

***HIGHGATE WOOD AND QUEEN'S PARK KILBURN***

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

**Charity Number: 232986**

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

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

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# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

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

### **1. Reference and Administration Details**

Charity Name:	Highgate Wood and Queen's Park Kilburn
Registered Charity Number:	232986
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**

The governing document is the Highgate and Kilburn Open Spaces Act 1886. 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 Highgate Wood and Queen's Park Kilburn. Elected Aldermen and Members of the City of London Corporation are appointed to the committee governing Highgate Wood and Queen's Park Kilburn 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 those various aspects of the City's activities, including those concerning Highgate Wood and Queen's Park Kilburn, as it considers necessary to enable the Members to efficiently carry out their duties.

#### **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 registered address.

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

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

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

#### **Details of related parties and wider networks**

Details of any related party transactions are disclosed in note 15 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.

Lands were transferred to the City of London Corporation under the powers conferred by the Highgate and Kilburn Open Spaces Act 1886. The purpose of the charity is the preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park Kilburn as Public Parks or Open Spaces, for the use by the public for exercise and recreation.

This charity is operated as a separate legal entity consolidated into the City of London Corporation's City's Cash. The City of London Corporation is committed to funding the ongoing net operational costs of the charity in accordance with the purpose, which is the preservation in perpetuity by the City of London Corporation of the open spaces known as Highgate Wood, Highgate and Queen's Park Kilburn as Public Parks or Open Spaces, for the use by the public for exercise and recreation.

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

### 4. Achievements and Performance

**Key Targets for 2012/13 and review of achievement were:**

#### **Highgate Wood:**

- Review of the organisational structure of Highgate Wood will commence to accommodate the necessary budgetary reductions in 2014.  
*During 2012 the focus was on determining a new roster for the team that would enable services to be delivered with a reduction in staffing levels. A new roster has now been prepared that will also involve changes in role for some staff so they move to a more generic role, rather than a specialist area of work.*
- Prepare draft plan, undertake wide public consultation and seek committee views before adopting Conservation Management Plan (CMP).  
*The draft CMP was prepared and submitted to the Consultative and management Committees in the early summer of 2012. During the late summer and autumn period consultation sessions were held in the Wood to ascertain the public's views about the Vision and key Policies within the CMP. At its meeting in January 2013 the Management Committee fully endorsed the Plan and approved as basis for management of the site over the ensuing 10 years.*
- Continue to monitor long term management of woodland, detailing the current issues with regard to ecology and compaction.  
*The survey this year proved to be challenging, mainly due to the late spring and almost total absence of defoliating caterpillars. The oak survey data gathered during June and early July, indicated that the trees were healthier over-all, but this was partly due to lack of defoliation, and later leaf emergence. It is recognised that it will take a number of years to accumulate sufficient data to reach any definitive conclusions on the long term impact of management practices.*
- Implement projects and develop services identified in obtaining grant funding to provide educational and biodiversity projects that support communities across Greater London.  
*The City Bridge Trust grant has provided the focus for natural play by means of the use of a temporary climbing structure as part of the summer programme, installed in conjunction with a specialist company. The programme of walks and talks focussing on environmental matters and awareness has taken place, along with participation in National Tree Week.*

#### **Queen's Park:**

- Review of the organisational structure of Queen's Park will commence to accommodate the necessary budgetary reductions in 2014.  
*During 2012 the focus was on determining a new roster for the team that would enable services to be delivered with a reduction in staffing levels. A new roster has now been prepared that will also involve changes in role for some staff so they move to a more generic role to support the work of the team.*
- Undertake procurement of lead consultant, establish working group, draft plan, undertake wide public consultation and seek committee views before adopting Conservation Management Plan (CMP).

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

## 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).

*Following a procurement exercise specialist consultants were appointed to lead the development of the CMP. A Working Group was also established in the summer of 2012 comprised of representatives from across the community with specific interest in the main themes of Heritage, Natural environment, Community, Recreation and Built Environment & Infrastructure. Subsequently two seminars were held to enable development of a clear Vision and underpinning policies for the site. The consultants have commenced preparation of the draft CMP*

- Develop and implement attractive and sustainable bedding schemes identified as part of the budget reviews.

