

REGISTERED COMPANY NUMBER: 03416760 (England and Wales)  
REGISTERED CHARITY NUMBER: 1079008

Report of the Trustees and  
Financial Statements for the Year Ended 31 December 2020  
for  
The Apsley Paper Trail

Lee Accounting Services 2018 Limited  
Trading as Lee & Co  
Chartered Accountants & Statutory Auditors  
26 High Street  
Rickmansworth  
Hertfordshire  
WD3 1ER

## The Apsley Paper Trail

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Report of the Trustees  
for the Year Ended 31 December 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

To educate the public in the art and science of paper based communication including its history, present and future and to conserve and maintain buildings, equipment and documents connected with paper production and usage in the United Kingdom particularly in the valley of the River Gade.

**Significant activities**

- In order to escape the burden of paying the exceptional rent for the Frogmore site to the Dacorum Borough Council (currently £48k pa) we are still in discussions with DBC regarding the possibility of purchasing Frogmore. We know of no other heritage organisation paying more than a peppercorn rent to a council landlord. Ownership of Frogmore would additionally give the charity greater freedom of actions in future. We have received from the Council an assurance in principal that APT could buy Frogmore from the DBC.
- APT was granted monies from the Heritage Emergency Fund. It has paid for the COVID-19 compliance regs, including staff training. It also funded the schools science Outreach Packs.
- APT was also successful in winning a grant from the NLHF (Culture Recovery Fund for Heritage) which will support our costs for the first three months of 2021 and enable the construction of a second small heritage paper machine.
- A new member of the papermaking team was engaged to support the growth in production and sales of Frogmore papers.
- Our enthusiastic Heritage Fire Brigade team had to stand down due to the Covid restrictions, but retained presence in its World Wars memorial hall.
- Our growing volunteer maintenance team coordinated by Alan Banton completed many valuable projects. These included garden maintenance on our two sites, recommissioning inside spaces for further mill use, preparing and decorating office space in readiness to accommodate additional tenants, and refurbishing the Cottage kitchen.
- Temporary space within the Mill has been rented out to film companies.
- Sue Woolnough's promotions of Frogmore to schools via sponsored 'outreach' science packs has been well received.
- Gary Fuller's management of our in-house paper business continues to achieve growth year on year.
- At the beginning of the year Peter Burford and volunteers gave off-site talks promoting Apsley Paper Trail.
- APT held a presentation to honour Peter Burford who retired from his 20 year service with APT. During this time he acquired many roles including General Manager.
- The Rotary Club's Santa's Sleigh was based at Frogmore in the days before Christmas.

## The Apsley Paper Trail

### Report of the Trustees for the Year Ended 31 December 2020

#### OBJECTIVES AND ACTIVITIES

##### Public benefit

Beyond being a significant site from a world-wide and national viewpoint The Trust serves the local region, particularly these six communities:

- Gade Valley residents, workers, learners and visitors
- Schools, especially in and around the Gade Valley
- The British paper industry and allied trades
- Paper based art and craft practitioners
- Descendants of former Gade Valley paper mill workers
- Social and industrial historians

Apsley Paper Trail's charitable activities provide the following benefits:

- We are custodians of a heritage site of world significance, preserving and conserving paper industry history by keeping the world's oldest mechanised paper mill operating, and giving the public access to industrial processes and historical exhibitions. We inform and entertain visitors with the story of paper.
- We maintain and catalogue the archive for John Dickinson Stationary Ltd, formerly the major employer in the area; the British Paper Company; and other local paper and print related collections.
- We house The Paper Trail Heritage Fire Brigade, conserving historic paper-mill fire appliances and equipment, together with a display dedicated to the men and women who fought fires during the World Wars.
- We provide rehearsal and storage space for the Hemel Hempstead Band (formerly the John Dickinson factory band).
- We have the 'Learning Outside the Classroom Quality Badge' and deliver a unique schools' education programme related to heritage paper making to students every year.
- We offer work experience for young adults with severe learning and physical difficulties.
- We provide free training for long-term unemployed people, helping them back into work, free IT training to assist them and the digitally excluded, and training to help companies to improve their business.
- We provide free IT drop-in training sessions, mostly used by senior members of the local community.
- We offer a range of adult leisure classes, designed to cover subjects no longer delivered by our local college, some of them free.
- We specialise in supporting the socially or economically excluded, and our volunteer programme provides additional opportunities for more than 60 volunteers from all walks of life.
- We have an art gallery, and also provide studio accommodation for artists in exchange for support with our visitor activities.
- We continue to provide accommodation for over 20 businesses in our enterprise centre, helping sustain more than 90 local jobs.
- We support local small businesses by offering space, at minimal cost, for selling their products at our Christmas fair. (cancelled in 2020).

