

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

***REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014  
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  
2014**

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

## Trustee's Annual Report for the year ended 31 March 2014

### 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:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

### 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 2014

### 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 14 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 2014

### 4. Achievements and Performance

#### **Significant developments for 2013/14:**

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.

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 management plans is the recognition that three core elements, 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 seven 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.

Volunteering across the City Commons continues to flourish, with six directly supported groups undertaking work across all seven 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 Trust for Conservation Volunteers (formerly BTCV), Croydon Conservation Volunteers and a number of corporate volunteers groups to achieve a total of over 11,000 volunteer hours, 6,000 of which were on the West Wickham and Coulsdon Commons. The division continues to support TCV, 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 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 130 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. At the West Wickham and Coulsdon Commons licenses were issued on 16 occasions and there were 110 directly led health walks and educational events.

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

## Trustee's Annual Report for the year ended 31 March 2014

### 4. Achievements and Performance (continued)

#### Key targets for 2013/14 and review of achievement

The key targets for 2013/14 together with their outcomes were:

- Develop a meaningful Business Plan - change culture, structure and processes to achieve the City Common vision.* A new structure and processes were established to ensure the service is the right shape to deliver its objectives.
- Kenley Revival – apply for Heritage Lottery funding to conserve and interpret the wartime features on Kenley Common.* A first-round pass was achieved to secure grant funding to develop the project in detail prior to a second-round application to be submitted in December 2014.
- Limewood Project – plan, fund and deliver a project to regenerate Small –Leaved Lime coppice at Spring Park.* Project successfully achieved, including the use of heavy horses to remove cut timber.
- 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.* This year management program successfully achieved.

#### A review of other achievements:

- Retention of Green Flag Awards for all Commons
- Kenley Common and Farthing Downs achieved Green Heritage Awards
- A program of weekly health walks was maintained throughout the year
- Students from Riddlesdown Collegiate regularly contributed to the management of Riddlesdown, through projects such as planting Juniper trees
- Tree wardens were recruited and supported to monitor tree health and check for diseases
- A number of corporate volunteer groups helped manage Farthing Downs
- A successful Fun Day drew in crowds at Kenley Common
- The herd of Sussex Cattle went to Epping Forest to overwinter as part of a joint arrangement to share resources
- More interpretation panels were added to the Kenley Heritage Trail

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 2014

### 5. Financial Review

#### Review of financial position

Income of £86,129 (2012/13 £76,124) was received from grants, donations, other contributions fees and charges and sales and £29,576 (2012/13 £28,393) from rents. The contribution towards the running costs of the charity amounted to £992,396 (2012/13 £1,251,258). 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.

#### 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 2014/15 are:

- Kenley Revival HLF Project – submit a second-round application to secure funding to implement the project
- Conservation grazing – implement the business plan to manage conservation grazing on the Coulsdon Commons
- Grassland restoration – restore open areas on Farthing Downs, Kenley and Riddlesdown
- Boundaries – review boundaries on all open spaces to ensure site protection and safety
- Small-leaved Lime Project – plan and deliver the second phase of this project on Spring Park

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

## Trustee's Annual Report for the year ended 31 March 2014

### 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 on 23 July 2014.

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

J.P. Mayhew  
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 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 14. 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 trustees, as a body, in accordance with Chapter 3 of Part 8 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 trustees those matters we are required to state to them 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 its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 7, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 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 (APB'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 trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2014, 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.

**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 Trustees' 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.

Moore Stephens LLP

Statutory Auditor

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

150 Aldersgate Street  
London  
EC1A 4AB

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

**Statement of Financial Activities for the year ended 31 March 2014**

	Notes	Unrestricted Fund		2013/14 £	2012/13 £
		General Fund	Designated Fund		
		£	£		
<b>Incoming Resources</b>					
Incoming resources from generated funds					
Voluntary income		63,495	5,375	<b>68,870</b>	61,306
Grant from City of London Corporation		985,876	6,520	<b>992,396</b>	1,251,258
Incoming resources from charitable activities		46,835	-	<b>46,835</b>	43,211
<b>Total incoming resources</b>	4	<b>1,096,206</b>	<b>11,895</b>	<b>1,108,101</b>	<b>1,355,775</b>
<b>Resources Expended</b>					
Charitable activities		1,010,135	-	<b>1,010,135</b>	1,278,465
Governance costs		86,071	-	<b>86,071</b>	77,310
<b>Total resources expended</b>	5	<b>1,096,206</b>	<b>-</b>	<b>1,096,206</b>	<b>1,355,775</b>
<b>Net incoming/(outgoing) resources before transfers</b>		-	11,895	<b>11,895</b>	-
Transfers (to)/from designated funds		-	-	-	-
<b>Net incoming/(outgoing) resources for the financial year</b>		-	11,895	<b>11,895</b>	-
<b>Net movement in funds</b>		-	-	-	-
<b>Reconciliation of funds</b>					
Funds brought forward		-	-	-	-
<b>Funds carried forward</b>	12	<b>-</b>	<b>11,895</b>	<b>11,895</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.

