

WIMBLEDON AND PUTNEY COMMONS CONSERVATORS

**REPORT OF THE TRUSTEES
AND**

**AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2013**

FOR

THE WIMBLEDON AND PUTNEY COMMONS ACT 1871

REGISTERED CHARITY NUMBER: 303167

ANOVA CHARTERED ACCOUNTANTS
& REGISTERED AUDITORS
Anova House
Wickhurst Lane
Broadbridge Heath
Horsham
West Sussex, RH12 3LZ

**Wimbledon and Putney Commons
Conservators**

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for the Year Ended 31 March 2013**

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**Wimbledon and Putney Commons
Conservators**

**Report of the Trustees
for the Year Ended 31 March 2013**

The trustees present their report with the financial statements of the Charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

303167

Principal address

Manor Cottage
Wimbledon Common
London
SW19 5NR

Trustees

Mr David Devons (<i>Vice – Chairman until 8/4/2013 and thereafter Chairman</i>)	-	Re-elected 4/4/2012
Sir Ian Andrews (Appointed by Secretary of State for Defence)	-	Re-appointed 1/5/2012
Mrs Diana de Coverly-Veale	-	Retired 4/4/2012
Mrs Jenny Evanson	-	Elected 4/4/2012
Mr Derek Frampton (Appointed by Home Secretary)	-	Re-appointed tbc
Mr John Horrocks	-	Re-elected 4/4/2012
Mr Norman Plastow MBE	-	Retired 4/4/2012
Mr Andrew Simon (<i>Chairman until 8/4/2013 and thereafter Vice Chairman</i>)	-	Re-elected 4/4/2012
<i>Dr. Ros Taylor (Appointed by Secretary of State for Environment, Food and Rural Affairs)</i>	-	<i>Appointed 25/4/2013</i>
Professor Robin Touquet	-	Elected 4/4/2012

(Italics - after 31 March 2013)

Auditor

W G Benzie, CA
Anova Chartered Accountants
Anova House
Wickhurst Lane
Broadbridge Heath
Horsham
West Sussex
RH12 3LZ

Solicitors

Gregsons
St Christopher's House
Tabor Grove
Wimbledon
London
SW19 4EX

Bankers

Barclays Bank plc
8 Alexandra Road
Wimbledon
London
SW19 7LA

**Wimbledon and Putney Commons
Conservators**

**Report of the Trustees
for the Year Ended 31 March 2013**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Structure Governance and Management

The Conservators have vested in them as Trustees under the Wimbledon and Putney Commons Act 1871 the property and assets of Wimbledon Common (including Wimbledon Green and Putney Heath) and Putney Lower Common. They are charged with administering the income and expenditure in accordance with the provisions of the Act. Under the Act the Conservators are prohibited from selling any land or property on the Commons.

Recruitment and appointment of new Conservators

The Conservators (both elected and appointed) who held office for the year to 31 March 2013 are listed on page 1 of this report.

Five Conservators are individually elected every three years by those who are on the electoral register and live within three-quarters of a mile from the Commons or within the old parish of Putney as at 1871.

Three further Conservators are appointees respectively of the Secretary of State for Defence (Sir Ian Andrews), the Home Secretary (Mr Derek Frampton) and the Secretary of State for the Environment, Food and Rural Affairs, which post was vacant on 31 March 2013 but Dr Ros Taylor was appointed on 25 April 2013.

Sir Ian Andrews was re-appointed on 1 May 2012 for a further three year period until 2015. The reappointment of Mr Frampton is expected in the 2013/14 financial year.

Induction and training of new Conservators

The Conservators from time to time attend trustee training courses for charities. Induction for new Conservators is generally carried out by the Chairman of the Board.

Organisational structure

Wimbledon and Putney Commons are owned by the Conservators as a body corporate. The Conservators (Trustees) meet on a monthly basis, normally on the second Monday of each month to consider and agree matters of policy. The public is permitted to attend these meetings to observe the proceedings. The day-to-day management is carried out by the Clerk & Ranger, Chief Executive, and his staff.

Related parties

The Conservators confirm that neither they nor any member of their close family have been involved in any material transactions with the Wimbledon and Putney Commons Conservators either in their own capacity or through any connection with a related party.

