

KEATS HOUSE

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

Charity Number: 1053381

KEATS HOUSE
Trustee's Annual Report and Financial Statements
For the period from 1st April 2013 to 31st March 2014

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Trustee's Annual Report and Financial Statements
For the period from 1st April 2013 to 31st March 2014

1. Reference and Administrative Details

Charity Name:	Keats House
Charity Registration Number:	1053381
Principal Address:	Guildhall, London EC2P 2EJ.
Trustee:	The Mayor, Commonalty and Citizens of London
Chief Executive:	The Town Clerk of the City of London
Treasurer:	Chamberlain of London
Solicitor:	Comptroller and City Solicitor Guildhall, London EC2P 2EJ
Bank:	Lloyds TSB Bank plc PO Box 72 Bailey Drive Gillingham Business Park Gillingham, Kent ME8 0LS
Auditors:	Moore Stephens LLP 150 Aldersgate Street London EC1A 4AB

2. Structure Governance and Management

Governing Document

Scheme of the Charity Commissioners Sealed 6 November 1996

Trustee Selection methods

The Mayor, Commonalty and Citizens of London are interpreted by various statutes to mean the Court of Common Council of the City of London Corporation. The Court annually appoints the Culture, Heritage and Libraries Committee from among its elected Aldermen and Members to govern the Charity on its behalf, taking into consideration particular expertise and knowledge.

The policies and procedures for the induction and training of trustees

The City of London Corporation provides Members (from within and outside the Corporation) with briefings and visits on various aspects of the City of London's activities, including those concerning Keats House, as it considers are necessary to enable the Members to carry out their duties effectively and efficiently.

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Organisational structure and decision making process

The Culture, Heritage and Libraries Committee governs the Charity on behalf of the City of London Corporation. The Committee is responsible to the Court of Common Council of the City of London. The terms of reference of the Culture, Heritage and Libraries Committee in relation to the Keats House charity are as follows: 'the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity'.

The Culture, Heritage and Libraries Committee conducts its business in accordance with the Standing Orders and Financial Regulations of the Court of Common Council of the City of London Corporation and with current charity law. The Standing Orders and Financial Regulations are available from the Town Clerk at the principal address.

Under the Committee's direction, Keats House is administered as part of the City of London Corporation's Culture, Heritage and Libraries Department. Legal, accounting and other administrative and technical support is provided by the relevant City of London departments.

Details of related parties and wider networks

The City of London Corporation, acting as trustee of the charity, is responsible for appointments of representatives to the Committee as noted above. The City of London employs all staff and allocates the time of its staff to the various activities it controls in accordance with the activities worked on by its staff.

Risk Management Statement

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 its employees.

In order to embed sound practice a Risk Management Group is in place 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 to further embed risk management throughout the organisation.

A key risk register has been prepared for this Charity, which 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 Charity's origin

In 1921, a body called the Keats Memorial House Committee appealed to the public for funds to purchase the property and archive from the then private owners to save it from being destroyed or dissipated, and in order to preserve John Keats' former home in which most of the poet's finest work was written. The public appeal was successful, and the property was acquired and vested in the then Corporation of Hampstead "as a permanent

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trust to be restored and equipped with relics of the poet and to be maintained in perpetuity as a Keats Museum and a live memorial to his genius, a shrine of pilgrimage for his world wide admirers and a literary meeting place and centre". Camden Borough Council became the successors of the former Corporation of Hampstead on 1 April 1965, pursuant to the London Government Act 1963.

Keats House was registered as a charity in March 1996. The City of London Corporation acquired ownership of the land and buildings and responsibility for the administration and management of Keats House with effect from 1 January 1997. The object of the Charity is 'to preserve and maintain and restore for the education and benefit of the public the land with the buildings known as Keats House as a museum and live memorial to John Keats and as a literary meeting place and centre'.

The Charity shall first defray out of the income of the Charity the cost of maintaining the property (including the repair and insurance of any buildings thereon) and all other charges and outgoings payable in respect thereof and all the proper costs, charges and expenses of and incidental to the administration and management of the Charity.

Explanation of Aims and objectives for the year including the changes or differences it seeks to make through its activities

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

The vision for Keats House is as laid down in its Object above and the philosophy that underpins that vision is rooted in the mission statement and strategic aims of the City's Culture, Heritage and Libraries Department within which it is managed.

