

KEATS HOUSE

***REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019***

Charity Number: 1053381

KEATS HOUSE

Trustee's -Annual Report and Financial Statements for the year ended 31 March 2019

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KEATS HOUSE

Trustee's Annual Report for the year ended 31 March 2019

1. Reference and Administrative Details

Charity Name:	Keats House
Registered Charity Number:	1053381
Principal Address:	Guildhall, London EC2P 2EJ.
Trustee:	The City of London Corporation
Chief Executive:	The Town Clerk of the City of London
Treasurer:	Chamberlain of London
Solicitor:	Comptroller and City Solicitor Guildhall, London EC2P 2EJ
Banker:	Lloyds TSB Bank plc PO Box 72 Bailey Drive Gillingham Business Park Gillingham, Kent ME8 0LS
Auditor:	BDO LLP 55 Baker Street London W1U 7EU

2. Structure Governance and Management

The governing document

Scheme of the Charity Commissioners Sealed 6 November 1996.

Trustee Selection methods

All elected Members of the Court of Common Council (both Aldermen and Commoners) collectively exercise the City of London Corporation's duties as Trustee of the Charity. 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.

Policies and procedures for the induction and training of trustee

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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Trustee's Annual Report (continued)

2. Structure Governance and Management (continued)

Organisational structure and decision making process

The Charity is administered in accordance with the Charity's governing scheme and the City of London Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations of the City of London Corporation. These governance documents are available from the Town Clerk at the principal address.

Each elected Member by virtue of their membership of the Court of Common Council, its relevant committee and sub-committees, has a duty to support the City Corporation in the exercise of its duties as Trustee of the Charity by faithfully acting in accordance with the Terms of Reference of the relevant committee or sub-committee, and the City Corporation's agreed corporate governance framework as noted above.

The Charity Governance Code was published in July 2017. The Trustee is supportive of the Code and its aim to assist in the development of high standards of governance throughout the charity sector. The Trustee is currently considering application of the recommended practice to the work of the Keats House charity.

Details of related parties and wider networks

Note 14 to the accounts on page 32 provides details on any related parties and wider networks.

Risk identification

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 of employed officers has been established by 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 elected 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 in exercise of all of its functions, including when acting as charity trustee.

Consequently, a key risk register has been prepared for this charity and has been reviewed by the committee acting on behalf of the Trustee. It identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

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Trustee's Annual Report (continued)

2. Structure, Governance and Management (continued)

Risk identification (continued)

There are 4 risks which have been identified. These are:

- Poor repair and maintenance of buildings;
- Recruiting and retraining appropriately skilled staff, contractors and the Public;
- Ensuring the Health and Safety of staff, contractors and the Public; and
- Theft or damage relating to Keats House and its contents.

There is a system in place for monitoring each of these risks and mitigating actions are undertaken including training, strengthening controls and plans of action.

Charity Governance Code

The Charity Governance Code was published in July 2017. The charity is supportive of the Code and its aim to assist in the development of high standards of governance throughout the sector. The Trustee is currently considering application of the recommended practice to the work of the charity.

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 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 worldwide 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.

KEATS HOUSE

Trustee's Annual Report (continued)

3. Objectives and Activities for the Public Benefit (continued)

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

The Trustee has 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 Open Spaces Department within which it is managed.

The mission statement of the Department is to protect our treasured green spaces for people and wildlife and ensure our outstanding heritage assets are protected, accessible, and welcoming. Our departmental ambitions are that:

- Our habitats are ecologically thriving, and diverse
- Our places for play, learning, tranquillity, cultural experiences, enjoyment, wellbeing and exercise are high quality, inclusive and accessible to all
- Our heritage is preserved and we share history and stories through our spaces and buildings
- We provide thought leadership which is grounded in our innovative practices, knowledge and expertise

We will deliver our ambitions and mission through our service objectives and projects, and by fostering a collaborative culture within the department to support the utilisation of expertise and knowledge.

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

4. Achievements and Performance

Key targets for 2018-19 and review of achievement were:

1. **To develop plans for our Keats200 programme, celebrating the 200th anniversary of John Keats's time at the House, 1818 – 1821**

Following the appointment of a new Principal Curator in March 2018, plans were developed to celebrate the bicentenary of Keats living at Wentworth Place. A partnership, initially consisting of Keats House, the Keats Foundation and The Keats-Shelley House in Rome, was agreed along with a logo which could be used to promote the associated programme.

The Keats200 programme launched on 1 December 2018 to coincide with the 200th anniversary of John Keats being invited to live at Wentworth Place (now Keats House). The day featured the recreation of an historic walk from Well Walk across Hampstead Heath to the House, which was thrown open for free with a programme of talks and activities for all. Over 200 people visited the House on that day alone and for many this was their first experience of visiting. Further Keats200 events have been delivered in January, to coincide with the 200th anniversary of the writing of 'The Eve of St Agnes', featuring a dramatized reading of the poem.

