

CITY OF LONDON SCHOOL CHARITABLE TRUST

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2019

REGISTERED CHARITY NO 1020824

CITY OF LONDON SCHOOL CHARITABLE TRUST

TRUSTEES REPORT 2019

Introduction

The trustees present their report along with the accounts of the Trust for the year ended 31 August 2019 for the City of London School Charitable Trust ('CLSCT' or the 'Charity'). The accounts have been prepared in accordance with the accounting policies set out on pages 9 and 10 and comply with the charity's trust deed and applicable law.

Structure, Governance and Management

The Trust was set up under a Deed of Trust dated 5 April 1993. This was amended by a Trustee Resolution under section 280 Charities Act 2011 dated 2nd November 2018.

The following have been trustees during the year:

Mr J Thomson (ex officio)
Mr A Bird (ex officio)
Mr C Griffiths (ex officio)
Mr I C N Seaton

None of the trustees received any remuneration in respect of their services to the Charity.

Under the Governing structure of the Charity, three trustees are appointed ex officio as officers of The City of London School, comprising the Chair of the Board of Governors, the Head, and the Bursar. Additional trustees are appointed according to Charity's Trust Deed, and the skills required to operate the charity effectively. Decision making by the trustees occurs in accordance with the Trust Deed. New trustees are appointed by the existing trustees.

Trustees control the day to day running of the Charity as there are no paid employees.

Induction and Training of Trustees

Training appropriate to requirements is provided to trustees to undertake their duties and in 2018 and 2019 this included external courses in charity law and accounting for a trustee. New trustee induction is overseen by existing trustees.

Objectives and Activities for the Public Benefit

The objects of the Charity set out in the Deed of Trust are to carry out charitable activities as determined by the trustees. During the year the trustees decided to continue to broaden the remit of the Charity in accordance with the terms of the Trust Deed. Historically the main operational focus of the Charity was to allow the pupils of the City of London School (the 'School') to raise funds for the Charity which are then distributed to a charity (or charities) chosen by the pupils early in the next academic year. The

CITY OF LONDON SCHOOL CHARITABLE TRUST TRUSTEES REPORT 2019 cont.

fundraising is organised by a Committee of Junior 6th Form pupils overseen by the relevant School staff.

During 2018 the School's Board of Governors and the trustees agreed that the Charity would in future widen its charitable purpose to also act as the School's main vehicle for funds raised for the following:

- (a) the promotion of education (including physical training) at the School by the provision of bursaries and other forms of financial assistance for fees and / or other costs incurred through attendance at the School to enable pupils to further their education at the School by for example providing financial assistance to those who:-
 - i. would not otherwise be able to enter the School having been accepted, for financial reasons; or
 - ii. having commenced education at the School would not be able to continue their education at the School, due to a change in financial circumstance.
- (b) the advancement of education of pupils of the School in particular but not exclusively by providing or assisting in the provision of buildings or facilities for education, including social and physical education and education in music and arts.

The School recruited a new professional development team to target fund raising for School bursaries and capital projects during 2018 and 2019. The School and trustees agreed that funds raised by this team would be available, subject to Trustee agreement, for use by the Charity for its purposes.

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

Achievements and Performance

With the change in emphasis at the Charity, this is expected to be the last year in which the School's pupil led charity fund raising will be directed through CLSCT. In this respect, this year the School's pupils selected 'Tiny Tickers' as the charity for the 2018/19 academic year (2018: Amref). During the year a total of £68,473 was raised for Tiny Tickers (2018: £69,974 was raised for Amref) by the pupils through a range of pupil led fundraising events and donations. The trustees are very proud that once again the pupils of the School have raised considerable sums to support a charitable cause, selected by the pupil body.

The School's new development team reached full staffing in 2019 comprising 3.8 FTE's (2 in 2018) and commencing fund raising for the School, focussed on means tested bursaries and capital projects. During the year a total of £259,747 was raised towards means tested bursaries (2018: £28,511).

During the year, and mindful of the charitable purposes of CLSCT, the trustees also considered and agreed to an application to receive, in later years, and manage certain restricted funds to be used in the charitable purposes of Her Majesty's Chapel Royal, St. James's Palace.