The mission statement of the Department is 'to educate, entertain and inform, through discovery of our amazing range of resources':

The strategic aims are:

- to refocus our services with more community engagement and partnership with others
- to transform the sense of the City as a destination
- to continue to use technology to improve customer service and increase efficiency

The specific objectives for the year are detailed below under Plans for Future Periods.

4. Achievements and Performance

During 2013-14 the public programme was transformed to include a much greater number of public events aimed at a wider and more diverse audience, and more ambitious display, volunteer and education programmes. New partnerships were formed, and a strong working relationship was established with Keats Community Library. New income opportunities were developed through events ticketing, local fundraising, grant applications and a rationalisation of pricing.

Key targets for 2013-14 and review of achievement

To increase usage of Keats House by developing the events, education and community programmes in partnership with others

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Visitor figures have increased during 2013-14 compared with the previous year. For quarters 1, 2 and 3 we received a total of 22,480 visitors, compared with 18,108 in the same period of the previous year, an increase of 24%. This was in large part driven by the expansion of the public programme, which in turn generated positive press coverage and social media content, helping to raise awareness of Keats House.

A highlight for summer 2013 was the Keats Festival, which was the biggest and most international yet, with more than 40 events featuring poets from the UK, Europe, the Americas and Australasia. Jo Shapcott commenced her Residency, delivering high profile events with Andrew Motion and *Medicine Unboxed*, plus a popular series of creative writing workshops.

Between September 2013 and March 2014 Keats House held over 50 public events, attracting 2,500 visitors. The programme featured partnership events with Poet in the City, Vivienne Westwood, *Poems on the Underground*, *Medicine Unboxed*, Keats Community Library and the Poetry Society amongst others, and included a new monthly family series, which has so far attracted 500 visitors (children and accompanying adults). A new 'Keats House Poets Present...' monthly series launched in January 2014. Funded by Arts Council England, the project aims to develop a young adult audience, an objective which was also supported by our first 'Late Night Keats' event on Valentine's Day, which was a sell-out.

School visits have increased during 2013-14 compared with the previous year, receiving 1,513 school pupils, compared with 1,008 during the previous year, an increase of 50%. In addition, Keats House received funding to develop a partnership with UCL English Department, to deliver workshops for students, public events and an audio walk during 2014.

To develop income opportunities, including via the Keats Foundation

In quarter 1, earned income from admissions, retail and events was down by 8% on the previous year. This trend reversed from the second quarter onwards. In quarter 2 income was up 18% and in Quarter 3 it was up 15% on the previous year. Overall this represents an increase of 6.4% for the period.

Keats House applied for and was awarded the following external grants during the period:

- Share Academy for partnership with UCL: £10,000 (between the two organisations)
- MDO conservation grant for light meter: £650
- Share London grant for visual merchandising training: £400

The Keats Foundation have continued to be supported and are now taking a more active approach to fundraising by hiring a professional fundraiser.

A wedding licence was applied for. Following objections from local residents this plan has been put on hold and we are instead working with local residents on new fundraising initiatives led by them.

To develop the volunteer programme

Volunteer numbers have more than doubled, thanks to proactive recruitment. Keats House currently has 25 volunteers, compared with 9 in April 2013. A further recruitment drive is

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currently underway. Volunteers now work in a wider range of roles, including tour guides, events, collections care and learning. A further recruitment is underway during February and March 2014.

All the performance indicators were exceeded.

1. The number of usages of Keats House comprising: personal and group visits, school visits, remote enquiries and online contacts – target = 320,000 aggregate usages; actual = 338,955 aggregate usages
2. High overall visitor satisfaction – target = 96% for the aggregate of Good and Very Good responses to the annual visitor survey; actual = 98%

5. Financial Review

Review of financial position

Total resources expended for the year were £335,979 (2012/13: £438,800) and total income was £342,103 (2012/13: £412,664) of which the City of London Corporation contributed £261,751 (2012/13: £325,379). The fund balance of £200,934 represents the unspent balance of an unconditional bequest (including accrued interest), profit on trading income and unspent admissions income and donations (2012/13: £194,810).

Going Concern

The Trustee considers the Trust Fund to be a going concern. Please see note 1(b) to the Financial Statements.

Reserves Policy

The Trust owns the land and premises and the Charity has no underlying fixed assets. The annual deficit of the Charity is funded by the City of London Corporation's City Fund. The only reserve held by the Charity is the net current assets carried forward from one year to the next as unrestricted funds. A reserves policy is therefore inappropriate.

