

***CHARITIES ADMINISTERED IN CONNECTION WITH (ICW)  
THE CITY OF LONDON FREEMEN'S SCHOOL***

***REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017***

**Charity Number: 312120**

**CHARITIES ADMINISTERED ICW  
THE CITY OF LONDON FREEMEN'S SCHOOL**

**Trustee's Annual Report and Financial Statements for the year ended 31  
March 2017**

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# CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL

## Trustee's Annual Report for the year ended 31 March 2017

### 1. Reference and Administration Details

Charity Name	Charities Administered ICW the City of London Freemen's School
Registered Charity Number:	312120
Principal Address:	Guildhall, London EC2P 2EJ
Trustee:	The City Of London Corporation
Chief Executive:	The Town Clerk of the City of London Corporation
Treasurer:	The Chamberlain of London
Solicitor:	The Comptroller and City Solicitor
Banker:	Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Investment Fund Managers:	Artemis Investment Management LLP
Auditor:	Moore Stephens LLP Chartered Accountants and Statutory Auditor 150 Aldersgate Street London EC1A 4AB

### 2. Structure, Governance and Management

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

The Charity Commission for England and Wales made an Order on 30 November 2011 which appointed the City of London Corporation as trustee of the charitable funds governed by this charity. The Schedule attached to the Order details the constituent charitable funds of the Charities Administered ICW the City of London Freemen's School. The Funds are registered under the same name for administrative purposes.

#### Trustee

The body corporate known as The City of London Corporation is the Trustee of Charities Administered in connection with (ICW) the City of London Freemen's School, acting through the Board of Governors of The City of London Freemen's School.

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

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

# CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL

## 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 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 of the City of London Corporation at the principal address.

Each elected Member by virtue of their membership of the Court of Common Council, its relevant committees 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.

#### Related Parties

Details of any related party transactions are disclosed in note 10 to the Financial Statements.

#### Risk identification

The Trustee is committed to a programme of risk management as an element of the Trustee's strategy to preserve the charity's assets, enhance productivity for service users and members of the public.

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 the exercise of all 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 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 funds are used to provide prizes in various subjects. The funds may also be used to assist children to study various subjects at school and to aid school pupils who have gone on to University.

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

# **CHARITIES ADMINISTERED ICW THE CITY OF LONDON FREEMEN'S SCHOOL**

## **Trustee's Annual Report (continued)**

### **4. Achievements and Performance**

The school awarded 230 book prizes during the year (2015/16: 231).

### **5. Financial Review**

During the year ended 31 March 2017 total funds increased by £23,497 (2015/16: total funds decreased by £4,373) to £191,968 (2015/16: £168,471). This movement comprised the following:-

- i) a net gain on investments of £18,382 (2015/16: net loss of £8,395);
- ii) income of £12,269 (2015/16: £11,547) which comprised investment income of £6,229 (2015/16: £5,422) voluntary income of £6,040 (2015/16: £6,125); and
- iii) expenditure of £7,154 (2015/16: £7,525) relating to 230 book prizes (2015/16: 231 book prizes).

### **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).

### **Reserves Policy**

The Reserves Policy is to maintain the capital base of the charity in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charity.

### **Investment Policy**

The charity's investments are held in units of the City of London Charities Pool. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually. The investment policy of the Charities Pool is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool are available from the Chamberlain of London.

### **6. Plans for Future Periods**

The on-going targets are to continue to provide for prizes in various subjects, to continue to provide sums to assist children to study various subjects at the school and to assist in further education.

**CHARITIES ADMINISTERED ICW  
THE CITY OF LONDON FREEMEN'S SCHOOL**

**Trustee's Annual Report (continued)**

**7. Statement of Trustee's Responsibilities**

The Trustee is responsible for preparing the Trustee's Report and the financial statements in accordance with 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 and the Charities Act 2011.

The law applicable to charities in England & Wales requires the Trustee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed; 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 trust deed. 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.

**8. Adopted and signed for on behalf of the Trustee on **15 November 2017****

Jeremy Paul Mayhew MA MBA  
Chairman of Finance Committee  
Guildhall, London

Jamie Ingham  
Deputy Chairman of  
Finance Committee

## **Independent Auditor's Report to the Trustees of The Charities Administered In Connection With The City of London Freeman's School**

We have audited the financial statements of The Charities Administered In Connection With The City of London Freeman's School for the year ended 31 March 2017 which are set out on pages 8 to 15. The financial reporting framework that has been applied in their preparation is applicable law and Section 1A "Small Entities" of FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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

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

As explained more fully in the Trustees' Responsibilities Statement set out on page 5, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 145 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**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's web-site at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **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.

