



**NEW FOREST  
NATIONAL PARK**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED  
31 MARCH 2020**

NEW FOREST NATIONAL PARK AUTHORITY  
FINANCIAL REPORT - YEAR ENDED 31 MARCH 2020

**CHAIRMAN OF THE AUTHORITY**

Oliver Crosthwaite-Eyre

**CHIEF EXECUTIVE** Alison Barnes

**CHIEF FINANCE OFFICER** Nigel Stone, CPFA FCCA

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## NARRATIVE REPORT

### Introduction

The purpose of this section is to provide a clear and understandable guide to the most significant matters reported in the financial statements.

### Financial Statements

The financial statements and their purpose are summarised as follows:

- **Comprehensive Income and Expenditure Statement (page 22)**  
This statement discloses the expenditure and income by service for the year ended 31 March 2020. The statement shows the true economic (accounting) cost of providing those services, prior to any statutory amounts required to be charged through the accounts (which are shown in the Expenditure and Funding Analysis and the Movement in Reserves Statement).
- **Expenditure and Funding Analysis (page 23)**  
This analysis shows how annual expenditure is used and funded from resources by the Authority in comparison with those resources consumed or earned by Authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Authority's services. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.
- **Balance Sheet (page 24)**  
The Balance Sheet discloses the financial position of the Authority as at 31 March 2020. The net assets of the Authority (its assets less liabilities) are matched by reserves held by the Authority.
- **Movement in Reserves Statement (page 25-26)**  
This statement discloses the movement in the year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and 'unusable reserves'.
- **Cash Flow Statement (page 27)**  
The Cash Flow Statement discloses the inflows and outflows of cash arising from the activities of the Authority for the year ended 31 March 2020.
- **Notes to the Accounts (pages 29-62)**  
The Notes disclose more detailed information on the figures provided in the Comprehensive Income and Expenditure Statement, Balance Sheet, Movement in Reserves Statement and Cash Flow Statement. Note 1 discloses the accounting policies used by the Authority in compiling the financial statements.

## Financial Context

2019/20 was the final year of the most recent Comprehensive Spending Review (CSR) published in November 2015, under which our main grant from the Department for Environment, Food and Rural Affairs (Defra) was 'protected'. This protection was later confirmed as a 1.7% increase per year up until 2020 to counter the effects of inflationary pressures. Correspondingly the National Park Grant received in 2019/20 was £3.25m compared to £3.20m in 2018/19; however, this is still not equivalent to the £4.23m received in 2010/11, prior to the previous CSR and the austerity measures. The 2020/21 grant has since been confirmed as a 'flat-cash' £3.25m.

## Financial Performance and Year-End Position

The original 2019/20 expenditure budget was £4.86m and income was estimated at £4.79m (both figures include £0.94m for externally-funded projects). The budget would be balanced by taking £30,000 from the Revenue Support Reserve and £37,000 from other Earmarked Reserves.

The actual results for the year are shown in the table below and the variances are then explained further in the text below it:

	Budgeted	Actual	Variance
	£000	£000	£000
Expenditure	4,863	4,837	(26)
Income	(4,796)	(4,956)	(160)
Amount required from Reserves	(67)	119	186
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

There was no significant net expenditure variance this year. Of the income variance, the majority related to planning fees income (due to one large application / fee received) with smaller additional income from shared services and interest on investments.

The actual final movements on the reserves are shown in the table below and the variances are then explained further in the text below:

	Budgeted	Actual	Variance
	£000	£000	£000
Contribution to/(from) Revenue Support Reserve	(30)	(18)	12
Contribution to/(from) Other Earmarked Reserves	(37)	137	174
<b>Total Earmarked Reserves Movement</b>	<b>(67)</b>	<b>119</b>	<b>186</b>

The net 'underspend' at year-end was just £12,000 or 0.25% of planned expenditure. This final variance is comparable to the balanced position which had been estimated in the budgetary control reports through the year. There was no discernible impact on the figures from the coronavirus pandemic which struck in final couple of months of the financial year.

The Comprehensive Income and Expenditure Statement indicates that the Authority's Net Cost of Services decreased to £3.5 million in 2019/20, compared to £3.8 million in the previous year - this variance was caused by a large past service pension cost (£321,000) in 2018/19.

### **Capital Funded Expenditure**

During 2019/20 the Authority incurred revenue or capital expenditure of £244,000 funded by capital grants, developers' contributions and the General Fund. Expenditure was incurred as follows:

<b>Expenditure:</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
Computer Hardware (Capital)	0	8
Computer Software (Capital)	0	15
Other Equipment (Capital)	10	13
Developer Contributions (Revenue)	79	88
Grants to External Body (Revenue)	209	120
	<b>298</b>	<b>244</b>
<b>Financed by:</b>		
Revenue Contributions to Capital	(10)	(36)
Developers Contributions	(79)	(88)
Capital Grants and Contributions	(209)	(120)
	<b>(298)</b>	<b>(244)</b>

### **Key Services / Outcomes**

The Authority's purposes, vision and intended outcomes for residents, visitors and other stakeholders are identified in a range of policy documents. The overarching vision for the management of the Forest is set out in the Partnership Plan 2015 - 2020. The plan was developed and approved in 2015 following extensive community engagement; a total of 27 organisations are set to deliver the plan over the five years. This is the first such New Forest Partnership Plan and has encouraged a wide range of important stakeholders to put down in writing what they will be doing for the Forest during this time, increasing governance and accountability for all.

The Authority's Business Plan 2018 – 2021, published in 2018, set out the main framework for the work programme of the Authority over the three years based on its specific objectives and outcomes from the Partnership Plan. The work programmes are aligned to the Authority's purposes and duty of Protect, Enjoy, Prosper and Achieving Excellence.

Of the sixty-nine Actions/Outcomes in the 2019/20 part of our Business Plan, forty-nine were shown as “green” at year-end, twenty as “amber” and none as “red”. Of those shown as amber, all have been addressed further in the 2020/21 Business Plan and/or work schedules. Further details of the work undertaken by the Authority this year can be found in our ‘Annual Review’ which will be published in August 2020 and made available on our website.

## Use of Resources

The Authority has a very limited number of physical or operational assets (e.g. no car parks, visitor centres, major land holdings etc); so, its greatest asset is its staff. As at 31 March 2020, details of the staffing levels (both ‘core’ and ‘project-specific’) were:

	Headcount		FTE	
CORE*	65	76%	57.3	76%
PROJECT	20	24%	18.0	24%
<b>Total</b>	<b>85</b>		<b>75.3</b>	

\*Of the ‘core’ staff, some resource is dedicated to delivering services for other organisations as part of shared service agreements – this equates to approximately 2.5 FTEs.

The staff sickness level for the year was 2.98 days per FTE, well below the national averages of around 5-8 days.

## Risks, Borrowing and Contingencies

During 2018 the Authority reviewed and revised its risk register to better align it with our corporate priorities; as a result, the risks are now categorised under ‘Protect, Enjoy and Prosper’. There are currently fourteen key risks listed and these are scored by likelihood and impact up to a maximum of 25 points. As at 31 March 2020, seven of the risks were in the low category and the remaining seven in the medium-risk category. The risk log is reviewed at every Executive Board meeting and bi-annually by the Resources, Audit and Performance Committee.

The Authority does not currently have any borrowing and there are currently no plans to do so. It is not envisaged that any financial impacts from the ongoing pandemic will cause this position to change.

No contingencies have been identified during the last year and no new provisions have been required. The one existing provision, relating to legal costs from a planning case, has now been concluded and settled (using the funds set aside in that provision).

## Pension Scheme Assets and Liabilities

The pension liability is based on an actuarial valuation and represents the benefits that have been accrued by members of the local government pension scheme.

The Authority’s Balance Sheet shows a net pension liability of £7.291m, deriving from assets valued at £11.91m compared to a liability estimated at £19.20m. Whilst this has a substantial impact on the net worth of the Authority as recorded in the Balance Sheet,

statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy, as the deficit on the scheme will be made good by increased contributions over the working lives of employees.

The net pension liability has risen by £844,000 from 31 March 2019 (compared to a rise of £5,000 the previous year).

### **Future Funding and Events after 31 March 2020**

In the 2015 CSR, funding for National Parks (through the Defra 'National Parks Grant') was "protected" and it was later confirmed this included an inflationary increase of 1.7% per year for the four years resulting in a rise up to £3,251,501 by 2019/20. A single year 'flat cash' settlement has now been provided for 2020/21 with a full CSR expected later in 2020.

The Authority is fully aware of its responsibility to firstly continue to use this funding efficiently and effectively and secondly, to use this time of certainty to explore ways to reduce its overall reliance on the grant. In this regard, the Authority has recently been particularly successful in attracting external funding to boost that provided by Defra. In 2015/16 the Authority successfully applied for £2.8m of Heritage Lottery Funding for a Landscape Partnership which will be delivered alongside a host of partner organisations up to 2021. It has also established National Parks Partnerships LLP alongside the other 14 UK National Parks to explore corporate partnerships at a national level which it is hoped will either generate income directly or help reduce costs (through negotiated deals) for the National Park's family – the first significant such partnership with Columbia Sportswear, a US-based outdoor footwear and clothing company, was announced in 2017.

The Authority will also continue to explore 'shared services' opportunities either locally or with the other National Parks; the Authority already 'sells' some of its Rangers, Archaeology and Communications expertise to other local organisations and at the same time 'buys' in some HR, Finance and ICT support.

As the Authority has moved into the 2020/21 financial year, it has kept its financial position under constant review in light of the ongoing Coronavirus pandemic. However, evidence to date shows very little financial impact on the Authority directly (the Budgetary Control Report to end of July did highlight some potential risk areas but made no recommendation to change the annual budget from that set in March), management are fully confident that it is a going concern and that we have adequate plans and reserves in place should the situation deteriorate further over the next two or three years.

There have been no other significant changes to the Authority or its position since 31 March 2020.

**Nigel Stone, CPFA FCCA**  
Chief Finance Officer  
x xxx 2020

## STATEMENT OF RESPONSIBILITIES

### 1. The Authority's Responsibilities

The Authority is required to:

- \* 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. In this Authority, that officer is the Chief Finance Officer;
- \* Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- \* Approve the Statement of Accounts.

### 2. The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing the Statement of Accounts, the Chief Finance Officer has:

- \* Selected suitable accounting policies and then applied them consistently;
- \* Made judgements and estimates that were reasonable and prudent;
- \* Complied with the Code of Practice;
- \* Kept proper accounting records which were up to date;
- \* Taken reasonable steps for the prevention and detection of fraud and other irregularities;
- \* Taken measures to ensure that risk is appropriately managed.

### **3. The Chief Finance Officer's Certificate**

I certify that the Statement of Accounts for the year ended 31 March 2020 has been prepared in accordance with the Accounts and Audit Regulations 2015 and that it gives a true and fair view of the financial position of the New Forest National Park Authority as at 31 March 2020 and its income and expenditure for that year ended.

**Nigel Stone, CPFA FCCA**

**Chief Finance Officer**

**xx xxxx 2020**

### **4. Approval of the Accounts by the Authority**

I confirm that these accounts were approved and authorised for issue by Members of the Authority at the meeting held on the **xx xxxx 2020**.

**Chairman of the Authority**

**xx xxxx 2020**

## ANNUAL GOVERNANCE STATEMENT 2019/20

### Scope of responsibility

The New Forest National Park Authority is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

The Authority also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Authority is also responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of the Authority's functions which includes arrangements for the management of risk.

The Authority approved and adopted a Local Code of Corporate Governance, which is consistent with the principles of the CIPFA/Solace Framework Delivering Good Governance in Local Government. A review of compliance with the Code is carried out on an annual basis by the Chief Executive, Monitoring Officer and Chief Finance Officer. A copy of the Code is published on the Authority's website and can be obtained from Corporate Services.

This statement explains how the Authority has complied with the Code and also meets the requirements of the Accounts and Audit Regulations 2015 in relation to the publication of a statement of corporate governance.