Risk assessment and management

The Conservators have a duty to identify and review the risks to which the Charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Conservators regularly review the risks to which the Charity may be exposed. These risks are wide ranging and involve the organisational structure, employment issues, health and safety, fraud and misappropriation, financial management, impact of government legislation, public perception and legislative compliance. The review process sets out the risks relevant to the Charity and the action taken to ensure these are properly addressed.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Conservators administer the land under their jurisdiction with a view to its preservation as an open space, for public and local use, for the purposes of exercise and recreation. This is the principal object set out in the Wimbledon and Putney Commons Act 1871 and includes the management of the land and its flora and fauna and the preservation of its natural state.

This land comprises some 460 hectares (1,140 acres). About three-quarters of this area is registered as a Site of

**Wimbledon and Putney Commons
Conservators**

**Report of the Trustees
for the Year Ended 31 March 2013**

Objectives and aims.....continued

Special Scientific Interest, and also as a Special Area of Conservation. The Commons also include the Richardson Evans Memorial Playing Fields, given as a memorial to the dead of the First World War. The playing fields, and the changing rooms in the pavilion, are managed and available for public hire, and are used for a wide range of sports.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Despite the extremely wet weather conditions that have affected the UK during the last 12 months it has remained business as usual for those working on Wimbledon and Putney Commons.

The Commons are currently involved in the sixth year of a woodland management programme; the opening months of 2013 saw staff make great improvements to both the visual and ecological value of the area surrounding Queensmere pond. By thinning dense stands of holly from the eastern side of Queensmere, it is hoped that improved access to sunlight will enable the remaining deciduous trees to flourish as well as promoting the correct conditions to attract a far higher degree of both flora and fauna. Holly thinning has also been carried out in areas of woodland near Warren Farm and Lower Gravelly Ride. The final part of this year's woodland programme was carried out around the old Brickfield site and is categorised as open space management. This important element of woodland management aims to protect areas such as woodland glades, which form an integral part of the structure of healthy woodland.

In addition to the woodland operations, work to restore the Commons' fragile heathland habitat has continued on an area of land close to Ladies Mile on Putney Heath. Work was done throughout November and December 2012 to clear invasive scrub in order to protect heather and other heathland flora in this area.

As in previous years, notices were posted around Kingsmere, Seven Post Pond, Bluegate Gravel Pit and Hookhamslade Pond asking dog walkers to keep their dogs out of the water during the bird nesting season (1 April to 31 August). During the same period notices were also posted around Queensmere informing visitors to the Commons that Queensmere was designated 'a dogs on lead area'. As a result, the resident pair of Mute swans produced a brood of five cygnets.

A further ongoing conservation project on the Commons is the work to encourage Skylarks and other ground nesting birds back to the Plain. Our endeavours were met with a degree of success in 2012 when a pair of nesting Skylarks was recorded on the Plain for a period of one month. Unfortunately, the pair was chased off their nest by a dog before any young were hatched but the very presence of this pair of Skylarks on the Plain demonstrates that this area remains a viable nesting site for these increasingly rare birds. Towards the end of last summer, an area of 1 hectare was left uncut on the Plain in order to ensure that a suitable habitat would be available for Skylarks at the beginning of the bird nesting season in 2013.

The colonisation of our oak trees by the Oak Processionary Moth is a growing concern and it demands a great deal of time to manage. The Oak Processionary Moth caterpillar is prevalent from April to August. Whilst the caterpillars are not an immediate threat to the life of the trees, they can cause severe defoliation. They also have tiny toxic hairs which can cause irritation and allergic reactions in both people and animals. For the last two years, our maintenance team has successfully removed all the identified infestations.

Another year has passed without the demolition of the old Putney Hospital building on Putney Lower Common. The site now belongs to Wandsworth Council and their plans to build a primary school and a block of flats to finance it have been rigorously opposed by some local residents. They have now brought a claim for Judicial Review against the Conservators on the grounds that the proposed access road to the hospital site, and the grant of easements over it, would be illegal. The Conservators believe their action is indeed legal. A decision whether or not to allow the claim for Judicial Review is awaited.

A local marketing company was commissioned to review the way in which the Conservators communicate with Levy Payers and other stakeholders. This should result in a more open and welcoming approach reflected in, for example, the Newsletter, signage, notices and information leaflets.

**Wimbledon and Putney Commons
Conservators**

**Report of the Trustees
for the Year Ended 31 March 2013**

Charitable activities.....continued

A new map of the Commons, based on an earlier edition of 1979, has been printed after lengthy work by Norman Plastow MBE, a previous Conservator and honorary curator of the Windmill Museum. It may be purchased from the Ranger's Office or the Windmill Museum. Extensive notes about landmarks on the Commons are printed on the back of the map.