Report of the Trustees  
for the Year Ended 31 December 2020

FINANCIAL REVIEW

Financial Review and Reserves Policy

In 2020 the Charity carefully managed its resources in order to continue to support its objectives and maintain financial viability. The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities they should undertake.

The trust reports a surplus for the year of £40,917 (2019: £64,537). Our principle revenue streams were as follows:

Donations and legacies £26,074 (2019: £78,044)

Investment income £322,942 (2019: £389,606)

Charitable activities £262,372 (2019: £196,591)

Other income £17,268 (2019: £29,068)

Overall this represents a decrease from 2019 of 9.33%. Depreciation and amortisation totalled £39,761. Putting depreciation and amortisation to one side an operating surplus of £80,678 was achieved.

Reserves policy

We maintained our reserves policy of £50k credit.

FUTURE PLANS

The Board intends to-

- Continue to develop our plans for an enhanced visitor experience at Frogmore Paper Mill.
- Plan for the purchase of the Frogmore site.
- Get into the mode of making grant applications.
- Recruit additional trustees with complementary skills.
- Further develop our relationship with the paper manufacturing industry.
- Increase the paper production capacity.
- Further develop the archive to include a substantial focus on the entrepreneur and paper maker John Dickinson and the Company.

## The Apsley Paper Trail

### Report of the Trustees for the Year Ended 31 December 2020

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The Apsley Paper Trail is a charitable company limited by guarantee, governed by its Memorandum and Articles of Association dated 8th August 1997 amended by Special Resolution dated 14th January 2000.

The Charity operates on two sites near each other in Apsley, Hertfordshire; Apsley Mills Cottage, and Frogmore Paper Mill.

The Trustees, together with the General Manager and senior managers, are responsible for strategic direction of the Charity. Operational decisions are delegated to staff. The Trustees meet at least quarterly.

Trustees are appointed by the Board. New Trustees are selected for their appropriate skills and the manner in which their skills compliment those of other Board members. All Trustees give their time voluntarily and received no benefits from the Charity.

Volunteers play a key role in the delivery of the Charity's objectives. They are managed by the Charity which interviews all applicants and matches their skills and knowledge to available opportunities. Volunteers donate their time and skills in a wide range of tasks including creating a unique archive and artefact collection, tour-guiding, demonstrating hand-made paper making, staffing the visitor centre, making and selling stationery products, acting as tutors for IT and other courses, maintaining and crewing our boat, restoring, maintaining and demonstrating the heritage fire equipment, maintenance & restoration work, painting and decorating, gardening, and office and administration work.

##### Thanks

In 2020 the Trustees received support for the Charity from many quarters. The local authority gifted the Charity a 12 month rate relief on the Frogmore Mill Site, a £25K business rates grant and also a 6 months rent deferment. From the NLHF, the Charity received a Heritage Emergency Fund. The Government Furlough Scheme was extremely helpful, and in addition a number of private donations were received.

It is not possible to overstate the effort and support given to the Charity by its staff, volunteers and consultants including its interim General Manager, Paul Botje, The Board of Trustees have also worked to steer the Charity through this year. And to mention just two, Elena Lewendon who has constructed the successful grant applications, and Hilary Robinson who has managed the complex accountancy needing to navigate through the reporting of furlough values, rates holidays, and grants etc.

Sincere thanks to all... from the Trustees.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

### Risk management

The Trustees accept and take seriously their responsibility for risk management at Apsley Paper Trail. We have taken advice from professional advisers and put in place a comprehensive risk management process which includes:

- Identification of risk through risk assessments for all areas and activities.
- Assessment of levels of risk according to possible impact and the likelihood of occurrence.
- Establishment of control systems to manage identified risks.
- Maintenance of a risk register.
- Regular reviews by senior management.
- Discuss and include a control system for both sites so they are Covid secure. Ensuring the safety of all staff, tenants and visitors from the spread of the Covid-19 virus. This to include staff training.

Given the nature and complexity of our project, particularly the heritage equipment and manufacturing operation which is fundamental to our strategic objectives and is open to the public, we take very seriously our duty to protect staff, volunteers and visitors, complying with legal and insurance requirements, while continuing the manufacturing operation.

