

***THE CITY OF LONDON SCHOOL  
EDUCATION TRUST  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014***

***Charity Number: 1118571***

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

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

### 1. Reference and Administrative Details

|                            |  |
|----------------------------|--|
| Charity Name:              | The City of London School Education Trust  |
| Registered Charity Number: | 1118571  |
| Principal Address:         | Guildhall,<br>London, EC2P 2EJ   |
| Trustees:                  | The Mayor, Commonalty and Citizens of City of<br>London  |
| Chief Executive:           | The Town Clerk of the City of London Corporation   |
| Treasurer and Banker:      | The Chamberlain of London  |
| Solicitor:                 | The Comptroller and City Solicitor   |
| Auditor:                   | Moore Stephens<br>Chartered Accountants and Statutory Auditor<br>150 Aldersgate Street<br>London<br>EC1A 4AB |

### 2. Structure, Governance and Management

#### **The Governing Documents and constitution of the charity**

The constitution of this Trust is set out in the governing document dated 27 March 2007.

#### **Trustee selection methods**

The Finance Committee of the City of London Corporation administers the Trust on behalf of the Trustee. This committee comprises Aldermen and Common Councilmen elected to the City of London Corporation who are appointed to this committee in accordance with the usual procedures of committee membership of the City of London Corporation.

#### **Policies and Procedures for the Induction and Training of Trustees**

The City of London Corporation makes such seminars and briefings available to its Members as it considers are necessary to enable the Members to efficiently carry out their duties. Such events relate to various aspects of the City's activities, including those concerning The City of London School Education Trust.

#### **Organisational structure and decision making process**

The charity is administered under the governance rules applying to the City of London Corporation and its governance and administration is in accordance with the Standing Orders and Financial Regulations of the City of London Corporation. These regulations are available from the Town Clerk of the City of London at the principal address.

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

## Trustee's Annual Report (continued)

### 2. Structure, Governance and Management (continued)

#### Related Parties

Details of any related party transactions are disclosed in note 9 to the Financial Statements.

#### Risk identification

The Trustee is committed to a programme of risk management as an element of their strategy to preserve the charity's assets, enhance productivity for service users and members of the public and protect its 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 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 objects of the Trust are:

- (1) To advance the education of pupils of the City of London School (the School), children and young people who are not pupils of the School, in particular but not exclusively by providing or assisting in the provision of facilities for education, including social and physical education and education in music and arts; and
- (2) To provide or assist in the provision, in the interests of social welfare, of facilities for recreation and other leisure-time occupation for individuals who have the need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, or for the public benefit at large, with the aim of improving their condition of life.

The Trustee has due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

### 4. Achievements and Performance

During the year expenditure on charitable activities amounted to £13,886 (2012/13: £9,535) comprising £12,220 on stage props for use in the Winterflood Theatre and £1,666 on a new bass clarinet. During the year voluntary income of £5,000 was received comprising donations of £4,000, being £1,600 to fund the purchase of musical instruments and £2,400 to support children and young people who are not pupils of the School, and the associated gift aid of £1,000.

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

## Trustee's Annual Report (continued)

### 5. Financial Review

During the year ended 31 March 2014 total funds decreased by £8,794 (2012/13: a decrease of £8,172) to £6,393 (2012/13: £15,187). This was due to expenditure on stage props for use in the Winterflood Theatre of £12,220 and £1,666 on a new bass clarinet, which was offset by voluntary income of £5,000 and investment income of £92 (2012/13: expenditure of £9,535 partly offset by voluntary income of £1,000 and investment income of £363).

#### Going Concern

The Trustees consider the Charity to be a going concern for the foreseeable future as detailed in the Accounting Policies note 1 b).

#### Reserves Policy

The Trust currently has only a restricted fund relating to the refurbishment of the School's theatre which will be applied towards expenditure as it is incurred. Future expenditure will be dependent upon the nature of the income received by the Trust.

#### Investment Policy

The charity's funds are currently held in cash. Funds which are not required for immediate use (including those which will be required for use at a future date) are placed in interest earning deposits.

### 6. Plans for Future Periods

The aims for 2014/15 are:

- (1) To continue to advance the education of pupils of the City of London School (the School), children and young people who are not pupils of the School, in particular but not exclusively by providing or assisting in the provision of facilities for education, including social and physical education and education in music and arts; and
- (2) To continue to provide or assist in the provision, in the interests of social welfare, of facilities for recreation and other leisure-time occupation for individuals who have the need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances, or for the public benefit at large, with the aim of improving their condition of life.

### 7. The Financial Statements

These consist of the following and include comparative figures from the previous year.

- **Statement of Financial Activities** showing all incoming resources and all expenditure incurred and reconciling all changes in the funds of the Trust.
- **Balance Sheet** setting out the assets, liabilities and funds of the Trust.
- **Notes to the Financial Statements** explaining the accounting policies adopted and explanations of 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)*.

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

## Trustee's Annual Report (continued)

### 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 judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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 enables the Trustee to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and provisions of the governing document. The Trustee 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 Trustees on 22<sup>nd</sup> July 2014.