### The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives, and can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an on-going process designed to identify and prioritise the risk to the achievement of the Authority's aims, objectives and policies, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

## **The Governance Framework**

The Local Code of Corporate Governance describes the Authority's governance framework in relation to the six core principles below and demonstrates how it complies with these:

- a. Focusing on outcomes for the community and implementing a vision for the local area;
- b. Working together to achieve a common purpose with clearly defined functions and roles;
- c. Promoting and demonstrating values through high standards of conduct and behaviour;
- d. Taking informed and transparent decisions and managing risk;
- e. Developing capacity to be effective; and
- f. Engaging with people to ensure accountability.

This code was first adopted by the Authority in June 2012; a full review of the Code will take place in 2020/21 as part of the adoption of the new CIPFA Financial Management Code.

Through carrying out its general statutory duties and responsibilities in connection with the two national park purposes, the Authority also seeks to work for and with the local community to foster the social and economic wellbeing of communities within the National Park.

### **Focusing on outcomes for the community and implementing a vision for the local area**

The Authority's purposes, vision and intended outcomes for residents, visitors and other stakeholders are identified in a range of policy documents. The overarching vision for the management of the Forest is set out in the Partnership Plan 2015 - 2020. The plan was developed and approved in 2015 following extensive community engagement; a total of 27 organisations are set to deliver the plan over the five years. This was the first such New Forest Partnership Plan and has encouraged a wide range of important stakeholders to put down in writing what they will be doing for the Forest during this time, increasing governance and accountability for all.

We are currently working with our partners, through the New Forest Leadership Group, to review the Partnership Plan to cover the period 2020-2025. The Plan is a key document for the National Park, setting out the overall vision and approach in delivering the two national park purposes and duty. Members have been and will continue to be involved in shaping the drafting of the vision, objectives and actions of the new Plan through Authority and Resources, Audit and Performance Committee meetings as well as Member and Staff workshops. The vision and objectives have been agreed by the Leadership Group and the Authority and its partners have commenced a period of engagement with the public and a wide range of New Forest organisations and neighbouring authorities.

The Authority's Business Plan and annual Work Programmes take their cues from the Partnership Plan, incorporating those actions for which the Authority has direct responsibility. The Authority adopted a new Business Plan covering the period 2018-

2021 at its Authority meeting on 22 March 2018 following extensive consultation of Members and Staff. This extensive consultation was invaluable in identifying the priorities and objectives to be included in the Plan over the three-year term of the Plan and responding proactively to future challenges and opportunities affecting the New Forest National Park. The annual Work Programme which sits under the Business Plan, presents an account and assessment of the Authority's activities, alongside the separate reports of its financial position and performance and are aligned to the Authority's purposes and duty of Protect, Enjoy, Prosper and Aiming for Excellence, as well as the overarching Strategic Themes. Progress is monitored regularly by Executive Board and the Resources, Audit and Performance Committee. At its meeting on 16 March 2020, the Resources, Audit and Performance Committee noted that there had been a number of significant developments since the current Business Plan had been approved and agreed that 2020/21 would constitute a 'bridging' work programme which acknowledged new developments such as the Landscapes Review, 25-year environment plan and the climate and nature emergency and moved towards the drafting of a new Business Plan.

In 2019/20, the Authority entered the final year of a four-year grant settlement and the Authority's Medium-Term Financial Plan was drafted to cover three financial years and therefore extended two years beyond the current grant settlement period (the grant was latterly extended to cover a further year in 2020/21 at the same level of funding). The Authority is focusing resources towards developing medium-term strategic plans for key areas of work and to identify how the Authority and its partnerships can work together to achieve even more for the Forest – these themes provide important direction in the annual work programmes.

Recognising that people are our biggest asset, in recent years we introduced a 'People Plan' to help focus our development as an organisation. This looks at how we work and sets out actions to further improve our working practices and develop/sustain a high-performing team. We are continuing to work with staff and members in rolling out the actions in the People Plan.

Management information is produced to assist with the measurement of performance including a number of performance indicators. Budgetary control reports are reviewed monthly by the budget holders and on a regular basis by the Executive Board and Resources, Audit and Performance Committee. The Committee also considers the Authority's medium-term financial position. The Medium-Term Financial Plan aligns resources to their priorities. Where performance slips this is further examined, and action taken where possible.

The Authority continues to be very highly successful in attracting external funding into the area, leveraging around £15 for every £1 of funding we put towards partnership projects. The Authority is also keenly investigating corporate partnerships (sponsorship) through the wider National Park family and the National Parks Partnerships Ltd formed in 2015 by the UK's 15 National Parks. Its remit is to create successful corporate partnerships that generate vital income to make a significant, sustainable and discernible contribution to the improved quality of UK National Parks and the benefits they offer for generations to come. Early in 2017, the Partnership secured its first corporate partnership on behalf of the 15 UK National Parks which has led to a significant sponsorship deal being negotiated with Columbia Sportswear to provide all corporate clothing requirements. The partnership contract runs until 2022, at which point this policy will be reviewed. As part of this contract, Columbia Sportswear is the Official Clothing

Partner of the New Forest National Park Authority.

The Chief Executive reports to the Authority on the development and performance of the Authority overall. The Annual Report 2019/20, detailing the Authority's activities and achievements over this period is currently being drafted and is planned for publication in August (depending on the ongoing impact of the Coronavirus pandemic). In November 2012, the Authority participated in its most recent independent, peer-assessed, quadrennial 'National Park Authority Performance Assessment'. A copy of their final report, including recommendations, is available on the Authority's website.

The Authority has adopted and maintains a complaints process to enable complaints about the Authority's activities to be considered and responded to. Information on how to use the complaints process is available on the Authority's website. Information on complaints received is considered by the Authority's officers and lessons for service improvement are identified wherever practicable.

The Authority also deals with a number of requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, as well as Subject Access Requests under the Data Protection Act 1998 (DPA). Over 2019/20 Officers have been carrying out a complete review of the Authority's records management systems in tandem with a major project to introduce Microsoft Office 365 (SharePoint). This project will also include a review of our Access to Information Policy, data storage and document retention. Once completed the review will significantly improve the Authority's compliance with the General Data Protection Regulation (GDPR) and new Data Protection Act. These new measures will also streamline requests for information and improve the overall efficiency, effectiveness and security of our records management and IT processes.

The Authority is subject to a full and independent audit of the financial management arrangements in place for 2019/20. Audit reports are issued by the External Auditor and Internal Auditor to be considered by the Authority's Resources, Audit and Performance Committee.

In March 2017 the Resources, Audit and Performance Committee approved an Assurance Framework which specifies the sources of information on which the Authority relies to gain assurance that all key risks are identified and that controls are operating effectively. The Resources, Audit and Performance Committee on 4 March 2019 also approved an Internal Audit Charter which clearly defined the purpose, authority and responsibility of the internal audit activity; at the same meeting the Committee also approved the Audit Plan for 2019/20.

The Authority undertakes Equality Impact Assessments, in which services are required to review policies and procedures to ensure those services are delivered, designed and continually monitored to meet the needs of the whole community. As part of its response to the Landscapes Review, the Authority has set up an officer group to review our approach to accessibility and diversity both within the organisation and the geographic area. Meetings of the group will continue into 2020/21 working around three streams – understanding, experiences and ways of working.

## **Working together to achieve a common purpose with clearly defined functions and roles**

Standing Orders, Scheme of Delegations, Financial Regulations, Contract Standing Orders and other procedures describe how the Authority operates and how decisions are made to ensure that these are efficient, transparent and accountable to local people. All these key policies were kept under review during the year and amendments made as and when necessary (for example following the pandemic outbreak). A full review of all the above documents took place during the autumn of 2019 and the amended drafts were submitted firstly to the Standards Committee in October 2019 and then to the Planning and Resources, Audit and Performance Committees in March 2020.

Meetings of the Authority are held in public, save for individual items of a sensitive nature properly considered in confidential session. Agendas and minutes of meetings are available for inspection by the public both at the Authority's offices (other than in March 2020) and via the Authority's website and members of the public may ask questions and make representations on relevant matters at meetings. Each of the committees has distinct terms of reference, with each having a periodic review. Member attendance for the Authority and Committee meetings during the year was 76% (slightly below the target of 82% for 2019/20).

The roles and responsibilities of the Members and Officers are further defined in Member/Officer job descriptions and there is a Local Protocol for Member and Officer Relations - we are currently awaiting the official government response to the Landscapes Review which further considered governance structures within National Park Authorities. The roles of Chief Executive, Monitoring Officer and Chief Finance Officer are filled, with each officer fully understanding their respective responsibilities.

The effect of strong budgeting and regular financial monitoring procedures has also shown in the financial outturn; for example, in recent years the Authority's outturn has always been within the targeted 2% of the original budget and 1% of any revised budget.

On 21 January 2016, Defra approved a four-year grant settlement; for the Authority that covered the four-year period to 2019/20 and included a 1.72% inflationary rise each year, ensuring that the Authority's budgets were protected in real terms over that four-year cycle. In March 2019, the Authority also agreed its Medium-Term Financial Plan to cover the period to March 2022 two years beyond the grant settlement period. We have been advised by Defra of a new single-year grant settlement for 2020/21, with the same cash amount as 2019/20 (no inflationary rise), and that they then expect a full Comprehensive Spending Review to take place later in 2020.

There are agreed protocols for consultation with the Chief Finance Officer on key decisions and advice to the Authority and its Committees. The CFO attends meetings of the Authority's Executive Leadership Team, Strategic Leadership Team and Executive Board in order to ensure a sound understanding of the organisation's key priorities and risks.

The role of the Monitoring Officer is performed in-house by the Senior Solicitor with a remaining nil-cost SLA with Hampshire County Council for any additional specialist legal support required. All such service level agreements are reviewed and their performance monitored.

## **Promoting and demonstrating values through high standards of conduct and behaviour**

There are Codes of Conduct for Members and Officers in place and performance appraisal processes for officers. Training is given to Members on the Code of Conduct and there is a Register of Members' Interests. The Authority operates a standards regime for the conduct of Members in compliance with the Localism Act 2011. There is currently a Standards Committee which monitors the ethical framework of the Authority.

There is an adopted Whistleblowing Policy, with confidential reporting arrangements in place to enable internal and external whistle-blowing which was last updated in March 2014. There is also an Anti-fraud & Corruption Policy in place and a supplementary Anti-Money Laundering Policy was approved in June 2013. The Authority's core 'Values' were included in the 2019/20 staff annual appraisals to provide an opportunity for staff to consider how they have put the Authority's values into practice; ideas to promote the values covered on the Authority intranet.

The Monitoring Officer continuously reviews the Authority's Standing Orders and Scheme of Delegations and updates them as and when necessary. The Authority's Committee structure is also kept under review and meetings timetabling continue to be extended over an 18-month period to facilitate long term planning and diarising of meetings.

## **Taking informed and transparent decisions and managing risk**

There is a systematic strategy, framework and processes for managing risk. The Risk Management Strategy was updated and reviewed in December 2015. The risk register was reviewed in 2019 and focuses on those projects where the risk of not achieving them would have a significant impact on the Authority. These projects are grouped in the register under Protect, Enjoy and Prosper. Significant operational risks potentially affecting the Authority have been grouped under Achieving Excellence. Risks are scored by likelihood and impact to give a green, amber or red warning level and regular consideration is given to appropriate measures and strategies to mitigation the risks – the risk register details fourteen key risks across the organisation and as at March 2020, seven risks were green, seven amber and none red in the register. The register is monitored and reviewed by the Executive Board and half-yearly by the Resources, Audit and Performance Committee.

The risks associated with our annual work programme are monitored through the quarterly reports to RAPC using the traffic light system to monitor progress.

Members oversee the strategic direction and annual objectives. This enables relevant risks to be identified and evaluated, with consideration given to appropriate mitigation strategies.

The Authority has fully complied with the Local Government Transparency Code and, as such, has a designated page on its website containing all the information required to be published; in a number of cases the Authority has actually gone beyond the minimum requirements of the Code and published further information to better aid understanding and transparency.