KEATS HOUSE

Trustee's Annual Report (continued)

4. Achievements and Performance (continued)

Key targets for 2018-19 and review of achievement (continued)

In addition to celebrating specific anniversaries to increase awareness of this special period in Keats's life, Keats200 is being developed to comprise a number of strands of activity which will help deliver our aims and objectives as detailed below.

2. To grow and diversify our audiences by working creatively with partners to deliver an engaging and relevant programme of exhibitions and events

The 'Keats and Milton: Paradise Lost' exhibition, which opened in December 2017, closed on Sunday 25 November 2018. Although it is not possible to determine the number of visits specifically to the exhibition due to its location within the House itself, 11,686 people visited the House during this period.

Our new 'Keats at Wentworth Place' exhibition opened on Saturday 1 December 2018, to coincide with the launch of the Keats200 programme. The exhibition is designed to evoke what Hampstead would have been like two hundred years ago through images from the collections of London Metropolitan Archives, a newly developed sound installation, specially designed costume and literary quotes. In addition to the gallery on the first floor, a sound installation has been integrated into Keats's Parlour and a letter from Mrs Dilke to Fanny Keats confirming that John Keats was 'living next door' was put on display in Charles Brown's Parlour on the ground floor of the House.

One of the key aims of the Keats200 bicentenary programme is to bring the work of Keats to new audiences. We seek to work with a wide range of partner organisations to achieve this.

Keats House have formed a partnership with Chickenshed Young Company to develop a youth-led theatre production on the themes of Keats's life and works for performance in schools and cultural venues. Planning for this is underway with the aim of delivering developmental workshops in summer 2019, leading to performances in 2020 through to 2021.

During 2018/19 Keats House programmed 95 public events, attracting 3,312 people. Many were delivered in partnership with literary, academic or community organisations. Highlights included:

- A number of poetry readings curated by Poet in Residence Hannah Lowe, including the launch of her chap book resulting from the residency: 'The Neighbourhood'.
- The Keats House Poetry Ambassadors' series of themed readings by our volunteers continues to be a popular part of our programme. 'Afternoon poems' is held on the second Sunday of each month and the Poetry Ambassadors also supported special events for Remembrance Sunday, the Eve of St Agnes and 'Bazalgette day' at London Metropolitan Archives.
- Our monthly Family Days continue to provide free craft and literary activities for families, with themes inspired by Keats House, his writing and the gardens.

KEATS HOUSE

Trustee's Annual Report (continued)

4. Achievements and Performance (continued)

Key targets for 2018-19 and review of achievement (continued)

- Four 'Late Night Keats' events were held in May, October and December 2018 and February 2019, allowing visitors to experience the House and poetry in a uniquely atmospheric context, whilst also generating income to support the wider public programme. A wide range of emerging and established poets performed their work at Keats House, in partnership with Templar Poetry, and through independently organised readings.
- We continued to benefit from the support of Keats Foundation through an annual conference hosted at the House, individual talks, notably by their Chair Professor Nicholas Roe, and their participation in the Keats200 bicentenary programme.
- Keats House again took part in Open House London and was visited by over 740 people on the weekend of 22 – 23 September 2018.
- In October 2018, the Keats House poets and guest artist Tanya D'Souza hosted a special event for Black History Month. This was the first event specifically for BHM to be held at Keats House with the evening featuring drumming and poetry writing workshops.
- To ensure the quality of our visitor offer, Keats House again participated in Visit England's Visitor Attraction Quality Assurance Scheme. Keats House received a quality assessment visit in September 2018, achieving an overall score of 81% and maintaining its Accredited status.

3. To deliver a learning programme which supports social mobility for children and young people, families and adult learners

A part time Education Officer continues to co-ordinate, deliver and support taught sessions and group visits to Keats House and Gardens for a range of educational organisations. Between April 2018 and March 2019, 70 sessions were delivered to over 40 different establishments. This resulted in 713 primary school students, 779 secondary school students and over 220 adults, made up of higher education students, teachers and assistants, taking part in the formal learning programme at Keats House.

In addition, a five-day Summer School was delivered in 2018, which saw 36 students from seven schools take part in a four-day programme of creative writing workshops and activities, including meeting published poets, at Keats House. This resulted in a total of 123 instances of engagement with the arts for young people.

Keats House are one of 16 cultural organisations across London offering a trainee placement as part of the 'New Museum School'. This initiative is being led by Culture& who have received Heritage Lottery Fund funding to work with sector organisations such as A New Direction and CreateJobs to diversify entry routes to the heritage sector. Our trainee began in October 2018 and will work with us full-time through to September 2019, following an NVQ in Cultural Heritage. She is leading on new ways of connecting with audiences including social media and other digital engagement.

