	<b>6,967,451</b>

The notes on pages 20 to 36 form part of these financial statements

Approved and signed on behalf of the Trustee.



Dr Peter Kane

Chamberlain of London

25 January 2021

# NOTES TO THE FINANCIAL STATEMENTS

## 1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charity.

### (a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) (2<sup>nd</sup> Edition) and the Charities Act 2011.

### (b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash. The latest forecast anticipates that adequate funds will be available in the next five years to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential impact of the Covid-19 pandemic on the future income levels and the liquidity of the charity over the next 12-month period. The charity has undergone a revised forecasting exercise to help provide assurances that it can continue to keep operating over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

### (c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets and the recovery of debts.

#### **(d) Statement of Cash Flows**

The charity has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2020 which is publicly available at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

#### **(e) Income**

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for services and use of facilities, contributions, grants, investment income, interest, sales and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is recognised in the SOFA when it is due from City's Cash.

#### **(f) Expenditure**

Expenditure is accounted for on an accruals basis and has been classified under the principal categories of 'expenditure on raising funds' and 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in note 7.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid.

#### **(g) Foreign currencies**

Transactions in foreign currencies are recorded at the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are valued at the year-end rate exchange. All gains or losses on translation are taken to Statement of Financial Activities in the year in which they occur.

**(h) Pension costs**

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £630.4m as at 31 March 2020 (£608.6m as at 31 March 2019). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2019, using the projected unit method. The actuary will carry out the next assessment of the scheme as at 31 March 2022, which will set contributions for the period from 1 April 2022 to 31 March 2024. Contribution rates adopted for the financial years 2017/18, 2018/19 and 2019/20 have been set at 21% (2016/17: 17.5%).

**(i) Taxation**

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**(j) Fixed Assets****Heritage Land and Associated Buildings**

Epping Forest comprises 2,485 hectares (6,142 acres) of land stretching 12 miles from Manor Park in East London to just north of Epping in Essex, together with associated buildings. The object of the charity is the preservation of Epping Forest in perpetuity as an Open Space for the recreation and enjoyment of the public. Epping Forest is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.



Additions to the original land and capital expenditure on buildings and other assets would be included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

### **Tangible fixed assets**

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year following that of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows. Land is not depreciated.

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25
Infrastructure	up to 20
Heavy vehicles and plant	5

### **(k) Investments**

Investments are made in the City of London Charities Pool (charity number 1021138) which is an investment mechanism operating in a similar way to a unit trust. This enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Investments were previously valued at mid-price. To ensure compliance with FRS102, bid-price is now used. The difference in valuation as a result in the year is considered immaterial. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

### **(l) Stocks**

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charity operation.

### **(m) Funds structure**

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

**Restricted funds** – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

**Unrestricted income funds** – these funds can be used in accordance with the charitable object at the discretion of the Trustee and include both income generated by assets held representing unrestricted funds. Specifically, this represents any surplus of

income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

**Designated funds** – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

#### (n) Insurance

The charity, elected Members and staff supporting the charity's administration are covered by the City Corporation's insurance liability policies, and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City's Cash.

## 2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds	Restricted funds	<b>Total 2019/20</b>	Unrestricted funds	Restricted funds	Total 2018/19
	£	£	£	£	£	£
Grants	127,290	-	<b>127,290</b>	292,934	41,346	334,280
Donations and legacies	3,439	-	<b>3,439</b>	3,810	-	3,810
Contributions	-	-	-	3,800	-	3,800
<b>Total</b>	<b>130,729</b>	<b>-</b>	<b>130,729</b>	<b>300,544</b>	<b>41,346</b>	<b>341,890</b>

## 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds <b>2019/20</b> £	Unrestricted funds 2018/19 £
Charges for use of facilities	<b>583,076</b>	705,612
Sales	<b>113,279</b>	105,064
Rental income	<b>496,544</b>	629,371
<b>Total</b>	<b>1,192,899</b>	<b>1,440,047</b>

#### 4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds <b>2019/20</b> £	Unrestricted funds 2018/19 £
Revenue and capital grants from City of London Corporation	<b>5,257,380</b>	4,999,068
<b>Total</b>	<b>5,257,380</b>	4,999,068

#### 5. INCOME FROM INVESTMENTS

	Unrestricted funds <b>2019/20</b> £	Unrestricted funds 2018/19 £
Interest	<b>3,639</b>	5,340
<b>Total Investment income</b>	<b>3,639</b>	5,340

##### Income for the year included:

**Grants** – being amounts received from organisations towards specific programmes operated by the charity. Grant income received from the Rural Payment Agency (RPA) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.