*Works commenced to change the seasonal bedding displays in the Quiet Garden to sustainable plantings, resulting in a reduction in the number of gardening staff. These landscape changes have been supported by the local community.*

- Hold at least three outdoor cinema events during 2012 and raise additional income.

*The Lexi Cinema and their sister company, Where is the Nomad, had a successful season of three films in the park. The weather was perfect for the three outdoor films in August and September 2012 and attracted an average of 1,200 visitors to each showing.*

- Implement construction of two items of play equipment in Phase 1 of the play area development. Establish a Fund-Raising Group with the community and hold three events/meetings.

*Three items of play equipment were purchased and installed Timberwood Tangle, Cable Runway and a Pyramid Tower and Slide. The City of London Corporation were indebted to the Queen's Park Area Residents' Association and a local resident for their generous contribution towards these new items of equipment. A Fund Raising Group has been established to help to generate additional money to fund future phases of the project.*

- Implement projects and develop services identified in obtaining grant funding to provide educational and biodiversity projects that support communities across Greater London.

*The City Bridge Trust grant has provided the focus for natural play and consultation with users has been conducted to further develop the design of the playground to provide natural play elements. Education sessions have taken place at Queen's Park on the theme of environmental learning, along with further engagement with schools with regard to Pets' Corner and the links to environmental awareness.*

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

### 5. Financial Review

#### Review of financial position

Investment income received through interest of £4,850 (2011/12 £5,008), income received through fees, charges and interest was £61,817 (2011/12 £69,383), sales £1,220 (2011/12 nil) and rental income was £78,012 (2011/12 £76,830). The contribution towards the running costs of the charity amounted to £1,092,654 (2011/12 £1,177,767). This net cost was met by the City of London Corporation's City's Cash. Income from other grants, voluntary income and contributions was £105,850 (2011/12: £188,004).

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

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

### **5. Financial Review (continued)**

#### **Review of Financial position (continued)**

The land and original buildings integral to the operation of the charity are deemed to have been historically held in trust by this charity and the financial statements reflect this. These original assets of this open space are treated as heritage assets.

Additions to land and capital expenditure on buildings are included in the financial statements as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. The charity's balance sheet reflects its ownership of these fixed asset additions net of depreciation, represented by a designated income fund.

#### **Reserves Policy**

The charity is wholly supported by the City of London Corporation which is committed to maintaining and preserving Highgate Wood and Queen's Park Kilburn out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. The charity has a designated fund and details are set out in note 13 of the Notes to the financial statements.

#### **Investment Policy**

The charity's investments are held in units of the City of London Charities Pool. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio. The investments are managed by Artemis Investment Management Limited and in the year ended 31 December 2012 achieved a total return of 13.3%, which was a relative outperformance of 1.4% compared to its benchmark, the WM Unconstrained Charity Universe.

#### **Going Concern**

The Trustee considers the Trust to be a going concern. Please see note 1(b) to the Financial Statements.

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

### 6. Plans for Future Periods

#### The aims for 2013/14 for Queen's Park are:

- Reorganise Queen's Park operational structure to accommodate the necessary budgetary reductions.
- Undertake wide public consultation on the draft plan and seek committee views before adopting Conservation Management Plan.
- Review the Joint Consultative Committee structure and composition and implement approved changes.
- Hold at least four outdoor cinema events during 2013 and raise additional income. Host The Queen's Park Day event.
- Continue to develop the Fund-Raising Group with the community and hold 3 events/meetings. Strive to implement construction of 2 further items of play equipment in Phase 2A of the play area development.
- Implement projects and develop services identified in obtaining grant funding to provide educational and biodiversity projects that support communities across Greater London. Develop proposals for potential future funding.

### 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)*.



# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

## **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 document. 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

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

## **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

We have audited the financial statements of Highgate Wood and Queen's Park Kilburn for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 15. 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.

## **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF HIGHGATE WOOD AND QUEEN'S PARK KILBURN (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.