## **Independent Auditor's Report to the Trustees of The Charities Administered In Connection With The City of London Freemen's School (continued)**

### **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.

Date

Moore Stephens LLP

Statutory Auditor  
150 Aldersgate Street  
London  
EC1A 4AB

Moore Stephens LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006



**CHARITIES ADMINISTERED ICW  
THE CITY OF LONDON FREEMEN'S SCHOOL**

**Statement of Financial Activities for the year ended 31 March 2017**

	Note	Restricted Fund £	Endowment Fund £	<b>Total Funds 2016/17 £</b>	Total Funds 2015/16 £
<b>Income and endowments from:</b>					
<b>Donations and legacies</b>		6,040	-	<b>6,040</b>	6,125
<b>Income from investments</b>					
Managed investment income		6,126	-	<b>6,126</b>	5,294
Interest receivable		103	-	<b>103</b>	128
<b>Total income and endowments</b>	3	<u>12,269</u>	-	<u><b>12,269</b></u>	<u>11,547</u>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Scholarships and prizes awarded		7,154	-	<b>7,154</b>	7,525
<b>Total expenditure</b>	4	<u>7,154</u>	-	<u><b>7,154</b></u>	<u>7,525</u>
Net gains/(losses) on investments	7	18,009	373	<b>18,382</b>	(8,395)
<b>Net income/(expenditure)</b>		<u>23,124</u>	373	<u><b>23,497</b></u>	<u>(4,373)</u>
Transfers between funds		-	-	-	-
Other recognised gains/(losses)		-	-	-	-
<b>Net movement in funds</b>		<u>23,124</u>	373	<u><b>23,497</b></u>	<u>(4,373)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward	9	155,347	13,124	<b>168,471</b>	172,844
<b>Total funds carried forward</b>	9	<u>178,471</u>	13,497	<u><b>191,968</b></u>	<u>168,471</u>

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.

**CHARITIES ADMINISTERED ICW  
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**Balance Sheet as at 31 March 2017**

	Note	2017 £	2016 £
<b>Fixed Assets</b>			
Managed Investments – 19,786 Charities Pool Units	7	172,534	139,153
<b>Current Assets</b>			
Cash at bank and in hand		19,434	29,318
<b>Total Assets</b>	8	191,968	168,471
<b>The funds of the charity:</b>			
Restricted Fund		178,471	155,347
Endowment Fund		13,497	13,124
<b>Total funds</b>	9	191,968	168,471

Approved and signed for and on behalf of the Trustee

The notes at pages 10 to 15 form part of these accounts.

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Dr Peter Kane  
Chamberlain of London  
15 November 2017

**CHARITIES ADMINISTERED ICW  
THE CITY OF LONDON FREEMEN'S SCHOOL**

**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies**

The following accounting policies have been applied consistently throughout the year and in the preceding year 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 under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities, published in 2015, the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

(b) ***Going Concern***

The Trust is considered a going concern for the foreseeable future as the Trustee has due regard to maintaining the capital base and only donations and investment income are generally used in furtherance of the objectives of the Trust. Part of the Charity's income is from investments in the Charities Pool administered by the City of London Corporation. The Pool's investment policy is set out in Section 5 of the Annual Report.

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

The Trust has taken advantage of the exemption in FRS102 from the requirement to produce a statement of cash flows on the grounds that it is a small entity.

(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) ***Investment Income***

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances. The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

**CHARITIES ADMINISTERED ICW  
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**Notes to the Financial Statements for the year ended 31 March 2017**

**1. Accounting Policies (continued)**

(f) ***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.

(g) ***Investments***

Investments are valued annually at the middle market price at the close of business on 31 March. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities. The unrealised loss on investments at the balance sheet date is included in the Trust's funds.

(h) ***Fund Accounting***

The funds of the charity consist of a permanent endowment fund that holds the original endowment of the charity, which is invested and shown at market value, and a restricted fund that contains any undistributed annual income carried forward for use in future years.

**2. Tax Status of the Charity**

As a registered charity income and gains are exempt from income tax to the extent that they are applied to charitable purposes.

**3. Incoming Resources**

Incoming resources are analysed as follows:

	<b>2016/17</b>	2015/16
	£	£
<b>Voluntary Income</b>		
Donations	<b>6,040</b>	6,125
<b>Investment Income</b>		
Managed Investment Income	<b>6,126</b>	5,294
Interest Receivable	<b>103</b>	128
<b>Total Incoming Resources</b>	<b>12,269</b>	11,547

**Investment Income**

Consists of income derived from the investments in the City of London Corporation's Charities Pool noted in 1(e) and interest received on cash balances which amounted to £6,229 (2015/16: £5,422).

**CHARITIES ADMINISTERED ICW  
THE CITY OF LONDON FREEMEN'S SCHOOL**

**Notes to the Financial Statements for the year ended 31 March 2017**

**4. Resources Expended**

Resources expended are analysed as follows:-

	<b>2016/17</b>	2015/16
	<b>£</b>	£
<b>Charitable Activities</b>		
Prizes Awarded	<b>7,154</b>	7,525
<b>Total Resources Expended</b>	<b>7,154</b>	7,525

**Charitable activities**

Charitable activities consist of 230 book prizes awarded to individuals amounting to £7,154 (2015/16: 231 book prizes amounting to £7,525).