Controls in place for major risks include:

- Regular health and safety checks on all machinery, equipment and buildings.
- Particular attention to minimising risk of the spread of Covid-19.
- Strict rules on supervision of visitors, with a higher supervisor ratio for young and vulnerable people.
- Properly guarded machinery with clearly marked routes for visitors.
- Clearly signed emergency exits, with provision for alerting those with vision or hearing problems, and for assisting those with mobility problems.
- Provision of safety clothing and equipment where relevant.
- Appropriate skills specified for Trustees, staff, sub-contractors and volunteers, with training and development as appropriate.
- Strategic and operational plans agreed at Trustee level and monitored throughout the year.
- Reserves policy and contingency plan.
- Spending controls including specified authority levels.
- Careful management of grant-funded projects to ensure compliance and delivery of all contracted activities on time.
- Disaster recovery plan including data back-up procedures and precautions.
- Communications plan including procedure for complaints and adverse publicity.
- Input from professional advisers including auditors, insurers, health and safety specialists.
- Embedding risk identification, evaluation and monitoring in working processes, and management procedures.
- Monthly reviews by senior management.
- Bi-annual review by the Trustees.

## REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number  
03416760 (England and Wales)

Registered Charity number  
1079008

## The Apsley Paper Trail

### Report of the Trustees for the Year Ended 31 December 2020

Registered office  
Apsley Mills Cottage  
London Road  
Hemel Hempstead  
Hertfordshire  
HP3 9RL

Trustees  
S N P Ody Leisure industry consultant  
D A Pullen Retired Co-chair  
Mrs E Lewendon Museum curator  
H B Clarke Company director  
J D Waston Retired Co-chair  
Mrs H Robinson Company director  
Dr S Mann Company director

Auditors  
Lee Accounting Services 2018 Limited  
Trading as Lee & Co  
Chartered Accountants & Statutory Auditors  
26 High Street  
Rickmansworth  
Hertfordshire  
WD3 1ER

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Apsley Paper Trail for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Report of the Trustees  
for the Year Ended 31 December 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

In so far as the trustees are aware:

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

AUDITORS

The auditors, Lee Accounting Services 2018 Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
J D Waston - Trustee

Report of the Independent Auditors to the Trustees of  
The Apsley Paper Trail

Opinion

We have audited the financial statements of The Apsley Paper Trail (the 'charitable company') for the year ended 31 December 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Report of the Independent Auditors to the Trustees of  
The Apsley Paper Trail

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Report of the Independent Auditors to the Trustees of  
The Apsley Paper Trail

Our responsibilities for the audit of the financial statements

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

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

Irregularities including fraud

Discussions with and enquiries of management and those charged with governance were held with a view to identifying those laws and regulations that could be expected to have a material impact on the financial statements. During the engagement team briefing, the outcomes of these discussions and enquiries were shared with the team, as well as consideration as to where and how fraud may occur in the entity.

The following laws and regulations were identified as being of significance to the entity:

- Those laws and regulations considered to have a direct effect on the financial statement include UK financial reporting standards, Charities Regulations, Company Law and Tax.
- Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the business and therefore may have material effect on the financial statements include anti-bribery, health and safety legislation and regulations affecting public relations companies.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of:

- Inquiries of management and those charged with governance as to whether the entity complies with such laws and regulations.
- Enquiries with the same concerning any actual or potential litigation or claims.
- Inspection of relevant legal correspondence and review of board minutes.
- Testing the appropriateness of journal entries.
- Performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud, with particular focus on areas affecting the recognition of revenue.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

Report of the Independent Auditors to the Trustees of  
The Apsley Paper Trail

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Lee Accounting Services 2018 Limited  
Trading as Lee & Co  
Chartered Accountants & Statutory Auditors  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
26 High Street  
Rickmansworth  
Hertfordshire  
WD3 1ER

Date: .....