The Authority is fully compliant with all current procurement legislation including the Public Contract Regulations 2015. It uses an online e-procurement portal (In-Tend) for all significant quote/tender/framework opportunities, ensuring openness and fairness to all potential suppliers.

### **Developing capacity to be effective**

Senior Officers' learning and development needs are identified and met through induction programmes and the appraisal system, which includes learning and development target areas. All new Members undergo a full internal induction programme and a general 'National Parks' induction is also now mandatory. In regard to existing Members, National Parks UK is currently working on establishing refresher sessions and updates.

There have been a number of informal training sessions for Members and Members Days on various aspects of their responsibilities and to aid the development of policy, these include two training days for planning committee members, a planning tour and meetings with Forestry England.

The Authority seeks to continually train its Managers and Officers; advocating mental health wellbeing in the workplace is an important part of the People Plan and we have arranged training and certification of number of Mental Health First Aiders to assist staff with crisis intervention and to act as advocates of mental health wellbeing in the workplace. We have also arranged mental health awareness courses for staff and managers - this will be an ongoing programme designed to provide staff with an understanding of mental health enabling us to build resilience and apply self-care and has helped managers recognise the early warning signs of poor or declining mental health within their team to enable early intervention and signposting.

Other important developments and training include Emergency First Aid at Work, Discovery Days and many more specific personal development courses. Officers continue to be encouraged to complete relevant courses through the e-learning programme which offers a wide range of training and development opportunities for staff.

### **Engaging with people to ensure accountability**

The Authority has developed and maintained a range of relationships and arrangements with other agencies in the public, private and voluntary sectors, to ensure that they are able to engage with and contribute to the work of the Authority.

Following the launch of the Accord between Forestry England and National Parks England in July 2018, members agreed that although there was a significant amount of engagement with Forestry England, there was good case for more formal mechanisms that would ensure more effective and collaborative working as well as early engagement and identification of opportunities and solutions. Officers from both Forestry England and the Authority accordingly held a number of workshops to finalise proposals for delivering local outcomes for the shared priorities in 2019/20. At the November 2019 meeting of the Resources, Audit and Performance Committee, members were updated on joint

working activities between Forestry England and the Authority in relation to each of the 5 priority areas of joint working mentioned in the Accord, namely:

- Decision making that enhances National Park landscapes and the woodlands in them
- Woodland creation and expansion in National Parks
- Exemplary FE and NPA owned/managed woodlands in National Parks
- Woodland grant schemes fit for the future
- National Parks woodlands for people

A Statement of Community Involvement (SCI) setting out how the National Park Authority would involve local communities and others in its work was approved by the Authority on 12 December 2013. Although the production of the SCI is a requirement of the Government's planning regulations, updating the document also provided an opportunity for the Authority to set out how people can get involved in the preparation of the Authority's other plans and strategies.

Member representation has continued with a number of external bodies such as the Court of Verderers, the Hampshire and Isle of Wight Local Government Association, New Forest Local Access Forum, New Forest Ninth Centenary Trust, New Forest Marque and Campaign for National Parks.

The Authority continues to work with local businesses to deliver Local Information Points to promote visitor information in the National Park. Our core ranger work is boosted by jointly funded projects with Forestry England and New Forest District Council, enabling us to engage with visitors and local residents throughout the National Park and in nearby communities. Other examples of joint working include the annual volunteer fair (this year attended by a record breaking 760 potential volunteers and 60 organisations with a large number of sign-ups from people keen to take part in community, charity and practical activities across the Forest, developing the Green Halo Partnership (supporting the local economy, improved health and wellbeing encouraging sustainable living and enhancing the natural environment).

The Authority had over 50,000 face-to-face contacts during the 2019-20 year to promote understanding of the National Park (despite having to cancel many such events planned for March due to the pandemic). This included numerous public events and work with schools to highlight the things that make the New Forest special and how we can all care for it. The education team and rangers visited 60 primary schools during the year and spoke to a large number of school children about the special qualities of the New Forest. Officers led guided walks, gave talks, co-ordinated litter picks for the Great British Spring Clean and led a wide range of learning sessions for young people. They also assisted with the delivery of Our Past, Our Future projects and supervised multiple conservation tasks for volunteers of all ages.

We have held a number of sessions with schools looking deeper at the impacts of our waste on domestic stock on the Forest, the marine environment and on own our health and wellbeing. Resources and displays raising awareness of pollution on our freshwater and marine habitats have been used at the Southampton Science and Engineering Festival and at Ballards' Eco Schools Open Day.

Progress continues to be made on the Recreation Management Strategy including key research from Footprint Ecology and the potential of Local Development Orders to establish criteria and thresholds for changes to where and how much car parking should be provided across the open Forest. The overall aim will be to protect wildlife and the working Forest whilst still providing unforgettable experiences for those visiting.

The Authority has continued to support and input into the New Forest Consultative Panel, which is an advisory forum comprising representatives from approximately eighty organisations with an interest in the New Forest National Park and adjacent areas. It meets quarterly to discuss topical issues and provide views to the National Park Authority and other statutory bodies. We also facilitate other Forums with wide representation from relevant organisations to help guide and communicate work programmes relating to dog walking, cycling, equine issues, animal accidents and recreation management.

The New Forest Land Advice Service has continued to provide wide-ranging support to land-owners, land managers and young commoners throughout the year.

The Authority routinely consults Parish Councils for their views on all planning applications by providing them with an initial planning officer assessment alongside details of the application. Communication has been aided further with the successful Parish Quadrant meetings which are held throughout the year and the Member presence at Parish Councils.

The Authority published, or engaged with, the New Forest Essential Guide, Park Life, a Pocket Guide and an Annual Report to ensure regular communication on our work performance and issues and opportunities, together with events, press releases, regular email newsletters, website updates and social media posts.

In November 2012 the Authority was subject to an independent, peer-led performance assessment. Their summary conclusion was that '*The Authority is self-aware...(and) has applied itself to creating a step change in the way that it operates. In particular it has applied considerable time, energy and effort to establishing good working relationships across the complex range of established organisations within the Forest. The distinctly different Authority is now recognised as positively changed by staff, Members, partners and communities alike and this outcome is a credit to the Authority's dedication and resolve to make improvements.*' The Authority has fully reviewed and considered all the feedback and recommendations from the report.

## **Continuous Improvement**

In December 2018, the Authority fed into the Landscapes Review – Call for Evidence (often referenced as the 'Glover Review'), reflecting views expressed by members and staff to the questions raised. The final review document was recently published on 21 September 2019 and the Authority clearly set out its initial response to react positively to its thoughts and recommendations; we now await the official government response to the review.

The Authority aims to be clearly accountable for the effective delivery of services, through setting targets and measuring performance. A revised and streamlined set of key national performance indicators continue to be applied and these indicators as well as a set of local indicators are monitored regularly by the Resources, Audit and Performance Committee.

Objectives and targets are developed for each service, and performance reviewed against these. As previously mentioned, the Authority is using the period of financial stability in 2019/20 to review its efficiency and effectiveness and to plan more strategically. Senior officers from National Park Authorities are constantly exploring possible savings and efficiencies in sharing best practices and, in some cases, sharing services.

The Authority continues to use a proportion of its core funding to leverage in other income for the Forest and continues to work in partnership with the New Forest Trust to grow the 'Love the Forest' Visitor Giving Scheme.

Service level agreements with New Forest District Council provided the services of strategic HR advice, internal audit, GIS and some accountancy services. The Authority also provides services to other local bodies through SLAs; this included archaeology, rangers, communications and ecology services during the last year.

#### **Review of Effectiveness:**

The Authority has responsibility for conducting, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of Officers within the Authority who have the responsibility for the development and maintenance of the governance environment, the Internal Auditor's report and also by comments made by the external auditors and other review agencies and inspectorates.

Factors which influence the controls environment include: ethics, integrity, operating style and the way management and Members assign responsibility and authority.

The roles of the Authority, the Resources, Audit and Performance Committee and Internal Audit are explicit in maintaining the effectiveness of the governance framework.

Of the 69 Actions/Outcomes in the 2019/20 Work Programme, 49 were shown as "green" at year-end, 20 as "amber" and none as "red" - it should be noted that a number of these actions were substantially affected in Q4 by the pandemic outbreak and subsequent changes it brought to our priorities, working methods and capabilities.

Major strategic plans and policies receive consideration by Members. A comprehensive scheme of delegation to Officers has been approved by Members and makes clear that the role of Officers is to implement and give effect to strategies and policies approved by the Authority.

The Authority has maintained arrangements to ensure that its dealings are lawful and comply with financial regulations. The Authority's Solicitor considers all reports considered by Members and is present at meetings to give advice to Members as

required. This assists in ensuring that the Authority discharges its functions in accordance with the law.

Members have a key role in providing assurance that the Authority's funds are used economically, efficiently and effectively in accordance with agreed policies. The Medium-Term Financial Plan and Budget is agreed annually by the Authority and budget monitoring reports are considered quarterly at meetings of the Resources, Audit and Performance Committee. The Authority's Accounts are subject to external audit on an annual basis and reported to the Authority at a public meeting.

There were no complaints made against Members during 2019/20 in relation to allegations of failure to comply with the Members' Code of Conduct.

All Member meetings of the Authority commence with an item regarding declaration of pecuniary and non-pecuniary interests, with signed records of interests declared kept with the minutes of the meeting. A Register of Members' Interests is maintained, in accordance with the Local Government Act 2000.

The Internal Auditor's report for 2019/20 states:

"I am satisfied that sufficient assurance work has been carried out to allow me to form a reasonable conclusion on the adequacy and effectiveness of the New Forest National Park Authority's internal control environment.

In my opinion, New Forest National Park Authority's framework of governance, risk management and control is 'Substantial' and audit testing has demonstrated controls to be working in practice.

Where weaknesses were identified through internal audit review, we have worked with management to agree appropriate corrective actions and a timescale for improvement."

Ernst & Young act as the Authority's external auditors and are responsible for reviewing and reporting on the Financial Report (Statement of Accounts) and arrangements for securing economy, efficiency and effectiveness in the use of resources.

The Authority's Business Continuity Plan was updated and reviewed during 2017/18 and audited by the internal auditors with a reasonable level of assurance and a limited number of management actions which have been agreed to by officers. This Plan will be reviewed again in 2020/21 considering the recent pandemic arrangements and any lessons that can be learned from them for possible future scenarios.

### **Significant governance issues:**

Following a consultation process and examination of the New Forest National Park Local Plan 2016-2036 and Inspectors' report, the Local Plan was adopted at the full Authority meeting on 29 August 2019. The Local Plan is our principal planning policy document and sets out the vision, objectives, spatial strategy and planning policies for the entire National Park, for the period up to 2036.

A further significant project which continued in 2019/20 was the review of the Authority's Recreation Management Strategy 2010-30, this process will continue into 2020/21. The Authority is leading the review on behalf of the Recreation Management Strategy Steering Group (comprising Forestry England, Verderers of the New Forest, Natural England, New Forest District Council, Hampshire County Council and New Forest National Park Authority).

With the help of feedback received in a first round of consultation in 2019/20, seven distinct objectives for managing recreation in the New Forest have been identified by the group:

1. Convey the things that make the New Forest special to both visitors and local people in more consistent and effective ways, so that they understand the importance of making responsible recreation choices.
2. Address significant and/or widespread negative impacts caused by recreation in the most appropriate, proportionate and effective ways.
3. Reduce the barriers that limit participation in beneficial outdoor recreation among those who need it most.
4. Achieve a net gain for the New Forest's working and natural landscape and for the recreational experience by influencing where recreation takes place.
5. Increase the level of funding available for recreation management so that it is sufficient to address both existing and upcoming needs.
6. Collate data and evidence to help inform the ongoing management of recreation.
7. Regularly review progress against agreed recreation management actions and adapt forward plans to protect the special qualities of the National Park and enable people to enjoy and benefit from them.

In 2020/21, the Steering Group will be asking for views on how to put these into practice with a set of 25 actions.

