



Future Parks

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Future Parks

Information about your assets

The list below identifies the information it would be useful to gather in order to

- Build up a picture of the current position of the parks;
- Determine the position of parks if they were managed by a Parks Trust.

This list is meant to capture everything that would need to be collected in order to develop a robust business plan and ultimately enable the smooth transition to a new model. We do, however, recognise that some elements may prove more challenging to collect than others, depending on your specific accounting practices and internal structures and processes.

Some information below is essential (this is indicated with a *) whilst some information may only be available in specific circumstances (this is indicated in *italics*).

1. Documents

- Any internal and/or public strategy documents
- Historic financial data
- Map of asset base with accurate boundaries where possible
- Any governing documents – appropriate rules, constitutions etc.
- Latest returns to regulators, e.g. Companies House, Charity Commission
- Information on the legal status and constitution of parks and any covenants
- Deeds, where the sites are owned
- Any audience insight or market research relating to parks or portfolio
- Any relevant marketing material

2. Site categorisation

Category	Data
2.1 Green space	List of <u>all</u> sites in Parks portfolio, broken down by: <ul style="list-style-type: none">• Hectares*• Site category (e.g. formal park, allotment, woodland)*• <i>Restrictions e.g. held in trust, designated Site of Special Scientific Interest (SSSI)</i>• # Users
2.2 Property	List of property assets, broken down by: <ul style="list-style-type: none">• Freehold / leasehold; if Leasehold, terms of lease (yrs) and landlord• Usage• Rateable value• Restrictions

3. Financials

Category	Data
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3.1 Revenue

Latest data on revenue streams, split by park category and/or site where possible:

- Service contracts*
 - Large contracts e.g. for maintenance
 - Small contracts e.g. garbage collection
- External revenue*
 - Car parking
 - Cafes
 - Commercial leases
 - Events
 - Other
- Grants and donations*
- Other site specific income (e.g. allotment income)*

Drivers of external revenue streams

- # Users / sites (e.g. 50 spaces / car park)
- Price / user or site (e.g. £1/hour for car parking)
- Contract (if relevant) and terms (e.g. trading / fixed lease, value of lease, time period until expiration)

3.2

Total number of employees calculated by:

Employees

- Headcount*
- FTEs*

Employee breakdown:

- Employee role e.g. Allotment Manager and whether they are attached to particular park sites and/or park category and/or income stream*
- Categorisation into on-the-ground / back office / management staff*;
- Base pay and associated salary band*
- NI contribution*
- Pension contribution*

3.3

Volunteer numbers, broken down by:

Volunteers

- Total volunteer hours p.a.*
- Total numbers of volunteers, split (if available) by park / park type

3.4 Non-staff costs

Non-staff costs, split by park category and/or site and broken down into:

- Premises*
- Transport*
- Supplies*

Other costs, including:

- Any central (overhead) recharges*
- IT, HR management, external consultancy, procurement costs, utilities, business rates, printing, marketing and communications, audit, accounting, legal, insurance (note: these may be included in the above, if so please note where they are captured)*

3.5 Capex Maintenance backlog i.e. capital expenditures that was defined but not spent, allocated according to whether this expenditure is:

- Critical i.e. a new trust would need to complete in the first 12-18 months of operation split by park category*
 - *Non-critical maintenance backlog*
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