KEATS HOUSE

Trustee's Annual Report (continued)

4. Achievements and Performance (continued)

Key targets for 2018-19 and review of achievement (continued)

In December 2018, the City of London Corporation's Culture, Heritage and Libraries Committee approved changes to our ticket price structure with the aim of ensuring that more young people and local people could enjoy access to Keats House. From 1 April 2019, the age of free entry was raised from 17 or under to 18 or under, to ensure that everyone of compulsory education or training age could visit the House. In addition, a special £2 community ticket rate for residents of the London Borough of Camden and the City of London was introduced for the period of the Keats200 celebrations.

Keats House is a member of CultureMile Learning, one of the City Corporation's key initiatives to improve social mobility and support the development of fusion skills for young people. We are specifically involved in supporting the Young City Poets Programme and developing evaluation and the 'Bundle Days' offer for schools across the partner network.

Free family workshops continue to be provided as part of our year-round events programme, and these creative, hands-on learning activities are particularly targeted to families with children aged five to eleven. The two-hour sessions run on the third Sunday of each month and were enjoyed by 349 children and adults over the past year.

4. To care for and improve access to our Grade I listed building and historic collections

In 2018/19 plans were progressed to put in place a sustainable cyclical works programme to preserve and maintain Keats House (Grade I listed) and Ten Keats Grove (Grade II listed). These arose from the overall condition survey of Keats House and Ten Keats Grove conducted in 2017/18.

The City Surveyor's Department led major projects to replace the central heating system, improve the safety of the electrical systems in Ten Keats Grove and restore a glass canopy at the rear of the building. A separate project was delivered to adapt an internal staff toilet area into a secure storage room for the use of Keats Community Library as the building's licence holders.

Following the application for funding from LB Camden's Community infrastructure Levy grants programme, plans were developed to improve the pathways, path lighting and public toilets at 10 Keats Grove, along with a proposal for a new entrance to the museum. These were displayed during Open House London weekend in September and submitted to LB Camden in March 2019, with a decision expected in spring / summer 2019.

A number of projects have now been prioritised for the repair and future preservation of Keats House itself. These major investment projects funded by the City Corporation will be delivered in 2019/20, to ensure Keats House can continue to be accessed and enjoyed by future generations.

The gardens, which form an essential and much-loved aspect of the heritage site, are maintained by volunteers from Heath Hands, supported by Open Spaces officers. This year they delivered events for Open Garden Squares Weekend and were awarded 'Silver Gilt' in our first entry into London in Bloom's Walled Garden category.

KEATS HOUSE

Trustee's Annual Report (continued)

4. Achievements and Performance (continued)

Key targets for 2018-19 and review of achievement (continued)

5. To increase earned and charitable income

Keats House continues to be open to the public Wednesday – Sunday, 11am – 5pm.

We offer free and half price entry to Art Fund and National Trust members respectively, as well as reduced rate entry to seniors and concessions, with children aged 17 and under being admitted free. This pricing structure generated income from admissions to the House amounting to £44,451 in 2018/19.

The shop continues to offer a small but attractive range of merchandise, including Keats House branded souvenir products. The increasing number of people visiting the House along with the quality of our merchandise resulted in an increase in shop sales to £26,365 in 2018/19.

The private hire offer continues to generate an additional source of income to the charity and is promoted via the City of London's web pages, as well as our What's On Guide and posters on site.

Approximately 70 private hires generated just under £15k income for the Charity in 2018/19.

The licence for Keats Community Library to occupy Ten Keats Grove also contributes to our income, along with charges for taught sessions for schools and image licencing.

6. To become more actively engaged with our local community

Keats House continues to be a valued heritage asset in its local community of Hampstead and Camden as well as the cultural life of London and beyond. The City Corporation's management of Keats House along with the Open Spaces of Hampstead Heath and Highgate Wood in particular, has helped foster local interest and engagement and led to valuable connections through the respective Consultative Committees.

The close association which exists between Keats House and Keats Community Library, which operates from the Ten Keats Grove building adjacent to the House itself, has been further strengthened by joint planning, complementary events programming and mutual promotion of each other's services.

Many volunteers are either local residents or have connections with other local organisations, thus strengthening our community networks and partnerships.

Keats House participated in Hampstead Art Fair in June 2018, to promote awareness of Keats House and its events programme amongst local residents.

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Trustee's Annual Report (continued)

4. Achievements and Performance (continued)

Key targets for 2018-19 and review of achievement (continued)

As referred to above, free open days and events programming, along with the approval of a special community ticket price for local residents to be introduced from April 2019, have all been initiated in 2018/19 with the aim of strengthening our position within the local community we serve.

Publicity continues to be mainly through our seasonal events brochure, which is produced and distributed three times a year. In December 2018, this was re-designed to incorporate our Visitor Guide and What's On listings, to better promote the range of our offer to visitors and non-visitors alike. This is supplemented by specific flyers and social media postings, with a continued presence on the City of London Corporation website. Our increasing use of social media helps us form new connections and networks and promote the House and Keats's work. By March 2019, @keatshouse had over 5,000 followers on Twitter (a c. 15% increase over a 12 month period). Facebook likes increased from 3,410 to 3,601 (+6%) over a similar period and our Instagram channel has grown from c. 370 in April 2018 to over 1,000 followers (+170%) as at March 2019.

