

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

Charity Number: 232986

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual Report and Financial Statements for the year ended 31 March 2014

Contents	Page
Trustee's Annual Report	2-8
Independent Auditor's Report	9-10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13-24

HIGHGATE WOOD AND QUEEN'S PARK KILBURN Trustee's Annual report for the year ended 31 March 2014

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:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

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 2014

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.

4. Achievements and Performance

Key Targets for 2013/14 and review of achievement were:

Highgate Wood:

- **Reorganise Highgate Wood operational structure to accommodate the necessary budgetary reductions.**

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

Achievements and Performance (continued)

Key Targets for 2013/14 and review of achievement (continued).

Staffing structures have been revised to provide a team which are able to meet the needs of the service within the available resources available; this has taken place following staff consultation and will continue to be monitored.

- **Finalise the Conservation Management Plan and make it widely available to the public via a variety of appropriate mediums.**

This has been completed and will provide a firm foundation for the continued management of the site. A summary document has been drafted and the final version will be put forward for committee approval in April.

- **Continue to monitor long term management of woodland, detailing the current issues with regard to ecology and compaction.**

A database of survey work has been developed and will continue to be maintained and added to on an on-going basis.

- **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.**

The Highgate Wood Management team are currently assembling a Heritage Lottery Fund application for the housing and display of a Roman Kiln that was discovered within the wood in the late 1960's. This project is being supported by the Museum of London and London Borough of Haringey.

- **Investigate the opportunities for the installation of photo voltaic cells, on the roof of the Machine Shed, to generate electricity for the site.**

Photo voltaic cells have been installed, following investigations and the granting of the necessary planning permission. The outputs and savings generated will be monitored and this will provide a model for further initiatives across the division.

Queen's Park:

- **Reorganise Queen's Park operational structure to accommodate the necessary budgetary reductions.**

The reorganised staffing structures have been prepared and will be implemented in the coming year. Plans to ensure that the site is managed within the financial limits are in place, with the final structure following.

- **Undertake wide public consultation on the draft plan and seek committee views before adopting Conservation Management Plan.**

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

Achievements and Performance (continued)

Key Targets for 2013/14 and review of achievement (continued).

Consultation has taken place with respect to the CMP which has provided valuable input to the document. The CMP will be adopted the summer of 2014.

- **Review the Joint Consultative Committee structure and composition and implement approved changes.**

Local user groups have been identified. Further consultation will be carried out to pursue the issue of greater representation on the Committee. One local organisation that the group are keen to involve is the Kensal to Kilburn Transition Town, given they maintain a vegetable plot in the Park.

- **Hold at least four outdoor cinema events during 2013 and raise additional income. Host The Queen's Park Day event.**

Where is the Nomad 'outdoor cinema' has again had a successful season at Queen's Park, showing 4 films, with 1,600 visitors attending.

The Queen's Park Day was a successful and positive community event, which provided an opportunity to work in partnership with the Queen's Park Area Residents Association. 7,000 people attended this popular day in the calendar on wet September day, where wide range of events are were provided including Musical Entertainment, a Dog Show and Birds of Prey.

- **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.**

The development of phase 2a the playground is almost complete and a cradle nest swing, hexagonal tyre swing and a rotating disc will be installed. The facility will be open for Easter and a launch event in conjunction with the Hampstead Heath education team will be held. Support in kind has been offered by the Queen's Park Area Residents Association and members of the local community who will offer volunteer time to assist with the planting out of plants and trees in the play area. Regular meetings take place with representatives from the Area Residents Association.

- **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.**

The Animal Attendant has been working with the Hampstead Heath Education Officer and has developed a number of lessons plans to be used in the Children's Farm. Local schools are already invited to use the park. It is planned that formal lessons are delivered by Park staff. An expression of interest has been made via the Rethinking Parks project with a view of increasing event income from events in the park.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Trustee's Annual report for the year ended 31 March 2014

5. Financial Review

Review of financial position

Investment income received through interest of £5,712 (2012/13 £4,850), income from other grants, involuntary income and contributions was £79,750 (2012/13 £105,850), income received through fees, charges and interest was £63,350 (2012/13 £61,817), sales nil (2012/13 £1,220) and rental income was £75,988 (2012/13 £78,012). The contribution towards the running costs of the charity amounted to £1,195,823 (2012/13 £1,092,654). This net cost was met by the City of London Corporation's City's Cash.

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 a restricted fund the 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 majority of the surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. 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 LLP and in the year ended 31 December 2013 achieved a total return of 24.2%, which was a relative outperformance of 6.9% 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 2014

6. Plans for Future Periods

The aims for 2014/15 for Highgate Wood are:

- Installation of a low maintenance safety surface in the Highgate Wood Playground.
- Development of the Information Hut and partnership working with respect to the HLF bid for the relocation of the Roman Kiln to Highgate Wood from Bruce Castle Museum.

