

EPPING FOREST CONSERVATIVE ASSOCIATION
ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2018

EPPING FOREST CONSERVATIVE ASSOCIATION

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**EPPING FOREST CONSERVATIVE ASSOCIATION
CHAIRMAN'S REPORT
YEAR ENDED 31 DECEMBER 2018**

ADMINISTRATIVE INFORMATION

This Statement of Accounts provides a report on the political, social and financial activities of the Epping Forest Conservative Association for the year ended December 31, 2018. The registered address is 4 Matthew Parker Street, London SW1H 9HQ and the local Association address is Thatcher House, 4 Meadow Road, Loughton, Essex IG10 4HX. Tel no. [REDACTED] email [REDACTED]

The Member of Parliament is Rt. Hon. Dame Eleanor Laing who is Deputy Speaker. For the purpose of the Political Parties Election Referendum Act 2000 the responsible officers are Cllr Les Burrows – Chairman and Registered Treasurer and Anthony Woodhead – Deputy Chairman (Finance and Membership) and Deputy Registered Treasurer.

In the Association area we have the following Conservative Councillors – County (4) plus one representing our Association and a neighbouring Association, District (26) and Town/Parish (42). Some Councillors are members of more than one Council.

The names of the Association's Trustees are Cllr Valerie Metcalfe, Peter Ashton, Jonathan Hunter & Les Burrows.

OVERVIEW OF POLITICAL ACTIVITIES

Nationally the political climate was dominated by the challenge of Brexit, while locally the activities of the Association were concentrated on membership matters and election campaigning. We were delighted our MP Eleanor Laing was made a Dame in the Queen's Birthday Honours.

As usual our MP has been actively involved with many local schools and organisations and with the County and District Councillors and Essex Police.

In the District Council Elections we held 10 seats and gained 2 seats from UKIP.

BRANCHES

The Association membership is as follows:

	2018	2017
Type		
Full	340	265
Club	260	280

The Association has five Wards Branches under its direct control and all income received and expenditure incurred by those Branches has been included in the Association's accounts. The Ward Branches are Buckhurst Hill, Chigwell, Epping & Theydon Bois, Loughton and Waltham Abbey. There is also a recently relaunched Young Conservatives Branch. The local Conservative Club – Waltham Holy Cross is a separate legal entity, but its members each pay a donation to the Association.

**EPPING FOREST CONSERVATIVE ASSOCIATION
CHAIRMAN'S REPORT
YEAR ENDED DECEMBER 31 2018**

COMMITTEES

The Executive Council met four times during the year to conduct the Association's business. The Conservative Political Forum met on 3 occasions. The Management Committee met 4 times. The Local Government Committee met on numerous occasions to interview candidates, discuss strategy and identify target Wards.

SOCIAL FUNCTIONS

In November the Association held a very successful and profitable Dinner at which the guest speaker was the Rt. Hon Pritti Patel MP, former Secretary of State for International Development. Our Patrons' Club held a reception with James Cleverly MP, Deputy Chairman of the Party. The Association Supper Club met once during the year. Some Branches held social and fund-raising events.

FINANCIAL ACTIVITIES

The accounts for the year form part of this report. These are prepared in accordance with applicable accounting standards and guidance issued by the Electoral Commission. A surplus of £3,060 was made in the year compared with a surplus of £3,427 in 2017.

Income – Membership income increased by £3,000, but the main drop was in donations after last year's General Election. The surplus on events was slightly less than the previous year.

Expenditure – Routine expenditure remained broadly similar to last year, and there was no General Election cost to bear this year

Balance Sheet – Finances remain strong.

Cllr Les Burrows
Association Chairman

**EPPING FOREST CONSERVATIVE ASSOCIATION
INCOME & EXPENDITURE ACCOUNT
YEAR ENDED 31 DECEMBER 2018**

	Notes	2018 £	2017 £
INCOME			
Membership	1	12,329	9,329
Affiliations	2	1,734	1,622
Branch Income	3	5,038	831
Association Activities	4	18,561	18,058
Donations	5	6,495	31,340
Property Rental Income/Services	6	11,257	11,257
Other Income	7	80	--
Transfers In	8	1,270	3,038
Notional Income	23	1,080	2,200
Total Income		<u>57,844</u>	<u>77,675</u>
EXPENDITURE			
Staff Costs	9	14,844	14,994
Premises Costs	10	9,042	13,032
Office Costs	11	6,827	6,182
Election & Campaigning Costs	12	9,747	19,299
Association Activities	4	7,058	3,058
Branch Expenditure	3	1,889	335
Financing Charges & Taxation	13	697	751
Transfers Out	8	3,753	9,364
Depreciation	14	447	381
Notional Expenditure	23	1,080	2,200
Total Expenditure		<u>55,384</u>	<u>69,596</u>
Excess of income over expenditure		2,460	8,079
Transfer to/from Fighting Fund	19	--	(3,652)
Transfer to/from Refurbishment Fund	19	600	(1,000)
Surplus for year		<u>3,060</u>	<u>3,427</u>