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

	Notes	Unrestricted Funds General Fund £	Designated Fund £	Restricted Fund £	2012/13 £	2011/12 £
<b>Incoming Resources</b>						
Incoming resources from generated funds						
Voluntary Income		30,950	-	79,750	<b>110,700</b>	193,012
Grant from City of London Corporation		1,092,654	-	-	<b>1,092,654</b>	1,177,767
Incoming resources from charitable activities		141,049	-	-	<b>141,049</b>	146,213
<b>Total incoming resources</b>	4	<u>1,264,653</u>	<u>-</u>	<u>79,750</u>	<b><u>1,344,403</u></b>	<u>1,516,992</u>
<b>Resources Expended</b>						
Charitable activities		1,197,014	16,488	85,661	<b>1,299,163</b>	1,354,940
Governance costs		67,639	-	-	<b>67,639</b>	64,382
<b>Total resources expended</b>	5	<u>1,264,653</u>	<u>16,488</u>	<u>85,661</u>	<b><u>1,366,802</u></b>	<u>1,419,322</u>
<b>Net (outgoing)/incoming resources before other recognised gains</b>		-	(16,488)	(5,911)	<b>(22,399)</b>	97,670
<b>Other recognised gains</b>						
Net gain on investments	10	16,846	-	-	<b>16,846</b>	11,231
<b>Net movement in funds</b>		<u>16,846</u>	<u>(16,488)</u>	<u>(5,911)</u>	<b><u>(5,553)</u></b>	<u>108,901</u>
<b>Reconciliation of funds</b>						
Funds brought forward	13	118,485	301,422	6,903	<b>426,810</b>	317,909
<b>Funds carried forward</b>	13	<u>135,331</u>	<u>284,934</u>	<u>992</u>	<b><u>421,257</u></b>	<u>426,810</u>

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.

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

## **Balance Sheet as at 31 March 2013**

	Notes	2013	2012
		£	£
<b>Fixed Assets</b>			
Tangible Fixed Assets	9	<b>284,934</b>	301,422
Investments – 18,718 Charities Pool Units	10	<b>135,331</b>	118,485
		<b>420,265</b>	419,907
<b>Current Assets</b>			
Debtors	11	<b>52,480</b>	45,977
Cash		<b>139,205</b>	219,157
		<b>191,685</b>	265,134
<b>Creditors: Amounts falling due within one year</b>	12	<b>(190,693)</b>	(258,231)
<b>Net Current Assets</b>		<b>992</b>	6,903
<b>Total Assets less Current Liabilities</b>		<b>421,257</b>	426,810
<b>The Funds of the Charity</b>			
<i>Unrestricted Income Funds</i>			
General Fund	13	<b>135,331</b>	118,485
Designated Funds	13	<b>284,934</b>	301,422
Restricted Income Fund	13	<b>992</b>	6,903
<b>Total Charity Funds</b>		<b>421,257</b>	426,810

Approved and signed for and on behalf of the Trustee

The notes at pages 13-24 form part of these accounts.

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Chris Bilsland  
Chamberlain of London

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

## **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 (except for investments recorded at valuation), 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 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 updated from City's Cash. The latest forecast for the period to 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, therefore has prepared the financial statements on the going concern basis.

#### ***(c) Fixed assets***

##### ***Heritage Land and Associated Buildings***

Highgate Wood and Queen's Park Kilburn comprise 315 hectares (780 acres) of land, together with associated buildings, located in the North London boroughs of Haringey and Brent respectively. The objectives of the charity are the preservation of Highgate Wood and Queen's Park Kilburn for the recreation and enjoyment of the public. Highgate Wood and Queen's Park Kilburn 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 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.

Additions to the original land and capital expenditure on buildings are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

### 1. Accounting Policies (continued)

#### *(c) Fixed assets (continued)*

##### *Tangible Fixed Assets*

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 15
Infrastructure	up to 10
Heavy vehicles and plant	up to 7
Computer systems	3 to 7
Cars and light vans	up to 5

#### *(d) Managed investments*

Investments are pooled with those from other City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31 March 2013. Other investments are valued annually at the middle market price at the close of business on 31 March 2013. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gain on investments at the balance sheet date is included in the Trust's funds.

The net gain on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1 April 2012 and 31 March 2013.

#### *(e) 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 of a contribution from investments and other grants.

##### *Volunteers*

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

##### *Grants received*

Grants are included in the Statement of Financial Activities in the financial year in which they are entitled to be received.