The aims for 2014/15 for Queen's Park are:

- Continue to develop the Fund-Raising Group with the community and hold 3 events/meetings. Strive to implement construction of 1 further item of play equipment in Phase 3 of the play area development.
- Continue to hold outdoor cinema events in the park and consider other event opportunities.
- Develop and implement an Annual Work Programme for the Park and its facilities.
- Continue to work with the local community and develop a volunteering programme in the park to support the on-going maintenance.

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)*.

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;

**HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Trustee's Annual report for the year ended 31 March 2014**

Statement of Trustee's Responsibilities (continued).

- 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 to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the charity's governing document. It 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 on 23 July 2014.

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

Jeremy Mayhew
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 2014 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 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 pages 7 and 8, 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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

Opinion on financial statements (continued)

- have been prepared in accordance with the requirements of the Charities Act 2011.

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

Statement of Financial Activities for the year ended 31 March 2014

	Notes	Unrestricted Funds			2013/14	2012/13
		General Fund	Designated Fund	Restricted Fund		
		£	£	£		
Incoming Resources						
Incoming resources from generated funds						
Voluntary Income		5,782	-	79,750	85,532	110,700
Grant from City of London Corporation		1,195,823	-	-	1,195,823	1,092,654
Incoming resources from charitable activities		139,338	-	-	139,338	141,049
Total incoming resources	4	1,340,943	-	79,750	1,420,693	1,344,403
Resources Expended						
Charitable activities		1,263,887	16,488	56,353	1,336,728	1,299,163
Governance costs		77,056	-	-	77,056	67,639
Total resources expended	5	1,340,943	16,488	56,353	1,413,784	1,366,802
Net incoming/(outgoing) resources before other recognised gains		-	(16,488)	23,397	6,909	(22,399)
Other recognised gains						
Net gain on investments	10	9,921	-	-	9,921	16,846
Net movement in funds		9,921	(16,488)	23,397	16,830	(5,553)
Reconciliation of funds						
Funds brought forward	13	135,331	284,934	992	421,257	426,810
Funds carried forward	13	145,252	268,446	24,389	438,087	421,257

All operations are continuing.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Balance Sheet as at 31 March 2014

	Notes	2014	2013
		£	£
Fixed Assets			
Tangible Fixed Assets	9	268,446	284,934
Investments – 18,718 Charities Pool Units	10	145,252	135,331
		413,698	420,265
Current Assets			
Debtors	11	43,302	52,480
Cash		213,979	139,205
		257,281	191,685
Creditors: Amounts falling due within one year	12	(232,892)	(190,693)
Net Current Assets		24,389	992
Total Assets less Current Liabilities		438,087	421,257
The Funds of the Charity			
<i>Unrestricted Income Funds</i>			
General Fund	13	145,252	135,331
Designated Funds	13	268,446	284,934
Restricted Income Fund	13	24,389	992
Total Charity Funds		438,087	421,257

Approved and signed for and on behalf of the Trustee

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

Dr Peter Kane
Chamberlain of London
23rd July 2014

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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 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.

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 updated from City's Cash. The latest forecast for the period to 2017/18 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 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	up to 20
Heavy vehicles and plant	up to 7
Computer systems	3 to 7
Cars and light vans	up to 5

(d) Recognition

Expenditure on the acquisition, creation or enhancement of property, plant and equipment is capitalised 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) 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 2014. Other investments are valued annually at the middle market price at the close of business on 31 March 2014. 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 2013 and 31 March 2014.

(f) 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.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

1. Accounting Policies (continued).

(f) Incoming Resources (continued)

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.

(g) 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.

(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 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.

(i) 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.

(j) 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.

(k) Governance Costs

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

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

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.

4. Incoming Resources

Incoming resources are comprised as follows:

	2013/14 £	2012/13 £
Incoming resources from generated funds		
Other Grants, Voluntary Income and Contributions	79,750	105,850
Donations	70	-
Interest	5,712	4,850
Grant from City of London Corporation	1,195,823	1,092,654
	1,281,355	1,203,354
Incoming resources from charitable activities		
Sales of products or materials	-	1,220
Fees and charges	63,350	61,817
Rental income	75,988	78,012
	139,338	141,049
Total incoming resources	1,420,693	1,344,403

Other Grants, Voluntary Income and Contributions

The 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 2014

5. Resources Expended

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

	Activities undertaken directly £	Support costs £	2013/14 £	2012/13 £
Charitable activities	1,244,949	91,779	1,336,728	1,299,163
Governance costs	-	77,056	77,056	67,639
Total resources expended	1,244,949	168,835	1,413,784	1,366,802

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

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 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 (2012/13 £nil).

