

*ASHTEAD COMMON*

*REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013*

**Charity Number: 1051510**

# ASHTEAD COMMON

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

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**ASHTEAD COMMON**  
**Trustee's Annual report for the year ended 31 March 2013**

**1. Reference and Administration Details**

Charity Name:	Ashtead Common
Registered Charity Number:	1051510
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 charity**

The Governing Document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

**Trustee Selection methods**

The Mayor, Commonalty and Citizens of London known as the City of London Corporation is the Trustee of Ashtead Common. Elected Aldermen and Members of the City of London Corporation are appointed to the committee governing Ashtead Common by the Court of Common Council of the City of London Corporation.

**Policies and procedures for the induction and training of trustee**

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

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**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 charity's 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 charity's 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 this charity 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 Ashtead Common Charity was established under the Corporation of London (Open Spaces) Act 1878 which states that the purpose of the charity is the preservation of the common at Ashtead for the recreation and enjoyment of the public.

Almost the entire open space is designated as a National Nature Reserve and Site of Special Scientific Interest.

Past land use has influenced the common, creating its rich ecological and cultural diversity. Today it is an important amenity resource for local people, who use the site for a variety of informal recreational and educational activities. Local people are actively encouraged to become involved as volunteers in all aspects of managing the common.

**ASHTEAD COMMON**  
**Trustee's Annual report for the year ended 31 March 2013**

**3. Objectives and Activities for the Public Benefit (continued)**

This charity is operated as part of the City of London Corporation's City's Cash. The City Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of the common at Ashtead for the recreation and enjoyment of the public.

**4. Achievements and Performance**

**Significant developments for 2012/13**

Ashtead Common is managed as part of the City Commons Division of the Open Spaces Department. In addition to managing the Ashtead Common charity, the City Commons Division is also responsible for the West Wickham Common and Spring Park Woods charity, and the Coulsdon and other Commons 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 the individual site management plans for the Commons.

At the heart of the Ashtead Common Management Plan is the recognition that 3 core elements, namely service provision, site protection and efficient service delivery, need to be fully integrated. The Management Plan reflects the requirement of the Corporation of London (Open Spaces) Act 1878 (the Governing Document) to protect the open space 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 conserve 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.

Ashtead Common was awarded a capital payment to implement the veteran oak pollard management programme. Approximately 150 trees were worked on during the autumn and winter months.

# ASHTEAD COMMON

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

### 4. Achievements and Performance (continued)

Volunteering across the 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 BTCV, and the Lower Mole and Downlands Countryside Management Projects to promote volunteering and champion local strategic partnerships.

The diversity of the Commons and extended catchment of 7 Open Spaces spread over a 30 mile area makes City Commons ideally placed to offer an exciting and varied programme of interpretative activities. During the year the Division provided over 100 walks, talks and events on subjects as varied as wildflower and grass identification, looking for glow worms, astronomy and the Roman villa on Ashtead Common. The division also facilitated a number of educational events during the course of the year, some of which were licensed activities and some that were directly led by the ranger team. Licences were issued on 18 occasions and there were 25 directly led educational events.

#### 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 Ashtead 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.*

## ASHTEAD COMMON

### 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 (continued)

- **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:

- Retention of the Green Flag Award and Green Heritage Site Award status.
- Scrub management work by volunteers and contractors resulted in the restoration of a 50% scrub/ grassland mix in Pine Field and significant improvements to Willow Field and Thorn Field.
- Sussex cattle were purchased at auction to create the first dedicated Ashtead herd. These animals were over-wintered at a local farm.
- Successional vegetation was managed along rides, footpaths and firebreaks to establish open grassy edges.
- The Common hosted the annual Ashtead Common 10k run in September.
- 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.

#### 5. Financial Review

##### Review of financial position

Income of £75,332 was received from grants (2011/12: £78,560), £2,868 from fees and charges (2011/12: £1,565), £265 from licences (2011/12: £265). No income was received from donations (2011/12: £792), from sale of goods, products and materials (2011/12: £32) and from the Barratt Bequest Trust in 2012/13 £nil (2011/12: £13,001). The Barratt Bequest Trust ceased to exist on 23 December 2011. The contribution towards running costs of the charity amounted to £485,384 (2011/12: £452,499). This cost was met by the City of London Corporation's City's Cash.

##### Reserves Policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Ashtead Common 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, this charity has no free reserves and a reserves policy is therefore inappropriate.