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

**Balance Sheet as at 31 March 2014**

	Notes	2013/14 £	2012/13 £
<b>Fixed Assets</b>			
Tangible Fixed Assets	9	11,895	-
<b>Current Assets</b>			
Debtors	10	32,267	53,986
Cash at bank and in hand		76,489	62,981
		<u>108,756</u>	<u>116,967</u>
<b>Creditors: Amounts falling due within one year</b>	11	<b>(108,756)</b>	(116,967)
<b>Net Current Assets</b>		<u>-</u>	<u>-</u>
<b>Total Assets Less Current Liabilities</b>		<u>11,895</u>	<u>-</u>
<b>The funds of the charity</b>			
Unrestricted income fund			
Designated Funds	12	11,895	-
<b>Total Charity Funds</b>		<u>11,895</u>	<u>-</u>

Approved and signed for and on behalf of the Trustee

The notes at pages 12 to 22 form part of these accounts.

\_\_\_\_\_  
Dr Peter Kane  
Chamberlain of London  
23<sup>rd</sup> July 2014

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

## Notes to the Financial Statements for the year ended 31 March 2014

### 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.

Activity is accounted for in the year that it takes place on an accruals basis, not simply when cash payments are made or received. In particular, where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

#### *(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 2017/18, 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.

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

**Notes to the Financial Statements for the year ended 31 March 2014**

**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	20
Heavy vehicles and plant	7
Computer systems	3 to 7
Cars and light vans	5

**(d) Recognition**

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalized provided that the expenditure is material (generally in excess of £50,000) and the asset yields benefits to the City of London, and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged directly within service costs.

**(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 due.

***Voluntary income***

Voluntary income comprises public donations and government grants.

***Volunteers***

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

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

## Notes to the Financial Statements for the year ended 31 March 2014

### 1. Accounting Policies (continued)

#### *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.

#### *(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) 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.

#### *(h) 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 12 to the accounts.

#### *(i) 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.

#### *(j) 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 2014**

**4. Incoming Resources**

Incoming resources are comprised as follows:

	<b>Unrestricted Funds £</b>	<b>Designated Funds £</b>	<b>2013/14 £</b>	<b>2012/13 £</b>
<b>Incoming resources from generated funds</b>				
Grants	52,146	5,375	<b>57,521</b>	57,224
Donations	4,048		<b>4,048</b>	4,082
Other Contributions	7,301		<b>7,301</b>	-
	63,495	5,375	<b>68,870</b>	61,306
Grant from City of London Corporation	985,876	6,520	<b>992,396</b>	1,251,258
	1,049,371	11,895	<b>1,061,266</b>	1,312,564
<b>Incoming resources from charitable activities</b>				
Sale of goods, products and materials	16,991		<b>16,991</b>	13,792
Fees and charges	268		<b>268</b>	1,026
Rents	29,576		<b>29,576</b>	28,393
	46,835		<b>46,835</b>	43,211
<b>Total incoming resources</b>	<b>1,096,206</b>	<b>11,895</b>	<b>1,108,101</b>	<b>1,355,775</b>

**Grants**

Grants were received from the Rural Payments Agency, Natural England and Heritage Lottery Funding.

**Other Contributions**

A contribution of £7,301 from SITA UK Limited was received to restore a stand of small leaved lime by coppicing it at Spring Park.

**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.



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

**Notes to the Financial Statements for the year ended 31 March 2014**

**5. Resources Expended**

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

	<b>Activities undertaken directly</b>	<b>Support costs</b>	<b>2013/14</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Charitable activities	923,116	87,019	1,010,135	1,278,465
Governance costs	-	86,071	86,071	77,310
<b>Total resources expended</b>	<b>923,116</b>	<b>173,090</b>	<b>1,096,206</b>	<b>1,355,775</b>

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***

Moore Stephens are the auditors of the City of London City's Cash. 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 2013/14 (2012/13: £Nil).

