

MITCHAM COMMON CONSERVATORS

**REPORT OF THE CONSERVATORS
AND AUDITED FINANCIAL STATEMENTS**

**for the year ended
31ST MARCH 2016**



**Kings Mill Partnership
Chartered Accountants
Statutory Auditors**

MITCHAM COMMON CONSERVATORS

**FINANCIAL STATEMENTS
for the year ended 31st MARCH 2016**

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Membership

The members of the Board for the year and their attendance at the 5 Board meetings were:

Mr Richard Bailey	(2/4)
Mr John Cheetham	(4/5)
Dr Derek Coleman	(4/5)
Councillor Margaret Court	(0/5)
Councillor Timothy Godfrey (Chair)	(5/5)
Mr Maurice Groves	(4/5)
Councillor Stuart King	(3/5)
Councillor Russell Makin	(2/5)
Mr Dc (Vice Chair)	(5/5)
Councillor Ian Munn	(4/5)
Councillor Andrew Pelling	(3/5)
Ms Julia Russell	(0/5)
Councillor Marsie Skeete	(1/5)

Governance

The Board of Conservators is made up of representatives of the three London Boroughs of Merton, Sutton and Croydon. Each sends four representatives. The City of London sends a single representative. Together, they form the Board of the Mitcham Common Conservators. Four meetings are held each year. The Agenda and Minutes are placed in the public domain on our web site. www.mitchamcommon.org.

Much work is delegated to the Chair and Vice Chair to ensure the smooth running of the Board's work programme between meetings.

Management

We are fortunate to have the services of a highly skilled and dedicated small team of staff including our Manager, Martin Boyle, and Warden, Paul Moorhouse.

This skilled team is employed via Merton Council on an Agency basis. Our investment fund, created from receipts from the historical landfill operations on the Common, are used to employ an estate worker, to complement the work of our Manager and Warden.

Budget

Mitcham Common is run extremely frugally, with a small number of staff. The Conservators monitor the budget at every meeting to ensure that we remain within agreed estimates or take corrective action. 34% of our budget expenditure comes from the three local authorities. 45% of our income comes from commercial or other sources and 21% of our income comes from investments.

This financial year the funding contribution from Croydon, Merton and Sutton Councils were £14,120, £48,207 and £13,907 respectively, unchanged from the previous four years.

Unallocated Financial Reserves

Page 4 of the Financial Statements shows that as at 31st March 2016 a total of £548,472 was held in bank accounts. Of this, £213,331 covers Current Liabilities and of the remaining £335,141, £144,754 is allocated to the Equipment Replacement and Capital Projects funds leaving £190,387 unallocated.

Issues

The following highlights some of the wide range of issues the Conservators had to consider over the year in review:

The Conservators: -

1. Finalise licence agreement with Merton Council to facilitate the construction of the Croydon Road shared use path.
2. Agree licence with Merton Council to allow the upgrade of bus stop footpaths on Croydon Road and Commonsides East.
3. Resolve to seek grant funding for a grassland restoration project.

4. Continue dialogue with Merton Council over the proposal to 'outsource' the maintenance of greenspaces.
5. Agree to support the Friends of Mitcham Common with a project to celebrate the Queen's 90th birthday.



Councillor Timothy Godfrey BSc (Hons)
Chair, Mitcham Common Conservators

Date: 14/6/2017

**INDEPENDENT AUDITORS' REPORT
TO
MITCHAM COMMON CONSERVATORS**

We have audited the financial statements of Mitcham Common Conservators for the year ended 31st March 2016 which comprise the Balance Sheet, Income and Expenditure Account and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and certain aspects of United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Conservators, as a body. Our audit work has been undertaken so that we might state to the Conservators 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 Conservators as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF CONSERVATORS AND AUDITORS

The Conservators are responsible for preparing the Financial Statements in accordance with applicable law and certain aspects of United Kingdom Generally Accepted Accounting Practice.

The Conservators are required to prepare the Financial Statements for each financial year which give a true and fair view of the state of affairs of the entity and of the surplus and deficit of the entity for that period. In preparing those financial statements, the Conservators are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is appropriate to presume that the entity will continue in operation

The Conservators are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the entity. They are also responsible for safeguarding the assets of the entity and hence for taking the reasonable steps for the prevention and detection of fraud and other irregularities.

Our responsibility is to audit the Financial Statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from misstatements, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the entity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Conservators and the overall presentation of the financial statements.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the entity's affairs as at 31st March 2016 and of its surplus for the year then ended; and
- have been properly prepared in accordance with certain aspects of United Kingdom Generally Accepted Accounting Practice.


Romit Basu FCA (Senior Statutory Auditor)

for and on behalf of:

Kings Mill Partnership

Chartered Accountants and Registered Auditors

75 Park Lane

Croydon

Surrey

CR9 1XS

Date: 28 JUNE 2017

ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2016

BALANCE SHEET
as at 31st March 2016

		2016		2015
		£	£	£
QUOTED INVESTMENTS at Market Value			1,206,550	1,272,703
CURRENT ASSETS				
SUNDRY DEBTORS AND PREPAYMENTS				
Debtors		10,897	-	
Dividends and Interest Receivable		3,559	6,890	
Insurance in advance		55	55	
Subscriptions in advance		104	104	
Due from brokers		783	39,539	
Accrued Income		2,975	2,975	
		18,373	49,563	
TAILORED ACCOUNT	Unity Trust Bank	20,101	18,007	
RESERVE ACCOUNT	Unity Trust Bank	528,371	504,358	
			566,845	571,928
			1,773,395	1,844,631
Deduct: CURRENT LIABILITIES				
CREDITORS AND ACCRUALS				
Maintenance of Common		207,523	209,465	
Audit and Accountancy fees		3,558	3,456	
Licence Fees Deferred		2,250	2,250	
			(213,331)	(215,171)
NET ASSETS			£1,560,064	£1,629,460
REPRESENTED BY:				
GENERAL ACCUMULATED FUND				
Balance as at 1st April 2015		1,481,706	1,295,439	
Less: Excess of expenditure over income		(69,396)	169,834	
Add: Transfer from Equipment Replacement Fund		-	10,983	
Add: Transfer from Capital Projects Fund		3,000	5,450	
			1,415,310	1,481,706
EQUIPMENT REPLACEMENT FUND				
Balance as at 1st April 2015		25,704	36,687	
Less: Transfer to General Accumulated Fund		-	(10,983)	
			25,704	25,704
CAPITAL PROJECTS FUND				
Balance as at 1st April 2015		122,050	127,500	
Less: Transfer to General Accumulated Fund		(3,000)	(5,450)	
			119,050	122,050
			£1,560,064	£1,629,460

ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2016

INCOME AND EXPENDITURE ACCOUNT
for the year ended 31st MARCH 2016

	2016		2015	
	£	£	£	£
INCOME				
<u>Corporation Grants</u>				
London Borough of Croydon	14,120		14,120	
London Borough of Merton	48,207		48,207	
London Borough of Merton - S106 Payment	-		100,000	
London Borough of Sutton	13,907		13,907	
Rural Payments Agency	12,066	88,300	12,066	188,300
<u>Licence Fees</u>				
London Borough of Merton	-		1,000	
M Hammond	14,740		24,500	
Mitchell and Butlers	9,000		9,000	
Russian Circus	4,825		-	
		28,565		34,500
<u>Miscellaneous receipts</u>				
Friends of Mitcham Common	80		-	
Sundries	693	773	434	434
Mitcham Golf Club Trustees		61,587		61,587
Dividends and Interest on investments		57,043		56,384
Wayleaves		324		2,607
		236,591		343,812
EXPENDITURE				
Fees and Expenses- Clerk to the Conservators	600		400	
Maintenance of Common	207,523		209,465	
Audit Fee and Accountancy	2,502		3,816	
Subscriptions	213		205	
Insurance	227		227	
Professional Fees	926		1,483	
Bank Charges	-		64	
Sundry Expenses	242		60	
		212,233		215,720
Surplus before sale of investments		24,359		128,092
Net (Loss)/Profit on sales of investments		(3,916)		40,291
Change in Market value of Investments		(89,838)		1,451
BALANCE TRANSFERRED TO GENERAL ACCUMULATED FUND		£(69,396)		£169,834

The financial statements were approved by the Board of Conservators on
on its behalf by:

and were signed

 14/6/2017
T. Godfrey
Chairman

ANNUAL REPORT FOR THE YEAR ENDED 31ST MARCH 2016**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31st MARCH 2016**

1 OBJECTS OF THE SCHEME

The scheme with respect to Mitcham Common and Beddington Corner was confirmed by The Metropolitan Commons (Mitcham) Supplemental Act 1891 and requires the Conservators to regulate and manage the Commons as a place of public resort (other lands included in the scheme were removed from it under the provisions of the Mitcham Urban District Council Act 1923).

2 ACCOUNTING POLICIESAccounting Convention

The Financial Statements are prepared under the historical cost convention and certain aspects of United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Quoted Investments

Quoted Investments are stated at Market Value.

Dividends and Interest on Investments

Interest and dividends are accounted for on an accruals basis.

Other Income

Other Income is included in the period to which it relates.

Expenses

Expenses are recorded in the Financial Statements in the period in which they are incurred.

3 APB ETHICAL STANDARD- PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our small size and nature we use our auditors to assist with the preparation of the financial statements.

4 RELATED PARTY TRANSACTIONS

A donation in the amount of £NIL (2015: £NIL) has been made to Mitcham Common Educational Trust, a charity administered by the Conservators.

MAINTENANCE OF THE COMMON
Year ended 31st March 2016

	2016 £	2015 £
EXPENDITURE		
<u>Employees</u>		
Salaries- Wardens	95,937	93,698
Other duties	792	176
Estate Workers	39,434	57,356
<u>Transport</u>		
Petrol Derv and Oil	812	1,202
Tyres	-	76
Repairs and Maintenance of Vehicles	2,409	2,746
Transport SLA/Rech-Dir Non Std	3,273	-
Plant Hire for Leisure	3,796	2,556
Public Transport	-	100
Car/ Cycle Allowance- payroll	522	636
<u>Supplies and Services</u>		
Tree Work	4,650	7,300
Removal Rubbish/ Spoil	4,498	5,743
Security of premises	-	3,000
Maintenance of grounds	4,935	4,860
Electricity	709	642
Gas (Inc. Butane)	949	467
Use of Water (Metered)	484	-
Replacement Vehicle	5,595	-
Nature Conservation	17,195	8,430
Op. Leasing Equipment	261	283
Clothing and Uniforms	-	307
Tools - Purchase	1,223	-
Stationery	31	33
Internal Printing	139	161
Consultancy	330	330
Miscellaneous expenses	1,778	1,780
Telephones- General	2,133	2,143
Telephones- Payroll	227	201
Telephones- Mobile	394	151
Website Design and Maintenance	169	240
Accountancy and Administration- LBM	14,848	14,848
Total Expenditure	207,523	209,465
<u>Net Expenditure recharged by London Borough of Merton</u>	£ 207,523	£ 209,465