

***WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER  
COMMONS***

***REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013  
Charity Numbers 232988 and 232989***

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Trustee's Annual Report and Financial Statements for the year ended 31 March  
2013**

<b>Contents</b>	<b>Page</b>
Trustee's Annual Report	2-7
Independent Auditor's Report	8-9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12-19

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 1. Reference and Administration Details

Charity Name:	West Wickham Common And Spring Park Wood Coulsdon and Other Commons
Registered Charity Numbers:	232988 and 232989
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The Mayor, Commonalty and Citizens of the City of London
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditor:	Deloitte LLP Chartered Accountants and Statutory Auditor 2 New Street Square London EC4A 3BZ

### 2. Structure, Governance and Management

#### **The Governing Document and constitution of the charities**

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

#### **Trustee Selection methods**

The Mayor, Commonalty and Citizens of London known as the City of London Corporation is the Trustee of West Wickham Common and Spring Park Wood Coulsdon and Other Commons. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and Other Commons by the Court of Common Council of the City of London Corporation.

#### **Policies and procedures for the induction and training of trustees**

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of the City's activities, including those concerning West Wickham Common and Spring Park Wood Coulsdon and Other Commons, as it considers necessary to enable the Members to efficiently carry out their duties.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 2. Structure, Governance and Management (continued)

#### Organisational structure and decision making process

The committee governing the charities' activities is noted above. The Committee is ultimately responsible to the Court of Common Council of the City of London. The decision making processes of the Court of Common Council are set out in the Standing Orders and Financial Regulations governing all the Court of Common Council's activities.

The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

#### Details of related parties and wider networks

Details of any related party transactions are disclosed in note 12 of the Notes to the Financial Statements.

#### Risk identification

The Trustee is committed to a programme of risk management as an element of its strategy to preserve the charities' assets, enhance productivity for service users and members of the public and protect the employees.

In order to embed sound practice a Risk Management Group has been established in the City of London Corporation to ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to Members and officers.

The City of London Corporation has approved a strategic risk register for all of its activities. This register helps to formalise existing processes and procedures and enables the City of London Corporation to further embed risk management throughout the organisation.

A key risk register has been prepared for the charities and has been reviewed by the Committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

### 3. Objectives and Activities for the Public Benefit

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

The objectives of the two charities are the preservation of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, and Coulsdon and Other Commons for the recreation and enjoyment of the public. The charities have identical objects and are managed and accounted for as one unit. It is therefore not possible to produce separate reports and financial statements relating to the individual charities.

These charities are operated as part of the City of London Corporation's City's Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charities in accordance with the purpose which is the preservation of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, and Coulsdon and Other Commons for the recreation and enjoyment of the public.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 4. Achievements and Performance

#### **Significant developments for 2012/13:**

The West Wickham and Coulsdon Commons are managed as part of the City Commons Division of the Open Spaces Department. In addition to managing the West Wickham and Coulsdon Common charities, the City Commons Division is also responsible for the Ashtead Common charity. Financial reporting arrangements reflect the fact that these charities are separate and distinct entities, with separate Sundry Trust reports produced for the Ashtead and the West Wickham and Coulsdon Commons charities. However, practical site management and service delivery considerations dictate that the division is managed as a single unit, and the individual charities benefit from the efficiencies that this economy of scale provides.

A Divisional Plan sets strategy and management objectives for the division as a whole, which are then cascaded to individual management plans for the Commons. At the heart of the plans is the recognition that 3 core elements of the divisions' work; namely service provision, site protection and efficient service delivery; need to be fully integrated. The management plans reflect the requirement of the Corporation of London (Open Spaces) Act 1878 (the Governing Document) to protect the open spaces in perpetuity for the public to enjoy.

The introduction of a combined Entry Level and Higher Level Stewardship Scheme has significantly advanced the capacity of the City Commons Division to deliver an effective and sustainable programme of conservation management projects across the 7 commons. Referred to as the Environmental Stewardship Scheme (ESS), the agreement with Natural England was signed on 21 March 2011 for implementation from April 2011 onwards and covering a period of 10 years. ESS provides incentive payments to manage land to protect or restore habitats by compartmentalising areas into various options, each of which has its own management prescription. In addition to this there are various capital projects which are designed to seed the programme and are funded for 3 years.

The West Wickham and Coulsdon Commons were awarded capital payments to restore grassland on Riddlesdown and 3.5 acres of over mature scrub were treated this year.