CITY OF LONDON SCHOOL CHARITABLE TRUST TRUSTEES REPORT 2019 cont.

Public Benefit

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the general guidance issued by the Charities Commission on public benefit.

Risk

The Management Committee considers risk issues on a regular basis and acts to mitigate risk to which the charity is exposed as and when required.

Financial Review

General review

The accounts of the Charity are given on pages 7 to 12 of this report. During the year under review the change in the Charity's purpose, with a greater emphasis on fund raising for bursaries for the School, led to an increase in income. Total income for the year was £329,304 (2018: £101,606), of which £69,557 (2018: £73,095) was unrestricted, £7,239 was designated (2018: £28,511) and £252,508 was restricted toward funding bursaries.

Expenses of £70,273 in the year to August 2019 largely relate to grants and donations made to the pupils' chosen charity for the year. There were no staff or trustee costs, and other administrative and governance costs were minimal, largely relating to the cost of examination and filing. Net income amounted to £259,031 (2018: net deficit of £47,518).

No funds were expensed during the year from the Designated Funds on means tested bursaries as these needs were met from other resources of the School, and the trustees' current policy is to build up a meaningful reserve before entertaining bursary applications. The funds raised were held in short-term deposit accounts with the Charity's banks.

Fundraising for bursaries and capital projects

The Development and Alumni Relations Office was staffed and built out during 2019. This included setting up the office, recruiting staff, establishing processes and procedures, purchasing suitable fundraising software and commencing its fundraising and alumni engagement programme.

During the year, key projects included:

- The re-engagement of the Livery companies in the City of London
- The re-launch of the Parents' Bursary Scheme
- The launch of the S6th Form Leaver's Appeal

In addition, the office hosted a number of alumni reunions and events including a lunch at the House of Lords, networking events for alumni and pupils from across different sectors and year group reunions from 1950 to 2019.

The office also launched a new online platform for alumni called Citizens Connect.

CITY OF LONDON SCHOOL CHARITABLE TRUST TRUSTEES REPORT 2019 cont.

Reserves & Investment Policy

During the academic year funds are raised and invested in such a way as to earn the maximum bank interest to support the objectives of the Charity.

At the year end the Charity had cash and short-term deposits of £254,331 (2018: £89,121). Unrestricted funds were used to help fund the payment to Tiny Tickers referred to above during the year, while designated and restricted funds are held for future bursary payments.

The Charity's current reserve and investment policy with respect to the unrestricted funds is to pay funds out within a year to the School's chosen charity or charities, while for the Designated Funds the policy is currently to hold funds in cash or short-term deposits at UK banks until meaningful levels of funds have been amassed to finance the bursary programme at the School. Such bursary awards, when made, will be at the discretion of the trustees.

Future Plans

The future plans of the charity are to support the School's bursary provision.

Independent Examination

As permitted by both charity law and the Charity's own trust deed, the trustees have removed the requirement for the annual accounts to be audited by means of a deed of variation to the original trust deed.

Statement of Trustees' Responsibilities

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts 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 year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

**CITY OF LONDON SCHOOL CHARITABLE TRUST
TRUSTEES REPORT 2019 cont.**

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are 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.

Professional Advisors

The following persons and companies act for the trustees:

Independent Examiner: Mark Cummins FCCA, FCIE

TC Group
The Courtyard
Shoreham Road
Upper Beeding
Steyning
West Sussex
BN44 3TN

Bankers:	CAF Bank Ltd.	&	HSBC
	25 Kings Hill Avenue		60 Queen Victoria Street
	Kings Hill		London
	West Malling		EC4N 4TR
	Kent ME19		

Solicitors: Teacher Stern Selby
37-41 Bedford Row
London
WC1R 4JH



Trustee

Trust address: Queen Victoria Street
London EC4V 3AL

Dated 23rd March 2020

INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF THE CITY OF LONDON SCHOOL CHARITABLE TRUST

I report to the trustees on my examination of the City of London School Charitable Trust (the Trust) for the year ended 31 August 2019, which are set out on pages 7 to 12.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- (i) accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- (ii) the accounts do not accord to those records; or
- (iii) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Name: Mark Cummins FCCA, FCIE
TC Group
The Courtyard
Shoreham Road
Upper Beeding
Stevington
West Sussex
BN44 3TN
Date: 23 March 2020