The professional archivist retained by the Conservators has carried out further work on the records during the year. This has made the older documents much more readily accessible and thereby has contributed substantially to the administration of the Commons. In particular, documents relating to the grant of accesses to Putney Hospital in 1911 were found only recently.

Planning permission for five years has been granted by Wandsworth Council for benches on Putney Lower Common adjacent to the bus stop, but only from April to the end of October each year. The Conservators have limited the number of benches to 22, and anyone is free to use them.

Social programme

The keepers and staff run an annual open day which allows members of the public to meet the keepers, see where the horses are stabled and enjoy other activities and demonstrations arranged for that day. There are also opportunities to come and meet the Conservators/Trustees in a relaxed environment.

Volunteers

While most of the conservation work on Wimbledon and Putney Commons is carried out by the staff in the Maintenance Department, volunteer groups from organisations such as the London Wildlife Trust, King's College School and Groundwork London continue to play a very important role in the up-keep of the Commons, assisting with a number of tasks including litter picking and scrub clearance. We continue to greatly value the support of everybody who gives up their valuable spare time to help us with our work and we very much hope that this continues in the future.

As always, the achievements of the year under report are very largely due to the devoted work of the staff working under the Clerk and Ranger, Chief Executive. We record our thanks to all of them for their good work and support during the past year.

FINANCIAL REVIEW

Income

The general activities of the Conservators in 2012/13 showed a surplus of £149,047 (2011/12 - £60,711). These figures are stated before any transfers between the General Conservancy Fund and the designated funds.

Levy - For the second year running, the Conservators have implemented efficiencies and exercised stringent financial discipline and economies in the interests of the Levy-payers with the result that there has been no increase in the Levy for the 2013/14 financial year. Total Levy income therefore remains at £966,124 (2012 - £966,124). The Conservators believe that this represents remarkably good value for money for the 46,000 contributing local households. No comparable open space in London costs so little to maintain in terms of cost per hectare as Wimbledon & Putney Commons. In previous years the charge levied on typical Band D properties might well have been lower as the number of properties has increased. But this year, the basis on which Council Tax rebates are passed to residents may change because the Government has delegated such decisions to local authorities. However, the total Levy received by the Conservators will remain unchanged.

There were slight increases in income from golf clubs, logs and timber sales and grants, but slight decreases in income from donations, sports facilities, property rents and wayleaves, rent from filming and fairs together with publication sales and investment income.

Expenditure

Total expenditure for the year amounted to £1,434,003 (2012 - £1,352,630). Staff remuneration amounted to £908,766 (2012 - £884,473) and this cost represents 69.6% (2012 - 64.6%) of total expenditure.

**Wimbledon and Putney Commons
Conservators**

**Report of the Trustees
for the Year Ended 31 March 2013**

Expenditure.....continued

A transfer of £13,000 has been made to the Election Sinking Fund to bring the balance up to £26,000 (2012 - £13,000); this is a sinking fund created to accumulate sufficient funds to cover the cost of the next election, which will take place in February 2015. A further £100,000 has been transferred to the Special Projects Reserve Fund.

Income/Expenditure

Salaries and associated costs remain the largest item of expenditure. The Levy collected by the three Councils Wandsworth, Merton and Kingston covers just over 70% of the total expenditure. The remaining amount is raised through grants, income from the Richardson Evans Memorial Playing Fields, fairs, sale of logs and merchandise etc.

Grant Making

The Conservators receive grants in a year; the High Level Stewardship Scheme paid by Natural England and the Woodland Management Grant Scheme paid by the Forestry Commission.

Reserves policy

The Conservators' policy is to have an accessible reserve of twelve months' expenditure as the Conservators are prohibited from borrowing more than £5,000. This reserves policy does not include the Mill House designated fund, which should only be allocated for major capital property or land expenditure.

The General Conservancy Fund

This fund is maintained to meet the immediate day-to-day expenses of the Commons.

The Conservators' principal funding source comes from the Levy, this amounts to 66.38% (2012 - 67.58%) of the total income received by the Charity in one year.

Investment policy

The Conservators regularly review their investment performance to ensure adequate returns on investment. The Charity's investment advisors are Charwood Leigh.