## ASHTEAD COMMON

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

#### 5. Financial Review (continued)

##### Investment Policy

The charity itself has no underlying supporting funds or investments and therefore there is no investment policy.

##### Going Concern

The Trustee considers the Common to be a going concern as detailed in note 1(b) of the accounting policies.

#### 6. Plans for Future Periods

The aims for 2013/14 are:

- ***Develop a meaningful Business Plan*** – change culture, structure and processes to achieve the City Commons vision
- ***Welcoming Site*** – Implement Ashtead's Entrance Audit to present a clear and consistent message to visitors
- ***Veteran trees*** – carry out halo release around veteran oak pollards and review crown reduction in light of condition assessment
- ***Bracken control*** – roll and mow areas restored as pasture and maintain routes designated as firebreaks
- ***Successional areas*** – continue scrub management to maintain favourable condition for breeding birds

#### 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 charity.
- **Balance Sheet** setting out the assets and liabilities of the charity.
- **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)*.



## **ASHTEAD COMMON**

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

#### **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 charity and enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and provisions of the charity's governing documents. The Trustee is also responsible for safeguarding the assets of the charity 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  
Guildhall, London

# ASHTEAD COMMON

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

We have audited the financial statements of Ashtead Common 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 charity's 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 charity's 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 charity's 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 charity's affairs as at 31 March 2013, and of its 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.

## ASHTEAD COMMON

### INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON (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.

## ASHTHEAD COMMON

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

		Unrestricted Fund	
	Notes	2012/13	2011/12
		£	£
<b>Incoming resources</b>			
Incoming resources from generated funds			
Voluntary income		77,537	92,353
Grant from City of London Corporation		485,384	452,499
Incoming resources from charitable activities		928	1,862
<b>Total incoming resources</b>	4	<b>563,849</b>	<b>546,714</b>
<b>Resources Expended</b>			
Charitable activities		518,729	501,943
Governance costs		45,120	44,771
<b>Total resources expended</b>	5	<b>563,849</b>	<b>546,714</b>
<b>Net movement in funds</b>		-	-
<b>Reconciliation of funds</b>			
Funds brought forward		-	-
<b>Funds carried forward</b>		<b>-</b>	<b>-</b>

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.

**ASHTHEAD COMMON**  
**Balance Sheet as at 31 March 2013**

	Notes	2013 £	2012 £
<b>Current Assets</b>			
Debtors	9	39,563	30,096
Cash at bank and in hand		-	4,269
		<u>39,563</u>	<u>34,365</u>
<b>Creditors: Amounts falling due within one year</b>	10	(39,563)	(34,365)
<b>Net Current Assets</b>		<u>-</u>	<u>-</u>
<b>The funds of the charity</b>			
Unrestricted income fund		-	-
<b>Total charity funds</b>		<u>-</u>	<u>-</u>

Approved and signed for an on behalf of the Trustee

Chris Bilisland  
Chamberlain of London

**ASHTEAD COMMON**  
**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 charity's 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 United Kingdom accounting standards.

**(b) Going Concern**

The governing documents place an obligation on the City of London Corporation to preserve the open space 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 to the period 2016/17 anticipates that adequate funding will be available to enable the Trust to continue to fulfil its obligations. On this basis the Trustee considers the Trust to be a going concern for the foreseeable future.

**(c) Fixed assets**

*Heritage Land and Associated Buildings*

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation of the Common at Ashtead for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers). The 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 entitled to be received.

*Voluntary income*

Voluntary income comprises government grants and contributions and is included in the Statement of Financial Activities when receivable.

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

**1. Accounting policies (continued)**

***(d) Incoming Resources (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 entitled to be received.

*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 and this income is recognised in the Statement of Financial Activities when it is due from the City of London Corporation's City's Cash.

*Rental income*

Rental income is included in the Charity's incoming resources for the year.

***(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 in 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 charity is unable to identify its 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 Trust has taken advantage of the exemption in Financial Reporting Standard 1 (Revised) from the requirement to produce a cash flow statement on the grounds that it is a small entity.

***(h) Governance costs***

The nature of costs allocated to Governance is detailed in note 5.

**2. Tax Status of the Charity**

Ashtead Common is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable objectives.