**5. Support and Governance Costs**

**Staff numbers and costs**

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

**Auditor's remuneration and fees for external financial services**

The City of London's external auditor audits this charity as one of the numerous charities administered by the City of London Corporation. 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.

**6. Other Items of Expenditure**

**Trustees' expenses**

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

**CHARITIES ADMINISTERED ICW  
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**Notes to the Financial Statements for the year ended 31 March 2017**

**7. Investment assets**

The value and cost of investments are comprised as follows:

	Restricted Fund	Endowment Fund	Total 2017	Total 2016
	£	£	£	£
Market Value 1 April	136,029	3,124	<b>139,153</b>	147,548
Purchase of Charities Pool Units (1)	14,999	-	<b>14,999</b>	-
Net investment gains	18,009	373	<b>18,382</b>	(8,395)
<b>Market value 31 March</b>	169,037	3,497	<b>172,534</b>	139,153
<b>Cost when purchased</b>	98,265	5,133	<b>103,398</b>	88,399
Units in Charities Pool (Units)	19,385	401	<b>19,786</b>	17,863

(1) As agreed by the Board of Governors of the City of London Freemen's School Board at their meeting on 5 October 2015, cash of £15,000 was to be invested in The City of London Charities Pool at the next available opportunity. Accordingly, a total of 1,923 units were purchased at £7.80 per unit on 1 April 2016.

The geographical spread of listed investments at 31 March was as follows:

	2017 £	2016 £
Equities:		
UK	<b>134,322</b>	102,891
Overseas	<b>24,272</b>	21,171
Bonds: UK	<b>948</b>	3,726
Pooled Units: UK	<b>8,549</b>	5,782
Cash Held By Fund Manager	<b>4,443</b>	5,583
<b>Total Funds</b>	<b>172,534</b>	139,153

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and interest is received from the Chamberlain of London on cash balances held on behalf of the Trust. The investments are managed by Artemis Investment Management Limited and the performance of the fund is measured against the Fund manager benchmark (FTSE All Share Index).

As at 31 March 2017 the Fund achieved a return of +16.30% compared to the FTSE All Share Index return of +21.95%, an underperformance of 5.35%. However over three and five years the Fund has outperformed the index as follows:

	3 Years	5 Years
Fund	8.39%	10.98%
FTSE All Share	7.69%	9.67%
Out performance	0.71%	1.31%

**CHARITIES ADMINISTERED ICW  
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**Notes to the Financial Statements for the year ended 31 March 2017**

**8. Analysis of net assets by fund at 31 March 2017**

	Restricted Fund	Endowment Fund	Total 2017	Total 2016
	£	£	£	£
<b>Fixed Assets</b>				
Investments	169,037	3,497	<b>172,534</b>	139,153
<b>Total Fixed Assets</b>	169,037	3,497	<b>172,534</b>	139,153
Current Assets	9,434	10,000	<b>19,434</b>	29,318
<b>Total Net Assets</b>	178,471	13,497	<b>191,968</b>	168,471

**9. Summary of Funds and Movements during the year to 31 March 2017**

	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
<b>Restricted Fund</b>	155,347	12,269	(7,154)	-	18,009	<b>178,471</b>
<b>Endowment Fund:</b>						
Permanent	13,124	-	-	-	373	<b>13,497</b>
<b>Total Funds</b>	168,471	12,269	(7,154)	-	18,382	<b>191,968</b>

**Notes to the funds:**

**Restricted Fund**

The purpose of this fund is to award students scholarships and prizes in various subjects. Planned use comprises the distribution of scholarships and prizes, with any surplus income carried forward to be used in subsequent years. Awards are funded by donations and any investment income generated from The City of London Charities Pool, which is credited to this fund.

**Endowment Fund - Permanent**

The purpose of this fund is to maintain the capital base of the charity. Planned use comprises the investment of the original endowment to the charity in the City of London Charities Pool, and the recognition of any gains or losses on revaluation of the investments at their current market value.

**CHARITIES ADMINISTERED ICW  
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**Notes to the Financial Statements for the year ended 31 March 2017**

**10. Details of related parties and wider networks**

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Trusts do not undertake transactions with the Charities Administered ICW the City of London Freeman's School. A full list of these Trusts is available on application to the Chamberlain of London.

The Trust has investments in the City of London Charities Pool. Investment income from the Charities Pool in 2016/17 amounted to £6,126 (2015/16: £5,294).

**11. Subsequent events after the balance sheet date**

As agreed by the Board of Governors of the City of London Freeman's School Board at its meeting on 2 February 2017, cash of £6,860 be invested in the City of London Charities Pool at the next available opportunity. Accordingly, a total of 786 units were purchased at £8.73 per unit in April 2017.



**CHARITIES ADMINISTERED ICW  
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