Volunteering across the City Commons continues to flourish, with 6 directly supported groups undertaking work across all 7 Open Spaces; the Ashtead Common Volunteers, New Hillbillies (Farthing Downs and New Hill), Kenley Volunteers, Coulsdon Common Volunteers, Riddlesdown Volunteers and WWaSP's (West Wickham and Spring Park). These groups were helped by volunteers from the British Trust for Conservation Volunteers (BTCV), Croydon Conservation Volunteers and a number of corporate volunteers groups to achieve a total of over 11,000 volunteer hours. The division continues to support the Lower Mole and Downlands Countryside Management Projects to promote volunteering and champion local strategic partnerships.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 4. Achievements and Performance (continued)

#### Key targets for 2012/13 and review of achievement

The key targets for 2012/13 together with their outcomes were:

- **Consultation Strategy** – Produce a policy and procedure for consultation about plans and projects to review the list of stakeholders and improve arrangements for local consultative committees. *This project has focussed on arrangements relating to consultative committees. Following a round of consultation at local level, elected Members of the City Corporation have resolved to restructure City Commons local consultative committees to achieve 3 objectives:*
  - *To establish a consultative committee for each of the 3 charities*
  - *To increase the number of local committees meetings from 4 to 6 a year*
  - *To establish new Terms of Reference for each committee*
- **Visitor Survey** – Continue the project aimed at establishing the size and diversity of our audience. *The survey has initially indicated that there are approximately 193,000 visits to Ashted Common a year. Generally the demographic of visitors matches that of the surrounding area.*
- **Environmental Stewardship** – Continue to incorporate all aspects of the Environmental Stewardship Scheme into the annual work programme. *Environmental Stewardship is now embedded into the divisions' work.*
- **Marketing and Communication** – Develop and implement an improvement plan to share information more effectively. *A plan has been developed and is currently out to consultation.*
- **Education** – Develop an improvement plan to promote greater knowledge and understanding of the commons. *New procedures for delivering and facilitating educational activities have been implemented. These include an easing of the rules surrounding licensing to lessen the bureaucracy involved in planning educational visits to the commons.*

#### A review of other achievements:

- Green Flag Awards retained for all sites
- Kenley Common achieved Green Heritage Award status
- Significant areas of New Hill and Farthing Downs treated to create the right conditions for the restoration of chalk downland
- Volunteers managed woody vegetation to protect the historically important WWII structures on Kenley Common
- Completion of the annual coppice cycle at Spring Park
- Volunteers trained as leaders to enable them to co-lead practical projects or lead small, low risk tasks.

All of the above achievements enhanced the Open Space for the benefit of the public.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 5. Financial Review

#### Review of financial position

Income of £76,124 (2011/12 £92,425) was received from grants, donations, fees and charges and sales and £28,393 (2011/12 £28,431) from rents. The contribution towards the running costs of the charity amounted to £1,251,258 (2011/12 £1,206,174). This cost was met by the City of London Corporation's City's Cash grant income.

#### Reserves Policy

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and Other Commons out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities have no free reserves and a reserves policy is therefore not required.

#### Investment Policy

The charities themselves have no underlying supporting funds or investments and therefore an investment policy is not required.

#### Going Concern

The Trustee considers the Commons to be going concerns. Please see note 1(b) to the Financial Statements.

### 6. Plans for Future Periods

The key targets for 2013/14 are:

- ***Develop a meaningful Business Plan*** – change culture, structure and processes to achieve the City Commons vision
- ***Kenley Revival*** – apply for Heritage Lottery funding to conserve and interpret the wartime features on Kenley Common
- ***Limewood Project*** – plan, fund and deliver a project to regenerate Small-Leaved Lime coppice at Spring Park
- ***Grassland Restoration*** – continue scrub management work to create the right environment for the restoration of grassland on Farthing Downs and New Hill, Kenley Common and Riddlesdown

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Trustee's Annual Report for the year ended 31 March 2013

### 7. The Financial Statements

The financial statements consist of the following and include comparative figures for the previous year.

- **Statement of Financial Activities** showing all resources available and all expenditure incurred and reconciling all changes in the funds of the charities.
- **Balance Sheet** setting out the assets and liabilities of the charities.
- **Notes to the Financial Statements** describing the accounting policies adopted and explaining information contained in the financial statements.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*.