The Authority began reviewing its Counter Fraud policies and procedures last year in light of the updated code of practice and self-assessment toolkit from the Chartered Institute of Public Finance & Accountancy (CIPFA) and International Framework for Good Governance in the Public Sector – this work must be finalised in 2020 to ensure the Authority continues to follow best practice.

As mentioned above, the Authority will look to complete its, broader/longer than expected, work on establishing best practice in records management across the organisation, thus ensuring compliance with data protection legislation (including the new GDPR) and retention schedules. The Authority will also give full consideration to the new Financial Management Code with a view to its full implementation in 2021/22.

## **CERTIFICATION**

To the best of our knowledge, governance arrangements, as defined above have been in place within the Authority for the year ending 31 March 2020 and up to the date of approval of the Annual Report and Statement of Accounts.

We propose to take steps over the coming year to address those areas identified above to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified during the review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

Signed:

Chairman

Chief Executive

Date: **xx xxxxx** 2020

Date: **xx xxxxx** 2020

## **COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2020**

**Nigel Stone, CPFA FCCA - Chief Finance Officer**

x xxxx 2020

## EXPENDITURE AND FUNDING ANALYSIS FOR YEAR ENDED 31 MARCH 2020

Supports the Comprehensive Income and Expenditure Statement

2018/19			2019/20		
Expenditure chargeable to General Fund Balance	Adjustment between funding and accounting basis	Net expenditure in the Comprehensive Income and Expenditure Statement	Expenditure chargeable to General Fund Balance	Adjustment between funding and accounting basis	Net expenditure in the Comprehensive Income and Expenditure Statement
£000	£000	£000	£000	£000	£000
597	50	647	Conservation of the Natural Environment	469	64
325	45	370	Conservation of Cultural Heritage	324	53
270	37	307	Recreation Management and Transport	251	42
453	46	499	Promoting Understanding	452	59
92	23	115	Rangers, Estates and Volunteers	90	30
494	114	608	Development Control	471	181
437	51	488	Forward Planning and Communities	451	52
460	39	499	Corporate and Democratic Core	472	52
158	148	306	Non-Service Items	170	(188)
<b>3,285</b>	<b>554</b>	<b>3,839</b>	<b>Net Cost of Services</b>	<b>3,150</b>	<b>345</b>
(3,210)	153	(3,057)	Other Income and Expenditure	(3,268)	104
<b>75</b>	<b>707</b>	<b>782</b>	<b>(Surplus)/Deficit on Provision of Services</b>	<b>(119)</b>	<b>449</b>
(48)	Transfer to/(from) Other Earmarked Reserves			137	
<b>27</b>	<b>(Surplus)/Deficit in Year</b>			<b>18</b>	
(63)	Opening Revenue Support Reserve Balance			(36)	
27	(Surplus)/Deficit in Year			18	
<b>(36)</b>	<b>Closing Revenue Support Reserve Balance at 31 March</b>			<b>(18)</b>	

Further information can be found in Note 6.

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

2018/19		Note	2019/20	
£000	£000		£000	£000
<b>Long-term Assets</b>				
Property, Plant & Equipment				
310		10		263
124		10		102
4				
Intangible assets				
Equipment (Software)		11		11
438				376
<b>Total Long-term Assets</b>				
<b>Current Assets</b>				
Short-Term Investments		19	1,250	
1,000				
Short-Term Debtors		12	266	
474				
Cash and Cash Equivalents		13	1,122	
1,098				
2,572				2,638
<b>3,010</b>				<b>3,014</b>
<b>Total Assets</b>				
<b>Current Liabilities</b>				
Short-Term Creditors		14/15	(335)	
(350)				
Legal Costs Provision		26	0	
(51)				
Developers Contributions – Receipts in Advance		15	(13)	
0				
<b>Total Current Liabilities</b>				
<b>Long Term Liabilities</b>				
Developers Contributions – Receipts in Advance		15	0	
(50)				
Liability relating to Defined Benefit Pension Scheme		8	(7,291)	
(6,447)				
<b>(6,497)</b>				<b>(7,291)</b>
<b>(3,888)</b>				<b>(4,625)</b>
<b>Net Assets</b>				
<b>Usable Reserves:</b>				
General Fund Balance		17	300	
300				
Earmarked Reserves		16/17	1,352	
1,233				
Developers Contributions Unapplied		15/17	683	
634				
2,167				2,335
<b>Unusable Reserves:</b>				
Capital Adjustment Account		18	376	
437				
Pensions Reserve		18	(7,291)	
(6,447)				
Accumulated Absences Account		18	(45)	
(45)				
(6,055)				(6,960)
<b>(3,888)</b>				<b>(4,625)</b>
<b>Total Reserves</b>				

**Nigel Stone, CPFA FCCA - Chief Finance Officer**

x xxxx 2020

## MOVEMENT IN RESERVES STATEMENT

	Note	General Fund Balance	Earmarked Reserves	Developers Contributions Unapplied	Total Usable Reserves	Capital Adjustment Account	Pensions Reserve	Accumulated Absences Account	Total Unusable Reserves	Total Authority Reserves
<b>Balance as at 31 March 2019</b>		<b>300</b>	<b>1,233</b>	<b>634</b>	<b>2,167</b>	<b>437</b>	<b>(6,447)</b>	<b>(45)</b>	<b>(6,055)</b>	<b>(3,888)</b>
<b>Movement in reserves during 2019/20</b>										
Surplus or (deficit) on the provision of services		(330)	0	0	(330)	0	0	0	0	(330)
Other Comprehensive Income and Expenditure		0	0	0	0	0	(407)	0	(407)	(407)
<b>Total Comprehensive Income and Expenditure</b>		<b>(330)</b>	<b>0</b>	<b>0</b>	<b>(330)</b>	<b>0</b>	<b>(407)</b>	<b>0</b>	<b>(407)</b>	<b>(737)</b>
Adjustments between accounting basis & funding basis under regulations	(5)	449	0	49	498	(61)	(437)	0	(498)	0
<b>Net Increase/(Decrease) before Transfers to Earmarked Reserves</b>		<b>119</b>	<b>0</b>	<b>49</b>	<b>168</b>	<b>(61)</b>	<b>(844)</b>	<b>0</b>	<b>(905)</b>	<b>(737)</b>
Transfers to/(from) Earmarked Reserves	(16)	(119)	119	0	0	0	0	0	0	0
<b>Increase/(Decrease) in 2019/20</b>		<b>0</b>	<b>119</b>	<b>49</b>	<b>168</b>	<b>(61)</b>	<b>(844)</b>	<b>0</b>	<b>(905)</b>	<b>(737)</b>
<b>Balance as at 31 March 2020</b>		<b>300</b>	<b>1,352</b>	<b>683</b>	<b>2,335</b>	<b>376</b>	<b>(7,291)</b>	<b>(45)</b>	<b>(6,960)</b>	<b>(4,625)</b>

The table below sets out the same information for the 2018/19 financial year for comparison:

	Note	General Fund Balance	Earmarked Reserves	Developers Contributions Unapplied	Total Usable Reserves	Capital Adjustment Account	Pensions Reserve	Accumulated Absences Account	Total Unusable Reserves	Total Authority Reserves
<b>Balance as at 31 March 2018</b>		<b>300</b>	<b>1,308</b>	<b>625</b>	<b>2,233</b>	<b>501</b>	<b>(6,442)</b>	<b>(45)</b>	<b>(5,986)</b>	<b>(3,753)</b>
<b>Movement in reserves during 2018/19</b>										
Surplus or (deficit) on the provision of services		(782)	0	0	(782)	0	0	0	0	(782)
Other Comprehensive Income and Expenditure		0	0	0	0	0	646	0	646	646
<b>Total Comprehensive Income and Expenditure</b>		<b>(782)</b>	<b>0</b>	<b>0</b>	<b>(782)</b>	<b>0</b>	<b>646</b>	<b>0</b>	<b>646</b>	<b>(136)</b>
Adjustments between accounting basis & funding basis under regulations	(5)	707	0	8	715	(64)	(651)	0	(715)	0
<b>Net Increase/(Decrease) before Transfers to Earmarked Reserves</b>		<b>(75)</b>	<b>0</b>	<b>9</b>	<b>(66)</b>	<b>(64)</b>	<b>(5)</b>	<b>0</b>	<b>(69)</b>	<b>(135)</b>
Transfers to/(from) Earmarked Reserves	(16)	75	(75)	0	0	0	0	0	0	0
<b>Increase/(Decrease) in 2018/19</b>		<b>0</b>	<b>(75)</b>	<b>9</b>	<b>(66)</b>	<b>(64)</b>	<b>(5)</b>	<b>0</b>	<b>(69)</b>	<b>(135)</b>
<b>Balance as at 31 March 2019</b>		<b>300</b>	<b>1,233</b>	<b>634</b>	<b>2,167</b>	<b>437</b>	<b>(6,447)</b>	<b>(45)</b>	<b>(6,055)</b>	<b>(3,888)</b>

## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2020

2018/19 £000		Notes	2019/20 £000
782	<b>Net (Surplus)/Deficit on the Provision of Services</b>		330
(74)	<b>Adjust net (surplus)/deficit on the Provision of Services for non-cash movements</b>		
	Depreciation / Amortisation / Impairments	10/11	(97)
119	(Increase)/Decrease in Creditors & Provisions		66
143	Increase/(Decrease) in Debtors		(208)
(1,182)	Pensions – Reverse charges made for retirement benefits in profit and loss	8	(1,004)
531	Pensions – Employers Contribution	8	567
	<b>Adjustments for items which are Investing or Financing Activities</b>		
14	Investment Income		16
<b>333</b>	<b>Net cash flows from Operating Activities</b>		<b>(330)</b>
	<b>Investing Activities</b>		
(14)	Investment Income		(16)
10	Acquisition of property, plant & equipment and intangible assets	10/11	36
24	(Increase)/Decrease in Developers' Contributions – Receipts in Advance	15	37
8,000	Purchase of short-term and long-term investments		11,250
(8,000)	Proceeds from short-term and long-term investments		(11,000)
<b>20</b>	<b>Net cash flows from Investing Activities</b>		<b>307</b>
<b>352</b>	<b>Net (Increase)/Decrease in Cash and Cash Equivalents</b>		<b>(24)</b>
1,450	Cash and Cash Equivalents b/f	13	1,098
1,098	Cash and Cash Equivalents c/f	13	1,122
<b>(352)</b>	<b>Movement in Cash and Cash Equivalents</b>		<b>24</b>

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## **NOTES TO THE FINANCIAL STATEMENTS**

### **Note 1. ACCOUNTING POLICIES**

#### **i) General Principles**

The Statement of Accounts summarises the Authority's transactions for the 2019/20 financial year and its position at the year-end of 31 March 2020. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015. The Regulations require the accounts to be prepared in accordance with proper accounting practices. This primarily comprises of the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

#### **ii) Accruals of Income and Expenditure (Debtors and Creditors)**

The accounts of the Authority are prepared on an accruals basis. This means that the sums due to or from the Authority during the year are included in the accounts, whether or not the cash has actually been received or paid in the year in question.

Accruals have been made for all known material revenue and capital debtors and creditors for goods and services supplied by and to the Authority during the year.

#### **iii) Cash and Cash Equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature or can be called within 24 hours and that are readily convertible to known amounts of cash with insignificant risk of change in value.

The Authority will treat the following as Cash and Cash Equivalents:

- Instant Access Call Accounts
- Instant Access Money Market Funds
- Deposits with one day to maturity

#### **iv) Changes in Accounting Policies**

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is

made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

#### **v) Charges to Revenue for Non-Current Assets**

Services and support services are debited with the following amounts to record the cost of holding long-term assets during the year:

- Depreciation/Amortisation attributable to the assets used by the relevant service;
- Revaluation and impairment losses on assets used by the service; where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off;
- Amortisation of intangible assets attributable to the service.

The Authority is not required to raise income to fund depreciation/amortisation, revaluation and impairment losses or amortisations. Charges are therefore mitigated by way of an adjusting transaction with the Capital Adjustment Account via the Movement in Reserves Statement.