Statement of Financial Activities  
for the Year Ended 31 December 2020

	Notes	Unrestricted fund £	Restricted fund £	31.12.20 Total funds £	31.12.19 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	26,074	-	26,074	78,044
Charitable activities	4				
Visitor centre		11,424	-	11,424	61,598
Grants		94,689	-	94,689	-
Paper trading		154,333	-	154,333	127,578
Education and training		-	1,926	1,926	7,415
Investment income	3	322,942	-	322,942	389,606
Other income	5	17,268	-	17,268	29,068
Total		626,730	1,926	628,656	693,309
EXPENDITURE ON					
Raising funds	6	172,737	7,288	180,025	174,217
Charitable activities	7				
Visitor centre		96,531	7,288	103,819	122,192
Paper trading		106,962	5,831	112,793	109,352
Education and training		110,536	11,367	121,903	128,446
Other		69,199	-	69,199	94,565
Total		555,965	31,774	587,739	628,772
NET INCOME/(EXPENDITURE)		70,765	(29,848)	40,917	64,537
RECONCILIATION OF FUNDS					
Total funds brought forward		1,729,748	1,108,876	2,838,624	2,774,087
TOTAL FUNDS CARRIED FORWARD		1,800,513	1,079,028	2,879,541	2,838,624

The notes form part of these financial statements

## The Apsley Paper Trail

### Balance Sheet 31 December 2020

	Notes	Unrestricted fund £	Restricted fund £	31.12.20 Total funds £	31.12.19 Total funds £
<b>FIXED ASSETS</b>					
Intangible assets	14	4,235	-	4,235	4,840
Tangible assets	15	1,298,449	1,060,650	2,359,099	2,350,918
Heritage assets	16	532,044	-	532,044	532,044
Investment property	17	1,500,000	-	1,500,000	1,500,000
		<u>3,334,728</u>	<u>1,060,650</u>	<u>4,395,378</u>	<u>4,387,802</u>
<b>CURRENT ASSETS</b>					
Stocks	18	11,444	-	11,444	13,468
Debtors	19	56,644	-	56,644	61,437
Cash at bank and in hand		186,566	123,778	310,344	97,374
		<u>254,654</u>	<u>123,778</u>	<u>378,432</u>	<u>172,279</u>
<b>CREDITORS</b>					
Amounts falling due within one year	20	(314,069)	(105,400)	(419,469)	(198,633)
		<u>(59,415)</u>	<u>18,378</u>	<u>(41,037)</u>	<u>(26,354)</u>
<b>NET CURRENT ASSETS</b>					
		<u>(59,415)</u>	<u>18,378</u>	<u>(41,037)</u>	<u>(26,354)</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>3,275,313</u>	<u>1,079,028</u>	<u>4,354,341</u>	<u>4,361,448</u>
<b>CREDITORS</b>					
Amounts falling due after more than one year	21	(1,474,800)	-	(1,474,800)	(1,522,824)
		<u>1,800,513</u>	<u>1,079,028</u>	<u>2,879,541</u>	<u>2,838,624</u>
<b>NET ASSETS</b>					
		<u>1,800,513</u>	<u>1,079,028</u>	<u>2,879,541</u>	<u>2,838,624</u>
<b>FUNDS</b>					
Unrestricted funds	25			1,800,513	1,729,748
Restricted funds				1,079,028	1,108,876
				<u>2,879,541</u>	<u>2,838,624</u>
<b>TOTAL FUNDS</b>					
				<u>2,879,541</u>	<u>2,838,624</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The notes form part of these financial statements

Balance Sheet - continued

31 December 2020

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
J D Waston - Trustee



Cash Flow Statement  
for the Year Ended 31 December 2020

	Notes	31.12.20 £	31.12.19 £
Cash flows from operating activities			
Cash generated from operations	29	281,524	120,299
Interest paid		(27,961)	(38,132)
Net cash provided by operating activities		<u>253,563</u>	<u>82,167</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(47,337)	2,571
Sale of tangible fixed assets		-	(6,253)
Interest received		55	137
Net cash used in investing activities		<u>(47,282)</u>	<u>(3,545)</u>
Cash flows from financing activities			
New loans in year		50,000	-
Loan repayments in year		(43,335)	(43,640)
Net cash provided by/(used in) financing activities		<u>6,665</u>	<u>(43,640)</u>
Change in cash and cash equivalents in the reporting period		<u>212,946</u>	<u>34,982</u>
Cash and cash equivalents at the beginning of the reporting period	30	<u>97,374</u>	<u>62,392</u>
Cash and cash equivalents at the end of the reporting period	30	<u><u>310,320</u></u>	<u><u>97,374</u></u>

The notes form part of these financial statements

Notes to the Financial Statements  
for the Year Ended 31 December 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Allocation and apportionment of costs

All costs directly associated with a particular activity are allocated wholly to the applicable activity.