Investment performance

With volatility in global markets, the economic climate, fiscal policies and uncertainty, the Conservators cautious approach has paid dividends.

The performance of the Mill House investment portfolio has performed well against market benchmarks and has produced unrealised gains of £127,686 (2012 - unrealised losses £16,184). Though this is a significant step in the right direction, there is a level of risk involved in any investment and care is taken in managing and reducing any loss of investment.

The income received in the year from the Mill House investment was £31,422 (2012 - £31,475).

PLANS FOR THE FUTURE

The Conservators expect to continue with the activities outlined above in the forthcoming year. They will appoint a new Clerk and Ranger to replace Gordon Vincent who will retire after almost 10 years at the end of March 2014. They will closely monitor the development of the proposed new school at the former Putney Hospital site. They will consult on ways of increasing the on-line visibility of the annual newsletter and will consider producing it more frequently. They will also continue the review of their external communications.

**Wimbledon and Putney Commons
Conservators**

**Report of the Trustees
for the Year Ended 31 March 2013**

CONSERVATORS/TRUSTEES RESPONSIBILITY STATEMENT

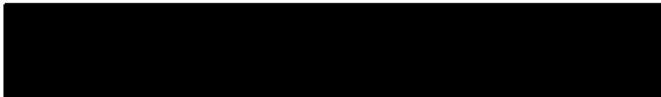
The Conservators acknowledge their responsibility for the preparation of the financial statements for each financial year in accordance with Section 2 of the Wimbledon and Putney Commons Act 1871, which are required to give a true and fair view of the state of affairs and of the surplus or deficit for the period.

The financial statements are prepared in accordance with current accounting standards, as referred to in the auditor's report below. These require the Conservators to:-

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures, which should be disclosed and explained in the financial statements;
- Prepare the financial statements on a going-concern basis

ON BEHALF OF THE BOARD:

Mr David Devons (Chairman) – Conservator/Trustee
19 June 2013



**Report of the Independent Auditor to the Trustees of
Wimbledon and Putney Commons
Conservators**

I have audited the financial statements of Wimbledon and Putney Commons Conservators for the year ended 31 March 2013 on pages nine to eighteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. My audit work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my audit work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Conservators/Trustees Responsibility Statement set out on page six, the Trustees are responsible for the preparation of the financial statements which give a true and fair view.

I 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.

My 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 me 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 Trustees; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my 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.

**Report of the Independent Auditors to the Trustees of
Wimbledon and Putney Commons
Conservators**

Matters on which I am required to report by exception

I have nothing to report in respect of the following matters where the Charities Act 2011 requires me to report to you if, in my opinion:

- the information given in the Report of the Trustees 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
- I have not received all the information and explanations I require for my audit.



W G Benzie, CA
Auditor
Anova Chartered Accountants
Anova House
Wickhurst Lane
Broadbridge Heath
Horsham
West Sussex
RH12 3LZ

Date: 19 June 2013

**Wimbledon and Putney Commons
Conservators**

**Statement of Financial Activities
for the Year Ended 31 March 2013**

	Notes	Unrestricted funds £	Designated funds £	2013 Total funds £	2012 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	25,334	-	25,334	31,165
Activities for generating funds	3	333,466	-	333,466	323,588
Investment income	4	44,944	-	44,944	47,490
Incoming resources from charitable activities	5				
Levy and other income		1,045,355	-	1,045,355	1,027,282
Other incoming resources		<u>6,265</u>	<u>-</u>	<u>6,265</u>	<u>-</u>
Total incoming resources		1,455,364	-	1,455,364	1,429,525
 RESOURCES EXPENDED					
Charitable activities					
Windmill	6	8,575	-	8,575	21,478
Commons Security		466,565	-	466,565	455,883
Commons Maintenance		381,377	-	381,377	352,572
Playing Fields Maintenance		158,356	-	158,356	147,921
Property Maintenance		172,275	-	172,275	142,192
Governance costs	8	<u>246,855</u>	<u>-</u>	<u>246,855</u>	<u>232,584</u>
Total resources expended		1,434,003	-	1,434,003	1,352,630
 NET INCOME FOR THE YEAR BEFORE TRANSFERS					
		21,361	-	21,361	76,895
Gross transfers between funds	18	<u>(113,000)</u>	<u>113,000</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) for the year before other recognised gains and losses		(91,639)	113,000	21,361	76,895
Unrealised gain/(loss) in value of Mill House Investments		<u>-</u>	<u>127,686</u>	<u>127,686</u>	<u>(16,184)</u>
Net movement in funds		(91,639)	240,686	149,047	60,711
 RECONCILIATION OF FUNDS					
Total funds brought forward		157,716	2,298,563	2,456,279	2,395,568
TOTAL FUNDS CARRIED FORWARD		<u>66,077</u>	<u>2,539,249</u>	<u>2,605,326</u>	<u>2,456,279</u>