#### **vi) Employee Benefits**

##### **Benefits Payable During Employment**

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave e.g. flexi-time) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the current accounting year. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

##### **Termination Benefits**

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an Officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged to services on an accruals basis in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an Officer or group of Officers or making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the

amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

### **Post-Employment Benefits**

Employees of the Authority are members of the Local Government Pensions Scheme, administered by Hampshire County Council.

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Authority.

Detailed regulations govern rates of contribution and scales of benefits, the latter normally being in the form of a lump sum and annual pension.

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Hampshire pension fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit credit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc, and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 2.3% (based on the indicative rate of return on a high quality corporate bond).
- The assets of the Hampshire pension fund attributable to the Authority are included in the Balance Sheet at their fair value:
  - quoted securities – current bid price;
  - unquoted securities – professional estimate;
  - unitised securities – current bid price;
  - property – market value.
- The change in the net pensions liability is analysed into the following components:

Service Cost, comprising;

- current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
- past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non-Service Costs;
- net interest on the defined benefit liability (asset) – the change during the period in the net defined benefit liability (asset) that

arises from the passage of time - debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Re-measurements, comprising;

- return on assets – excluding amounts included in the net interest on the defined benefit liability (asset) – debited to the Pensions Reserve as Other Comprehensive Income and Expenditure;
- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve as Other Comprehensive Income and Expenditure.

Contributions paid to the Hampshire pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits that are earned by employees.

The pension scheme is detailed in note 8 to the Financial Statements.

Discretionary Benefits – The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award, and accounted for using the same policies as are applied to the Local Government Pensions Scheme.

#### **vii) Exceptional Items**

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

### **viii) Financial Instruments**

Financial Liabilities are measured at fair value and carried at their amortised cost in the Balance Sheet.

Financial Assets are divided into three classifications:

Amortised Cost – where cash flows are solely payments of principal and interest and the Authority business model is to collect these cash flows.

Fair value through Other Comprehensive Income – where cash flows are solely payments of principal and interest and the Authority business model is to both collect these cash flows and sell the instrument and equity investments that the Authority has elected into this category.

Fair value through the Profit and Loss – all other financial assets.

### **ix) Government Grants and Contributions**

Whether paid on account, by instalments or in arrears, government grants and third-party contributions and donations are recognised as due to the Authority when there is reasonable assurance that:

- the Authority will comply with the conditions attached to the payments, and;
- the grants or contributions will be received.

Amounts recognised as due to the Authority are not credited to the Comprehensive Income and Expenditure Account until conditions attached to the grants or contributions have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ring-fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

## **x) Intangible Assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Authority.

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Authority's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

## **xi) Overheads and Support Services**

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2019/20 (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Authority's status as a multi-functional, democratic organisation;
- Non – Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and past service costs arising from current year decisions whose effect relates to years of service earned in earlier years.

These categories are defined in SeRCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

<b>Cost</b>	<b>Basis of Allocation</b>
Central Department Salaries	Predominantly on estimated time spent by staff
Administrative Buildings	Employee Numbers
Computing facilities	Employee Numbers

### **xii) Property, Plant and Equipment**

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

#### **Recognition**

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e., repairs and maintenance) is charged as an expense when it is incurred.

A de minimis level is set for Property, Plant and Equipment assets below which expenditure is not capitalised.

<u>Category of Asset</u>	<u>De minimis level</u>
Land and buildings	£10,000
Vehicles, plant and equipment	£1,500

Donated assets are initially valued at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

#### **Measurement**

Assets are initially measured at cost, comprising:

- the purchase price
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management

Assets are then carried in the Balance Sheet using the following measurement bases:

- Land and Buildings – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV);
- Vehicles, Plant & Equipment – Depreciated Historical Cost.

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value.

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains or exceptionally to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. There were no gains arising before that date.

### **Impairment**

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

## Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives.

Depreciation is calculated on the following basis:

- buildings – straight-line allocation over the useful life of the property, as estimated by the Valuer;
- vehicles, plant and equipment – a percentage of the value of each class of assets in the Balance Sheet, as advised by a suitably qualified officer.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Depreciation is applied in the year in which the asset is acquired and is charged using the straight-line method.

The following table indicates the estimated remaining useful life of each type of asset owned by the Authority. Each category of asset consists of different assets with varying remaining lives and this table shows this range.

Type of Asset	Remaining Useful Asset Life at 31 March 2020
<b>Property, Plant and Equipment</b>	
Land	Indefinitely
Property	Up to 97 years
Equipment - ICT Hardware	Up to 5 years
- Other Equipment	Up to 7 years
Vehicles	Up to 3 years
<b>Intangible Assets</b>	
ICT Software	Up to 3 years

## Disposals and Non-Current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Gains in fair value are recognised only up to the amount of any previously losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

The written-off value of disposals is not a charge against useable reserves, as the cost of long-term assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

### **xiii) Reserves**

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority – these reserves are explained in the relevant policies.

The reserves held at 31 March 2020 are reported in notes 17 and 18.

### **xiv) Value Added Tax (VAT)**

All VAT collected is payable to HM Revenue and Customs and VAT paid is recoverable. Income and expenditure in the Statement of Accounts excludes any amounts related to VAT other than any irrecoverable VAT which is charged to the service the supply related.

### **xv) Leases**

Leases are classified as finance leases where the terms of the lease transfers substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. The Authority has one major lease, for its

office accommodation, which has been classified as an operating lease.

#### Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the service(s) benefitting from use of the leased property, plant or equipment. The impact of any lease incentives, such as rent-free periods, is spread across the whole term of the lease.

#### **xvi) Revenue Expenditure Funded From Capital Under Statute**

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Authority has determined to meet the cost of this expenditure from existing resources, a transfer in the Movement in Reserves from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged.

#### **xvii) Provisions**

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Authority may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Authority becomes aware of the obligation and are measured at the best estimate at the Balance Sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

#### **xviii) Revenue Recognition**

The accounts of the Authority are prepared on an accruals basis. This means that the sums due to the Authority during the year are included in the accounts, whether or not the cash has actually been received in the year in question. In particular:

- Income from fees and charges is recognised when the Authority provides the relevant goods or services;
- Interest receivable on investments is accounted on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract;

- Where income has been recognised but cash has not been received, a debtor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

An exception to this policy is planning fee payments, when the period of charge does not coincide exactly with the end of the financial year. In this instance, income is accounted for as at the date when the planning application is registered on the Authority's planning system. This policy is consistently applied each year and therefore does not have a material effect on the year's accounts.

#### **xix) Roundings**

Figures are usually shown to the nearest one thousand pounds and therefore some minor roundings may occur.

#### **xx) Going Concern**

The financial statements are prepared on the assumption that the functions of the Authority will continue in operational existence for the foreseeable future. This is evidenced through the Authority's Medium-Term Financial Plan, recent stability in its core National Park Grant from Defra and low financial impacts as a result of the ongoing Coronavirus pandemic.

### **Note 2. NEW ACCOUNTING STANDARDS YET TO BE ADOPTED**

The Code requires the Authority to disclose appropriate information relating to the potential impacts of any accounting standards that have been issued but have yet to be adopted.

It is not considered that any such upcoming changes in this regard will have a material impact on the financial statements of this Authority. The implementation of IFRS16 Leases has been delayed until 2021/22, its main impact likely to be recognition of our leased Town Hall offices on the Balance Sheet as an asset and corresponding liability appearing for the contractual lease payments.

### **Note 3. JUDGEMENTS MADE IN APPLYING ACCOUNTING POLICIES**

In applying the accounting policies set out in this document the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events.

There were no such critical judgements made in 2019/20 that would have a significant effect on the amounts in the financial statements.

### **Note 4. UNCERTAINTIES RELATING TO ASSUMPTIONS AND ESTIMATES USED**

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities with the next financial year (excluding those that are carried at fair value based on recently observed market prices) are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions/Estimates
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pension's liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £528,000.  During 2019/20, the Authority's actuaries advised that the net pension liability (the amount showing on the balance sheet) had increased by £769,000 as a result of previous estimates being corrected as a result of actual experience and decreased by £733,000 attributable to updating of the financial assumptions used.

#### **Note 5. ADJUSTMENTS BETWEEN FUNDING BASIS AND ACCOUNTING BASIS UNDER REGULATIONS – GENERAL FUND**

2018/19 £000		2019/20 £000
8	<b>Adjustments on Developers Contributions Unapplied</b> Net Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	49
10	<b>Adjustments on Capital Adjustment Account:</b> Financing of Capital Expenditure - Revenue	36
209	Financing of Capital Expenditure – Capital Grants Applied	120
79	Financing of Capital Expenditure – Developers Contributions Applied	88
(74)	Depreciation, Amortisation and Impairment of Long-Term Assets	(97)
(288)	Revenue Expenditure Funded from Capital Under Statute	(208)
(64)	<b>Adjustments on Pensions Reserve:</b> Net charges made for retirement benefits in accordance with IAS19	(61)
(1,182)	Employer's contributions payable to the Hampshire Pension Fund	(1,004)
531		567
(651)	<b>Adjustments on Accumulated Absence Account:</b> (Increase)/Decrease in accrual	(437)
0		0
(707)	<b>Net additional amount to be (credited)/debited to the General Fund Balance for the year</b>	(449)

## Note 6. EXPENDITURE AND FUNDING ANALYSIS

This note provides a reconciliation of the main adjustments to the Net Expenditure Chargeable to the General Fund Balances\* to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

\* In the case of this Authority, any final balance is added/deducted from the Revenue Support Reserve (not directly from the General Fund Reserve which simply contains our stipulated minimum reserve).

2019/20 Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statements amounts	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Total Adjustments
	£000	£000	£000
Conservation of the Natural Environment	3	61	64
Conservation of Cultural Heritage	4	49	53
Recreation Management and Transport	4	38	42
Promoting Understanding	(2)	61	59
Rangers, Estates and Volunteers	5	25	30
Development Control	47	134	181
Forward Planning and Communities	0	52	52
Corporate and Democratic Core	0	52	52
Non-Service Items	0	(188)	(188)
<b>Net Cost of Services</b>	<b>61</b>	<b>284</b>	<b>345</b>
Other income and expenditure from the Expenditure and Funding Analysis	(49)	153	104
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>	<b>12</b>	<b>437</b>	<b>449</b>

Adjustments between Funding and Accounting Basis 2018/19:

<b>2018/19 Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statements amounts</b>	<b>Adjustments for Capital Purposes</b>	<b>Net change for the Pensions Adjustments</b>	<b>Total Adjustments</b>
			<b>£000</b>
Conservation of the Natural Environment	8	42	50
Conservation of Cultural Heritage	11	34	45
Recreation Management and Transport	12	25	37
Promoting Understanding	6	40	46
Rangers, Estates and Volunteers	7	16	23
Development Control	12	102	114
Forward Planning and Communities	4	47	51
Corporate and Democratic Core	3	36	39
Non-Service Items	0	148	148
<b>Net Cost of Services</b>	<b>64</b>	<b>490</b>	<b>554</b>
Other income and expenditure from the Expenditure and Funding Analysis	(8)	161	153
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>	<b>56</b>	<b>651</b>	<b>707</b>

**Adjustments for Capital Purposes:**

This column adds in depreciation, amortisation and impairment and revaluation gains and losses in the service line, and for:

Other operating expenditure – adjusts for the capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.

Financing and Investment Income and Expenditure – the statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.

Taxation and Non-specific Grant Income and Expenditure – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those received in the year to those receivable without conditions or for which conditions were satisfied throughout the year.

### **Net Change for Pension Adjustments:**

Net change for the removal of pension contributions and the addition of *IAS 19 Employee Benefits* pension related expenditure and income:

For services - this represents the removal of the employer pension contributions made by the Authority as allowed by statute and the replacement with current service costs and past service costs.

For Financing and Investment Income and Expenditure – the net interest on the defined liability is charges to the Comprehensive Income and Expenditure Statement.

