



# **Cotswolds Conservation Board Statement of Accounts**

**Financial year ending 31st March 2021**

Cotswolds Conservation Board  
Fosse Way  
Northleach  
Gloucestershire  
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[www.cotswoldsaonb.org.uk](http://www.cotswoldsaonb.org.uk)

## **BACKGROUND**

The Cotswolds Conservation Board was established in 2004 under the Countryside and Rights of Way Act 2000. The Board's Establishment Order (SI 1777/2004) was agreed by Parliament in July 2004. The Board's statutory purposes are to conserve and enhance the natural beauty of the Cotswolds Area of Outstanding Natural Beauty (AONB), and to increase the understanding and enjoyment by the public of the special qualities of the AONB. In fulfilling these purposes, the Board seeks to foster the economic and social well-being of people living in the AONB.

In September 2018 the Board adopted a Management Plan for 2018-23, which articulates its vision, its objectives and its policies for the management of the AONB.

The Board's Business Plan sets out a wide-ranging programme of activity associated with the delivery of its purposes. The Board operates to a budget based on the agreed grant aid from the Department for Environment, Food and Rural Affairs, Natural England and local authorities. Additionally, the Board either takes the lead role or actively participates in a range of partnership schemes to secure external funding for additional project work.

## **FINANCIAL REVIEW**

### **Accounting Framework**

Under the Local Audit and Accountability Act 2014, the Board is classed as a smaller relevant body for financial reporting purposes. As such it is required to comply with the mandatory guidance for Conservation Boards issued in March 2020 by the Joint Panel on Accountability and Governance.

This Statement of Accounts summarises the Board's activities for the period from 1 April 2020 to 31 March 2021. It has been prepared in accordance with proper accounting policies and practices, and on an accruals basis.

### **Income and Expenditure Account**

The Board has adopted the National Park Authority model for its Income and Expenditure Account to enable comparability with similar organisations.

The Account shows the costs of providing services across the various activities and projects that the Board has supported during the year, and how these projects were financed from grants and income. Gross revenue expenditure for the year was £940,827 (2019/20 £989,479) and gross income was £911,705 (the 2019/20 income of £1,459,727 included £500k of grant income received from Network Rail in the year). Taken together, these items show a net deficit for the year of £29,122 (2019/20 surplus £470,248).

### **Balance Sheet**

The Balance Sheet details the Board's financial position as at 31 March 2021, listing the value of its assets and liabilities. The Board's practices on financial reserves comply with the formal guidance issued in July 2014 (CIPFA LAAP Bulletin 99). The Finance Officer considers that the level of reserves, taken with their future targets, are at an acceptable level.

## **ANNUAL REVIEW**

The Board publishes an Annual Review by the end of July each year describing its activities in the previous year, and setting out its performance against the Business Plan. This publication is available on-line at [www.cotswoldsaonb.org.uk](http://www.cotswoldsaonb.org.uk).

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021**

<b>2019/20</b>		<b>Expenditure</b>	<b>2020/21</b>	
<b>Net</b>		<b>£</b>	<b>Income</b>	<b>Net</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
42,552	Conservation of Natural Environment	221,905	(153,604)	68,301
7,234	Conservation of Cultural Heritage	49,220	(20,586)	28,634
47,412	Recreation Management and Transport	166,015	(97,020)	68,995
193,119	Promoting Understanding: Information Interpretation and Education	198,630	(5,281)	193,349
102,117	Volunteers	79,453	(204)	79,250
112,503	Forward Planning	89,117	(4,239)	84,877
112,249	Corporate Management and Administration	136,487	(22,522)	113,965
<b>617,186</b>	<b>Net Cost of Services</b>	<b>940,827</b>	<b>(303,456)</b>	<b>637,371</b>
(1,111)	Interest Receivable	-	(5,650)	(5,650)
<b>616,075</b>	<b>Net Operating Total</b>	<b>940,827</b>	<b>(309,106)</b>	<b>631,721</b>
(455,646)	DEFRA Contribution		(462,025)	(462,025)
(130,574)	Local Authority Contributions		(130,574)	(130,574)
(500,103)	Network Rail		-	-
-	Cotswold District Council COVID 19 Grant		(10,000)	(10,000)
(1,086,323)	<b>Total Financing</b>		<b>(602,599)</b>	<b>(602,599)</b>
<b>(470,248)</b>	<b>(Surplus) Deficit for the Year</b>	<b>940,827</b>	<b>(911,705)</b>	<b>29,122</b>