The notes form part of these financial statements

**Wimbledon and Putney Commons
Conservators**

**Balance Sheet
At 31 March 2013**

	Notes	Unrestricted funds £	Designated funds £	2013 Total funds £	2012 Total funds £
FIXED ASSETS					
Tangible assets	11	131,268	-	131,268	120,828
CURRENT ASSETS					
Stocks	12	150	-	150	150
Debtors	13	23,202	-	23,202	31,847
Mill House Fund investments	14	-	1,416,064	1,416,064	1,288,378
Cash at bank and in hand		<u>(64,624)</u>	<u>1,123,185</u>	<u>1,058,561</u>	<u>1,048,141</u>
		(41,272)	2,539,249	2,497,977	2,368,516
CREDITORS					
Amounts falling due within one year	15	<u>(23,919)</u>	-	<u>(23,919)</u>	<u>(16,153)</u>
NET CURRENT ASSETS/(LIABILITIES)		<u>(65,191)</u>	<u>2,539,249</u>	<u>2,474,058</u>	<u>2,352,363</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		66,077	2,539,249	2,605,326	2,473,191
CREDITORS					
Amounts falling due after more than one year	16	-	-	-	<u>(16,912)</u>
NET ASSETS		<u>66,077</u>	<u>2,539,249</u>	<u>2,605,326</u>	<u>2,456,279</u>
FUNDS					
	18				
Unrestricted funds:					
General Conservancy Fund				66,077	157,716
Designated funds:					
Election Sinking Fund				26,000	13,000
Special Projects Reserve Fund				1,097,185	997,185
Mill House Fund				<u>1,416,064</u>	<u>1,288,378</u>
				<u>2,439,249</u>	<u>2,298,563</u>
TOTAL FUNDS				<u>2,605,326</u>	<u>2,456,279</u>

The financial statements were approved by the Board of Trustees on 19 June 2013 and were signed on its behalf by:

Mr David Devons (Chairman) – Conservator/Trustee



The notes form part of these financial statements

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements
for the Year Ended 31 March 2013**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The Accounts have been prepared on a going-concern basis and in accordance with relevant Accounting Standards and policies as required by "Statement of Recommended Practice - Accounting by Charities".

The value of the Commons land and buildings owned by the Conservators has not been included in the balance sheet. Under the 1871 Act none of the properties can be sold and therefore have no market value in the Conservators' hands. For this reason no depreciation on land or buildings is shown. The insurance value of the buildings is £7.9 million agreed with the Conservators' Insurance Brokers SBJ Bluefin (UK) Limited on 1 April 2013, being their estimate of the cost of rebuilding all the properties on the Commons.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Expenditure on the repair of equipment is written off in the year in which it is incurred.

Governance costs

Governance costs are those costs associated with meeting the constitutional and statutory requirements of the Charity and include general administrative expenses and professional fees. All costs are allocated between the expenditure categories of the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Commons plant and machinery	- 25% on reducing balance
Playing fields equipment	- 25% on reducing balance

Stocks

This represents the stock of publications, maps, postcards, and Christmas cards at the lower figure of either cost or net realisable value at the balance sheet date. No value has been attributed to the stock held of the book 'Wimbledon Common and Putney Heath - A Natural History' as the cost of publication has already been covered by donations and sales. Future sales will be included in income as and when they occur.

Taxation

As a Charity, Wimbledon and Putney Commons Conservators are exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 and s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

Fund accounting

General funds are unrestricted and are available for use at the discretion of the Conservators in furtherance of the objectives of the Charity.

Designated funds are unrestricted funds earmarked by the Conservators for particular purposes.

Restricted funds would be subject to restrictions imposed either by the 1871 Act, the Charities Acts 2011 or by

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2013**

1. ACCOUNTING POLICIES – continued

specific conditions attached to a donation or appeal. There are currently no such Restricted funds.