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

Jeremy Paul Mayhew MA MBA  
Deputy Chairman of  
Finance Committee

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

## **Independent Auditor's Report to the Trustees of The City of London Education Trust**

We have audited the financial statements of The City of London Education Trust for the year ended 31 March 2014 which are set out on pages 8 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with Chapter 3 of Part 8 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

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

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, 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 Year End 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

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

## Independent Auditor's Report to the Trustees of The City of London Education Trust (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*

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

*23 July 2014*

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

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

|  | Note | <b>Restricted Fund</b> |                |
|--|------|------------------------|----------------|
|  |      | <b>2013/14</b>         | <b>2012/13</b> |
|  |      | <b>£</b>               | <b>£</b>       |
| <b>Incoming Resources</b>                      |      |                        |                |
| <b>Incoming resources from generated funds</b> |      |                        |                |
| Voluntary Income                               |      | 5,000                  | 1,000          |
| Investment income                              |      | 92                     | 363            |
| <b>Total incoming resources</b>                | 3    | <b>5,092</b>           | <b>1,363</b>   |
| <b>Resources expended</b>                      |      |                        |                |
| Charitable activities                          | 4    | 13,886                 | 9,535          |
| <b>Total resources expended</b>                |      | <b>13,886</b>          | <b>9,535</b>   |
| <b>Net movement in funds</b>                   |      | <b>(8,794)</b>         | <b>(8,172)</b> |
| <b>Reconciliation of funds</b>                 |      |                        |                |
| Total funds brought forward                    | 8    | 15,187                 | 23,359         |
| <b>Total funds carried forward</b>             | 8    | <b>6,393</b>           | <b>15,187</b>  |

There are no recognised gains or losses other than as shown in the statement of financial activities above.

All incoming resources and resources expended derive from continuing activities.



# THE CITY OF LONDON SCHOOL EDUCATION TRUST

## Balance Sheet as at 31 March 2014

|   | 2014           | 2013          |
|---|----------------|---------------|
|   | £              | £             |
| <b>Current Assets</b>                                 |                |               |
| Cash at bank and in hand                              | 5,060          | 18,717        |
| Debtors   | 7 1,333        | -             |
| <b>Creditors: amounts falling due within one year</b> | -              | (3,530)       |
| <b>Net current assets</b>                             | 7 <u>6,393</u> | <u>15,187</u> |
| <b>The funds of the charity:</b>                      |                |               |
| Restricted Fund                                       | 6,393          | 15,187        |
| <b>Total funds carried forward</b>                    | 8 <u>6,393</u> | <u>15,187</u> |

Approved and signed for and on behalf of the Trustee

The notes at pages 10 to 12 form part of these financial statements.



---

Dr Peter Kane  
Chamberlain of London  
22<sup>nd</sup> July 2014

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

## 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 Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)*, under the historical cost accounting rules 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 Trust's future funding will arise from interest receivable on cash balances and donations. The Trust is considered a going concern for the foreseeable future because the Trustees have due regard to the level of cash balances invested and the infrequent nature of voluntary donations and plan activities accordingly.

#### (c) *Investment Income*

Investment income consists of interest on cash balances, which are invested by the City of London Corporation as set out in Section 5 of the Annual Report.

#### (d) *Fund Accounting*

The funds of the charity consist of a restricted donations and interest earned on the cash balance.

#### (e) *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.

### 2. Tax Status of the Charity

The City of London School Education Trust 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 purposes.

### 3. Incoming Resources

Incoming resources consist of voluntary income of £5,000 (2012/13: voluntary income of £1,000) and interest received on cash balances of £92 (2012/13: £363).

### 4. Resources Expended

Expenditure of £13,886 was incurred during 2013/14 (2012/13: £9,535) comprising £12,220 on stage props for use in the Winterflood Theatre and £1,666 on a new bass clarinet.

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

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

### 5. Support and Governance Costs

#### Staff numbers and costs

The charity does not employ any staff. Officers of the City of London Corporation provide administrative assistance to the charity when required, but this is not considered material and is not separately calculated by the City of London Corporation. It is consequently not possible to quantify this assistance in the Statement of Financial Activities.

#### Auditors' remuneration and fees for external financial services

The City of London Corporation's external auditor audits this charity as one of the numerous charities administered by the City Corporation. The City Corporation does not attempt to apportion the audit fee between all the different charities but prefers to treat it as part of the cost to their private funds. No other external financial services were provided for the Trust during the year or in the previous year.

### 6. Other Items of Expenditure

#### Trustee's expenses

Members of the City of London Corporation acting on behalf of the Trustees received no remuneration or reimbursement of expenses during the current or previous year.

### 7. Analysis of Net Assets by Fund at 31 March 2014

|  | Restricted<br>Fund<br>2014 | Restricted<br>Fund<br>2013 |
|--|----------------------------|----------------------------|
|  | £                          | £                          |
| Current Assets (1)                             | 6,393                      | 18,717                     |
| Creditors: amounts falling due within one year | -                          | (3,530)                    |
| <b>Total Net Assets</b>                        | <b>6,393</b>               | <b>15,187</b>              |

(1) Current assets include debtors totalling £1,333 (2012/13: £nil) which comprises £1,000 due from Her Majesty's Revenue & Customs (HMRC) relating to a Gift Aid reclaim, and £333 as a V.A.T. repayment due from HMRC.

### 8. Movement of Funds during the year to 31 March 2014

|                    | Balance at 1<br>April 2013 | Net Outgoing<br>Resources | Net<br>gains/(losses)<br>on revaluation | Balance at 31<br>March 2014 |
|--------------------|----------------------------|---------------------------|---|-----------------------------|
|                    | £                          | £                         | £                                       | £                           |
| Restricted Fund    | 15,187                     | (8,794)                   | -                                       | 6,393                       |
| <b>Total Funds</b> | <b>15,187</b>              | <b>(8,794)</b>            | <b>-</b>                                | <b>6,393</b>                |

#### Notes to the Funds

##### Restricted Fund

The restricted fund was initially set up with a donation in 2007 towards the refurbishment of the School's theatre. Since that time further donations have been received towards a variety of projects and activities. It is intended that the Trust will use remaining funds to assist in similar projects in the future.

# THE CITY OF LONDON SCHOOL EDUCATION TRUST

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

### 9. Details of related parties and wider networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

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

A full list of these Trusts is available on application to the Chamberlain of London.