As a result of the above activities, the Trustee has had due regard to the Charity Commission's public benefit guidance when setting objectives and planning activities.

KPIs for 2018/19

1. To increase visitor numbers by 3%.
2018/19 target = 24,246; 2018/19 outturn 26,055 comprised of admissions to the House, educational visits and event attendees, as well as an estimate of garden visitors.
2. To maintain high or increase Net Promoter Score as an indication of customer satisfaction at Keats House.
2018/19 target = >82; 2018/19 outturn = 71
3. To increase revenue through retail and private hire by 5%.
2018/19 target = retail £9,645 and private hire £17,771; 2018/19 outturn = retail £13,270 and private hire = £14,810

5. Plans for Future Periods

The overarching priorities which will guide all of our objectives and activities for 2019/20 are:

- Progress access improvements at Keats House
- Deliver Keats200 bicentenary programme
- Implement Keats House Activities Plan for 2019/20
- Draft the Keats House Management Plan, 2020 – 23

KEATS HOUSE

Trustee's Annual Report (continued)

5. Plans for Future Periods (continued)

KPIs for 2019/20

1. To increase visitor numbers to Keats House by 3%.
2. Improve Visit England Annual Quality Attraction Assessment Scheme score at Keats House. (2018/19 score = 71%)
3. Achieve budgeted income and expenditure targets for Keats House Charity.

6. Financial Review

Review of financial position

Total expenditure for the year were £480,333 (2017/18: £476,978) and total income was £573,470 (2017/18: £503,812) of which the City of London Corporation contributed £447,132 (2017/18: £360,407). The reason for the increase in expenditure is mainly due to £72,924 (2017/18: £nil) for the financing of a new heating system at Keats House, breakdown cost of £43,344 (2017/18: £nil), increased employee costs £232,196 (2017/18: £226,546) partly offset by cyclical works program costs falling by 51% to £31,430 (2017/18: £62,043). In addition, there were costs associated with the CIL funded access improvements project of £5,298 (2017/18: £9,018).

Included in the increased City of London Corporation deficit funding contributions, is the incoming recharge for officer time spent on Committee activities of £17,000 (2017/18: £17,000). In addition, there were CIL grant receipts relating to the Access Improvement Project of £5,298 (2017/18: £9,018). Total funds of £346,003 (2017/18: £252,866) includes restricted funds of £102,121 (2017/18: £102,121) and unrestricted funds of £243,882 (2017/18: £150,745). General fund currently stands at £170,958 (2017/18: £145,689), therefore funds are available for the Keats200 Programme to be delivered in 2019/20.

Reserves Policy

The annual net operating costs of the charity are funded on an ongoing basis by the City of London Corporation through its' City's Cash Fund. The charity therefore does not need to maintain free reserves at a stated level, being either a fixed amount or a stated number of months, to ensure continued delivery of the charity's objectives. For good governance purposes, the trustee considers holding a minimum balance of £20,000 as free reserves to be suitable in light of the operating model in place.

Investment Policy

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

Going Concern

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

KEATS HOUSE

Trustee's Annual Report (continued)

6. Financial Review (continued)

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. Although we do not undertake widespread fundraising from the general public, the legislation defines fund raising as “soliciting or otherwise procuring money or other property for charitable purposes”. Such amounts receivable are presented in our accounts as “voluntary income” and includes legacies and grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who is accountable to the trustee.

The charity is not bound by any undertaking to be bound by any regulatory scheme and the charity does not consider it necessary to comply with any voluntary code of practice.

We have received no complaints in relation to fundraising activities. Our terms of employment require staff to behave reasonably at all times. As we do not approach individuals for funds we do not consider it necessary to design specific procedures to monitor such activities.

7. Disclosure of Information to the Auditor

At the date of approval of this report, the Trustee confirms that:

- so far as they are aware, there is no relevant audit information of which the Auditor is unaware; and
- the Trustee has taken all the steps that it ought to have taken in order to make itself aware of any relevant audit information and to establish that the Auditor is aware of that information.

8. Statement of Trustee's Responsibilities

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective from 1 January 2015.

The law applicable to charities in England and 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.

KEATS HOUSE

Trustee's Annual Report (continued)

8. Statement of Trustee's Responsibilities (continued)

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.

The Trustee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Charity's scheme. 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 Trustee on 13 November 2019.

Adopted and signed for and on behalf of the Trustee.