For all other costs, these are apportioned based on the number of hours attributable to each area. These costs are split as follows:

Activity	Percentage of costs allocated (%)	2019
Investment management	25	25
Visitor centre	25	25
Grants	0	0
Paper trading	20	20
Education and training	30	30

Intangible assets

The Charity acquired trademarks in the previous year. They are held at cost. As trading under the names has commenced, the following amortisation policy.

Patents and licences - 10% on cost

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

1. ACCOUNTING POLICIES - continued

Tangible fixed assets

Freehold property	- not provided
Improvements to leasehold property	- 2% on cost
Plant and machinery	- 10% on cost
Fixtures and fittings	- 20% on cost
Computer equipment	- 33% on cost
Heritage	- not provided

Heritage assets

Heritage assets are recognised and held at historic cost.

Investments

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in the Statement of Financial Activities.

Investment properties are measured at cost in the year of their acquisition and then at fair value each year thereafter in accordance with section 10.48 of the charities SORP (FRS102). Any variation in value year on year is recognised in the SOFA.

The investment properties are rented out to tenants. The method used to determine the fair value is to take a multiple of the market rate rent which the trustees view to be reasonable.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Investment income is also exempt as it is fully reinvested in charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

1. ACCOUNTING POLICIES - continued

Financial instruments

Debtors

Short term debtors are measured at transaction price, less any impairment.

Creditors

Short term trade creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

2. DONATIONS AND LEGACIES

	31.12.20	31.12.19
	£	£
Donations	26,074	78,044
	<u>          </u>	<u>          </u>

3. INVESTMENT INCOME

	31.12.20	31.12.19
	£	£
Rents received	322,887	389,469
Deposit account interest	55	137
	<u>          </u>	<u>          </u>
	322,942	389,606
	<u>          </u>	<u>          </u>

4. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.12.20	31.12.19
		£	£
Visitor centre admissions, etc	Visitor centre	11,424	61,598
Grants	Grants	94,689	-
Paper making	Paper trading	154,333	127,578
Courses	Education and training	1,926	7,415
		<u>          </u>	<u>          </u>
		262,372	196,591
		<u>          </u>	<u>          </u>

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

5. OTHER INCOME

	31.12.20	31.12.19
	£	£
Miscellaneous income	49	9,012
Rents received	17,219	20,056
	<u>17,268</u>	<u>29,068</u>

6. RAISING FUNDS

Investment management costs

	31.12.20	31.12.19
	£	£
Staff costs	50,765	49,824
Administrative expenses	8,396	8,755
Rates and utilities	90,698	87,230
Property repairs	3,437	5,535
Insurance	9,727	8,090
Bad debts	3,000	(150)
Management fees	4,487	3,998
Depreciation	9,515	10,935
	<u>180,025</u>	<u>174,217</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Visitor centre	4,387	99,432	103,819
Paper trading	33,272	79,521	112,793
Education and training	2,621	119,282	121,903
	<u>40,280</u>	<u>298,235</u>	<u>338,515</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

8. SUPPORT COSTS

	Finance £	Visitor centre £	Education & training £
Other resources expended	28,324	-	-
Visitor centre	363	99,069	-
Paper trading	291	-	-
Education and training	436	-	118,846
	<u>29,414</u>	<u>99,069</u>	<u>118,846</u>
		Governance costs	Totals
	Other £	£	£
Other resources expended	-	40,875	69,199
Visitor centre	-	-	99,432
Paper trading	79,230	-	79,521
Education and training	-	-	119,282
	<u>79,230</u>	<u>40,875</u>	<u>367,434</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.20 £	31.12.19 £
Depreciation - owned assets	39,156	43,134
Patents and licences amortisation	<u>605</u>	<u>605</u>

10. AUDITORS' REMUNERATION

	31.12.20 £	31.12.19 £
Fees payable to the charity's auditors for the audit of the charity's financial statements	3,000	3,000
Auditors' remuneration for non audit work	<u>2,362</u>	<u>1,950</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2020 nor for the year ended 31 December 2019.

12. STAFF COSTS

	31.12.20	31.12.19
	£	£
Wages and salaries	190,100	183,669
Social security costs	8,264	10,775
Other pension costs	4,697	4,853
	<u>203,061</u>	<u>199,297</u>

The average monthly number of employees during the year was as follows:

	31.12.20	31.12.19
Management	3	3
Finance	1	1
Support staff	6	6
	<u>10</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

The total amount of employee benefits (including employer pension contributions) received by key management personnel for their services to the charity was £89,578 (2019: £100,945).