**BALANCE SHEET AS AT 31 MARCH 2021**

31 March 2020 £		Note	31 March 2021 £
450,000	<b>Fixed Assets &amp; Long-Term Investments</b>	1	-
89,402	Debtors and Prepayments	3	77,766
88,000	Short Term Investments		88,000
3,630	Stock		1,548
<b>173,669</b>	<b>Cash and Cash Equivalents</b>		<b>578,018</b>
<b>354,701</b>	<b>Current Assets</b>		<b>745,332</b>
(65,197)	Creditors and Accruals	4	(20,426)
(4,000)	Receipts in Advance		(18,523)
<b>(69,197)</b>	<b>Current Liabilities</b>		<b>(38,949)</b>
285,504	Net Current Assets		<b>706,383</b>
<b>735,504</b>	<b>Total Net Assets</b>		<b>706,383</b>
	<b>Financed by:</b>		
664,536	Restricted Funds		624,586
24,135	Earmarked Reserves		10,000
46,833	General Fund		71,797
<b>735,504</b>	<b>Total Reserves</b>		<b>706,383</b>

**NOTES TO THE ACCOUNTS****1. Fixed Assets & Long-Term Investments**

The Board maintains asset and inventory registers for all of its significant assets. Board policy is that assets with an individual value in excess of £10,000 are capitalised as Fixed Assets in the published accounts. The Board currently has no assets in excess of this threshold and no long-term investments.

**2. Income**

The Board derived income from the following main sources:

<b>Source</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
DEFRA Grant	455,646	462,025
DEFRA – ELMS	14,299	-
Esmee Fairbairn Foundation	73,976	96,065
Local Authority Contributions	130,574	130,574
Local Authority COVID Grant	-	10,000
Natural England	63,929	68,929
Network Rail	500,103	-
Rural Payments Agency – LEADER	95,040	21,197
Other grants and earned income	126,160	122,915
<b>Total</b>	<b>1,459,727</b>	<b>911,705</b>

**3. Debtors and Prepayments**

Year-end debtors and prepayments are categorised in the table below:

<b>Source</b>	<b>2019/20</b>	<b>2020/21</b>
	<b>£</b>	<b>£</b>
Defra – ELMS	14,299	-
RPA – LEADER	29,115	1,361
RPA - Gateways	-	18,603
Natural England – Cotswold Way	39,701	47,019
Other	6,287	4,496
<b>Total</b>	<b>89,402</b>	<b>77,766</b>

No debts were written off during the year, and no provisions were required.

#### 4. Creditors and Accruals

A breakdown of the main categories of creditors and accruals is shown below:

Category	2019/20	2020/21
	£	£
Local Authorities and Other Public Bodies	-	7,000
Payroll	54,152	-
Other	11,045	13,426
<b>Total</b>	<b>65,197</b>	<b>20,426</b>

As at 31 March 2021 there were £15,371 of receipts in advance relating to Rural Skills course bookings.

#### 5. Value Added Tax

The Board was not registered for Value Added Tax in 2020/21.