Jeremy Paul Mayhew MA MBA
Chairman of Finance Committee

Jamie Ingham Clark
Deputy Chairman of Finance Committee

Guildhall
London
13 November 2019

KEATS HOUSE

Independent Auditor's Report to the Trustee of Keats House

Opinion

We have audited the financial statements of Keats House (the Charity) for the year ended 31 March 2019 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2019 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Annual Report, other than the financial statements and our auditor's report thereon. The Trustee is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

KEATS HOUSE

Independent Auditor's Report to the Trustee of Guildhall Library Centenary Fund (continued)

Other information (continued)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Act 2011 requires us to report to you if, in our opinion;

- the information contained in the financial statements is inconsistent in any material respect with the Trustee Annual Report; or
- adequate 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.

Responsibilities of the Trustee

As explained more fully in the Trustee responsibilities statement, the Trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

KEATS HOUSE

Independent Auditor's Report to the Trustee of Guildhall Library Centenary Fund (continued)

Auditor's responsibilities for the audit of the financial statements (continued)

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at:

<https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Charity's trustee, as a body, in accordance with the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's trustee 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 the Charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Fiona Condron (Senior Statutory Auditor)
For and on behalf of BDO LLP, statutory auditor
London

Date 16 December 2019

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

KEATS HOUSE

Statement of Financial Activities for the year ended 31 March 2019

	Notes	2018/19			2018/19	2017/18
		Unrestricted		Restricted		
		General	Designated	Funds	Total	Total
		Funds	Funds		Funds	Funds
		£	£	£	£	£
Income from:	3					
Donations and Legacies		376,817	72,924	5,298	455,039	388,117
Income from Investments		49	-	-	49	27
Income from charitable activities		118,382	-	-	118,382	115,668
Total income		495,248	72,924	5,298	573,470	503,812
Expenditure on:	4					
Expenditure on Raising Funds		13,095	-	-	13,095	12,746
Expenditure on Charitable activities		461,940	-	5,298	467,238	464,232
Total expenditure		475,035	-	5,298	480,333	476,978
Net income		20,213	72,924	-	93,137	26,834
Transfers between funds		5,056	(5,056)	-	-	-
Net movement in funds		25,269	67,868	-	93,137	26,834
Reconciliation of funds						
Total Funds brought forward	13	145,689	5,056	102,121	252,866	226,032
Total Funds carried forward	13	170,958	72,924	102,121	346,003	252,866

All operations are continuing.

Details of the analysis of amounts between restricted and unrestricted funds is shown in Note 13 to the accounts.

KEATS HOUSE

Balance Sheet as at 31 March 2019

	Notes	2019 £	2018 £
Heritage assets	7	100,000	100,000
Fixed assets	8	72,924	-
		172,924	100,000
Current assets			
Stock	9	12,007	12,026
Debtors	10	7,261	35,075
Cash at Bank and in Hand		167,839	131,801
		187,107	178,902
Current Liabilities:			
Creditors: Amounts falling due within one year	11	(14,028)	(26,036)
Net Current Assets	12	173,079	152,866
Total Assets less Current Liabilities		346,003	252,866
The funds of the charity:			
Unrestricted funds			
- General Funds	13	170,958	145,689
- Designated Funds	13	72,924	5,056
Restricted funds	13	102,121	102,121
Total charity funds		346,003	252,866

The notes at pages 19 to 32 form part of these accounts.

Approved and signed for and on behalf of the Trustee.

Dr Peter Kane
Chamberlain of London
16 December 2019

KEATS HOUSE
Notes to the Financial Statements for the year ended 31 March 2019

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 of Keats House, which is a public benefit entity under FRS102, have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102) and the Charities Act 2011.

(b) ***Going Concern***

The Charity is considered a going concern for the foreseeable future as net expenditure is met by the City of London Corporation through its City's Cash fund. The City of London Corporation is committed to the ongoing support of the services and activities provided by the Charity. There are no material uncertainties about the entity's ability to continue as a going concern.

(c) ***Cash Flow Statement***

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2019 which is publicly available and can be found at www.cityoflondon.gov.uk.

(d) ***Income Recognition***

All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

(e) ***Expenditure Recognition***

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

(f) ***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 cost. 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.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(f) **Fixed Assets (continued)**

Heritage Assets (continued)

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these accounts as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

In accordance with the Charity's scheme two buildings and the land were transferred at no cost to the ownership of the Trust on 1 January 1997. The buildings comprise the Grade 1 listed Keats House itself valued at £2,019,267 (2017/18 £1,861,075), (for insurance purposes) and a 1930s building called the Heath Library valued, for insurance purposes, at £1,262,466 (2017/18 £1,163,563). 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.

Tangible Fixed Assets

These are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision for impairment. Land is not depreciated and other fixed assets are depreciated from the year following that of their acquisition. Typical asset lives are as follows:

	Years
Operational buildings	30 to 50
Landscaping/Conservation	up to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25
Infrastructure	up to 20
Heavy vehicles and plant	5

(g) **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.