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	78,044	-	78,044
Charitable activities			
Visitor centre	61,598	-	61,598
Paper trading	127,578	-	127,578
Education and training	-	7,415	7,415
Investment income	389,606	-	389,606
Other income	29,068	-	29,068
Total	685,894	7,415	693,309
EXPENDITURE ON			
Raising funds	166,929	7,288	174,217
Charitable activities			
Visitor centre	114,904	7,288	122,192
Paper trading	103,521	5,831	109,352
Education and training	116,449	11,997	128,446
Other	94,565	-	94,565
Total	596,368	32,404	628,772
NET INCOME/(EXPENDITURE)	89,526	(24,989)	64,537
Transfers between funds	(4,553)	4,553	-
Net movement in funds	84,973	(20,436)	64,537
RECONCILIATION OF FUNDS			
Total funds brought forward	1,644,775	1,129,312	2,774,087
TOTAL FUNDS CARRIED FORWARD	1,729,748	1,108,876	2,838,624



Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

14. INTANGIBLE FIXED ASSETS

	Patents and licences £
COST	
At 1 January 2020 and 31 December 2020	6,050
AMORTISATION	
At 1 January 2020	1,210
Charge for year	605
At 31 December 2020	1,815
NET BOOK VALUE	
At 31 December 2020	4,235
At 31 December 2019	4,840

15. TANGIBLE FIXED ASSETS

	Freehold property £	Improvements to property £	Plant and machinery £
COST			
At 1 January 2020	1,250,000	1,457,649	373,107
Additions	-	24,400	22,937
At 31 December 2020	1,250,000	1,482,049	396,044
DEPRECIATION			
At 1 January 2020	-	367,846	363,774
Charge for year	-	29,153	8,956
At 31 December 2020	-	396,999	372,730
NET BOOK VALUE			
At 31 December 2020	1,250,000	1,085,050	23,314
At 31 December 2019	1,250,000	1,089,803	9,333

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

15. TANGIBLE FIXED ASSETS - continued

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 January 2020	31,594	27,897	3,140,247
Additions	-	-	47,337
	<hr/>	<hr/>	<hr/>
At 31 December 2020	31,594	27,897	3,187,584
	<hr/>	<hr/>	<hr/>
DEPRECIATION			
At 1 January 2020	30,577	27,132	789,329
Charge for year	548	499	39,156
	<hr/>	<hr/>	<hr/>
At 31 December 2020	31,125	27,631	828,485
	<hr/>	<hr/>	<hr/>
NET BOOK VALUE			
At 31 December 2020	469	266	2,359,099
	<hr/>	<hr/>	<hr/>
At 31 December 2019	1,017	765	2,350,918
	<hr/>	<hr/>	<hr/>

16. HERITAGE ASSETS

	Total £
MARKET VALUE	
At 1 January 2020 and 31 December 2020	532,044
	<hr/>
NET BOOK VALUE	
At 31 December 2020	532,044
	<hr/>
At 31 December 2019	532,044
	<hr/>

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

17. INVESTMENT PROPERTY

	£
FAIR VALUE	
At 1 January 2020	
and 31 December 2020	1,500,000
NET BOOK VALUE	
At 31 December 2020	1,500,000
At 31 December 2019	1,500,000

The investment property comprises the freehold property known as JDEC Centre at Apsley Mill, which is let entirely for rental income.

The freehold was previously valued in September 2010 at £1,500,000 on an existing use basis of current licence agreements by Cavendish Tate, Chartered Surveyors.

On 7th March 2017 the property was revalued by an independent third party at a value of £1,500,000.

The Trustees do not believe the property value has changed and have valued the property at £1,500,000 as of 31st December 2020.

The historic cost of the JDEC Centre comprises a gift of the freehold to the Charity on 14 September 2000 plus £375,504 of subsequent capital expenditure on the buildings.

18. STOCKS

	31.12.20	31.12.19
	£	£
Finished goods	11,444	13,468

19. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Trade debtors	15,943	34,647
Prepayments	40,701	26,790
	56,644	61,437

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

20. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.20	31.12.19
	£	£
Bank loans and overdrafts (see note 22)	98,048	43,335
Trade creditors	79,627	73,278
Social security and other taxes	3,204	3,359
VAT	24,091	10,922
Rental deposits	37,935	46,255
Pension	769	1,250
Accruals and deferred income	156,278	9,638
Accrued expenses	19,517	10,596
	<u>419,469</u>	<u>198,633</u>

21. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.20	31.12.19
	£	£
Bank loans (see note 22)	<u>1,474,800</u>	<u>1,522,824</u>

The average interest rate on loans due for repayment in over 5 years is 2.46%. The loans are due for repayment in 2030. Two of the loans are payable by instalments with one being due in full at the redemption date.