##### *Grant from City of London Corporation*

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 Charity's incoming resources for the year and amounts due but not received at the year end are included in debtors.

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

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

### **1. Accounting Policies (continued)**

#### ***(f) 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.

#### ***(g) Fund accounting***

The Trust may, at the Trustee's discretion, set aside funds, which would otherwise form part of general funds, for particular purposes. These funds are known as designated funds. The purposes of these funds are described in Note 13 to the accounts. Restricted funds are those received by Highgate Wood and Queen's Park Kilburn to be used only for the purpose set out in the conditions of the grant.

#### ***(h) 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 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.

#### ***(i) 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.

#### ***(j) Governance costs***

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

### **2. Tax Status of the Charity**

Highgate Wood and Queen's Park Kilburn 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.

### **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.



# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

## 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>		
Other Grants, Voluntary Income and Contributions	105,850	188,004
Interest	4,850	5,008
Grant from City of London Corporation	1,092,654	1,177,767
	<b>1,203,354</b>	1,370,779
<b>Incoming resources from charitable activities</b>		
Sales of products or materials	1,220	-
Fees and charges	61,817	69,383
Rental income	78,012	76,830
	<b>141,049</b>	146,213
<b>Total incoming resources</b>	<b>1,344,403</b>	1,516,992

#### Other Grants, Voluntary Income and Contributions

This includes funding from the City Bridge Trust of £79,750 to provide educational and biodiversity services to support communities within the Greater London area.

#### Fees and charges

The fees and charges income relates to income received for use of sports facilities, sports tuition fees and charges for filming within the open spaces.

#### Grant from City of London Corporation

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

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

## 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 activities	1,219,169	79,994	<b>1,299,163</b>	1,354,940
Governance costs	-	67,639	<b>67,639</b>	64,382
<b>Total resources expended</b>	1,219,169	147,633	<b>1,366,802</b>	1,419,322

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

#### Charitable activities

Expenditure on charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred as the running costs of Highgate Wood and Queen's Park Kilburn.

#### Governance costs

##### *General*

Governance costs relate to the general running of the charity, rather than specific activities within the charity and 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 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 its private funds. No other external financial services were provided for the Trust 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 have been claimed in the year (2011/12 £nil).

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

## 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 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	-	17,236	<b>17,236</b>	20,642
Comptroller & City Solicitor	-	9,321	<b>9,321</b>	8,939
Open Spaces Directorate	43,901	-	<b>43,901</b>	44,410
Town Clerk	-	21,969	<b>21,969</b>	24,411
City Surveyor	5,650	15,758	<b>21,408</b>	18,774
Information Systems	17,798	-	<b>17,798</b>	13,410
Other governance and support costs	12,645	3,355	<b>16,000</b>	22,183
<b>Total support costs</b>	<b>79,994</b>	<b>67,639</b>	<b>147,633</b>	<b>152,769</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 space charity.
<b>Town Clerk</b>	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

### 6. Support Costs (continued)

<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, 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 Highgate Wood and Queen's Park Kilburn in 2012/13 is 19 (2011/12 21) at a cost of £712,135 (2011/12 £737,351). 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 £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2012/13 Charitable activities	19	584,295	43,306	84,534	<b>712,135</b>
2011/12 Charitable activities	21	597,799	47,546	92,006	<b>737,351</b>

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

### 8. Heritage Assets

Since 1886 the primary purpose of the Charity has been the preservation of Highgate Wood and Queen's Park Kilburn 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 Highgate Wood and Queen's Park Kilburn are contained in the Highgate Wood and Queen's Park Kilburn Management Plan 2010. Records of heritage assets owned and maintained by Highgate Wood and Queen's Park Kilburn can be obtained from the Director of Open Spaces.

Additions to heritage land or buildings, where relevant information is available, are included at historic cost less accumulated depreciation in accordance with Note 1 (c).

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

### 9. Tangible Fixed Assets

At 31 March 2013 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £284,934 (31 March 2012 £301,422) as set out below.