**EPPING FOREST CONSERVATIVE ASSOCIATION
BALANCE SHEET
YEAR ENDED 31 DECEMBER 2018**

	Notes	£	2018 £	£	2017 £
FIXED ASSETS					
Freehold Property	14		60,402		60,402
Furniture, Fittings & Office Equipment	14		935		428
			<u>61,337</u>		<u>60,830</u>
CURRENT ASSETS					
Loan to Conservative Party	15	16,500		16,500	
Debtors & Prepayments	16	1,818		1,966	
Bank Accounts	17	63,256		59,202	
		<u>81,574</u>		<u>77,668</u>	
CURRENT LIABILITIES					
Creditors & Accruals	18	8,279		6,326	
		<u>8,279</u>		<u>6,326</u>	
NET CURRENT ASSETS			73,295		71,342
NET ASSETS			<u>134,632</u>		<u>132,172</u>
ACCUMULATED FUND					
Balance January 1 2018			112,435		109,008
Designated Refurbishment Fund	19		2,900		3,500
Designated Fighting Fund	19		15,737		15,737
Designated Fund for Other Constituency Support	19		500		500
Excess of income over expenditure			3,060		3,427
TOTAL FUNDS			<u>134,632</u>		<u>132,172</u>

I confirm that the Accounts set out on pages 1 to 10 have been prepared in accordance with applicable accounting standards and guidance issued by the Electoral Commission and are correct to the best of my knowledge. In addition I confirm that these Accounts have been approved by the Association Management Committee on 4th March 2019

Cllr Les Burrows
Chairman and Registered Treasurer

**REPORT OF THE INDEPENDENT EXAMINER TO THE MEMBERS OF
EPPING FOREST CONSERVATIVE ASSOCIATION**

I have examined the Income and Expenditure Account and Balance Sheet for the year ended 31st December 2018 together with the underlying accounting records and confirm that the accounts are in accordance therewith.

Graham O'Malley
Independent Examiner
Gane Jackson Scott LLP
Chartered Certified Accountants



Dated: 7th March 2019

**EPPING FOREST CONSERVATIVE ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED
31ST DECEMBER 2018**

1 MEMBERSHIP	2018	2017
	£	£
Membership fees received directly by Association	9,248	9,329
Membership fees received by the Central Party	3,081	--
	<u>12,329</u>	<u>9,329</u>

MEMBERSHIP BY BRANCHES

Buckhurst Hill	1,825	1,656
Chigwell	2,169	1,278
Epping & Theydon Bois	3,724	2,697
Loughton	3,083	2,123
Waltham Abbey	1,518	1,500
Conservative Future	10	75
	<u>12,329</u>	<u>9,329</u>

2 AFFILIATION

Waltham Holy Cross Conservative Club	1,734	1,622
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3 BRANCH INCOME & EXPENDITURE

	2018			2017		
	Income £	Quota £	Expenses £	Income £	Quota £	Expenses £
Buckhurst Hill	1,976	1,680	296	--	--	--
Chigwell	1,595	995	600	175	175	--
Epping & Theydon Boi	1,030	60	822	15	270	180
Loughton	437	266	171	591	401	141
Waltham Abbey	--	--		50	50	14
	<u>5,038</u>	<u>3,001</u>	<u>1,889</u>	<u>831</u>	<u>896</u>	<u>335</u>

4 ASSOCIATION INCOME & EXPENDITURE

	2018		2017	
	Income £	Expenses £	Income £	Expenses £
Dinner/Reception	12,715	4,929	13,485	2,142
Supper Club	2,892	1,980	--	--
Patrons Club	2,954	149	4,573	916
	<u>18,561</u>	<u>7,058</u>	<u>18,058</u>	<u>3,058</u>

**EPPING FOREST CONSERVATIVE ASSOCIATION
NOTES TO THE ACCOUNTS
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5 DONATIONS	2018		2017	
	Cash £	Non Cash £	Cash £	Non Cash £
External Donors	--		6,900	2,000
Fighting Fund	--		19,275	
Councillors	6,495		5,165	
Miscellaneous	--		--	
	<u>6,495</u>	<u>--</u>	<u>31,340</u>	<u>2,000</u>

During the year the Association received donations totalling £Nil (2017 £23,300) that were reportable to the Electoral Commission, ie that were over £1,500 from the same donor in the year. Donations under these amounts are included under Association Income & Expenditure (note 4) and membership (note 1)

6 PROPERTY RENTAL INCOME & OFFICE SERVICES	2018 £	2017 £
Rent of office space to MP	6,793	6,793
Services provided to MP	4,464	4,464
	<u>11,257</u>	<u>11,257</u>

7 OTHER INCOME	2018 £	2017 £
Miscellaneous	80	--
	<u>80</u>	<u>--</u>

8 TRANSFERS	2018		2017	
	Incoming £	Outgoing £	Incoming £	Outgoing £
To South Basildon & East Thurrock CA				3,500
To East Thurrock CA				2,500
To Ilford North CA				500
To CCHQ re VoteSource & Electoral Costs		208		834
To CCHQ re Membership Levy		3,305		1,790
To Essex Area		240		240
National Membership credits & CAMS	1,270		2,790	
From CCHQ Loan Credits	--		248	
	<u>1,270</u>	<u>3,753</u>	<u>3,038</u>	<u>9,364</u>