Investment Policy

The Charity has no underlying supporting funds (other than as noted above) or investments. Consequently an investment policy is inappropriate.

6. Plans for Future Periods

The key targets for 2014-15, which all focus on delivering public benefit, are:

1. To enhance the Keats House interpretation in line with best practice to enable all visitors to enjoy a world-class visitor experience
2. To develop usage of Keats House and Ten Keats Grove by delivering and promoting events and activities in partnership with others
3. To deliver a learning programme which promotes literature and creativity for schools, colleges, universities and families
4. To increase our earned income through venue hire, retail and fundraising.

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KPIs for 2014-15

1. Number of physical visits (including individual, group, school, events and private hire but excluding garden only estimate)[Target: 25,000 visitors]
2. Total number of usages including visits, remote enquiries and online and social media contacts [Target: 350,000 aggregate usages]
3. High overall visitor satisfaction [Target: 96% for aggregate of Good and Very Good returns to include 60% Very Good, based on responses to the annual visitor survey]

7. The Financial Statements

These 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 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.

Under Financial Reporting Standard 1, the trust is not required to produce a cash flow statement.

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 Trustee confirms that the Trust's assets are available and adequate to fulfil the obligations of the Trust.

8. Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and 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;
- 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.

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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 trust deed. 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. Statement as to Disclosure of Information to Auditors

The Trustees have taken all the necessary steps to make us aware, as Trustees, of any relevant audit information and to establish that the auditors are aware of that information.

As far as the Trustees are aware, there is no relevant audit information of which the Charity's auditors are unaware.

10. Adoption of the Annual Report and financial statements

Adopted and signed for and on behalf of the Trustee.

Roger Chadwick
Chairman of Finance Committee

Jeremy Mayhew
Deputy Chairman of Finance Committee

Guildhall
London
22nd July 2014

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Independent Auditor's Report to the Trustees of Keats House

We have audited the financial statements of Keats House for the year ended 31 March 2014, which are set out on pages 11 to 20. 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 to 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 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
- have been prepared in accordance with the requirements of the Charities Act 2011.

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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

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Statement of Financial Activities
For the year ended 31 March 2014

	Notes	2014	2014	2014	2013
		Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
Incoming resources	3				
Incoming resources from generated funds					
Voluntary income		263,441		263,441	335,725
Interest receivable		64		64	90
Incoming resources from charitable activity		78,598		78,598	76,849
Total incoming resources		342,103		342,103	412,664
Resources expended	4				
Costs of Generating Funds					
Fundraising trading: costs of goods sold		10,252		10,252	14,390
Charitable activities		325,727		325,727	422,810
Governance costs		-		-	1,600
Total resources expended		335,979		335,979	438,800
Net incoming/(outgoing) resources before transfers		6,124		6,124	(26,136)
Net incoming/(outgoing) resources for the year and net movement in funds					
Funds brought forward		94,810	100,000	194,810	220,946
Funds carried forward		100,934	100,000	200,934	194,810

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.

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Balance Sheet
as at 31 March 2014

	Notes	2014	2013
		£	£
Heritage assets	7	100,000	100,000
Current assets			
Stock	8	11,323	16,037
Debtors	9	21,560	26,675
Cash at Bank and in Hand		87,292	63,879
		220,175	206,591
Liabilities:			
Creditors:	10		
Amounts falling due within one year		(19,241)	(11,781)
Net Assets		200,934	194,810
The funds of the charity:			
Unrestricted income funds		100,934	94,810
Heritage Valuation		100,000	100,000
Total charity funds		200,934	194,810

The notes on pages 13 to 20 form part of these financial statements.

Approved and signed for and on behalf of the Trustees.

Dr Peter Kane
Chamberlain of London
22nd July 2014

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Notes to the Financial Statements

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, and in accordance with applicable 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 Trustees consider that the charity will continue to function as a going concern for the foreseeable future as the charity is operated as part of the City of London Corporation's City Fund and the City of London Corporation is committed to fund the ongoing operational costs of the charity.

(c) ***Heritage Assets***

A heritage asset is an item that has value because of its contribution to a nation's society, knowledge and/or culture. The Keats Love Letter is considered to be a heritage asset and is included in these accounts at its cost amount. This letter is on the City of London Corporations Fine Arts Insurance Policy which covers a number of the Corporations Fine Art Work. The letter was purchased at auction in March 2011 and is valued at cost on the Balance Sheet. The letter is kept at London Metropolitan Archives.