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

**3. Indemnity Insurance**

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

**4. Incoming Resources**

Incoming resources are comprised as follows:

	<b>2012/13</b> £	2011/12 £
<b>Incoming Resources from generated Funds</b>		
Grants	<b>75,332</b>	78,560
Contributions	-	-
Public Donations	-	792
Contribution from Barratt Bequest	-	13,001
Grant from City of London Corporation	<b>485,384</b>	452,499
	<b>560,716</b>	544,852
<b>Incoming resources from charitable activities</b>		
Sale of goods, products and materials	-	32
Fees and charges	<b>2,868</b>	1,565
Licences income	<b>265</b>	265
	<b>3,133</b>	1,862
<b>Total incoming resources</b>	<b>563,849</b>	546,714

**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 charity.



## ASHTEAD COMMON

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

#### 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 activity				
Preservation of Ashtead Common	485,877	32,852	<b>518,729</b>	501,943
Governance costs	-	45,120	<b>45,120</b>	44,771
<b>Total resources expended</b>	485,877	77,972	<b>563,849</b>	546,714

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

#### **Charitable activity**

Expenditure on the charitable activity includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Ashtead Common.

#### **Governance costs**

##### ***General***

Governance costs relating to the general running of the charity, rather than specific activities within the charity including 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 this charity 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 professional services were provided for the Charity during the year or in the previous year.

##### ***Trustee's expenses***

Members of the City of London Corporation are all 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).

## ASHTEAD COMMON

### 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 this charity, on the basis of employee time spent on the respective services. These expenses include the cost of administrative, 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 £	<b>2012/13</b> £	2011/12 £
<b>Department</b>				
Chamberlain	-	12,446	<b>12,446</b>	13,652
Comptroller & City Solicitor	-	8,042	<b>8,042</b>	9,097
Open Spaces Directorate	18,733	-	<b>18,733</b>	18,871
Town Clerk	-	12,822	<b>12,822</b>	13,005
City Surveyor	1,709	9,579	<b>11,288</b>	11,498
Information Systems	9,766	-	<b>9,766</b>	7,355
Other governance and support costs	2,644	2,231	<b>4,875</b>	6,768
<b>Total support costs</b>	<b>32,852</b>	<b>45,120</b>	<b>77,972</b>	<b>80,246</b>

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

<b>Chamberlain</b>	Accounting services, insurance, cashiers, 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 Spaces charity.
<b>Town Clerk</b>	Committee administration, management services, personnel services, 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.

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

**6. Support Costs (continued)**

<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 Support and Governance Costs</b>	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.

**7. Staff Numbers and Costs**

The full time equivalent number of staff employed by the City of London Corporation charged to Ashtead Common Trust in 2012/13 is 8 (2011/12:8) at a cost of £282,160 (2011/12: £267,506). The table below sets out the employment costs and the number of full time equivalent staff charged directly to the charity.

	No of employees	Gross Pay £	Employers' National Insurance £	Employers' Pension Contribution £	Total £
2012/13 Charitable activities	8	229,653	16,729	35,778	<b>282,160</b>
2011/12 Charitable activities	8	216,709	16,753	34,044	<b>267,506</b>

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

**8. Heritage Assets**

Since 1995 the primary purpose of the Charity has been the preservation of Ashtead Common 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 Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2010. Records of heritage assets owned and maintained by Ashtead Common can be obtained from the Director of Open Spaces at the principal address as set out on page 2.

## ASHTEAD COMMON

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

#### 9. Debtors

The debtors figure consists of:

	2013 £	2012 £
Recoverable VAT	4,551	3,160
Prepayments	656	1,366
Other Debtors	34,356	25,570
<b>Total</b>	<b>39,563</b>	<b>30,096</b>

#### 10. Creditors

The creditors figure consists of:

	2013 £	2012 £
Trade Creditors	1,925	2,000
Accruals	10,111	28,232
Other Creditors	5,679	1,000
Receipts In Advance	133	133
Sundry Deposits	3,000	3,000
Bank overdraft	18,715	-
<b>Total</b>	<b>39,563</b>	<b>34,365</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 Ashtead Common) 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 Ashtead Common) 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).

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

**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 charity. The costs incurred by the City of London Corporation in providing these services are charged to the charity. The City of London Corporation also provides banking services, allocating all transactions to the charity 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 £77,972. The City of London Corporation’s City’s Cash meets the deficit on running expenses of the charity. This amounted to £485,384 (2011/12: £452,499) as shown in Note 4 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. These Trusts do not undertake transactions with Ashtead Common. 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 Trust 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 Trust on a normal commercial basis.