(h) **Stocks**

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

(i) **Pension Costs**

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefits scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the charities it supports. The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £608.6m as at 31 March 2019 (£592.6m as at 31 March 2018). Since this net deficit is apportioned between the accounts of the City of London's three main funds, the charity's trustee does not anticipate that

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

1. Accounting Policies (continued)

(j) *Pension Costs (continued)*

any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in the accounts.

The costs of the pension scheme charged to the charity are the employer's contributions disclosed in note 6 and any employer's pension contributions within support services costs as disclosed at note 5. Following the statutory triennial valuation of the pension fund as at 31st March 2016, completed by independent consulting actuaries, an employer's contribution rate of 21% has been applied for 2017/18, 2018/19 and 2019/20. The next actuarial valuation of the Scheme was carried out as at 31 March 2019 and will set contributions for the period from 1 April 2020 to 31 March 2023. There are no outstanding or pre-paid contributions at the balance sheet date.

(k) *Fund Accounting*

The charity has two funds – the unrestricted and restricted 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 and any grants which have been received for a specific activity. The City of London Corporation is committed to fund the ongoing operational costs of the Charity.

(l) *Significant Management Judgements And Key Sources Of Estimation And Uncertainty Accounting*

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

2. Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

3. Income

Following a review of reporting in the prior year, the charity noted that restricted income and corresponding expenditure had not been recorded as such within the Financial Statements. As at 31 March 2018, unrestricted funds included restricted funds of £2,121 which the Trustee does not consider to be material, were carried forward.

The following note details the adjustments that have been made as a result.

	Unrestricted Funds 2018/19 £ £		Restricted Funds 2018/19 £	Total Funds 2018/19 £
	General Funds	Designated Fund		
Income from:				
Donations and Legacies				
City of London Corporation funding	374,364	72,924	-	447,288
Other Contributions/grants	-	-	5,298	5,298
Donations	2,453	-	-	2,453
Total Donations and Legacies	376,817	72,924	5,298	455,039
Income from Investments	49	-	-	49
Income from charitable activities				
Sales of souvenirs and books	26,365	-	-	26,365
Admission charges	45,570	-	-	45,570
Charges for services	46,447	-	-	46,447
Total income from charitable activities	118,382	-	-	118,382
Total Income	495,248	72,924	5,298	573,470

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

3. Income (continued)

	Unrestricted Funds 2017/18 £		Restricted Funds 2017/18 £	Total Funds 2017/18 £
	General Funds	Designated Fund		
Income from:				
Donations and Legacies				
City of London Corporation funding	360,407	-	-	360,407
Other Contributions/grants	25,586	-	-	25,586
Adjustment	(25,586)	-	25,586	-
Donations	2,124	-	-	2,124
Total Donations and Legacies (Restated)	362,531	-	25,586	388,117
Income from Investments	27	-	-	27
Income from charitable activities				
Sales of souvenirs and books	21,931	-	-	21,931
Admission charges	40,905	-	-	40,905
Charges for services	52,832	-	-	52,832
Total income from charitable activities	115,668	-	-	115,668
Total Income	478,226	-	25,586	503,812

Grant from City of London Corporation

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and provides a reimbursement of officer time spent on Committee activities.

Other Contributions/grants

Grants received in respect of the CIL grant for the new Access Improvements project of £5,298, (2017/18: £9,018 and grant from National Heritage in respect of the Young Roots Project £16,568).

Donations

The total amount received of £2,453 comprises sums deposited in the two collections boxes and other unsolicited sums received. (2017/18: £2,124).

Sale of Souvenirs and Books

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

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

3. Income (continued)

Charges for Services

Charges for services are comprised as follows:

	2018/19 £	2017/18 £
Keats Community Library	25,000	25,000
Private Hire of Keats House	14,810	16,925
Public Events	5,620	9,703
Filming	442	756
Membership Fees	575	420
Other income	-	28
Total	46,447	52,832

Keats Community Library provide a community library service from the building and reimburse the running costs. The licence was renewed in June 2018 to cover the period April 2017 – April 2020. The rental income agreed remained at £25,000 for the new three years agreement.

4. Expenditure

Expenditure is analysed between activities undertaken directly and support costs as follows:

	Restricted Expenditure	Unrestricted Expenditure		2018/19
		Activities undertaken directly £	Support costs £	Total Expenditure £
Expenditure on:				
Charitable activities	5,298	382,611	79,329	467,238
Restated Charitable activities	-	-	-	-
Raising funds	-	13,095	-	13,095
Total	5,298	395,706	79,329	480,333

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

4. Expenditure (continued)

	Restricted Expenditure	Unrestricted Expenditure		2017/18
		Activities undertaken directly £	Support costs £	Total Expenditure £
Expenditure on:				
Charitable activities	-	379,735	84,497	464,232
Adjustment	23,465	(23,465)	-	-
Restated Charitable activities	23,465	356,270	84,497	464,232
Raising funds	-	12,746	-	12,746
Total	23,465	369,016	84,497	476,978

Expenditure on raising funds relates 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.