CITY OF LONDON SCHOOL CHARITABLE TRUST

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2019

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Year ended 31/08/2019 £	Year ended 31/08/2018 £
INCOME FROM:						
Donations	2	69,557	7,239	252,508	329,304	101,606
TOTAL INCOME		<u>69,557</u>	<u>7,239</u>	<u>252,508</u>	<u>329,304</u>	<u>101,606</u>
EXPENDITURE ON:						
Raising funds	3	544	5	121	670	738
Charitable activities	5	68,488	45	1,070	69,603	148,386
TOTAL EXPENDITURE	4	<u>69,032</u>	<u>50</u>	<u>1,191</u>	<u>70,273</u>	<u>149,124</u>
NET INCOME/EXPENDITURE		<u>525</u>	<u>7,189</u>	<u>251,317</u>	<u>259,031</u>	<u>(47,518)</u>
TRANSFERS BETWEEN FUNDS	12/13	-	(27,452)	27,452	-	-
NET MOVEMENT IN FUNDS		<u>525</u>	<u>(20,263)</u>	<u>278,769</u>	<u>259,031</u>	<u>(47,518)</u>
TOTAL FUNDS BROUGHT FORWARD		-	27,452	-	27,452	74,970
TOTAL FUNDS CARRIED FORWARD		<u>525</u>	<u>7,189</u>	<u>278,769</u>	<u>286,483</u>	<u>27,452</u>

The notes on page 9 to 12 form part of these accounts

CITY OF LONDON SCHOOL CHARITABLE TRUST
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31 AUGUST 2019

	Note	2019 £	2018 £
CURRENT ASSETS			
Debtors	6	100,925	3,845
Short Term Deposits & Cash at Bank		254,331	89,121
		<u>355,256</u>	<u>92,966</u>
CREDITORS AND ACCRUALS: amounts falling due within one year	7		
Payments Due to Charities		67,673	64,464
Accruals		1,100	1,050
		<u>68,773</u>	<u>65,514</u>
NET CURRENT ASSETS		286,483	27,452
NET ASSETS		<u>286,483</u>	<u>27,452</u>
REPRESENTED BY:			
Unrestricted Fund		525	-
Designated Fund		7,189	27,452
Restricted Fund		278,769	-
ACCUMULATED FUNDS		<u>286,483</u>	<u>27,452</u>

The notes on page 9 to 12 form part of these accounts

Approved by the trustees on 23/5/20 and signed on their behalf by:-

Trustee



CITY OF LONDON SCHOOL CHARITABLE TRUST

NOTES TO THE ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES

Basis of accounting:-

The accounts have been prepared in accordance with Accounting and Reporting by the 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 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland.

City of London School Bursary Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about City of London School Bursary Trust ability to continue as a going concern.

The functional currency of the Charity is pounds sterling.
Amounts are rounded to the nearest pound.

Cash Flow Statement:-

In accordance with Section 7 of FRS 102 the Charity is claiming exemption from the requirement to prepare a cash flow statement on account of its size.

Investments:-

Fixed asset investments are stated at their fair value at the balance sheet date using the closing quoted market price. Interest, dividends and realised and unrealised gains/losses are accounted for on an accruals basis.

Income:-

Donations and similar incoming resources are included when receivable.

Investment income is included when receivable.

Deferred income in relation to future fundraising events is accounted for in the year the event takes place.

Expenditure:-

Expenditure is included on an accruals basis, with the irrecoverable element of VAT included with the item to which it relates.

Costs of raising funds comprises the costs associated with attracting donations income.

Charitable activities comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. Bursaries payable to the City of London School are recognised on a termly basis for each boy for whom the trustees have agreed to support.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examiners fees and costs linked to the strategic management of the Charity.

CITY OF LONDON SCHOOL CHARITABLE TRUST

NOTES TO THE ACCOUNTS

1. STATEMENT OF ACCOUNTING POLICIES (continued)

Cash at bank and in hand:-

Cash at bank and in hand includes cash and short term highly liquid investments. The trustees seek to use short term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

Creditors and provisions:-

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Critical accounting estimates and judgements:-

In the application of the Charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The 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.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

Accumulated funds

Unrestricted funds are funds which can be applied for any purpose.