**Contributions** – there were no contributions received during the year. In the previous financial year a contribution was received from London Borough of Waltham Forest in respect of reimbursement for Local Plan Survey and towards the installation of new bins.

**Donations** – being amounts received from the public through donation boxes at the Temple and at the View.

**Grants from the City of London Corporation** – being the amount received from the City of London Corporation's City's Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

**Investment income** – being the amount received from the Charities Pool and interest receivable on cash balances held on behalf of the Trust.

**Charitable activities** – being amounts generated from the sales of leaflets, books, maps cards and other publications relating to Epping Forest; charges made to the public for the use of facilities, admissions and services and from rental income.

## 6. EXPENDITURE

### Expenditure on charitable activities

	Direct costs £	Support costs £	<b>Total 2019/20 £</b>	Direct costs £	Support costs £	Total 2018/19 £
Preservation of Epping Forest	6,118,471	1,022,410	<b>7,140,881</b>	6,082,232	1,056,766	7,138,998
<b>Total</b>	6,118,471	1,022,410	<b>7,140,881</b>	6,082,232	1,056,766	7,138,998

### Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Epping Forest.

### Auditor's remuneration and fees for other services

BDO are the auditors of the City of London's City's Cash Fund and all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City's Cash Fund and does not attempt to apportion the audit fee between all of the different charities. No other services were provided to the charity by its auditors during the year (2018/19: nil).

## 7. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

**Support costs**

	Charitable activities £	Governance £	<b>2019/20 £</b>	2018/19 £ Restated
Department:				
Chamberlain	159,653	-	<b>159,653</b>	189,253
Comptroller & City Solicitor	-	-	-	37,669
Town Clerk	-	122,856	<b>122,856</b>	109,731
City Surveyor	362,012	-	<b>362,012</b>	369,292
Open Spaces directorate	125,889	-	<b>125,889</b>	79,673
Other governance & support costs	79,501	-	<b>79,501</b>	76,827
Digital Services	172,499	-	<b>172,499</b>	194,321
Sub-total	899,554	122,856	<b>1,022,410</b>	1,056,766
Reallocation of governance costs	122,856	(122,856)	-	-
<b>Total support costs</b>	<b>1,022,410</b>	<b>-</b>	<b>1,022,410</b>	<b>1,056,766</b>

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

During the year a reanalysis of costs was undertaken between Town Clerks, Chamberlains and Governance costs. The reanalysed costs are included in the table above, with a restatement of costs for the previous year in the table below.

**Support costs restated**

	Charitable activities £	Governance £	<b>2018/19 £</b>	2017/18 £
Department:				
Chamberlain	189,253	-	<b>189,253</b>	166,775
Comptroller & City Solicitor	37,669	-	<b>37,669</b>	63,619
Town Clerk	-	109,731	<b>109,731</b>	124,290
City Surveyor	369,292	-	<b>369,292</b>	397,539
Open Spaces directorate	79,673	-	<b>79,673</b>	80,202
Other governance & support costs	76,827	-	<b>76,827</b>	70,485
Digital Services	194,321	-	<b>194,321</b>	186,875
Sub-total	947,035	109,731	<b>1,056,766</b>	1,089,785
Reallocation of governance costs	109,731	(109,731)	-	-
<b>Total support costs</b>	<b>1,056,766</b>	<b>-</b>	<b>1,056,766</b>	<b>1,089,785</b>

## 8. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 82 (2018/19: 82).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2019/20	2018/19
	£	£
Salaries and wages	<b>2,255,604</b>	2,179,625
National Insurance costs	<b>206,146</b>	197,293
Employer's pension contributions	<b>467,732</b>	449,943
<b>Total emoluments of employees</b>	<b>2,929,482</b>	2,826,861

The number of directly charged employees whose emoluments (excluding employer's pension contribution and national insurance contribution) for the year were over £60,000 was 1.0 (2018/19: 1.0).

	2019/20	2018/19
£70,000 - £79,999	<b>1.0</b>	1.0
	<b>1.0</b>	1.0

### Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £23,090 (2018/19: £22,196). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. No expenses were claimed in 2019/20 (2018/19: £nil).