	Land and Buildings £	Infrastructure £	Total £
<b><u>Cost</u></b>			
At 1 April 2012 and <b>31 March 2013</b>	166,388	257,130	<b>423,518</b>
<b><u>Accumulated depreciation</u></b>			
At 1 April 2012	22,724	99,372	<b>122,096</b>
Charge for year	3,341	13,147	<b>16,488</b>
<b>At 31 March 2013</b>	<b>26,065</b>	<b>112,519</b>	<b>138,584</b>
<b><u>Net book values</u></b>			
<b>At 31 March 2013</b>	<b>140,323</b>	<b>144,611</b>	<b>284,934</b>
At 31 March 2012	143,664	157,758	<b>301,422</b>

### 10. Fixed Asset Investments

The investments are held in the City of London Corporation Charities Pool as a registered UK charity with the Charities Commission (charity number 1021138) and are used internally by the City of London Corporation as a Unit trust.

The value of investments held by the charity is as follows:

	General Fund £	2013 £
Market Value 1 April	118,485	<b>118,485</b>
Gain for the year	16,846	<b>16,846</b>
<b>Market Value 31 March</b>	<b>135,331</b>	<b>135,331</b>
<b>Cost 31 March</b>	<b>107,254</b>	<b>107,254</b>
Units in Charities Pool	18,718	<b>18,718</b>

# HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

### 10. Fixed Asset Investments (continued)

The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio.

The Charities Pool is a UK registered unit trust.

### 11. Debtors

Debtors consist of amounts owing to the charity due within one year.

	<b>2013</b> £	<b>2012</b> £
Rental Debtors	26,148	24,038
Other Debtors	4,829	-
Payments in Advance	5,039	7,617
Recoverable VAT	16,464	14,322
<b>Total</b>	<b>52,480</b>	<b>45,977</b>

### 12. Creditors

Creditors consist of amounts owing by the charity due within one year.

	<b>2013</b> £	<b>2012</b> £
Trade Creditors	<b>14,954</b>	5,133
Accruals	<b>121,983</b>	185,003
Other Creditors	<b>300</b>	4,286
Sundry Deposits	<b>47,194</b>	46,500
Receipts In Advance	<b>6,262</b>	17,309
<b>Total</b>	<b>190,693</b>	258,231

**HIGHGATE WOOD AND QUEEN'S PARK KILBURN**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**13. Movement of Funds during the year to 31 March 2013**

	Balance at 1 April 2012	Incoming Resources	Outgoing Resources	Net incoming/ (outgoing) resources	Balance at 31 March 2013
	£	£	£	£	£
<b>Unrestricted Funds</b>					
<i>General Funds</i>					
Investments	118,485	16,846	-	16,846	<b>135,331</b>
<i>Designated Funds</i>					
Capital Adjustment Account	301,422	-	(16,488)	(16,488)	<b>284,934</b>
<b>Total Unrestricted Funds</b>	<b>419,907</b>	<b>16,846</b>	<b>(16,488)</b>	<b>358</b>	<b>420,265</b>
<b>Restricted Funds</b>					
City Bridge Trust funding	6,903	79,750	(85,661)	(5,911)	<b>992</b>
<b>Total Restricted Funds</b>	<b>6,903</b>	<b>79,750</b>	<b>(85,661)</b>	<b>(5,911)</b>	<b>992</b>
<b>Total Funds</b>	<b>426,810</b>	<b>96,596</b>	<b>(102,149)</b>	<b>(5,553)</b>	<b>421,257</b>

**Notes to the funds**

***Unrestricted funds***

1) *General funds*

Consisting of Charities Pool units following the transfer of the assets from the Ward's People's Recreation Ground Fund to Highgate Wood and Queen's Park Kilburn on 10 August 2011.

2) *Designated funds*

Designated funds consist of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

***Restricted funds***

3) *City Bridge Trust*

Funding from the City Bridge Trust to provide educational and biodiversity services to support communities within the Greater London area.

# **HIGHGATE WOOD AND QUEEN'S PARK KILBURN**

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

### **14. 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 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 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).

### **15. 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 £147,633. The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,092,654 (2011/12: £1,177,767) 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 Highgate Wood and Queen's Park Kilburn with the exception of the City Bridge Trust (Charity number 1035628). 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.



**HIGHGATE WOOD AND QUEEN'S PARK KILBURN**  
**Notes to the Financial Statements for the year ended 31 March 2013**

**15. Related Party Transactions (continued)**

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;
- 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 of London 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.