Pension costs and other post-retirement benefits

The Charity participates in a defined benefits pension scheme. Contributions payable to the Charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. VOLUNTARY INCOME

	2013	2012
	£	£
Donations	10,329	16,682
Golf club donations	<u>15,005</u>	<u>14,483</u>
	<u>25,334</u>	<u>31,165</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2013	2012
	£	£
Sports facilities	155,705	156,940
Property rents and wayleaves	87,908	95,279
Rent from filming and fairs	40,164	40,201
Logs and timber sales	46,714	40,858
Publication sales	2,975	4,129
VAT adjustment	<u>-</u>	<u>(13,819)</u>
	<u>333,466</u>	<u>323,588</u>

4. INVESTMENT INCOME

	2013	2012
	£	£
Deposit account interest	13,522	16,015
Mill house fund investment income	<u>31,422</u>	<u>31,475</u>
	<u>44,944</u>	<u>47,490</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2013	2012
	£	£
Levy received from Councils	966,124	966,124
Grants	<u>79,231</u>	<u>61,158</u>
	<u>1,045,355</u>	<u>1,027,282</u>

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2013**

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Management Support costs (See note 7)	Totals
	£	£	£
Windmill	8,575	-	8,575
Commons Security	339,805	126,760	466,565
Commons Maintenance	367,380	13,997	381,377
Playing Fields Maintenance	146,490	11,866	158,356
Property Maintenance	<u>160,998</u>	<u>11,277</u>	<u>172,275</u>
	<u>1,023,248</u>	<u>163,900</u>	<u>1,187,148</u>

7. MANAGEMENT SUPPORT COSTS

	Management £
Commons Security	126,760
Commons Maintenance	13,997
Playing Fields Maintenance	11,866
Property Maintenance	<u>11,277</u>
	<u>163,900</u>

Support costs, included in the above, are as follows:

	Commons Security £	Commons Maintenance £	Playing Fields Maintenance £
Gross payroll	94,131	10,394	8,812
Social security	8,720	963	816
Pensions	<u>23,909</u>	<u>2,640</u>	<u>2,238</u>
	<u>126,760</u>	<u>13,997</u>	<u>11,866</u>

	Property Maintenance £	2013 Total activities £	2012 Total activities £
Gross payroll	8,374	121,711	116,766
Social security	776	11,275	10,534
Pensions	<u>2,127</u>	<u>30,914</u>	<u>29,659</u>
	<u>11,277</u>	<u>163,900</u>	<u>156,959</u>

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2013**

8. GOVERNANCE COSTS

	2013	2012
	£	£
Staff costs	81,790	78,327
Accountancy fees	4,129	4,180
Legal fees	31,936	9,125
Auditors' remuneration	1,871	1,820
Office expenses	6,449	5,504
Professional fees	9,236	9,615
Archivist fees	13,420	13,098
Council tax	18,756	18,788
Telephone expenses	6,413	6,204
Postage and stationery	3,620	4,060
Publications	5,818	2,185
Advertising and printing	16,220	14,663
Office equipment	3,966	3,788
Leasing costs	1,843	1,810
Travel costs	1,436	794
Cleaning costs	2,091	1,805
Tuition expenses	1,941	645
Insurance	2,704	2,321
Sundry expenses	563	1,495
Entertainment	7,827	5,341
Utilities and services	9,024	5,847
Election expenses	-	36,531
Website, internet and IT support costs	6,072	4,532
Communication strategy review	4,160	-
Recruitment costs	5,500	-
Interest payable and similar charges	70	106
	<u>246,855</u>	<u>232,584</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

None of the Conservators receives any remuneration or expenses, nor do they, nor any person related to the Charity have any personal interest in any transaction or contract entered into by the Charity during the year (2012 - £Nil).

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2013**

10. STAFF COSTS

	2013	2012
	£	£
Wages and salaries	682,031	663,624
Social security costs	55,451	52,926
Other pension costs	<u>171,284</u>	<u>167,923</u>
	<u>908,766</u>	<u>884,473</u>

The average monthly number of employees during the year was as follows:

	2013	2012
Clerk and Ranger, Chief Executive	1	1
Deputy Clerk and Ranger	1	1
Administration	1	1
Wildlife & Conservation Officer	1	1
Security	7	7
Maintenance	7	6
Playing Fields	2	2
Property	<u>1</u>	<u>1</u>
	<u>21</u>	<u>20</u>

Certain employees are required to live in accommodation owned by the Conservators. In respect of these properties the Conservators pay the council tax, water rates and telephone line rental.