22. LOANS

An analysis of the maturity of loans is given below:

	31.12.20	31.12.19
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	24	-
Bank loans	48,024	43,335
Bounce back loan	50,000	-
	<u>98,048</u>	<u>43,335</u>
Amounts falling between one and two years:		
Bank loans - 1-2 years	<u>41,530</u>	<u>48,024</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>141,863</u>	<u>135,072</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instalments	1,126,404	1,138,646

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

22. LOANS - continued

	31.12.20 £	31.12.19 £
Repayable otherwise than by instalments:		
Bank loans more 5 yrs non-instalments	165,003	201,082

23. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.12.20 £	31.12.19 £
Within one year	41,398	41,398
Between one and five years	10,350	51,748
	51,748	93,146

The Apsley Paper Trail has just over 132 years left on its leasehold (Frogmore Paper Mill), which has an annual rental of £41,398 and reviewable every 5 years with the next review due in 2022.

24. SECURED DEBTS

The following secured debts are included within creditors:

	31.12.20 £	31.12.19 £
Bank loans	1,572,824	1,566,159

Security is held by a secured charge over the properties held by the charity.

25. MOVEMENT IN FUNDS

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	1,729,748	70,765	1,800,513
Restricted funds			
General restricted fund	1,108,876	(29,848)	1,079,028
TOTAL FUNDS	2,838,624	40,917	2,879,541

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

25. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	626,730	(555,965)	70,765
Restricted funds			
General restricted fund	1,926	(31,774)	(29,848)
<b>TOTAL FUNDS</b>	<b>628,656</b>	<b>(587,739)</b>	<b>40,917</b>

Comparatives for movement in funds

	At 1.1.19 £	Net movement in funds £	Transfers between funds £	At 31.12.19 £
Unrestricted funds				
General fund	1,644,775	89,526	(4,553)	1,729,748
Restricted funds				
General restricted fund	1,129,312	(24,989)	4,553	1,108,876
<b>TOTAL FUNDS</b>	<b>2,774,087</b>	<b>64,537</b>	<b>-</b>	<b>2,838,624</b>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	685,894	(596,368)	89,526
Restricted funds			
General restricted fund	7,415	(32,404)	(24,989)
<b>TOTAL FUNDS</b>	<b>693,309</b>	<b>(628,772)</b>	<b>64,537</b>

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

26. CONTINGENT LIABILITIES

A grant contract dated 3 April 2007 for a term of 25 years from the Trustees of the National Heritage Memorial Fund, has been secured by a legal charge dated 16 October 2007 on the Frogmore Paper Mill lease.

27. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2020.

28. ULTIMATE CONTROLLING PARTY

The trustees believe there is no ultimate controlling party.

29. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.20	31.12.19
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	40,917	64,537
Adjustments for:		
Depreciation charges	39,761	43,739
Interest received	(55)	(137)
Interest paid	27,961	38,132
Decrease/(increase) in stocks	2,024	(3,768)
Decrease/(increase) in debtors	4,793	(20,156)
Increase/(decrease) in creditors	166,123	(2,048)
	<hr/>	<hr/>
Net cash provided by operations	281,524	120,299
	<hr/>	<hr/>

30. ANALYSIS OF CASH AND CASH EQUIVALENTS

	31.12.20	31.12.19
	£	£
Cash in hand	64	475
Notice deposits (less than 3 months)	310,280	96,899
Overdrafts included in bank loans and overdrafts falling due within one year	(24)	-
	<hr/>	<hr/>
Total cash and cash equivalents	310,320	97,374
	<hr/>	<hr/>

31.. ANALYSIS OF CHANGES IN NET DEBT

	At 1.1.20	Cash flow	At 31.12.20
	£	£	£
Net cash			

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2020

31.. ANALYSIS OF CHANGES IN NET DEBT - continued

Cash at bank and in hand	97,374	212,970	310,344
Bank overdraft	-	(24)	(24)
	<u>97,374</u>	<u>212,946</u>	<u>310,320</u>
Debt			
Debts falling due within 1 year	(43,335)	(54,689)	(98,024)
Debts falling due after 1 year	(1,522,824)	48,024	(1,474,800)
	<u>(1,566,159)</u>	<u>(6,665)</u>	<u>(1,572,824)</u>
Total	<u>(1,468,785)</u>	<u>206,281</u>	<u>(1,262,504)</u>