Designated funds are funds set aside by trustees to be spent on a specific purpose.

Restricted funds are funds whereby the donor has specified how such funds should be spent.

2. VOLUNTARY INCOME

	2019				2018
	Unrestricted	Designated	Restricted	Total	Total
	£	£		£	£
Donations and Gifts	69,557	7,239	252,508	329,304	101,606
	<u>69,557</u>	<u>7,239</u>	<u>252,508</u>	<u>329,304</u>	<u>101,606</u>

3. COSTS OF RAISING FUNDS

	2019				2018
	Unrestricted	Designated	Restricted	Total	Total
	£	£		£	£
Bank Charges	53	2	51	106	176
Just Giving Website Charges	491	3	70	564	562
	<u>544</u>	<u>5</u>	<u>121</u>	<u>670</u>	<u>738</u>

CITY OF LONDON SCHOOL CHARITABLE TRUST

NOTES TO THE ACCOUNTS

4. TOTAL EXPENDITURE

	Grant funding of activities £	Other costs £	Total 2019 £	Total 2018 £
Costs of generating funds per note 3	-	670	670	738
Charitable activities:				
Grants / Bursaries payable	68,473	-	68,473	146,286
Support costs	-	1,130	1,130	2,100
	68,473	1,800	70,273	149,124

Support costs (including governance costs) were as follows:

£1,130 (2018 - £1,080) Independent examiners fees.

£nil (2018 - £1,020) administration costs.

None of the trustees (or any persons connected with them) received any remuneration from the charity during the year.

There were no employees during the year.

5. CHARITABLE ACTIVITIES - Grants

	2019 £	2018 £
Tiny Tickers	68,473	-
Centrepoint	-	74,675
Amref	-	69,974
Crisis UK	-	1,637
	68,473	146,286

SUPPORT COSTS (INCLUDING GOVERNANCE COSTS)

2019 £	2018 £
1,130	2,100

The chosen charity for the 2018/19 academic year was Tiny Tickers. £800 was paid to Tiny Tickers during the year and £67,673 was paid to the charity after the year end.

6. DEBTORS

	2019 £	2018 £
Accrued income	100,925	3,845
	100,925	3,845

7. CREDITORS

	2019 £	2018 £
Payments due to charities	67,673	64,464
Accruals	1,100	1,050
	68,773	65,514

8. TAXATION

No provision for taxation is included in the accounts as the Charity is entitled to the exemption for tax afforded by Part 10 of the Income Tax Act 2007 and Section 256 of the Chargeable Gains Act 1992.

9. STATUS

The City of London School Charitable Trust is a charity set up under Deed of Trust for grant giving.

10. RELATED PARTY TRANSACTIONS

There are no related party transactions.

11. CONTROL

No one trustee has overall control of the Trust.

CITY OF LONDON SCHOOL CHARITABLE TRUST

NOTES TO THE ACCOUNTS

12. DESIGNATED FUNDS

	As at 01/09/2018 £	Income £	Expenditure £	Transfers £	As at 31/08/2019 £
Bursary fund	27,452	7,239	(50)	(27,452)	7,189
	<u>27,452</u>	<u>7,239</u>	<u>(50)</u>	<u>(27,452)</u>	<u>7,189</u>

The bursary fund represents reserves set aside by trustees to fund future bursaries. £27,452 was reclassified as restricted during the year.

13. RESTRICTED FUNDS

	As at 01/09/2018 £	Income £	Expenditure £	Transfers £	As at 31/08/2019 £
Bursary fund	-	252,508	(1,191)	27,452	278,769
	<u>-</u>	<u>252,508</u>	<u>(1,191)</u>	<u>27,452</u>	<u>278,769</u>

The bursary fund represents funds received by the Charity specifically to be spent on future bursaries.

14. NET ASSETS BETWEEN FUNDS

	Unrestricted £	Designated £	Restricted £	Total £
Balances as at 31 August 2019				
Current assets	68,183	7,234	279,839	355,256
Current liabilities	(67,658)	(45)	(1,070)	(68,773)
	<u>525</u>	<u>7,189</u>	<u>278,769</u>	<u>286,483</u>

All funds at the 2018 balance sheet date were designated funds.