11. TANGIBLE FIXED ASSETS

	Commons plant and machinery £	Playing fields equipment £	Totals £
COST			
At 1 April 2012	139,141	48,382	187,523
Additions	30,010	22,800	52,810
Disposals	<u>(5,150)</u>	<u>(2,300)</u>	<u>(7,450)</u>
At 31 March 2013	<u>164,001</u>	<u>68,882</u>	<u>232,883</u>
DEPRECIATION			
At 1 April 2012	51,374	15,321	66,695
Charge for year	25,738	12,533	38,271
Eliminated on disposal	<u>(2,977)</u>	<u>(374)</u>	<u>(3,351)</u>
At 31 March 2013	<u>74,135</u>	<u>27,480</u>	<u>101,615</u>
NET BOOK VALUE			
At 31 March 2013	<u>89,866</u>	<u>41,402</u>	<u>131,268</u>
At 31 March 2012	<u>87,767</u>	<u>33,061</u>	<u>120,828</u>

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2013**

12. STOCKS

	2013	2012
	£	£
Stocks	<u>150</u>	<u>150</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Trade debtors	8,934	14,805
Other debtors	<u>14,268</u>	<u>17,042</u>
	<u>23,202</u>	<u>31,847</u>

14. MILL HOUSE FUND INVESTMENTS

Mill House Fund - This represents the funds remaining out of the proceeds of the enforced sale of Mill House. This amount has been ring fenced by the Conservators to be expended only on land, buildings and investments.

The market value of the Mill House investment at 31 March 2012 was £1,288,378 and the unrealised gain on the investment for the year amounted to £127,686 (2012 - unrealised loss £16,184). The total market value of the Mill House investment at 31 March 2013 was £1,416,064.

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013	2012
	£	£
Hire purchase	-	4,303
Trade creditors	10,729	5,850
Other creditors	<u>13,190</u>	<u>6,000</u>
	<u>23,919</u>	<u>16,153</u>

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2013	2012
	£	£
Hire purchase	<u>-</u>	<u>16,912</u>

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2013**

17. PENSION COMMITMENTS

Wimbledon and Putney Commons Conservators' employees are eligible to be members of the London Borough of Merton Superannuation Fund. The most recent actuarial valuation was at March 2011.

The contributions for the year ended 31 March 2013 for employers were at 25.4% (2012 - 25.4%). Based on the March 2011 actuarial valuation, the contributions in the year commencing 1 April 2013 remain at 25.4% of gross salaries.

The pension charge for the year was £171,284 (2012 - £167,923).

18. MOVEMENT IN FUNDS

	At 1.4.12	Net movement in funds	Transfers between funds	At 31.3.13
	£	£	£	£
Unrestricted funds				
General Conservancy Fund	157,716	21,361	(113,000)	66,077
Designated funds				
Election Sinking Fund	13,000	-	13,000	26,000
Special Projects Reserve Fund	997,185	-	100,000	1,097,185
Mill House Fund	<u>1,288,378</u>	<u>127,686</u>	<u>-</u>	<u>1,416,064</u>
	<u>2,298,563</u>	<u>127,686</u>	<u>113,000</u>	<u>2,539,249</u>
TOTAL FUNDS	<u><u>2,456,279</u></u>	<u><u>149,047</u></u>	<u><u>-</u></u>	<u><u>2,605,326</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources (expended)	Gain in funds
	£	£	£
Unrestricted funds			
General Conservancy Fund	1,455,364	(1,434,003)	21,361
Designated funds			
Mill House Fund	-	127,686	127,686
TOTAL FUNDS	<u><u>1,455,364</u></u>	<u><u>(1,306,317)</u></u>	<u><u>149,047</u></u>

**Wimbledon and Putney Commons
Conservators**

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2013**

18. MOVEMENT IN FUNDS - continued

Transfers between funds

Election Sinking Fund

The Election Sinking Fund is maintained to provide for the fees and costs of conducting the triennial election of five Conservators. The next election will be held in February 2015. A transfer to this fund of £13,000 has been made in these accounts and the balance now stands at £26,000.

Special Projects Reserve Fund

It is the intention of the Conservators to build up a fund to provide sufficient resources for special projects and unexpected expenditure. An amount of £100,000 was transferred into this account during the year from the General Conservancy Fund.