## The Apsley Paper Trail

### Detailed Statement of Financial Activities for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	26,074	78,044
Investment income		
Rents received	322,887	389,469
Deposit account interest	55	137
	<hr/>	<hr/>
	322,942	389,606
Charitable activities		
Visitor centre admissions, etc	11,424	61,598
Paper making	154,333	127,578
Courses	1,926	7,415
Grants	94,689	-
	<hr/>	<hr/>
	262,372	196,591
Other income		
Miscellaneous income	49	9,012
Rents received	17,219	20,056
	<hr/>	<hr/>
	17,268	29,068
Total incoming resources	<hr/>	<hr/>
	628,656	693,309
EXPENDITURE		
Investment management costs		
Wages	47,525	45,917
Social security	2,066	2,694
Pensions	1,174	1,213
Administrative expenses	8,396	8,755
Rates and utilities	90,698	87,230
Property repairs	3,437	5,535
Insurance	9,727	8,090
Bad debts	3,000	(150)
Management fees	4,487	3,998
Carried forward	170,510	163,282

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities  
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
Investment management costs		
Brought forward	170,510	163,282
Patents and licences	151	151
Improvements to property	7,288	7,288
Plant and machinery	1,814	3,030
Fixtures and fittings	137	127
Computer equipment	125	339
	<hr/>	<hr/>
	180,025	174,217
Charitable activities		
Sundries	40,280	47,232
Support costs		
Finance		
Bank charges	1,453	1,356
Mortgage	27,961	38,132
	<hr/>	<hr/>
	29,414	39,488
Visitor centre		
Wages	47,525	45,917
Social security	2,066	2,694
Pensions	1,174	1,213
Rent, rates and water	11,955	12,611
Insurance	9,727	8,090
Light and heat	5,244	8,536
Telephone	2,838	3,437
Postage and stationery	340	323
Sundries	1,108	1,284
Repairs and maintenance	3,437	5,535
Advertisement	4,140	3,286
Patents and licences	151	151
Improvements to property	7,288	7,288
Plant and machinery	1,814	3,030
Fixtures and fittings	137	127
Computer equipment	125	339
	<hr/>	<hr/>
	99,069	103,861
Education & training		
Wages	57,031	55,101
Carried forward	57,031	55,101

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities  
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
Education & training		
Brought forward	57,031	55,101
Social security	2,479	3,232
Pensions	1,409	1,456
Rent, rates and water	14,345	15,133
Insurance	11,673	9,708
Light and heat	6,293	10,244
Telephone	3,405	4,125
Postage and stationery	408	388
Repairs and maintenance	4,125	6,643
Advertisement	4,968	3,943
Sundries	1,293	1,540
Patents and licences	182	182
Improvements to property	8,746	8,746
Plant and machinery	2,174	3,635
Fixtures and fittings	165	102
Computer equipment	150	270
	<hr/>	<hr/>
	118,846	124,448
Other		
Wages	38,019	36,734
Social security	1,653	2,155
Pensions	940	971
Rent, rates and water	9,562	10,089
Insurance	7,782	6,472
Light and heat	4,195	6,829
Telephone	2,270	2,750
Postage and stationery	272	259
Sundries	863	1,029
Repairs and maintenance	2,750	4,428
Advertisement	3,312	2,629
Patents and licences	121	121
Improvements to property	5,831	5,831
Plant and machinery	1,450	2,423
Fixtures and fittings	110	153
Computer equipment	100	406
	<hr/>	<hr/>
	79,230	83,279
Governance costs		
Auditors' remuneration	3,000	3,000
Carried forward	3,000	3,000

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities  
for the Year Ended 31 December 2020

	31.12.20 £	31.12.19 £
Governance costs		
Brought forward	3,000	3,000
Auditors' remuneration for non audit work	2,362	1,950
Consultancy fees	35,500	48,600
Accountancy fees	-	1,717
Legal fees	13	980
	<hr/> 40,875	<hr/> 56,247
Total resources expended	<hr/> 587,739	<hr/> 628,772
Net income	<hr/> <hr/> 40,917	<hr/> <hr/> 64,537