9 STAFF COSTS	2018 £	2017 £
Salaries (1 member of staff)	14,500	14,667
Employers National Insurance/ Pension contribution	1,191	1,227
Employment Allowance	(847)	(900)
	<u>14,844</u>	<u>14,994</u>

**EPPING FOREST CONSERVATIVE ASSOCIATION
NOTES TO THE ACCOUNTS
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31ST DECEMBER 2018**

10 PREMISES COSTS	2018	2017
	£	£
Rates & Water	6,697	4,605
Light & Heat	1,117	1,739
Maintenance	541	5,954
Cleaning	687	734
	<u>9,042</u>	<u>13,032</u>
	<u><u>9,042</u></u>	<u><u>13,032</u></u>
 11 OFFICE COSTS		
Printing & Stationery	911	956
Postage	467	379
Telephone	1,227	1,316
Computer Software & Support	799	788
Equipment Maintenance	450	504
Carpet replacement	600	
Insurance	913	845
Professional Fees	1,266	900
Sundry Expenses	194	494
	<u>6,827</u>	<u>6,182</u>
	<u><u>6,827</u></u>	<u><u>6,182</u></u>
 12 ELECTION PAYMENTS & POLITICAL CAMPAIGNING		
General Election expenses	--	9,773
Local Election expenses	7,805	400
County Election expenses	--	5,372
Campaigning Literature	1,942	3,754
	<u>9,747</u>	<u>19,299</u>
	<u><u>9,747</u></u>	<u><u>19,299</u></u>
 13 FINANCIAL CHARGES AND TAXATION		
Credit card charges	173	478
Corporation Tax	524	273
	<u>697</u>	<u>751</u>
	<u><u>697</u></u>	<u><u>751</u></u>

**EPPING FOREST CONSERVATIVE ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED
31ST DECEMBER 2018**

	Freehold Property £	Office Fittings & Equipment £	Total £
14 FIXED ASSETS			
Cost			
Balance at January 1 2018	60,402	21,278	81,680
Additions	--	954	954
	<u>60,402</u>	<u>22,232</u>	<u>82,634</u>
Balance at December 31 2018			
Depreciation	Nil	WDV &	
Method		Straight line	
		25% pa	
Balance at January 1 2018	--	20,850	20,850
Charge for year		447	447
	<u>--</u>	<u>21,297</u>	<u>21,297</u>
Balance at December 31 2018			
Net book value brought forward	60,402	428	60,830
Net book value carried forward	60,402	935	61,337
15 LOAN TO CONSERVATIVE PARTY			
The interest free loan is repayable on 7 days' notice. The loan qualifies for an interest payment at a rate of 1.5% per annum (£247). However the Association have decided to decline the payment, and instead have it donated to the Party's campaign manager's programme			
16 DEBTORS AND PREPAYMENTS		2018	2017
Amounts falling due within one year		£	£
Prepayments		1,818	1,966
		<u>1,818</u>	<u>1,966</u>
17 BANK BALANCES			
Accounts		61,819	57,846
Held by banks on behalf of branches		1,396	1,281
Cash in hand		41	75
		<u>63,256</u>	<u>59,202</u>

**EPPING FOREST CONSERVATIVE ASSOCIATION
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED
31ST DECEMBER 2018**

18 CREDITORS	2018	2017
Amounts falling due within one year	£	£
Corporation tax	524	273
Amounts received in advance	6,188	4,137
Accrued Charges and Deferred Income	1,567	1,916
	<hr/>	<hr/>
	8,279	6,326
	<hr/>	<hr/>

19 DESIGNATED FUNDS
Refurbishment Fund

Balance bought forward	3,500	2,500
Transfer from Accumulated Fund	(600)	1,000
	<hr/>	<hr/>
Balance carried forward	2,900	3,500
	<hr/>	<hr/>

Fighting Fund:

Balance brought forward	15,737	12,085
Transfer from Accumulated Fund		3,652
	<hr/>	<hr/>
Balance carried forward	15,737	15,737
	<hr/>	<hr/>

Other Constituency Support:

Balance brought and carried forward	500	500
	<hr/>	<hr/>

20 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with applicable accounting standards and guidance issued by The Electoral Commission. The financial statements incorporate those of the Association and its branches.

21 ACCOUNTING CONVENTION

The statements are prepared on a historical cost basis.

22 RELATED PARTY TRANSACTIONS

During the year County Councillor Mrs V Metcalfe, was a Director of Aysgarth Services Ltd and printing with a value of £7,200 as carried out by the company during 2018 (£5,581 in 2017).

22 NOTIONAL INCOME AND EXPENDITURE

During 2018 certain goods and services (estimated value £1,080) were provided free of charge to the Association (2017 £2,200).