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

**Notes to the Financial Statements for the year ended 31 March 2014**

**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:

	<b>Charitable activities</b>	<b>Governance</b>	<b>2013/14</b>	<b>2012/13</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Department</b>				
Chamberlain	-	25,965	25,965	21,325
Comptroller & City Solicitor	-	14,496	14,496	13,779
Open Spaces Directorate	39,271	-	39,271	32,097
Town Clerk	-	22,924	22,924	21,970
City Surveyor	21,118	18,318	39,436	87,657
Information Systems	18,150	-	18,150	14,340
Other governance and support costs	8,480	4,368	12,848	14,580
<b>Total support costs</b>	<b>87,019</b>	<b>86,071</b>	<b>173,090</b>	<b>205,748</b>

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 2014**

**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 2013/14 is 14 (2012/13 15) at a cost of £448,737 (2012/13 £476,752). 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 £
2013/14 Charitable activities	14	355,357	27,148	66,232	<b>448,737</b>
2012/13 Charitable activities	15	378,647	29,650	68,455	<b>476,752</b>

No employees earned more than £60,000 during the year (2012/13 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.

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

**Notes to the Financial Statements for the year ended 31 March 2014**

**9. Tangible Fixed Assets**

At 31 March 2014 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £11,895 (31 March 2013: £Nil) as set out below. All tangible fixed assets are held by West Wickham and Spring Park Wood Coulsdon and Other Commons.

	Infrastructure (WIP) £	Total £
<b><u>Cost</u></b>		
At 1 April 2013		
Additions	11,895	<b>11,895</b>
<b>At 31 March 2014</b>	<b>11,895</b>	<b>11,895</b>
<b><u>Accumulated depreciation</u></b>		
At 1 April 2013	-	-
Charge for year	-	-
<b>At 31 March 2014</b>	<b>-</b>	<b>-</b>
<b><u>Net Book Values</u></b>		
<b>At 31 March 2014</b>	<b>11,895</b>	<b>11,895</b>
At 31 March 2013	-	-

**10. Debtors**

The debtors figure consists of:

	<b>2013/14</b> £	<b>2012/13</b> £
Rental Debtors	418	1,538
Recoverable VAT	18,496	15,153
Other Debtors	13,353	37,295
<b>Total</b>	<b>32,267</b>	<b>53,986</b>

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

**Notes to the Financial Statements for the year ended 31 March 2014**

**11. Creditors**

The creditors figure consists of:

	<b>2013/14</b>	<b>2012/13</b>
	£	£
Trade Creditors	25,535	6,368
Accruals	25,411	75,408
Other Creditors	184	839
Sundry Deposits	26,820	26,820
Receipts In Advance	30,806	7,532
<b>Total</b>	<b>108,756</b>	<b>116,967</b>

**12. Movement of Funds during the year 31 March 2013**

	Balance at 1 April 2013	Net Incoming/ (outgoing) resources	<b>Balance at 31 March 2014</b>
	£	£	£
<b>Unrestricted Income</b>	-	-	-
<b>Capital Reserve Fund</b>	-	11,895	<b>11,895</b>
<b>Total Funds</b>	-	11,895	<b>11,895</b>

**Designated funds**

*Capital Reserve Fund – Heritage Lottery Fund Kenley Revival Project*

The Kenley Revival Project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

Capital Reserve Account consists of fixed assets at historic cost less accumulated depreciation in accordance with Note 1 (c).

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

### **Notes to the Financial Statements for the year ended 31 March 2014**

#### **13. Pensions**

Following the statutory triennial valuation of the pension fund as at 31st March 2013, completed by independent consulting actuaries, an employer's contribution rate of 17.5% has been applied for 2014/15, 2015/16 and 2016/17.

In 2013/14, employer's contributions to the scheme for staff engaged on City's Cash activities was £8.6m (2012/13 £8.5m). There are no outstanding or pre-paid contributions at the balance sheet date.

The deficit of the scheme at 31 March 2014 is £401m (2012/13 £342m) as calculated in accordance with FRS17 disclosures.

#### **14. 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 £173,090 (2012/13: £205,748). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £992,396 (2012/13: £1,251,258) 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 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.

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

**Notes to the Financial Statements for the year ended 31 March 2014**

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

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.