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
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 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 £	2013/14 £	2012/13 £
Department		-		
Chamberlain	-	21,919	21,919	17,236
Comptroller & City Solicitor	-	11,551	11,551	9,321
Open Spaces Directorate	51,061	-	51,061	43,901
Town Clerk	-	21,621	21,621	21,969
City Surveyor	7,582	18,118	25,700	21,408
Information Systems	22,562	-	22,562	17,798
Other governance and support costs	10,574	3,847	14,421	16,000
Total support costs	91,779	77,056	168,835	147,633

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

Chamberlain Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.

Comptroller and City Solicitor Property, litigation, contracts, public law and administration of commercial rents and City of London Corporation records.

Open Spaces Directorate 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.

Town Clerk 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 2014

6. Support Costs (Continued)

City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	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.
Other governance costs	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 2013/14 is 18 (2012/13 19) at a cost of £711,421 (2012/13 £712,135). 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 £
2013/14 Charitable activities	18	576,845	43,812	90,764	711,421
2012/13 Charitable activities	19	584,295	43,306	84,534	712,135

No staff earned more than £60,000 during the year (2012/13 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 2014

9. Tangible Fixed Assets

At 31 March 2014 the net book value of tangible fixed assets relating to direct charitable purposes amounts to £268,446 (31 March 2013 £284,935) as set out below.

	Land and Buildings £	Infrastructure £	Total £
<u>Cost</u>			
Balance at 31 March 2013	166,388	257,130	423,518
Additions	-	-	-
At 31 March 2014	166,388	257,130	423,518
<u>Accumulated depreciation</u>			
Balance at 31 March 2013	26,065	112,519	138,584
Charge for year	3,341	13,147	16,488
At 31 March 2014	29,406	125,666	155,072
<u>Net book values</u>			
Balance at 31/03/2013	140,323	144,612	284,935
At 31 March 2014	136,982	131,464	268,446

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 £	2014 £	2013 £
Market Value 1 April	135,331	135,331	118,485
Acquisitions	-	-	-
Gain for the year	9,921	9,921	16,846
Market Value 31 March	145,252	145,252	135,331
Cost 31 March	107,254	107,254	107,254
Units in Charities Pool	18,718	18,718	18,718

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

10. Fixed Asset Investments (continued)

The majority of the surplus funds are invested with the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. 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.

The geographical spread of listed investments at 31 March was as follows:

	2014	2013
	£	£
Equities		
UK	108,068	105,558
Overseas	27,888	21,247
Bonds - UK	4,067	4,872
Pooled Units - UK	1,888	1,353
Cash held by Fund Manager	3,341	2,301
Total Funds	145,252	135,331

11. Debtors

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

	2014	2013
	£	£
Rental Debtors	28,800	26,148
Other Debtors	1,506	4,829
Payments in Advance	4,992	5,039
Recoverable VAT	8,004	16,464
Total	43,302	52,480

HIGHGATE WOOD AND QUEEN'S PARK KILBURN
Notes to the Financial Statements for the year ended 31 March 2014

12. Creditors

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

	2014 £	2013 £
Trade Creditors	14,308	14,954
Accruals	158,017	121,983
Other Creditors	7,121	300
Sundry Deposits	47,194	47,194
Receipts In Advance	6,252	6,262
Total	232,892	190,693

13. Movement of Funds during the year to 31 March 2014

	Balance at 1 April 2013 £	Incoming Resources £	Outgoing Resources £	Net incoming/ (outgoing) resources £	Balance at 31 March 2014 £
Unrestricted Funds					
<i>General Funds</i>					
Investments	135,331	9,921	-	9,921	145,252
	135,331	9,921	-	9,921	145,252
<i>Designated Funds</i>					
Capital Adjustment Account	284,934	-	(16,488)	(16,488)	268,446
	284,934	-	(16,488)	(16,488)	268,446
Total Unrestricted Funds	420,265	9,921	(16,488)	(6,567)	413,698
Restricted Funds					
City Bridge Trust funding	992	79,750	(56,353)	23,397	24,389
Total Restricted Funds	992	79,750	(56,353)	23,397	24,389
Total Funds	421,257	89,671	(72,841)	16,830	438,087

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

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. 2013/14 is the third year of a three year grant.

14. 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.

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 £168,835 (2012/13: £147,633). The City of London Corporation's City's Cash meets the deficit on running expenses of the charity. This amounted to £1,195,823 (2012/13: £1,092,654) as shown in note 4 to the financial statements.

HIGHGATE WOOD AND QUEEN'S PARK KILBURN

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

15. Related Party Transactions (continued)

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with 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.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. Investment income consists of distribution from the Charities Pool and interest receivable on cash balances. Investment income of £5,718 was earned during the year (2012/13: £4,850).

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.