In accordance with the Trust Deed two buildings and the land were transferred at no cost to the ownership of the Trust on 1st January 1997. The buildings comprise the Grade 1 listed Keats House itself valued at £738,457 (for insurance purposes) and a 1930s building called the Heath Library valued at £890,334 (for insurance purposes). This latter building is now used by cultural and community groups, primarily the Keats Community Library Phoenix Group, with one room set aside to be used in compliance with the objectives of the Keats House Charity.

(d) ***Other Tangible Fixed Assets***

The acquisition of minor capital items such as furniture and office equipment below a cost of £50,000 are charged to revenue in the year purchased.

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(e) ***Stocks***

Stocks are valued at the lower of cost or net realisable value.

(f) ***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 Corporation's three main funds, or any combination of them (i.e. City Fund, City's Cash and Bridge House Estates).

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.

(g) ***Fund Accounting***

The charity has two funds – the unrestricted and restricted income funds. The unrestricted fund comprises an unconditional bequest and a number of unrestricted donations that have been carried forward to assist towards future development costs. The restricted fund comprises of the value of the Keats Love Letter. The City of London Corporation is committed to fund the ongoing operational costs of the charity.

(h) ***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.

(i) ***Governance Costs***

The nature of costs allocated to Governance are detailed in note 5.

2. Tax Status of the Charity

As a registered charity Keats House is exempt from direct taxation on its charitable activities.

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3. Incoming Resources

Income resources are derived from the following activities:

	2014 Unrestricted Funds £	2013 Total Funds £
Incoming resources from generated funds		
Voluntary income		
City of London Corporation funding	261,751	325,379
Contributions	1,094	6,204
Donations	596	4,142
Total voluntary income	263,441	335,725
Investment income	64	90
Incoming resources from charitable activities		
Sales of souvenirs and books	15,828	18,117
Admission charges	34,110	30,109
Charges for services	28,660	28,623
Total incoming resources from charitable activities	78,598	76,849
Total incoming resources	342,103	412,664

Contributions

The lower income in 2013/14 was due to the projects finishing in 2012/13.

Donations

The total amount received of £596 comprises sums deposited in the two collections boxes and other unsolicited sums received. (2012/13: £4,142)

Sale of Souvenirs and Books

The income represents sales of relatively inexpensive souvenirs such as pens, postcards and specialist books.

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Charges for Services

Charges for services are comprised as follows:

	2014 £	2013 £
Keats Community Library	24,755	21,384
Camden Library	-	138
Use as Polling Station	-	4,000
Photography Charges	3,905	3,101
Total	28,660	28,623

Keats Community Library provide a community library service from the building and reimburse the running costs.

4. Resources Expended

Resources expended are analysed as follows:

	Activities undertaken directly £	Support costs £	Total 2014 £	Total 2013 £
Costs of generating funds				
Fundraising trading	10,252	-	10,252	14,390
Charitable activities	296,025	29,702	325,727	422,810
Governance costs	-	-	-	1,600
Total	306,277	29,702	335,979	438,800

Fundraising trading costs relate mainly to the purchase of stock for sale.

Charitable activities includes the direct employee costs, premises, travel, equipment purchases and other supplies and services involved in running Keats House.

Governance costs are costs relating to the general running of the charity as opposed to direct management functions. Following the change in auditors, the audit fee is now picked up centrally by the City of London Corporation. The only costs previously incurred were in respect of external audit £nil (2012/13 £1,600).

5. Support costs

The cost of administration which includes the salaries and associated cost of officers, together with premises and office expenses is allocated by the City of London Corporation to the activities under its control, including Keats House, on the basis of employee time spent on the respective services. These expenses include the cost of administrative and technical staff including surveyors and external consultants.

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Support costs are analysed by activity as follows:

Support costs	Charitable activities £	Governance £	2014 Total £	2013 Total £
Chamberlain	20,837	-	20,837	18,940
Comptroller and City Solicitor	5,092	-	5,092	4,607
Surveyors	2,352	-	2,352	1,688
Miscellaneous	1,421	-	1,421	1,472
External audit	-	-	-	1,600
Total	29,702	-	29,702	28,307

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 corporation records.

City Surveyor Advice on historic buildings, energy conservation, repairs and maintenance and improvement programmes.

Miscellaneous Various services including corporate training, staff canteen, various premises costs (including Members Committee Rooms) and corporate printing.