#### 6. Member Allowances

Board members are paid allowances and reimbursed expenses in accordance with a Member Allowances Scheme which is reviewed annually and published in the Board's Constitution. Payments in 2020/21 are summarised in the table below:

Category	2019/20		2020/21	
	Allowances	Expenses	Allowances	Expenses
	£	£	£	£
Board Chair/Vice Chair	5,100	1,063	5,100	-
Executive/Sub-Committee Members	6,975	1,504	10,350	178
Ordinary Members	6,979	1,976	6,154	50
<b>Total</b>	<b>19,054</b>	<b>4,543</b>	<b>21,604</b>	<b>228</b>

#### 7. Related Party Transactions

##### *Concept*

The principal issue in determining whether a person or an organisation is a related party is the degree of control exerted by one party over the other. This can arise during a financial period where:

- one party has direct or indirect control of the other party;
- one party has influence over the financial and operational policies of the other party; or
- the parties are subject to common control or influence from the same source.

*The Government*

The Government has influence over the general operations of the Board. It is responsible for providing the statutory framework within which the Board operates. The Secretary of State appoints fourteen members of the Board under arrangements set out in the Board's Establishment Order. The Government provides a large proportion of the Board's funding in the form of grants channelled through the Department for Environment, Food and Rural Affairs (DEFRA) and Natural England. Other government departments and agencies such as the Rural Payments Agency also fund the Board's activities.

*Local Authorities*

The fifteen local authorities covered by the Cotswolds area each appoint a Board member under the terms of the Board's Establishment Order.

*Parish Councils*

Parish Councils, Town Councils and Parish Meetings appoint eight members of the Board in accordance with the arrangements set out in the Establishment Order.

*Friends of the Cotswolds*

The Friends of the Cotswolds act as the Board's landlord and until 2019/20 shared an Agency Operational Agreement with the Board for the management of the Cotswolds Discovery Centre at the Old Prison, when four Board Members sat on the Partnership Board for the site.

*Members and Officers*

The Board approved Codes of Conduct for members and officers as part of its Constitution. The Codes include requirements to disclose and record interests where they may have, or appear to have, an influence on the decisions of the Board and are circulated to members and officers. The Board's procedural rules impose quorums on meetings to ensure decisions are not taken in isolation and require members to disclose interests at each meeting before the matter in which they have an interest is discussed. Under recent legislation, the Board is able to hold formal meetings remotely. A public register of these interests is maintained by the Board's Monitoring Officer. In addition to the above, Board members and officers sign and return related party transaction declaration forms each year. There were no related party transactions that required disclosure during the year.

## 8. Employee Remuneration

The table below shows contracted employee numbers and their respective total remuneration received during the year in bandings of £5,000 at the financial year end. Total remuneration includes gross salary, employer Superannuation and National Insurance contributions.

<b>Band (£)</b>	<b>2019/20 (Number of employees)</b>	<b>2020/21 (Number of employees)</b>
0 – 5,000	-	1
5,000 - 10,000	-	-
10,000 - 15,000	-	-
15,000 - 20,000	-	2
20,000 - 25,000	2	1
25,000 - 30,000	1	1
30,000 - 35,000	1	1
35,000 - 40,000	3	3
40,000 - 45,000	2	-
45,000 - 50,000	3	5
50,000 - 55,000	1	-
X	-	-
80,000 – 85,000	-	-
X	-	-
95,000 -100,000	1	1
<b>Total</b>	<b>14</b>	<b>15</b>

At the 31<sup>st</sup> March 2021 there were 12.6 whole time equivalent employees (31<sup>st</sup> March 2020: 13.1).

The 2019/20 Financial Statements showed employee numbers I bandings based on the average remuneration calculated using the March 2020 payroll figures. The figures shown above are based on bandings of total actual remuneration received during the year.

## 9. Retirement Benefits and Pensions

The Board is a member of the Gloucestershire County Council Pension Fund, which is a defined benefit scheme administered in accordance with the Local Government Pension Scheme Regulations. Under the Regulations, the fund is subject to an independent triennial actuarial valuation to advise on each employer's contribution rate. The last valuation was carried out in 2019, when the actuary valued the Board's share of the total fund at £2,986,000 with a surplus against expected liabilities of £676,000.