Auditor's remuneration and fees for external financial services

BDO are the auditors of the City of London Corporation's City's Cash Fund. The City of London 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 its private funds. No other external financial services were provided for the Trust during the year or in the previous year.

Trustee's expenses

Members of the City of London Corporation are unpaid and do not receive allowances in respect of City of London Corporation activities in the City. However, Members may claim travelling expenses in respect of activities outside the City and receive allowances in accordance with a scale when attending a conference or activity on behalf of the City of London Corporation. No expenses have been claimed in the year (2017/18 £nil).

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 who work on a number of City of London Corporation's activities.

Support costs allocated by the City of London Corporation to the charitable activity are derived as follows:

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

5. Support costs (continued)

	2018/19 Total £	2017/18 Total £
Department		
Chamberlain	27,913	32,252
Town Clerk	9,006	10,370
City Surveyor	6,500	7,252
Information Systems	24,618	23,674
Other governance and support costs	5,106	4,434
Recharges from Open Spaces Directorate	6,186	6,515
Total support costs	79,329	84,497

The main support services provided by the City of London Corporation are:

Chamberlain	Accounting services, insurance, cashiers, revenue collection, payments, financial systems and internal audit.
Town Clerk	Committee administration, management services, personnel services, public relations, printing and stationery, emergency planning.
City Surveyor	Work undertaken on the management of the Estate properties, surveying services and advice, supervising and administering repairs and maintenance.
Information Systems	The support and operation of the City of London Corporation's central and corporate systems on the basis of usage of the systems; the provision of "desktop" and network support services and small IS development projects that might be required by the charity.
Other governance costs	Contribution towards various costs including publishing the annual report and financial statements, central training, the dental service, occupational health, union costs and the environmental and sustainability section.
Open Spaces Directorate Recharge	Expenditure incurred by the Directorate, which is recharged to all Open Spaces Committees under the control of the Director of Open Spaces. The apportionments are calculated on the basis of budget resources available to each open space Charity.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

6. Staff numbers and costs

The full-time equivalent number of staff employed by the City of London Corporation charged to Keats House in 2018/19 is 4.5 (2017/18 4.8) at a cost of £232,196 (2017/18 £224,328). The table below sets out the employment costs and the number of full-time equivalent staff charged directly to the charity.

	No. of employees	Gross Pay £	Employer's National Insurance £	Employer's Pension Contribution £	Total £
2018/19 Charitable activities	4.5	180,418	16,084	35,694	232,196
2017/18 Charitable activities	4.8	174,434	15,101	34,793	224,328

There was no employee charged wholly to the Charity whose remuneration exceeded £60,000 (2017/18: Nil). There were no employees charged partly to the Charity whose total remuneration exceeded £60,000 (2017/18: Nil). Trustee is unpaid and do not receive allowances.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

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 Trustee believes 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 2019 the net book value of heritage assets relating to direct charitable purposes amounts to £100,000 (31 March 2018 £100,000) as set out below.

	2015 £	2016 £	2017 £	2018 £	2019 £
<u>Cost</u>					
At 1 April	100,000	100,000	100,000	100,000	100,000
At 31 March	100,000	100,000	100,000	100,000	100,000
<u>Net book value</u>					
At 31 March	100,000	100,000	100,000	100,000	100,000
At 31 March	100,000	100,000	100,000	100,000	100,000

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

8. Tangible Fixed Assets

At 31 March 2019 the book value of tangible fixed assets relating to direct charitable purposes amounts to £72,924 (31 March 2018: £Nil) as set out below.

	Plant & Equipment £	Total £
Cost		
At 1 April 2018	-	-
Additions	72,924	72,924
At 31 March 2019	72,924	72,924
<u>Depreciation</u>	-	-
<u>Net Book Value</u>		
At 31 March 2019	72,924	72,924
At 31 March 2018	-	-

The addition during the year was for a new heating system at Keats House.

9. Stock

The value of stock at 31 March 2019 was £12,007 (2018: £12,026) and is constructed of: Souvenirs £9,840 (2018: £11,062) and Books £2,167 (2018: £964). The Cost of Sales for the year was £13,095 (2018: £12,746).

10. Debtors

Debtors consist of :-

	2019 £	2018 £
Other Debtors	2,193	738
Payments in Advance	4,072	2,939
Value Added Tax	996	1,804
Sundry Debtors	-	29,594
Total	7,261	35,075

The main reason for the significant fall in debtors is due to the Sundry Debtors being cleared with Keats Community Library's new licencing agreement now in place and rental demands raised and cleared in the financial year 2018/19.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

11. Creditors

Creditors consist of :-

	2019 £	2018 £
Sundry Creditors	6,718	5,405
Other Creditors	7,310	15,819
Receipts in Advance	-	4,812
Total	14,028	26,036

The main reason for the decrease in Other Creditors was due to a larger number of receipted goods which were awaiting payment at the end of 2017/18.