<b>Expenditure and Income Analysed by Nature</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
Fees, charges and other service income	(763)	(666)
Interest and investment income	(14)	(16)
Government grants and contributions	(3,991)	(4,096)
Other grants and contributions	(164)	(227)
<b>Total Income</b>	<b>(4,932)</b>	<b>(5,006)</b>
Employee expenses	3,369	3,106
Other service expenses	2,271	2,133
Depreciation / Amortisation / Losses	74	97
<b>Total Expenditure</b>	<b>5,714</b>	<b>5,336</b>
<b>(Surplus) or deficit on the provision of services</b>	<b>782</b>	<b>330</b>

## Note 7. GRANT INCOME

New Forest National Park Authority received a Parliament approved grant of £3,251,501 from the Department for Environment, Food and Rural Affairs (2018/19 was £3,196,521).

Details of other grants and contributions received during the year are shown in the table below:

2018/19		2019/20
£000		£000
	<b>Service Specific Revenue Grants and Contributions (included in cost of services)</b>	
(85)	Higher Level Stewardship (HLS)	Forestry England
(42)	New Forest Land Advice Service	Government Contributions
(7)	New Forest Land Advice Service	Non-Government Contributions
(10)	Landscape Partnership	Government Contributions
(541)	Landscape Partnership	Other Government Contributions
(49)	Landscape Partnership	Non-Government Contributions
(34)	Self-build and custom housebuilding register	Department for Housing, Communities and Local Government
(83)	PEDALL	Government Contributions
(8)	PEDALL	Non-Government Contributions
	Mend Our Mountains	Charitable Grant
	Special by Design	Government Contributions
(13)	Other	Miscellaneous
<b>(872)</b>		<b>(935)</b>
	<b>Capital Grants and Contributions</b>	
(52)	Developers Contributions	Miscellaneous
<b>(52)</b>		<b>(95)</b>
<b>(924)</b>	<b>Total Grant and Contributions Income</b>	<b>(1,030)</b>

## Note 8. DEFINED BENEFIT PENSION SCHEME

### a) Participation in Pension Scheme

As part of the terms and conditions of employment of its Officers, the Authority makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Authority has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Authority participates in the Hampshire County Council administered Local Government Pension Scheme (“the Fund”). This is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with the investment assets. The Hampshire Pension Scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pension Fund Panel of Hampshire County Council. Policy is determined in accordance with the Pensions Fund Regulations. The investment managers of the fund are appointed by the Panel.

The principal risks to the Authority of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale

withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund the amounts required by statute as described in the accounting policies note.

### **b) Transactions Relating to Post-employment Benefits**

The Authority recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However the charge required to be made against the General Fund is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the Comprehensive Income and Expenditure Account within the Movement in Reserves Statement on the General Fund balance. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

<b>2018/19</b>		<b>2019/20</b>
<b>£000</b>		<b>£000</b>
	<b><u>Comprehensive Income and Expenditure Account</u></b>	
	Cost of Services:	
700	Current service cost	851
321	Past service cost	0
	Financing and Investment Income and Expenditure:	
161	Net interest expense	153
<b>1,182</b>	<b>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</b>	<b>1,004</b>
	<b><u>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</u></b>	
	Re-measurement of the net defined benefit liability:	
(743)	Return on plan assets (excluding the amount included in the net interest expense)	801
(760)	Actuarial gains and losses arising on changes in demographic assumptions	(430)
829	Actuarial gains and losses arising on changes in financial assumptions	(733)
28	Actuarial gains and losses due to liability experience	769
<b>536</b>	<b>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>	<b>1,411</b>
	<b><u>Movement in Reserves Statement</u></b>	
(5)	Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post-employment benefits in accordance with the Code	(844)
<b>531</b>	<b>Actual amount charged against the General Fund Balance for pensions in the year:</b>	<b>567</b>
	Employers' contributions payable to the scheme	

### c) Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the Balance Sheet arising from the Authority's obligation in respect of its defined benefit plans is as follows:

Assets and Liabilities	31 March 2016	31 March 2017	31 March 2018	31 March 2019	31 March 2020
	£000	£000	£000	£000	£000
Present Value of the defined benefit obligation	(12,273)	(15,736)	(16,685)	(18,234)	(19,204)
Fair Value of plan assets	8,223	9,686	10,243	11,787	11,913
<b>Net liability arising from defined benefit obligation</b>	<b>(4,050)</b>	<b>(6,050)</b>	<b>(6,442)</b>	<b>(6,447)</b>	<b>(7,291)</b>

Reconciliation of the Movements in the Fair Value of Scheme (plan) Assets:

2018/19 £000		2019/20 £000
<b>10,243</b>	<b>Opening fair value at 1 April</b>	<b>11,787</b>
273	Interest Income	303
743	Re-measurement gain/(loss)	(801)
531	Contributions by the Employer	567
167	Contributions by Participants	174
(170)	Net Benefits Paid Out	(117)
<b>11,787</b>	<b>Closing fair value at 31 March</b>	<b>11,913</b>

Reconciliation of Present Value of the Scheme Liabilities (defined benefit obligation):

2018/19 £000	Funded Liabilities	2019/20 £000
<b>(16,685)</b>	<b>Opening present value at 1 April</b>	<b>(18,234)</b>
(700)	Current Service Cost	(851)
(434)	Interest Cost	(456)
(167)	Contributions by Participants	(174)
	Re-measurement (gains)/losses:	
760	Actuarial Gains/(Losses) arising from changes in demographic assumptions	430
(829)	Actuarial Gains/(Losses) arising from changes in financial assumptions	733
(28)	Actuarial Gains/(Losses) due to liability experience	(769)
170	Net Benefits Paid Out	117
(321)	Past Service Costs	0
<b>(18,234)</b>	<b>Closing present value at 31 March</b>	<b>(19,204)</b>

Local Government Pension Scheme assets (fair value) comprised:

31 March 2019		Assets	31 March 2020	
£000	%		£000	%
7,119	60.4	Equities	6,280	52.7
2,676	22.7	Government Bonds	2,595	21.8
613	5.2	Corporate Bonds	0	0
896	7.6	Property	870	7.3
271	2.3	Cash	238	2.0
212	1.8	Other	1,930	16.2
<b>11,787</b>	<b>100</b>	<b>Total</b>	<b>11,913</b>	<b>100</b>

#### **d) Basis and Risks for Estimating Assets and Liabilities**

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc.

Asset volatility – The liabilities used for accounting purposes are calculated using a discount rate set with reference to corporate bond yields. If assets underperform that yield, this will create a deficit in the accounts. The Fund holds a significant proportion of growth assets which, while expected to outperform corporate bonds in the long-term, creates volatility and risk in the short-term in relation to the accounting figures.

Changes in bond yield – A decrease in corporate bond yields will increase the value placed on the liabilities for accounting purposes, although this will be marginally offset by the increase in the assets as a result.

Inflation risk – The majority of the pension liabilities are linked to either pay or price inflation. Higher inflation expectations will lead to a higher liability value. The assets are either unaffected or loosely correlated with inflation, meaning that an increase in inflation will increase the deficit.

Life expectancy – The majority of the Fund's obligations are to provide benefits for the life of the member following retirement, so increases in life expectancy will result in an increase in the liabilities.

Exiting employers – Employers who leave the Fund may have to make an exit payment to meet any shortfall in assets against their pension liabilities. If the employer is not able to meet this exit payment, the liability may in certain circumstances fall on other employers in the Fund.

McCloud / Sargeant – The scheme liabilities have been updated to account for the past service costs associated with the McCloud / Sargeant legal judgements.

The figures in this note have been prepared/estimated by Aon Hewitt Ltd, an independent firm of actuaries, estimates for the Hampshire Pension Fund being based on the latest full valuation of the scheme as at 1 April 2019.

The significant assumptions used by the actuary have been:

31 March 2019	Financial & Mortality Assumptions	31 March 2020
2.1%	Rate of inflation – CPI	1.8%
3.6%	Rate of increase in salaries	2.80%
2.1%	Rate of increase in pensions	1.80%
2.1%	Rate of increase in deferred pensions	1.80%
2.5%	Rate for discounting scheme liabilities	2.30%
23.3 Yrs	Longevity at 65 for current pensioners (male)	23.0 Yrs
26.1 Yrs	Longevity at 65 for current pensioners (female)	25.5 Yrs
24.9 Yrs	Longevity at 45 for future pensioners (male)	24.7 Yrs
27.8 Yrs	Longevity at 45 for future pensioners (female)	27.2 Yrs

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Impact on the Defined Benefit Obligation in the scheme (as at 31 March 2020)	Increase in Assumption	Decrease in Assumption
	£000	£000
Longevity (increase or decrease in 1 year)	615	(618)
Rate of inflation (increase or decrease by 0.1%)	482	(469)
Rate of increase in salaries (increase or decrease by 0.1%)	62	(61)
Rate of increase in pensions (increase or decrease by 0.1%)	482	(469)
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	(528)	543

Further information on the Hampshire Pension Fund can be obtained from:  
 Pensions Services  
 Hampshire County Council  
 The Castle  
 Winchester, SO23 8UB      Telephone: (01962) 845588

#### Note 9. CAPITAL EXPENDITURE AND FINANCING

Capital expenditure may be paid for (financed) in various ways including borrowing, the use of internal resources, the receipt of grants or contributions and directly from revenue income. A requirement of capital accounting is that the Capital Financing Requirement (CFR) needs to be calculated. The CFR shows the overall indebtedness of the Authority.

This table sets out the transactions required for the financing of capital expenditure for 2019/20:

	<b>2018/19</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
<b>Opening Capital Financing Requirement</b>	0	0
<b>Capital Investment</b>		
Vehicles, Plant & Equipment Assets	10	21
Intangible Assets	0	15
Revenue Expenditure funded from Capital under statute (REFCUS)	288	208
<b>Sources of Finance</b>		
Revenue Provision	(10)	(36)
Developers Contributions	(79)	(88)
Capital Grants & Contributions	(209)	(120)
<b>Closing Capital Financing Requirement</b>	<b>0</b>	<b>0</b>

## **Note 10. PROPERTY, VEHICLES, PLANT AND EQUIPMENT**

### **a) Valuation of Non-Current Assets**

Expenditure on long term assets is capitalised provided that it yields benefits to the Authority for more than one financial year. Expenditure that does not increase the value of an asset is charged to revenue as it is incurred.

### **b) Analysis of Assets**

The following list shows the range and number of assets owned by the Authority.

	<b>2018/19</b>	<b>2019/20</b>
Land	1	1
Property	2	2
Vehicles	6	6
Other Equipment	59	58
ICT Hardware	89	90
ICT Software	10	6
<b>TOTAL</b>	<b>167</b>	<b>163</b>

### **c) Movements on Non-Current Assets during the year**

On 8 July 2014 the Authority was gifted a piece of land in Bransgore by Frampton Estates Ltd. The land was given on a 999-year lease for a peppercorn rent but restricting its future use to that for affordable housing. The Authority built two semi-detached affordable homes on the site, completed in August 2016, and estimated their useful life at 100 years with straight-line depreciation charged. The Authority classified the land and properties as Community Assets and had them valued by a professional valuer at Hampshire County Council Property Services (Caroline Egan, MRICS) as at 31 March 2017 on an 'EUV-SH' (Existing Use Value – Social Housing) basis at £315,000 - £45,000 for the land and £270,000 for the buildings.

During the closedown processes for 2019/20, following discussion with the Hampshire County Council Property Services team, an error with the existing 2017 valuation was noted in that the total value of land and buildings should have been £270,000 and that this was not solely the valuation for the buildings as previously understood. Therefore, a corrective reduction of £45,000 has been made within the financial year. The land and buildings have not been formally revalued this year - given the existing use value is already significantly below any market rate, the current valuation has not been materially affected by the wider economic downturn following the coronavirus pandemic. Depreciation for the year was £2,264 - giving a current valuation of £263,000 as at 31 March 2020.

In line with the Authority's accounting policies, the land and buildings will be revalued at intervals not less than five years and sooner if any significant changes occur.

