

Inspiring environmental understanding through first-hand experience



Epping Forest Field Centre

The Centre is managed by FSC for, and on behalf of, the City of London

Head of Centre's report on the Centre's Financial Estimates

The following financial estimates are presented to the Committee FOR ACCEPTANCE.

The City of London payment has been estimated at £50,773 this being the 2015 level with a 5% reduction from 1 April 2016, as per information provided by the Superintendent. Income generation from course fees is targeted to rise above £300,000 for the first time. This significant level of revenue funds the delivery of the high quality environmental learning service in Epping Forest based on the assumptions and intended actions in the Epping Forest Field Centre 2016 Plan (preceding agenda item).

Account Heading	2015 Estimates as previously submitted to JCC	2016 Estimates as at December 2015	% Change From 2015 estimate to 2016 estimate	2015 'Actual' For reference #
Teaching	£305,000	£303,500	0%	£293,217
Grants, sponsorship & restricted funds	£0	£3,000		£9,265
Others (staff rent, hire, professional services, sales)	£20,000	£27,575	38%	£22,207
Investment fund	£2,500	£2,800	12%	£2,833
Sub total	£327,500	£336,875	3%	£327,522
City of London Funding	£52,752	£50,773	-4%	£52,752
Total EFFC Income	£380,252	£387,648	2%	£380,274
Salaries & associate tutor costs	£276,000	£286,000	4%	£273,737
Training	£500	£600	20%	£675
Heating & lighting	£11,500	£12,400	8%	£12,500
Insurance	£9,000	£8,340	-7%	£7751
Transport	£2,100	£2,500	19%	£2,571
Library & equipment	£6,000	£3,550	-41%	£6038
Food	£4,700	£4,500	-4%	£3920
Cleaning	£1,500	£1,800	20%	£2692
Uniform	£200	£400	100%	£465
Premises, furniture & estate	£2,400	£2,290	-5%	£2,638
Administration	£10,000	£7,378	-26%	£7,616
Rates & water	£8,000	£7,476	-7%	£7,392
Depreciation	£1,100	£522	-53%	£1,205
FSC central costs reduced to 12% in 2016	£46,620	£40,531	-13%	£43,187
Total Expenditure	£379,620	£378,287	0%	£372,387
Operating Surplus/ Deficit	£632	£9,361		£7,887

Account Heading	Notes relating 2016 estimates
Course income	<p>Whilst 2015 course income is below the ambitious estimate. It is second best ever year total for course fees income. (FSC accounts show 2011 as higher but this includes grant funded places). The shortfall 2014 and 2015 estimate arose from staff turnover which reduced peak period teaching capacity (fully trained tutors). This was compounded by exceptionally reduced class sizes at the start of the 2015/16 academic year when provisional bookings were confirmed. The 2016 estimate assumes that misfortune elements will not re-occur in 2016 and that additional actions can help to mitigate against the negative impacts of high levels of class size reduction. It would be an all time record for course fees but was considered to be realistic and achievable at the time of budget preparation in Autumn 2015.</p> <p>Adult course income is predicted to be stable matching 2015 income £18.8k with families/children income targeted to rise by 2.8K to £9k with a detailed plan to move this income back towards past levels.</p> <p>The breadth of provision buffers this course fees income target in relation to negative impacts on any one of the niche markets.</p>
Grants and sponsors (including restricted funds)	Some of this can be drawn in from current funds of the Associates and it is likely that additional funding will be generated in 2016
Other (including sales, hire, rent, charging for staff time)	This increase reflects increases in the amount that staff pay for accommodation at the Centre
Investment fund	Based on 2015 income from this fund as at the end of October
City of London Payment	1 st qtr 2016 @ 2015 level with a 5% reduction April – Dec
Salaries	The estimate makes allowance for increases arising from legislative/regulatory/pensions changes together with incremental increases (subject to performance) for all staff except Head of Centre and for the continuation of the fixed term Administrator post
Training	Having relatively new staff increases costs
Heating & lighting	Gas £2.92k (5% inc) Electricity £6k (cost increase offset by reduced consumption) Oil £3.5K
Insurance	Based on revised estimates for 2015 costs with a 3% rise factored in
Transport	Having relatively new staff increases costs of travel for training
Library & equipment	Unlike 2015 there will be no additional teaching Ipads from this budget in 2016 unless there is extra income to fund this
Food & other course costs	2015 actual and planning indicates a small reduction
Cleaning	Unlike 2015 there will be no new recycling bins
Uniform	Uniform needs for new staff has increased costs
Premises, furniture and estate	2016 includes £1.3K for landfill & recycle waste and £0.3K for (grounds) equipment hire & use
Admin	This reflects cost controls except for essential ICT increases with modest reductions for reduced PDQ (credit card) costs and savings from Version One (expenditure processing software) use in place of postage
Rates & water	This appears to an accurate forecast based on a review of actual charges and includes 1% inc for Council Tax
Depreciation	In 2015 we disposed of 'Fixed Assets' (dated scientific equipment) to the value of £486. It is unlikely that this will be repeated in 2016 so the estimate is for depreciation of current assets only.
FSC HO costs	Reducing by 1% per annum (from 14% to 11%) as per FSC Director of Finance statement at the October 2014 meeting
# Note relating to the 2015 'Actual' estimates	
<p>The 2015 'actual' figures are being presented two months earlier than the normal time frame. Whilst they are likely to be very close to the final outturn they may be subject to some accounting adjustments, as well as audit, prior to finalisation. For this reason they are not intended as a formal statement of financial performance. They have been included primarily to guide Members in considering the 2016 I&E.</p>	