## 9. HERITAGE ASSETS

	2016 £	2017 £	2018 £	2019 £	2020 £
<b>Cost</b>					
At 1 April	388,382	388,382	388,382	388,382	388,382
<b>At 31 March</b>	<b>388,382</b>	<b>388,382</b>	<b>388,382</b>	<b>388,382</b>	<b>388,382</b>
<b>Depreciation</b>					
At 1 April	2,746	3,707	4,667	5,628	6,589
Charge for the year	961	960	961	961	961
<b>At 31 March</b>	<b>3,707</b>	<b>4,667</b>	<b>5,628</b>	<b>6,589</b>	<b>7,550</b>
<b>Net book value</b>					
<b>At 31 March 2020</b>	<b>384,675</b>	<b>383,715</b>	<b>382,754</b>	<b>381,793</b>	<b>380,832</b>
At 31 March 2019	385,636	384,675	383,715	382,754	381,793

Since 1878 the primary purpose of the charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in Note 1(j), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan 2010. Records of heritage assets owned and maintained by Epping Forest can be obtained from the Director of Open Spaces at the principal address as stated on page 36.

## 10. TANGIBLE FIXED ASSETS

	Land and Buildings £	Infrastructure £	Vehicles £	Equipment £	Total £
<b>Cost</b>					
At 1 April 2019	3,661,845	4,316,167	189,736	409,738	8,577,486
<b>At 31 March 2020</b>	<b>3,661,845</b>	<b>4,316,167</b>	<b>189,736</b>	<b>409,738</b>	<b>8,577,486</b>
<b>Depreciation</b>					
At 1 April 2019	1,302,119	1,051,766	64,509	333,831	2,752,225
Charge for the year	197,833	230,953	33,625	5,422	467,833
Disposals	-	-	-	-	-
<b>At 31 March 2020</b>	<b>1,499,952</b>	<b>1,282,719</b>	<b>98,134</b>	<b>339,253</b>	<b>3,220,058</b>
<b>Net book value</b>					
<b>At 31 March 2020</b>	<b>2,161,893</b>	<b>3,033,448</b>	<b>91,602</b>	<b>70,485</b>	<b>5,357,428</b>
At 31 March 2019	2,359,726	3,264,401	125,227	75,907	5,825,261

## 11. FIXED ASSET INVESTMENTS

The investments are held in the City of London Corporation Charities Pool, a charity registered in the UK with the Charity Commission (charity number 1021138). The Charities Pool is a UK registered unit trust.

The value of investments held by the charity are as follows:

	2020 £	2019 £
Market value 1 April	3,819	3,854
(Loss) for the year	(711)	(35)
<b>Market value 31 March</b>	<b>3,108</b>	<b>3,819</b>
<b>Cost 31 March</b>	<b>438</b>	<b>438</b>
Units held in Charities Pool	<b>438</b>	438

The geographical spread of listed investments as at 31 March 2020 was as follows:

	Held in the UK £	Held outside the UK £	Total at 31 March 2020 £	Held in the UK £	Held outside the UK £	Total at 31 March 2019 £
Equities	2,400	360	<b>2,760</b>	2,952	435	3,387
Bonds	-	-	-	-	-	-
Pooled Units	224	-	<b>224</b>	260	-	260
Cash held by Fund Manager	124	-	<b>124</b>	172	-	172
<b>Total</b>	<b>2,748</b>	<b>360</b>	<b>3,108</b>	<b>3,384</b>	<b>435</b>	<b>3,819</b>

## 12. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2020 £	2019 £
Rental debtors	<b>116,974</b>	120,025
Prepayments and accrued income	<b>36,708</b>	36,373
Recoverable VAT	<b>88,606</b>	104,055
Other debtors	<b>50,860</b>	353,860
<b>Total</b>	<b>293,148</b>	<b>614,313</b>

Other debtors consist of sundry debtors of £50,860 (2018/19: £351,749). The reduction in sundry debtors is owing to a known and planned decrease in 2019/20 grants due to a hiatus in the old scheme ending and being replaced with the new Countryside Stewardship Scheme. 2018/19 other debtors included Carbon Reduction Commitment allowance of £2,111.