12. Keats House Analysis of Net Assets by Fund at 31 March 2019

	Unrestricted Funds		Restricted Funds	2019	2018
	General Funds	Designated Funds			
	£	£	£	£	£
Heritage Assets	-	-	100,000	100,000	100,000
Tangible Fixed Assets	-	72,924	-	72,924	-
Current Assets	184,986	-	2,121	187,107	178,902
Current Liabilities	(14,028)	-	-	(14,028)	(26,036)
Total Net Assets	170,958	72,924	102,121	346,003	252,866

	Unrestricted Funds		Restricted Funds	2018	2017
	General Funds	Designated Funds			
	£	£	£	£	£
Heritage Assets	-	-	100,000	100,000	100,000
Tangible Fixed Assets	-	-	-	-	-
Current Assets	171,725	5,056	2,121	178,902	165,310
Current Liabilities	(26,036)	-	-	(26,036)	(39,278)
Total Net Assets	145,689	5,056	102,121	252,866	226,032

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

13. Movement of Funds during the year to 31 March 2019

	Fund Balances Brought Forward April 2018	Prior Year Adjustment	Fund Balances Brought Forward (Restated)	Income	Expenditure	Transfers	Fund Balances Carried Forward March 2019
	£	£	£	£	£	£	£
Unrestricted Funds							
<i>General Funds</i>	147,810	(2,121)	145,689	495,248	(475,035)	5,056	170,958
<i>Designated funds</i>							
- Acquisition and Collection Care Reserve	3,708	-	3,708	-	-	(3,708)	-
- Development of Service Reserve	1,348	-	1,348	-	-	(1,348)	-
- Fixed Assets	-	-	-	-		72,924	72,924
Total Unrestricted Funds	152,866	(2,121)	150,745	495,248	(475,035)	72,924	243,882
Restricted Funds							
- Keats Love Letter	100,000	-	100,000	-	-	-	100,000
- Young Roots	-	2,121	2,121	-	-	-	2,121
- CIL Grant	-	-	-	5,298	(5,298)	-	-
Total Restricted Funds	100,000	2,121	102,121	-	-	-	102,121
Total Funds	252,866	-	252,866	500,546	(480,333)	72,924	346,003

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

13. Movement of Funds during the year to 31 March 2019 (continued)

Movement of Funds during the year to 31 March 2018

	Fund Balances Brought Forward April 2017	Income	Expenditure	Fund Balances Carried Forward March 2018
	£	£	£	£
Unrestricted Funds				
<i>General Funds</i>	121,003	503,785	(476,978)	147,810
<i>Designated funds</i>				
- Acquisition and Collection Care Reserve	3,688	20	-	3,708
- Development of Service Reserve	1,341	7	-	1,348
Total Unrestricted Funds	126,032	503,812	(476,978)	152,866
Restricted Funds				
- Keats Love Letter	100,000	-	-	100,000
Total Restricted Funds	100,000	-	-	100,000
Total Funds	226,032	503,812	(476,978)	252,866

Notes to the funds

Unrestricted

- i. *General fund* - The purpose of this fund is to further the objectives of the charity. The City of London Corporation continues to deficit fund the charity.
- ii. *Designated funds* – The designated funds relating to Acquisition and Collection Care Reserve and Development of Service Reserve were established in July 2002 following a bequest of £25,000 from the executors of Dr Benno Pollak's estate. The gift was unconditional and applied to further the objects of the charity. During the year it was decided to release the balances on these designated funds back to general funds.

KEATS HOUSE

Notes to the Financial Statements for the year ended 31 March 2019

13. Movement of Funds during the year to 31 March 2019 (continued)

Notes to the funds (continued)

Unrestricted (continued)

- iii. *Fixed Assets* – Plant and Equipment are included at historic cost less provision for depreciation and any impairment. The net book value of fixed assets at 31 March 2019 was £72,924 and is represented by a designated fund (2017/18: nil).

Restricted

- iv. *Heritage Asset* - The purpose of this fund is to safeguard the Keats Love Letter, allowing the public access to this cultural asset.
- v. *Grant funding* – Young Roots funds remaining from 2017/18 funds received.
- vi. *CIL funding* – This fund is for a specific project at Keats House relating to improving the accessibility of the House to the public.

14. Details of Related Party and Wider Networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 102 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 'Expenditure' and an explanation of these services is set out in notes 4 and 5 to the financial statements.

The City of London Corporation is also the Trustee of a number of other charitable trusts. With the exception of Ground Maintenance works undertaken for the Charity by Hampstead Heath, (803392), these Charity's do not undertake transactions with Keats House. These charges totalled £8,000 for 2018/19 (2017/18: £8,000).

A full list of these charities is available on application to the Chamberlain 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 Charity on a normal commercial basis.