### 8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charities and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charities' governing documents. It is also responsible for safeguarding the assets of the charities and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### 9. Adopted and signed for on behalf of the Trustee

R.A.H. Chadwick  
Chairman of Finance Committee  
Guildhall, London

Raymond Michael Catt  
Deputy Chairman of  
Finance Committee



## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS**

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 12. 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).

This report is made solely to the charities' Trustee in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charities' Trustee those matters we are required to state to the Trustee in an auditor's 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 charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of Trustee and auditor**

As explained more fully in the Trustee's Responsibilities Statement, the Trustee is responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charities' circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustee; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charities' affairs as at 31 March 2013, and of their incoming resources and application of resources, 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 Charities Act 2011.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM  
COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS  
CHARITIES (CONTINUED)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustee's Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; 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.

**Deloitte LLP**

Chartered Accountants and Statutory Auditor  
London, UK

Deloitte LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

## WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

### Statement of Financial Activities for the year ended 31 March 2013

	Notes	<b>Unrestricted Fund</b>	
		<b>2012/13</b>	<b>2011/12</b>
		<b>£</b>	<b>£</b>
<b>Incoming Resources</b>			
Incoming resources from generated funds			
Voluntary income		<b>61,306</b>	57,507
Grant from City of London Corporation		<b>1,251,258</b>	1,206,174
Incoming resources from charitable activities		<b>43,211</b>	63,349
<b>Total incoming resources</b>	4	<b>1,355,775</b>	1,327,030
<b>Resources Expended</b>			
Charitable activities		<b>1,278,465</b>	1,244,657
Governance costs		<b>77,310</b>	82,373
<b>Total resources expended</b>	5	<b>1,355,775</b>	1,327,030
<b>Net movement in funds</b>		-	-
<b>Reconciliation of funds</b>			
Funds brought forward		-	-
<b>Funds carried forward</b>		-	-

All operations are continuing.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Balance Sheet as at 31 March 2013**

	Notes	2013 £	2012 £
<b>Current Assets</b>			
Debtors	9	53,986	42,636
Cash at bank and in hand		62,981	67,831
		<u>116,967</u>	<u>110,467</u>
<b>Creditors: Amounts falling due within one year</b>	10	<u>(116,967)</u>	<u>(110,467)</u>
<b>Net Current Assets</b>		<u>-</u>	<u>-</u>
<b>The funds of the charity</b>			
Unrestricted income fund		<u>-</u>	<u>-</u>
<b>Total charity funds</b>		<u>-</u>	<u>-</u>

Approved and signed for an on behalf of the Trustee

The notes at pages 12 to 19 form part of these accounts.

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Chris Bilisland  
Chamberlain of London

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 1. Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charities financial statements.

#### *(a) Basis of preparation*

The financial statements have been prepared in accordance with the Charities Act 2011 and Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules, and in accordance with applicable accounting standards.

#### *(b) Going concern*

The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. The City of London Corporation is committed to fulfilling this obligation which is reflected through its proactive management of, and ongoing funding for, the services and activities required. The funding is provided from the City of London Corporation's City's Cash, which annually receives considerable income from its managed funds and property investments. Each year a medium term financial forecast is prepared for City's Cash. The latest forecast for the period to 2016/17, anticipates that adequate funds will be available to enable the City's Cash to continue to fulfil their obligations. On this basis, the Trustee considers the Commons to be going concerns for the foreseeable future.

#### *(c) Fixed assets*

##### *Heritage Assets and Associated Buildings*

West Wickham Common and Spring Park Wood Coulsdon and Other Commons comprise 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of the charities are the preservation of the Commons at West Wickham and Coulsdon for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and Other Commons are considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

#### *(d) Incoming resources*

##### *Recognition of incoming resources*

All incoming resources are included in the Statement of Financial Activities gross without deduction of expenses in the financial year in which they are due.

##### *Voluntary income*

Voluntary income comprises public donations and government grants.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 1. Accounting policies (continued)

#### *Volunteers*

No amounts are included in the Statement of Financial Activities for services donated by volunteers, as this cannot be quantified.

#### *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are receivable.

#### *Contribution from City's Cash*

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides grant funding for certain capital works.

#### *Rental income*

Rental income is included in the Charities' incoming resources for the year and amounts due but not received at the year end are included in debtors.

#### *(e) Resources expended*

##### *Allocation of costs between different activities*

The City of London Corporation charges staff costs to the charitable activity and governance costs on a time spent basis. Associated office accommodation is charged out proportionately to the square footage used. All other costs are charged directly to the charitable activity.