**13. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade creditors	<b>84,818</b>	305,303
Accruals	<b>135,170</b>	385,813
Deferred income	<b>85,802</b>	87,093
Other creditors	<b>52,046</b>	32,693
<b>Total</b>	<b>357,836</b>	810,902

Other creditors consist of sundry creditors.

Deferred income relates to rental income received in advance for periods after the year-end.

	2020	2019
	£	£
<b>Deferred income analysis within creditors:</b>		
Balance at 1 April	87,093	104,125
Amounts released to income	(87,093)	(104,125)
Amounts deferred in the year	85,802	87,093
<b>Balance at 31 March</b>	<b>85,802</b>	87,093

**14. CREDITORS – AMOUNTS DUE AFTER MORE THAN ONE YEAR**

	2020	2019
	£	£
Sundry deposits	<b>48,510</b>	44,760
<b>Total</b>	<b>48,510</b>	44,760

These consist of rent deposits due after more than one year.

**15. ANALYSIS OF NET ASSETS BY FUND**

At 31 March 2020

Unrestricted Income Funds

	General Funds	Designated Funds	Total at 31 March 2020	Total at 31 March 2019
	£	£	£	£
Heritage Assets	-	380,832	380,832	381,793
Tangible Assets	-	5,357,428	5,357,428	5,825,261
Investments	-	3,108	3,108	3,819
Current Assets	406,346	669,138	1,075,484	1,612,240
Current Liabilities	(357,836)	-	(357,836)	(810,902)
Non-Current Liabilities	(48,510)	-	(48,510)	(44,760)
<b>Total</b>	<b>-</b>	<b>6,410,506</b>	<b>6,410,506</b>	6,967,451

At 31 March 2019

## Unrestricted Income Funds

	General Funds £	Designated Funds £	Total at 31 March 2019 £	Total at 31 March 2018 £
Heritage Assets	-	381,793	381,793	382,754
Tangible Assets	-	5,825,261	5,825,261	6,179,142
Investments	-	3,819	3,819	3,854
Current Assets	855,662	756,578	1,612,240	1,377,795
Current Liabilities	(810,902)	-	(810,902)	(578,646)
Non-Current Liabilities	(44,760)	-	(44,760)	(44,760)
<b>Total</b>	<b>-</b>	<b>6,967,451</b>	<b>6,967,451</b>	<b>7,320,139</b>

**16. MOVEMENT IN FUNDS**

At 31 March 2020	Total as at 1 April 2019 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2020 £
Unrestricted funds:						
General funds	-	6,584,647	(6,566,476)	-	(18,171)	-
Designated funds:						
Tangible fixed assets	5,825,261	-	(467,833)	-	-	<b>5,357,428</b>
Heritage assets	381,793	-	(961)	-	-	<b>380,832</b>
Capital fund	538,804	-	(100,950)	-	-	<b>437,854</b>
Sports ground deposit	3,915	-	-	(711)	-	<b>3,204</b>
Golf course machinery fund	27,716	-	-	-	-	<b>27,716</b>
Knighton Wood maintenance	5,801	-	-	-	-	<b>5,801</b>
Branching Out project	42,423	-	-	-	-	<b>42,423</b>
Future green infrastructure fund	12,269	-	(4,661)	-	-	<b>7,608</b>
Cattle purchase fund	29,469	-	-	-	18,171	<b>47,640</b>
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	<b>100,000</b>
<b>Total designated funds</b>	<b>6,967,451</b>	<b>-</b>	<b>(574,405)</b>	<b>(711)</b>	<b>18,171</b>	<b>6,410,506</b>
<b>Total unrestricted funds</b>	<b>6,967,451</b>	<b>6,584,647</b>	<b>(7,140,881)</b>	<b>(711)</b>	<b>-</b>	<b>6,410,506</b>
<b>Total funds</b>	<b>6,967,451</b>	<b>6,584,647</b>	<b>(7,140,881)</b>	<b>(711)</b>	<b>-</b>	<b>6,410,506</b>