2018/19	Community Asset	2019/20
£000		£000
510 (198)	<b>Certified valuation at 31 March 2019</b> Accumulated depreciation & impairment	510 (201)
<b>312</b>	<b>Net book value of assets at 31 March 2019</b>	<b>310</b>
(3)	<b>Movements:</b> Correction of previous valuation Depreciation	(45) (2)
<b>310</b>	<b>Net book value of assets at 31 March 2020</b>	<b>263</b>

2018/19	Vehicles, Plant and Equipment	2019/20
£000		£000
472 (298)	<b>Valuation at 31 March 2019</b> Accumulated depreciation & impairment	479 (355)
<b>174</b>	<b>Net book value of assets at 31 March 2019</b>	<b>124</b>
10 (3) (60) 3	<b>Movements:</b> Additions Disposals Depreciation Depreciation w/b on Disposals	21 (6) (43) 6
<b>124</b>	<b>Net book value of assets at 31 March 2020</b>	<b>102</b>

## Note 11. INTANGIBLE ASSETS

The intangible assets comprise wholly of computer software licences. These are recorded at historic cost and are amortised over their lives (estimated at 3-5 years) on a straight-line basis, commencing from date of acquisition. The amortisation charged for intangible assets in 2019/20 was £7,769. There were no impairments in 2019/20.

2018/19	Intangible Assets	2019/20
£000		£000
373 (357)	<b>Valuation at 31 March 2017</b> Accumulated amortisation & impairment	295 (291)
<b>15</b>	<b>Net book value of assets at 31 March 2018</b>	<b>4</b>
0 (77) (11) 77	<b>Movements:</b> Additions Disposals Amortisation Amortisation w/b on Disposals	15 (6) (8) 6
<b>4</b>	<b>Net book value of assets at 31 March 2019</b>	<b>11</b>

## Note 12. DEBTORS

An analysis of the Authority's debtors as at 31 March is shown below. It relates to sums of money owed to the Authority for goods and services supplied during the year, but not paid for by 31 March, or where the Authority has paid for goods and services in advance of this date but where service provision is not receivable until the next financial year.

2018/19		2019/20
£000		£000
277	Government Departments	170
102	New Forest District Council	44
95	Other Debtors	52
<b>474</b>		<b>266</b>

## Note 13. CASH AND CASH EQUIVALENTS

This table shows the movement in cash in hand, at the bank and in deposits available within 24 hours during the year.

	At 1 April 2019	Cash change in year	At 31 March 2020
	£000	£000	
Cash in Bank / (overdraft)	597	24	621
Interest Due	1	0	1
Cash Equivalent – Money Market Fund	500	0	500
	<b>1,098</b>	<b>24</b>	<b>1,122</b>

#### Note 14. CREDITORS

An analysis of the Authority's current liabilities as of 31 March is shown below. It relates to sums of money owed by the Authority for goods and services received during the year, but not paid for by 31 March, or where the Authority has been paid for goods and services in advance of this date but where service provision is not due until the next financial year.

2018/19		2019/20	
	£000		£000
	Short-Term Creditors:		
72	Government Departments		68
50	New Forest District Council		41
225	Other creditors		226
<b>348</b>	<b>Total Creditors</b>		<b>335</b>

#### Note 15. DEVELOPERS CONTRIBUTIONS

This account reflects developers' contributions received that will be released to finance future years capital expenditure. The developers' contributions shown on the Balance Sheet are split dependant on their repayment status. If they do not have any specified repayment conditions they are shown as Developers Contributions Unapplied under Usable Reserves, or else they are classed as Liabilities. The split is shown below:

	2018/19	Changes due to Repayment Term			2019/20
		£000	£000	New Receipts	
Creditors	0	(2)	0	2	0
Short Term Liabilities	(2)	(48)	0	37	(13)
Long Term Liabilities	(50)	50	(4)	4	0
Developers Contributions Unapplied	(634)	0	(95)	46	(683)
<b>Total Developers Contributions Held</b>	<b>(685)</b>	<b>0</b>	<b>(99)</b>	<b>88</b>	<b>(696)</b>

#### Note 16. TRANSFERS TO/FROM EARMARKED RESERVES

The Authority has created a number of earmarked reserves to cover expenditure in future years. This table details those reserves and their movement during the year.

	Balance 1 April 2018	Transfers 18/19	Balance 1 April 2019	Transfers 19/20	Balance 31 March 2020
	£000	£000	£000	£000	£000
Sustainable Development	(38)	(12)	(50)	21	(29)
ICT Replacement	(4)	(31)	(35)	(29)	(64)
Climate Change	(1)	0	(1)	(6)	(7)
Rockford Farm	(43)	0	(43)	9	(33)
Land Advice Service	(35)	5	(30)	(12)	(43)
NF Centre Upgrade	(8)	8	0	0	0
WWII Legacy	(22)	4	(18)	0	(18)
Higher Level Stewardship	(3)	3	0	0	0
Landscape Partnership	(147)	52	(95)	(15)	(111)
NF Transport	(67)	10	(57)	1	(55)
Building Maintenance	(18)	7	(12)	0	(12)
Corporate Partnerships	0	(4)	(4)	0	(4)
Housing	(24)	(15)	(39)	(18)	(57)
Planning Grants	(56)	10	(46)	(50)	(96)
Pedall	(61)	(1)	(62)	(8)	(70)
Access	0	0	0	(30)	(30)
Capital / Major Projects	(597)	0	(597)	0	(597)
Planning / Risk Reserve	(122)	14	(108)	0	(108)
Revenue Support Reserve	(63)	27	(36)	18	(18)
<b>Total</b>	<b>(1,308)</b>	<b>75</b>	<b>(1,233)</b>	<b>(119)</b>	<b>(1,352)</b>

### Note 17. USABLE RESERVES

The Authority retains a General Fund Reserve to cover contingencies and unforeseen expenditure. This table shows the movement in the year together with other usable reserves. The balance will largely be used to fund future years' expenditure.

	Balance at 1 April 2018	Net Movement 18/19	Balance at 1 April 2019	Net Movement 19/20	Balance at 31 March 2020
	£000	£000	£000	£000	£000
General Fund	(300)	0	(300)	0	(300)
Earmarked Reserves	(1,308)	75	(1,233)	(119)	(1,352)
Developers Contributions	(626)	(8)	(634)	(49)	(683)
Unapplied					
<b>Total</b>	<b>(2,233)</b>	<b>66</b>	<b>(2,167)</b>	<b>(168)</b>	<b>(2,335)</b>

## Note 18. UNUSABLE RESERVES

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for the consumption of non-current assets and for financing their acquisition or enhancement under statutory provisions. The account is debited with the costs of depreciation, impairment and amortisations as assets are consumed and credited with the amounts set aside by the Authority for the financing of capital expenditure.

The account contains accumulated gains and losses on Property, Plant and Equipment assets arising before 1 April 2007. The balance on the Capital Adjustment Account is matched by long-term assets within the balance sheet and does not represent actual funds available to the Authority.

2018/19	Capital Adjustment Account	2019/20
£000		£000
(502)	<b>Opening Balance at 1 April</b>	(437)
74	Depreciation / Amortisation Charge	97
288	Revenue Expenditure funded from Capital under statute	208
(10)	Financing of Capital Expenditure from Revenue Resources	(36)
(79)	Financing of Capital Expenditure from Developers Contributions	(88)
(209)	Financing of Capital Expenditure from Capital Grants	(120)
<b>(437)</b>	<b>Closing Balance at 31 March</b>	<b>(376)</b>

### Other Unusable Reserves:

2018/19		2019/20
£000		£000
6,442	<b>Pensions Reserve:</b>	6,447
5	Opening Balance at 1 April	844
<b>6,447</b>	Movement in Year (See Note 8)	<b>7,291</b>
	<b>Closing Balance at 31 March</b>	
45	<b>Accumulated Absences Account<sup>1</sup>:</b>	45
0	Opening Balance at 1 April	0
<b>45</b>	Movement in Year – Increase/(Decrease)	<b>45</b>
	<b>Closing Balance at 31 March</b>	

<sup>1</sup> Due to changed ways of working following the coronavirus pandemic, it was not possible to look at the data for accumulated absences as at 31 March 2020 and instead the previous years' data was used as an estimate and therefore no adjustments made this year.

## Note 19. FINANCING ACTIVITIES

### Long-Term Investments

#### Money Market Investment

Under capital accounting rules the Authority is permitted to lend a proportion of its funds for more than 364 days. No loans had more than 364 days to run to maturity at the 31 March 2020.

### Financial Instruments Balances

The borrowings and investments disclosed in the balance sheet are made up of the following categories of financial instruments (all short-term):

	31 March 2019 £000	31 March 2020 £000
Trade Creditors	338	329
<b>Total Financial Liabilities</b>	<b>338</b>	<b>329</b>
Investments:		
Loans & Receivables at amortised cost	1,000	1,250
Cash & Cash Equivalents:		
At amortised cost	598	622
At fair value	500	500
Other Assets:		
Trade Debtors at amortised cost	253	138
<b>Total Financial Assets</b>	<b>2,351</b>	<b>2,510</b>

Investments classified at amortised cost consist of:

- Loan to the UK Debt Management Office

Cash & Cash Equivalents consists of:

- Bank Current Account (Amortised Cost)
- Money Market Fund (Fair Value through Profit or Loss)

The gains and losses recognised in the Comprehensive Income and Expenditure Account in relation to financial instruments relate solely to Interest Income which was £16,000 for the year (£14,000 for 2018/19).

## Note 20. LEASES

During 2011/12 the Authority moved into shared premises at Lymington Town Hall with New Forest District Council (the owners) and signed a 15-year lease. The premises are not owned by the Authority and therefore no asset is recorded in the Authority's accounts.

An initial rent-free period was negotiated within the lease and this has been treated as a lease incentive in accordance with Authority's accounting policies. This saving has therefore been spread across the whole term of the lease. Consequently a £3,000 rent-free saving was made to the Comprehensive Income and Expenditure Statement during the year.

Following a timetabled five-year rent review due November 2016, the annual rent has risen to £108,000. Current future minimum lease payments due under the non-cancellable lease in future years are now:

<b>Lease Rental Payments for:</b>	<b>31 March 2019</b>	<b>31 March 2020</b>
Not later than one year	<b>£000</b>	<b>£000</b>
108	108	108
Later than one year but not later than 5 years	432	333
Later than 5 years	9	0
<b>Total Lease Payments</b>	<b>549</b>	<b>441</b>

During 2014/15 the Authority was given a donated asset (land) in Bransgore on a 999-year lease – two affordable homes have since been built on the site and it appears as an asset shown in note 10.

During 2017/18 the Authority agreed to the conditional purchase of a long-lease for a piece of land in Burley, subject to access and planning permission being granted for two affordable homes – as at 31 March 2020 the access has yet to be arranged and only a £4,000 deposit had been paid – this land will not show as an asset in the Financial Statements until all the conditions of sale are met.

## Note 21. MEMBERS' ALLOWANCES

During 2019/20 payments to Members of the National Park amounted to £54,148 compared to £56,223 the previous year. These figures include all allowances plus travel and subsistence payments.