#### *(f) Pension costs*

The City of London's Pension Scheme is a funded defined benefits scheme. City of London Corporation staff are eligible for membership of the pension scheme and may be employed in relation to the activities of any of the City Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates). As the charities are unable to identify their share of the Pension Scheme assets and liabilities, this scheme is accounted for as a defined contribution scheme in the accounts.

#### *(g) Cash flow statement*

The Commons have taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that they are small entities.

#### *(h) Governance costs*

The nature of costs allocated to Governance is detailed in Note 6.

### 2. Tax Status of the Charities

West Wickham Common and Spring Park Wood Coulsdon and Other commons are registered charities and as such their income and gains are exempt from income tax to the extent that they are applied to their charitable objectives.

### 3. Indemnity Insurance

The City of London Corporation takes out indemnity insurance in respect of all its activities. The charities do not contribute to the cost of that insurance.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Notes to the Financial Statements for the year ended 31 March 2013**

**4. Incoming Resources**

Incoming resources are comprised as follows:

	2012/13 £	2011/12 £
<b>Incoming resources from generated funds</b>		
Grants	57,224	49,496
Donations	4,082	8,011
Grant from City of London Corporation	1,251,258	1,206,174
	<b>1,312,564</b>	1,263,681
<b>Incoming resources from charitable activities</b>		
Sale of goods, products and materials	13,792	11,712
Fees and charges	1,026	23,206
Rents	28,393	28,431
	<b>43,211</b>	63,349
<b>Total incoming resources</b>	<b>1,355,775</b>	1,327,030

**Grants**

Grants were received from the Rural Payments Agency and Natural England.

**Grant from City of London Corporation**

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities.

**Fees and Charges**

Charges are made to the public in respect of admission charges and licenses granted.

**5. Resources Expended**

Resources expended are analysed between activities undertaken directly and support costs as follows:

	Activities undertaken directly £	Support costs £	2012/13 £	2011/12 £
Charitable activities	1,150,027	128,438	<b>1,278,465</b>	1,244,657
Governance costs	-	77,310	<b>77,310</b>	82,373
<b>Total resources expended</b>	1,150,027	205,748	<b>1,355,775</b>	1,327,030

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 5. Resources Expended (continued)

No resources are expended by third parties to undertake charitable work on behalf of the charities.

#### **Charitable activities**

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of West Wickham Common and Spring Park Wood Coulsdon and Other Commons.

#### **Governance costs**

##### *General*

Governance costs relating to the general running of the charities, rather than specific activities within the charities, include strategic planning and costs associated with Trustee meetings. These costs are initially borne by the City of London Corporation and then charged to individual charities on the basis of time spent, as part of support costs, where appropriate.

##### *Auditor's remuneration and fees for external financial services*

The City of London's external auditor audits these charities as one of the numerous charities administered by the City of London Corporation. The City of London Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Commons during the year or in the previous year.

##### *Trustee's expenses*

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses were claimed in 2012/13 (2011/12: £Nil).



**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Notes to the Financial Statements for the year ended 31 March 2013**

**6. Support Costs**

The cost of administration, which includes the salaries and associated costs of officers of the City of London Corporation, together with premises and office expenses, is allocated by the City of London Corporation to the activities under its control, including these charities, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff and external consultants who work on a number of the City of London Corporation's activities. Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

	Charitable activities £	Governance £	2012/13 £	2011/12 £
<b>Department</b>				
Chamberlain	-	21,325	<b>21,325</b>	25,047
Comptroller & City Solicitor	-	13,779	<b>13,779</b>	16,923
Open Spaces Directorate	32,097	-	<b>32,097</b>	34,624
Town Clerk	-	21,970	<b>21,970</b>	23,859
City Surveyor	71,244	16,413	<b>87,657</b>	71,067
Information Systems	14,340	-	<b>14,340</b>	10,792
Other governance and support costs	10,757	3,823	<b>14,580</b>	20,798
<b>Total support costs</b>	128,438	77,310	<b>205,748</b>	203,110

The main support services provided by the City of London Corporation are:

<b>Chamberlain</b>	Accounting services, insurance, revenue collection, payments, financial systems and internal audit.
<b>Comptroller and City Solicitor</b>	Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.
<b>Open Spaces Directorate</b>	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each Open Space charity.
<b>Town Clerk</b>	Committee administration, management services, human resources, public relations, printing and stationery, emergency planning.
<b>City Surveyor</b>	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
<b>Information Systems</b>	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
<b>Other governance costs</b>	Contribution towards various costs including publishing the annual report and financial statements, central training, occupational health, union costs and the environmental and sustainability section.

**WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON  
AND OTHER COMMONS**

**Notes to the Financial Statements for the year ended 31 March 2013**

**7. Staff Numbers and Costs**

The full time equivalent number of staff employed by the City of London Corporation charged to West Wickham Common and Spring Park Wood Coulsdon and Other Commons in 2012/13 is 15 (2011/12 15) at a cost of £476,752 (2011/12 £475,305). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charities.

	No of employees	Gross Pay	Employers' National Insurance	Employers' Pension Contribution	Total
		£	£	£	£
2012/13 Charitable activities	15	378,647	29,650	68,455	<b>476,752</b>
2011/12 Charitable activities	15	381,606	28,040	65,659	<b>475,305</b>

No employees earned more than £60,000 during the year (2011/12 Nil).

**8. Heritage Assets**

Since 1892 the primary purpose of the Charity has been the preservation of the commons at West Wickham Common and Spring Park Wood Coulsdon and Other Commons for the recreation and enjoyment of the public. As set out in accounting policy 1(c), the original heritage land and buildings are not recognised in the Financial Statements.

Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and Other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and Other Commons Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and Other Commons can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

**9. Debtors**

The debtors figure consists of:

	2013 £	2012 £
Rental Debtors	<b>1,538</b>	7,247
Recoverable VAT	<b>15,153</b>	19,089
Other Debtors	<b>37,295</b>	16,300
<b>Total</b>	<b>53,986</b>	42,636

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 10. Creditors

The creditors figure consists of:

	2013 £	2012 £
Trade Creditors	6,368	8,289
Accruals	75,408	67,825
Other Creditors	839	-
Sundry Deposits	26,820	26,820
Receipts In Advance	7,532	7,533
<b>Total</b>	<b>116,967</b>	<b>110,467</b>

### 11. Pensions

The triennial valuation undertaken as at 31 March 2010 revealed a reduced funding level of 86% (from 87% in 2007). Following this valuation, the contribution rates to be applied for 2011/12, 2012/13 and 2013/14 are 17.5%.

In 2012/13, the total employer's contributions to the pension fund for staff employed on City's Cash activities (including West Wickham Common and Spring Park Wood Coulsdon and Other Commons) were £6.1m amounting to 17.5% of pensionable pay. The figures for 2011/12 were £6.0m and 17.5% of pensionable pay.

Although the Pension Fund is a defined benefit scheme, for the purpose of FRS 17 City's Cash (and therefore West Wickham Common and Spring Park Wood Coulsdon and Other Commons) is unable to identify its share of the underlying assets and liabilities. Consequently the pension arrangements are treated as a defined contributions scheme in the City's Cash and these accounts. The deficit of the scheme calculated in accordance with FRS 17 by independent consulting actuaries at 31 March 2013 is £342m (2011/12 £351m).

### 12. Related Party Transactions

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation as well as being the Trustee also provides management, surveying and administrative services for the charities. The costs incurred by the City of London Corporation in providing these services are charged to the charities. The City of London Corporation also provides banking services, allocating all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is set out in the Statement of Financial Activities under "Resources Expended" and an explanation of these services is set out in Note 6 for support costs of £205,748. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,251,258 as shown in Note 4 to the financial statements.

# WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

## Notes to the Financial Statements for the year ended 31 March 2013

### 12. Related Party Transactions (continued)

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with West Wickham Common and Spring Park Wood Coulsdon and Other Commons. A full list of other charitable trusts of which the City of London Corporation is trustee is available on application to the Chamberlain of the City of London.

Members of the City of London Corporation responsible for managing the Commons are required to comply with the Relevant Authority (model code of conduct) Order 2001 issued under the Local Government Act 2000 and the City of London Corporation's guidelines which require that:

- Members sign a declaration agreeing to abide by the City of London Corporation's code of conduct;
- a register of interests is maintained;
- pecuniary and non-pecuniary interests are declared during meetings; and
- Members do not participate in decisions where they have an interest.

There are corresponding arrangements for staff to recognise interests and avoid possible conflicts of those interests.

In this way, as a matter of policy and procedure, the City Corporation ensures that members and officers do not exercise control over decisions in which they have an interest. There are no material transactions with organisations related by virtue of members and officers interests which require separate reporting. Transactions are undertaken by the Commons on a normal commercial basis.