At 31 March 2019	Total as at 1 April 2018 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2019 £
Restricted funds:						
Environmental Programme	-	10,500	(10,500)	-	-	-
Mathematics Education	-	1,050	(1,050)	-	-	-
Parklife Project	-	29,796	(29,796)	-	-	-
Total restricted funds	-	41,346	(41,346)	-	-	-
Unrestricted funds:						
General funds	-	6,648,372	(6,642,366)	-	(6,006)	-
Designated funds:						
Tangible fixed assets	6,179,142	96,627	(450,508)	-	-	5,825,261
Heritage assets	382,754	-	(961)	-	-	381,793
Capital fund	538,804	-	-	-	-	538,804
Sports ground deposit	3,950	-	-	(35)	-	3,915
Golf course machinery fund	27,716	-	-	-	-	27,716
Knighton Wood maintenance	5,801	-	-	-	-	5,801
Branching Out project	42,423	-	-	-	-	42,423
Future green infrastructure fund	16,086	-	(3,817)	-	-	12,269
Cattle purchase fund	23,463	-	-	-	6,006	29,469
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	100,000
Total designated funds	7,320,139	96,627	(455,286)	(35)	6,006	6,967,451
Total unrestricted funds	7,320,139	6,744,999	(7,097,652)	(35)	-	6,967,451
Total funds	7,320,139	6,786,345	(7,138,998)	(35)	-	6,967,451

## Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes:

- i. **Fixed Assets** – these are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. At 31 March 2020 the net book value of fixed assets relating to direct charitable purposes amounted to £5,357,428 (2018/19: £5,825,261).
- ii. **Heritage Assets** – additions to land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of heritage assets to direct charitable purposes at 31 March 2020 was £380,832 (2018/19: £381,793).
- iii. **Capital Fund** - the Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund. Epping Forest and Commons Committee agreed to release £153,000 from the Forest Fund to finance refurbishment under the funds repair power to provide a reliable source of income for Forest Management by bringing Lodges to a rentable standard, while also providing social benefits around the provision of much needed local housing. £100,950 was utilised in 2019/20 (2018/19: £nil).
- iv. **Sports grounds deposit** – sum of money was invested in 1968 relating to the Sports ground.

- v. *Golf course machinery fund* – the purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. No purchases were made during 2019/20 (2018/19: £nil).
- vi. *Knighton Wood maintenance* - a gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use. Charity Pool units relating to E.N. Buxton Knighton Wood were sold in 2016/17. It is anticipated this will be spent in 2020/21.
- vii. *Branching Out project* - Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. The scheme was completed in 2017/18. Verification of final accounts is underway.
- viii. *Future green infrastructure fund* - The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London as the lead authority holds the funding and meets expenditure when required. Expenditure amounted to £4,661 in 2019/20 (2018/19: £3,817).
- ix. *Cattle purchase fund* - The purpose of this fund is to provide for the future purchase of cattle. £18,171 was transferred into reserve as at 31 March 2020 (2018/19: £6,006).
- x. *Wanstead Park/Flats future projects fund* - the City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. No expenditure incurred during the accounting period. The balance of £100,000 will be used for future projects at Wanstead Park and Wanstead Flats.

## 17. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 6.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk).

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

<b>Related party</b>	<b>Connected party</b>	<b>2019/20 £</b>	<b>2018/19 £</b>	<b>Detail of transaction</b>
City of London Corporation	The City of London Corporation is the Trustee for the charity	<b>5,257,380</b>	4,999,068	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		<b>(nil)</b>	(nil)	
		<b>1,022,410</b>	1,056,766	Administrative services provided for the charity
		<b>(nil)</b>	(nil)	
		<b>3,639</b>	5,340	Distribution from the Charities Pool
		<b>(nil)</b>	(nil)	

## REFERENCE AND ADMINISTRATION DETAILS

**CHARITY NAME:** Epping Forest

Registered charity number: 232990

**PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:**

Guildhall, London, EC2P 2EJ

**TRUSTEE:**

The Mayor and Commonalty & Citizens of the City of London

**SENIOR MANAGEMENT:**

**Chief Executive**

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

**Treasurer**

Dr Peter Kane - The Chamberlain of the City of London Corporation

**Solicitor**

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

**Open Spaces**

Colin Buttery – Director of Open Spaces

**AUDITORS:**

BDO LLP, 55 Baker Street, London, W1U 7EU

**BANKERS:**

Lloyds Bank Plc., P.O. Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

**INVESTMENT ADVISORS:**

Artemis Investment Management Limited, Cassini House, 57 St. James's Street, London, SW1A 1LD

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City's Cash:

[PA-DeputyChamberlain@cityoflondon.gov.uk](mailto:PA-DeputyChamberlain@cityoflondon.gov.uk)