External Audit Following the change in auditors, the audit fee is now picked up centrally by the City of London Corporation. Previously, the cost of services provided by the external auditor had been borne by the City Of London Corporation and was treated as a 'gift in kind'. Consequently a corresponding increase was made to the contribution from the City of London.

6. Staff numbers and costs

Trustees are unpaid and do not receive any out of pocket expenses. Officers employed by the City of London Corporation work on a number of the City of London's activities. The cost of these staff is charged to Keats House and other City of London activities on the basis described in note 5 above. The whole time equivalent number of staff charged directly to Keats House is 4.6 (2013: 7.5). The reduction in staffing was due to a restructure which saw Services assistants previously part-charged to the London Metropolitan Archives (LMA), become fully charged to the LMA. There were no members of staff charged wholly to the Trust whose remuneration exceeded £60,000 (2013 Nil). There are no members of staff charged partly to the Trust whose total remuneration exceeded £60,000 (2013: 1). Staff were charged wholly to the charity whose remuneration fell in the following bands:

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Employees who earn less than £60,000 per annum						
	No. of employees	Band	Gross Pay	Employer's National Insurance	Employer's Pension Contribution	Total
		£	£	£	£	£
Charitable activities	4.6	< 60,000	151,849	11,218	21,163	184,230

7. Heritage Assets

Keats House holds a collection of Keats related materials the majority of which is not recognised in the Balance Sheet as cost information is not readily available and the Trustees believe the benefits of obtaining valuations for these items would not justify the costs. The exception to this is the Keats Love letter which is valued at £100,000. The asset was purchased at auction in March 2011 and has not been revalued since. The City of London Corporation instructed their Insurers to note this letter on 7 June 2011. A schedule of individual items is not kept, but the letter is stored at London Metropolitan Archives as part of the overall Keats Collection. The total value for the whole Collection is £1,400,000.

At 31 March 2014 the net book value of heritage assets relating to direct charitable purposes amounts to £100,000 (31 March 2013 £100,000) as set out below.

	2010/11	2011/12	2012/13	2013/14
	£	£	£	£
<u>Cost</u>				
At 1 April	-	100,000	100,000	100,000
Additions	100,000	-	-	-
At 31 March	100,000	100,000	100,000	100,000
<u>Depreciation</u>				
At 1 April	-	-	-	-
Charge for year	-	-	-	-
At 31 March	-	-	-	-
<u>Net book value</u>				
At 31 March	100,000	100,000	100,000	100,000
At 31 March	100,000	100,000	100,000	100,000

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8. Stock

The value of stock at 31 March 2014 was £11,323 (2013: £16,037) and is constructed of: Souvenirs (£10,135) and Books (£1,188).

9. Debtors

Debtors consist of :-

	2014	2013
	£	£
Sundry Debtors	2,112	625
Payments in Advance	2,110	2,047
Value Added Tax	-	596
Other Debtors	17,338	23,407
Total	21,560	26,675

10. Creditors

Creditors consist of :-

	2014	2013
	£	£
Sundry Creditors	(1,810)	(4,047)
Other Creditors	(10,431)	(7,734)
Receipts in Advance	(7,000)	-
Total	(19,241)	(11,781)

11. Contingent Liabilities

No contingent liabilities have been identified.

12. Related Parties

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

The City of London Corporation provides management, surveying and administrative services for the Trust. The costs incurred by the City of London Corporation in providing these services are charged to the Trust. 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 5 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable Trusts. These Trusts do not undertake transactions with Keats House, with the exception of the Keats Foundation (charity number 1147589). The Keats Foundation's relationship to the Keats House Charity is that officers from Keats House will provide administrative support where necessary, for example in the banking of subscriptions and other income. The Keats Foundation works alongside the Keats House Charity, but whilst Keats House has the main focus on the house and gardens, (its maintenance and the activities which take place in it),

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the Foundation was set up to promote education around the poetry of John Keats in any location, including Keats House. The Keats Foundation's transactions are made up of poetry events expenses (including poets fees and hospitality) of £465, (2012/13 £324 including poets fees and postage, as well as membership cards printing costs), donations income of £346, (2012/13 £6,824), membership fee income of £825, (2012/13 £711) and investment income of £182, (2012/13 £207).

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

Members of the City of London Corporation responsible for managing the Trust are required to comply with provisions of the Local Government and Housing Act 1989 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.