19. CAPITAL COMMITMENTS

There were no capital commitments entered into at the year end.

**Wimbledon and Putney Commons
Conservators**

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2013**

	2013 £	2012 £
INCOMING RESOURCES		
Voluntary income		
Donations	10,329	16,682
Golf club donations	<u>15,005</u>	<u>14,483</u>
	25,334	31,165
Activities for generating funds		
Sports facilities	155,705	156,940
Property rents and wayleaves	87,908	95,279
Rent from filming and fairs	40,164	40,201
Logs and timber sales	46,714	40,858
Publication sales	2,975	4,129
VAT adjustment	<u>-</u>	<u>(13,819)</u>
	333,466	323,588
Investment income		
Deposit account interest	13,522	16,015
Mill house fund investment income	<u>31,422</u>	<u>31,475</u>
	44,944	47,490
Incoming resources from charitable activities		
Levy received from councils	966,124	966,124
Defra grants	<u>79,231</u>	<u>61,158</u>
	1,045,355	1,027,282
Other incoming resources		
Gain on sale of tangible fixed assets	<u>6,265</u>	<u>-</u>
Total incoming resources	1,455,364	1,429,525
RESOURCES EXPENDED		
Charitable activities		
Gross payroll	499,584	488,588
Social security	38,549	37,136
Pensions	124,943	123,463
Horse and stable upkeep	29,801	23,474
Radios	4,623	4,075
Other expenses	3,276	1,006
Trees, seeds, fertilisers, chemicals and materials	26,018	28,157
Fuel costs	19,478	16,406
Cleaning, litter disposal etc.	30,473	28,541
Carried forward	<u>776,745</u>	<u>750,846</u>

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**Wimbledon and Putney Commons
Conservators**

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2013**

	2013	2012
	£	£
Charitable activities		
<i>Brought forward</i>	776,745	750,846
Property maintenance and renovation	93,688	70,299
Plant and equipment leased	2,855	1,496
Plant and equipment purchased	1,218	3,077
Utilities and services	16,116	18,370
Insurance	16,069	17,913
Machinery repairs and spares	31,801	39,371
Casual labour	21,968	10,561
Training costs	4,712	2,495
Clothing costs	7,597	6,161
Pest control	270	765
Licences	1,021	718
Agents fees on rented property	1,900	-
Rented property costs	390	-
Advertising costs	5,000	-
Plant and machinery	25,738	24,282
Playing fields equipment	12,533	9,358
Loss on sale of tangible fixed assets	-	2,044
Hire purchase interest	3,627	5,331
	<u>1,023,248</u>	<u>963,087</u>
Governance costs		
Management staff payroll	60,736	58,270
Management social security	5,627	5,256
Management staff pensions	15,427	14,801
Accountancy fees	4,129	4,180
Legal fees	31,936	9,125
Auditors' remuneration	1,871	1,820
Office expenses	6,449	5,504
Professional fees	9,236	9,615
Archivist fees	13,420	13,098
Council tax	18,756	18,788
Telephone expenses	6,413	6,204
Postage and stationery	3,620	4,060
Publications	5,818	2,185
Advertising and printing	16,220	14,663
Office equipment	3,966	3,788
Leasing costs	1,843	1,810
Travel costs	1,436	794
Cleaning costs	2,091	1,805
Tuition expenses	1,941	645
Insurance	2,704	2,321
Sundry expenses	563	1,495
Entertainment	7,827	5,341
Utilities and services	9,024	5,847
Election expenses	-	36,531
Website, internet and IT support costs	6,072	4,532
Communication strategy review	4,160	-
Recruitment costs	5,500	-
<i>Carried forward</i>	246,785	232,478

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**Wimbledon and Putney Commons
Conservators**

**Detailed Statement of Financial Activities
for the Year Ended 31 March 2013**

	2013 £	2012 £
Governance costs		
<i>Brought forward</i>	246,785	232,478
Bank charges	<u>70</u>	<u>106</u>
	246,855	232,584
Support costs		
Management		
Gross payroll	121,711	116,766
Social security	11,275	10,534
Pensions	<u>30,914</u>	<u>29,659</u>
	163,900	156,959
	<u> </u>	<u> </u>
Total resources expended	1,434,003	1,352,630
	<u> </u>	<u> </u>
Net income	<u><u>21,361</u></u>	<u><u>76,895</u></u>

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