Name	Allowance (£)	Expenses (£)	Total (£)	Appointed by
G Bailey (Deputy Chair of Planning Committee)	2,932	0	2,932	Test Valley Borough Council
D Bence	1,960	651	2,611	Secretary of State – National
S Bennison	1,584	309	1,893	New Forest District Council
G Bisson	1,960	0	1,960	Parish
R Clewer	1,960	0	1,960	Wiltshire County Council
O Crosthwaite-Eyre (Authority Chairman)	5,927	0	5,927	Secretary of State – National
R Frampton	376	0	376	New Forest District Council
D Harrison (Chair of Resources Committee)	3,844	31	3,875	Hampshire County Council
P Heneghan (Deputy Chair of Authority and Resources Committee)	3,627	0	3,627	Secretary of State – National
E Heron (former Authority Deputy Chairman)	2,552	0	2,552	Hampshire County Council
M Kendal	1,960	0	1,960	Hampshire County Council
K Mans	1,960	0	1,960	Hampshire County Council
J Moore (Independent Member)	142	0	142	Standards Committee - Independent
H Oram	1,960	0	1,960	Parish
G Parker	1,960	828	2,788	Secretary of State – National
N Penman	1,960	150	2,110	Hampshire County Council
C Rackham	1,584	0	1,584	New Forest District Council
L Randall (Chair of Planning Committee)	3,944	0	3,944	Wiltshire County Council
B Rickman	1,960	0	1,960	New Forest District Council
J Sanger	1,960	0	1,960	Parish
A Sevier	1,960	100	2,060	New Forest District Council
A Sherman (Independent Member)	142	0	142	Standards Committee - Independent
R Taylor	1,960	0	1,960	Parish
S Trow	1,396	134	1,530	Secretary of State – National
P Wyeth	376	0	376	New Forest District Council
<b>TOTAL 2019/20</b>	<b>51,946</b>	<b>2,202</b>	<b>54,148</b>	

## Note 22. OFFICERS' REMUNERATION

The following table sets out the remuneration disclosures for Senior Officers whose salary is less than £150,000 but equal to or more than £50,000:

2018/19						2019/20			
Salary (including Fees & Allowances)	Total Remuneration excluding pension contributions 2018/19	Pension contribution (15.1%)	Total Remuneration including pension contributions 2018/19	Post holder information (Post title)	Notes	Salary (including Fees & Allowances)	Total Remuneration excluding pension contributions 2019/20	Pension contribution (16.1%)*	Total Remuneration including pension contributions 2019/20
£	£	£	£			£	£	£	£
102,617	102,617	14,841	117,458	Chief Executive		104,583	104,583	16,140	120,723
73,972	73,972	10,679	84,651	Executive Director Strategy and Planning		75,384	75,384	11,613	86,997
16,651	16,651	2,514	19,165	Senior Solicitor and Monitoring Officer	1	-	-	-	-
55,767	55,767	7,973	63,740	Head of Recreation Management and Learning		56,824	56,824	8,671	65,495
52,803	52,803	7,973	60,776	Head of Environment and Rural Economy		53,860	53,860	8,671	62,531

Note 1: The Senior Solicitor and Monitoring Officer was a part-time post, the postholder above left on 31 August 2018. The current Monitoring Officer post has an annualised salary under £50,000 and therefore does not feature in the table; the same situation applies to the Chief Finance Officer post.

\* The current rates and adjustments certificate for the Hampshire Pension Fund certifies a common rate for all employers of 22.7% of pensionable pay. Individual adjustments are added or subtracted from the common rate to produce individual employer rates. The individual adjustment for the New Forest National Park Authority gives a contribution rate of 16.1% of pensionable pay plus an additional monetary amount relating to all scheme members of £188,300 for 2019/20.

### **Note 23. TERMINATION BENEFITS**

There were no compulsory redundancy or other paid departures agreed during the 2019/20 financial year (one for 2018/19, the total cost of which was under £5,000).

### **Note 24. EXTERNAL AUDIT COSTS**

The Authority incurred £10,228 (2018/19 £10,228) in fees from its appointed auditor, Ernst & Young LLP, relating to external audit. There were no other services provided by the appointed auditor to the Authority this year.

### **Note 25. RELATED PARTIES**

The Authority is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Authority or to be controlled or influenced by the Authority. Disclosure of these transactions allows readers to assess the extent to which the Authority might have been constrained in its ability to limit another party's ability to bargain freely with the Authority.

Central Government has effective control over the general operations of the Authority. It is responsible for providing the statutory framework within which the Authority operates, provides the majority of funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties. Details of transactions with government departments are set out in this document.

During 2018/19 New Forest District Council continued to provide some Financial Services, Human Resources, GIS, ICT and Health & Safety support to the Authority; the total cost of all these services in 2019/20 was £127,000 (£125,000 in 2018/19). The Authority also leases its offices from the Council and has other various transactions with it; total expenditure for the year was approximately £288,000 (£312,000 in 2018/19). During 2019/20 the Authority continued to provide Ecology, Ranger and Archaeological services to New Forest District Council but ceased with previous arrangements for Tree and Building Conservation & Design services; the total cost of the remaining services was £62,000 (£259,000 for all services in 2018/19).

The land in Bransgore gifted to the Authority in 2014/15 on a 999-year lease by Frampton Estates Ltd which is owned by a former Member of the Authority, namely Mr. Richard Frampton, has been developed for affordable housing.

In 2015/16 the 15 UK National Parks established a joint company “National Parks Partnerships LLP” to develop corporate partnerships at a national level. All of the National Parks, including this Authority, have given initial funding of £40,000 each to the venture and a further £10,000 will be invested in early 2020/21.

One Member and one Senior Officer of the Authority are Directors of New Forest Produce Ltd (New Forest Marque) who received a grant from the Authority of £25,000 in 2019/20 (£22,000 in 2018/19).

There were no other material transactions with any Chief Officers, Members or any other related parties during the year.

## **Note 26. PROVISIONS**

In 2017/18 a provision of £35,000 was made in relation to an overdue rent review for our main offices at Lymington Town Hall; following negotiation an increase of 8% was agreed equating to £11,223 for the financial years prior to 2018/19. The remaining amount of the provision was refunded to services in 2018/19 – further detail on the lease is given in Note 20.

In 2017/18 and 2018/19 provisions totalling £51,000 were made in relation to an outstanding legal case where costs had been awarded against the Authority. The Authority appealed against the level of costs but was not successful and the final award was £55,000; £51,000 of this was charged to the provision in 2019/20 with the balance charged to services.

## **Note 27. CONTINGENT LIABILITIES**

The Authority is not aware of any contingent liabilities.

## **Note 28. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL STATEMENTS**

### **Key Risks**

As with any organisation, the Authority's activities expose it to a variety of financial risks in the application of financial instruments, although the Authority does not require debt financing and currently does not have any debt exposure. As such the key risks are in relation to financial assets and are:

<b>Key Risks</b>	<b>Definition</b>	<b>Risk Management Procedures</b>
All Risks	Overall consideration of all risks	The Authority's overall risk management procedures focus on the unpredictability of financial markets and implementing restrictions to minimise these risks. It ensures adoption of the Code of Practice requirements in full, a Treasury Policy Statement and Prudential Indicators, all of which are monitored and reported on at least twice a year.
Credit Risk	The possibility that other parties might fail to pay amounts due to the Authority	The Authority produces an Annual Treasury Investment Strategy setting out maximum levels of investment with certain counterparties and the use of ratings to fully evaluate them. Our most significant other credit risk is our trade debtors but there is no history of default and all are due in under three months. The Authority holds no collateral as security.

Liquidity Risk	The possibility that the Authority might not have funds available to meet its commitments to make payments	The proposed and maximum liquidity structure of the Authority investments are set out within the Annual Treasury Investment Strategy. The risk is significantly reduced due to our ability to access short term borrowings from the Markets if necessary.
Re-financing Risk	The possibility that the Authority might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms	The Authority has a clear, wide set of potential counterparties and maturity timescales to reduce this risk at source. The Authority has no significant financial liabilities of longer than one year.
Market Risk	The possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates movements	The Authority is exposed to interest rate risk but the impact would not be material – a 1% change in interest rates would impact by +/-£23,000 (0.4% of expenditure). The Authority has no shareholdings or assets/liabilities in foreign currencies.

#### **Note 29. EVENTS AFTER THE REPORTING PERIOD**

The Authority is not aware of any significant events after the reporting period.

#### **Note 30. AUTHORISATION OF ACCOUNTS FOR ISSUE**

This Statement of Accounts has been authorised for issue on xx xxxx 2020 by [REDACTED] (Chairman) and Mr Nigel Stone, CPFA FCCA (Chief Finance Officer). The accounts reflect all known post balance sheet events up to the authorised for issue date.

## **Glossary**

### **Accruals Basis**

Accounting for income and expenditure during the financial year in which they are earned or incurred, not when money is received or paid.

### **Actuary**

A person or firm who analyses the assets and future liabilities of a pension fund and calculates the employers' contributions required to cover existing and future costs.

### **Affordable Homes**

Those for which the costs (in particular rent) are reduced to a maximum of 80% of normal market costs.

### **Amortisation**

The process of writing down the cost of an asset or liability through depreciation or repayment of the principle over a suitable period of time.

### **Capital Adjustment Account**

The account that reflects the difference between the costs of long-term assets consumed and the capital financing set aside to pay for them.

### **Capital Expenditure**

Expenditure on the acquisition or creation of a long-term asset or expenditure that adds to the value of an existing assets (not merely maintenance).

### **Community Asset**

Assets that an authority intends to hold in perpetuity, that have no determinable useful life and which may, in addition, have restrictions on their disposal.

### **Contingent Liability**

A potential liability that is uncertain due to the outcome of an event that is yet to occur.

### **Creditor**

An individual or body to which the Authority owes money as at the Balance Sheet date.

### **Current Asset**

An asset that is disposable or realisable within one year.

### **Current Liability**

A liability that is due to be settled within one year.

### **Current Service Costs**

The increase in the present value of pension liabilities expected to arise from employee service within the given period.

### **Debtor**

An individual or body that owes money to the Authority as at the Balance Sheet date.

### **Defined Benefit Pension Scheme**

A pension scheme whereby the pensioner's benefits are specified, usually relating to the length of service and salary.

**Depreciation**

The measure of wearing out, consumption or other reduction, in the useful economic life of a long-term asset. This can arise from use, the passage of time or obsolescence through change.

**Developer Contributions**

Where a development is judged to increase costs on the wider Community, a planning authority can request an appropriate payment as a condition of gaining planning permission. These are often called 'Section 106' agreements, after the relevant statute. Funds can be requested for 'Open Space' and/or 'Affordable Housing' and/or 'Transport' and/or 'Ecological Mitigation' needs.

**Donated Asset**

Assets that are received or acquired as gifts from other entities are termed as donated assets.

**Earmarked Reserve**

This is an amount in the Authority's accounts which has been set aside for a specific purpose.

**Equities**

Shares in a company (UK or overseas).

**Fair Value**

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable & willing parties in an arm's-length transaction.

**Financial Instrument**

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

**General Fund**

The excess income over expenditure in the Income and Expenditure Account after adjusting for movements to and from reserves and other non-cash items. This balance is needed as a cushion against unforeseen expenditure.

**Impairment Loss**

A loss arising from an event that significantly reduces an asset's value.

**Intangible Asset**

An asset that does not have physical substance but is identifiable and controlled by the Authority, bringing benefit for a period greater than one year (often ICT software).

**Inventory**

Goods that are acquired in advance of their use or resale. Their value at year-end is shown on the Balance Sheet and any sales/usage is charged through the Comprehensive Income and Expenditure Statement.

**Local Government Pension Scheme (LGPS)**

The LGPS is a nationwide scheme for employees working in local government; the scheme for this Authority is administered by Hampshire County Council.

**Long-term Asset**

An asset that is held for a period greater than one year and used for the provision of services.

**Net Book Value (NBV)**

The value of an asset as recorded in the accounts – equating to the net current replacement or original cost less depreciation to date.

**Operating Lease**

A lease whereby the risks and rewards of ownership of the leased goods remain with the lessor (the owner of the asset).

**Past Service Cost**

The increase in pension liabilities from prior periods of employee service, arising out of new or improved retirement benefits.

**Provisions**

An estimated figure within the accounts for liabilities that are known to exist but cannot be measured accurately.

**Related Party**

An organisation, body or individual that has the potential to control or significantly influence the Authority, or to be controlled or influenced by the Authority.

**Revenue Expenditure Funded From Capital Under Statute (REFCUS)**

Expenditure that is classified as capital expenditure but does not result in the creation or enhancement of a long-term asset held by the Authority. Such expenditure is treated as revenue expenditure and charged to the relevant service in the Comprehensive Income and Expenditure Statement.

**Straight-line Basis (Depreciation)**

Dividing a sum equally over a number of years.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NEW FOREST  
NATIONAL PARK AUTHORITY**