

***CITY OF LONDON FREEMEN'S SCHOOL  
BURSARY FUND  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017***

**Charity Number: 284769**

# **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

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

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# **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

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

### **1. Reference and Administration Details**

Charity Name	City of London Freeman's School Bursary Fund
Registered Charity Number:	284769
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 150 Aldersgate Street London EC1A 4AB

### **2. Structure, Governance and Management**

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

The administration of the City of London Freeman's School Bursary Fund is set out in the governing Scheme approved by The Charity Commission for England and Wales on 1 December 2011. This Scheme replaces the previous governing document dated 30 April 1982 and its supplementary deeds of 25 August 1993 and 29 April 1997.

#### **Trustee**

The body corporate known as The City of London Corporation is the Trustee of The City of London Freeman's School Bursary Fund, acting through the Board of Governors of The City of London Freeman'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 City of London Freeman's School Bursary Fund.

# **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

## **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 of the City of London Corporation at the principal address. The Bursary Committee are also Members of the City of London Corporation.

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.

Individuals act as Trustees by virtue of positions that they hold in the City of London Corporation in accordance with the governing document. They act as Trustees during their tenure of these positions.

#### **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 City of London Freeman's School Bursary Fund was established in April 1982. The original funds are invested and distributed by the Trustee.

# **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

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

The object of the Charity is the promotion of education (including physical training) 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 would not be able to enter the School having been accepted, or having commenced education at the School would not be able to continue their education at the School. Income can also be used for such other charitable purposes as shall be associated with the school, as the Trustee shall direct.

## **Grant Making Policy**

The charity has established its grant making policy to achieve its objects, as laid out above, for the public benefit. Applications are assessed via a robust process to ensure that proposed activities for funding will be supported by adequate and appropriate resources and will be used only for activities that match the charity's criteria.

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

## **4. Targets, Achievements and Performance for 2016/17**

The target for 2016/17 was to continue to contribute towards fees of pupils where financial hardship would cause the pupil to be unable to enter or continue at the School. In line with this, two bursaries (2015/16: four bursaries) were awarded during the year amounting to £11,464 (2015/16: £35,977).

## **5. Financial Review**

During the year ended 31 March 2017 total funds increased by £123,843 (2015/16: total funds decreased by £14,307) to £915,464 (2015/16: £791,621). This movement comprised the following:-

- i) a net gain on investments of £89,293 (2015/16: a net loss of £42,147);
- ii) investment income of £30,142 (2015/16: £27,102);
- iii) voluntary income of £16,768 (2015/16: voluntary income of £37,612); and
- iv) expenditure on charitable activities of £12,360 (2015/16: £36,874) which was made up of two bursary awards (2015/16: four bursary awards) amounting to £11,464 (2015/16: £35,977) and bursary administration costs of £896 (2015/16: £897).

## **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).

## **5. Financial Review (continued)**

### **Reserves Policy**

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

# **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

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

### **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 objective for 2017/18 is to continue to contribute towards the fees payable to the School of pupils, who, but for financial assistance, would not be able to continue at or enter the School.

## **7. 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 & 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 21 November 2017**

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

Jamie Ingham Clark  
Deputy Chairman of  
Finance Committee

# **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

## **Independent Auditor's Report to the Trustees of The City of London Freeman's School Bursary Fund**

We have audited the financial statements of The City of London Freeman's School Bursary Fund 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 United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's trustee, 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 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 its trustee as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustee and auditor**

As explained more fully in the Trustee's Responsibilities Statement set out on page 5, the trustee is 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 of 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 31 March 2017 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.

### **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 Trustee's Annual Report is inconsistent in any material respect with the financial statements; or

## **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

*Moore Stephens LLP*

Moore Stephens LLP

Statutory Auditor

150 Aldersgate Street

London

EC1A 4AB

*6 December 2017*

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



# CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

## CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

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

	Note	Endowment Fund £	Total Funds 2016/17 £	Total Funds 2015/16 £
<b>Income and endowments from:</b>				
<b>Donations and legacies</b>		16,768	16,768	37,612
<b>Income from investments</b>				
Managed investment income		29,747	29,747	26,579
Interest receivable		395	395	523
<b>Total income and endowments</b>	3	<u>46,910</u>	<u>46,910</u>	<u>64,714</u>
<b>Expenditure on:</b>				
<b>Charitable activities</b>				
Bursaries awarded	4	11,464	11,464	35,977
Bursary administration	4 & 5	896	896	897
<b>Total expenditure</b>	4	<u>12,360</u>	<u>12,360</u>	<u>36,874</u>
Net gains/(losses) on investments	7	89,293	89,293	(42,147)
<b>Net income/(expenditure)</b>		<u>123,843</u>	<u>123,843</u>	<u>(14,307)</u>
Transfers between funds		0	0	0
Other recognised gains/(losses)		0	0	0
<b>Net movement in funds</b>		<u>123,843</u>	<u>123,843</u>	<u>(14,307)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward	9	791,621	791,621	805,928
<b>Total funds carried forward</b>	9	<u>915,464</u>	<u>915,464</u>	<u>791,621</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.

# CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

## CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

### Balance Sheet as at 31 March 2017

	Note	2017 £	2016 £
<b>Fixed Assets</b>			
Managed Investments – 96,083 Charities Pool Units	7	<u>837,843</u>	<u>698,552</u>
<b>Current Assets</b>			
Cash at bank and in hand		81,442	105,061
<b>Creditors: amounts falling due within one year</b>	8	<u>(3,821)</u>	<u>(11,992)</u>
<b>Net Current Assets</b>	8	77,621	93,069
<b>Total Assets less Current Liabilities</b>		<u>915,464</u>	<u>791,621</u>
<b>The funds of the charity:</b>			
Endowment Fund		915,464	791,621
<b>Total funds</b>	9	<u>915,464</u>	<u>791,621</u>

Approved and signed for and on behalf of the Trustee

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



Dr Peter Kane  
Chamberlain of London  
21 November 2017

# CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

## 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, *Financial Reporting Standard 102 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 the Trustee has due regard to maintaining the capital base and only the investment income is generally used in furtherance of the objectives of the Trust. The majority of the Charity's income is generally 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 Trustee's 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.

(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.

# CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

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

### 1. Accounting Policies (continued)

(g) ***Bursaries Awarded***

Bursaries are accounted for when the recipient has a reasonable expectation that they will receive the bursary and where any conditions attached to the bursary are outside the control of the Fund.

(h) ***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.

(i) ***Fund Accounting***

The charity comprises a single Endowment Fund which is expendable.

### 2. Tax Status of the Charity

City of London Freeman's School Bursary Fund is a registered charity and as such its income and gains are exempt from income tax to the extent that they are applied to its charitable purposes.

### 3. Incoming Resources

Incoming resources are analysed as follows:

	2016/17	2015/16
	£	£
<b>Voluntary Income</b>		
Donations	16,768	37,612
<b>Investment Income</b>		
Managed investment income	29,747	26,579
Interest received	395	523
<b>Total Incoming Resources</b>	<b>46,910</b>	<b>64,714</b>

**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 £30,142 (2015/16: £27,102).

# CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

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

### 4. Resources Expended

Resources expended are analysed as follows:

	2016/17	2015/16
	£	£
<b>Charitable Activities</b>		
Bursaries Awarded	11,464	35,977
Bursary Administration	896	897
<b>Total Resources Expended</b>	<b>12,360</b>	<b>36,874</b>

#### Charitable activities

Two bursary awards were made during the year (2015/16: four bursary awards were made during the year). Included in the charitable activities are bursary administration costs (refer to note 5 below for details of these).

### 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. However, some administration services concerned with Bursary Administration are directly charged to the charity. Such costs charged to the fund in 2016/17 amounted to £896 (2015/16: £897).

#### 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 Fund during the year or in the previous year.

### 6. Other Items of Expenditure

#### Trustee 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.

# CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

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

### 7. Investment Assets

The value and cost of investments is comprised as follows:

	Endowment Fund	
	2017	2016
	£	£
Market Value 1 April	698,552	740,699
Purchase of Charities Pool units (1)	49,998	-
Net investment gains	89,293	(42,147)
<b>Market value 31 March</b>	<b>837,843</b>	<b>698,552</b>
<b>Cost when purchased</b>	<b>544,746</b>	<b>494,748</b>
Units in Charities Pool (Units)	96,083	89,673

(1) As agreed by the Board of Governors of the City of London Freeman's School Board at its meeting on 5 October 2015, cash of £50,000 was to be invested in The City of London Charities Pool at the next available opportunity. Accordingly, a total of 6,410 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	652,281	516,517
Overseas	117,866	106,278
Bonds UK	4,607	18,702
Pooled Units: UK	41,514	29,027
Cash Held By Fund Manager	21,575	28,028
<b>Total Funds</b>	<b>837,843</b>	<b>698,552</b>

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%

# CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND

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

### 8. Analysis of Net Assets by Fund at 31 March 2017

	Endowment Fund	Total 2017	Total 2016
	£	£	£
<b>Fixed Assets</b>			
Investments	837,843	837,843	698,552
<b>Total Fixed Assets</b>	837,843	837,843	698,552
Current Assets	81,442	81,442	105,061
Current Liabilities (1)	(3,821)	(3,821)	(11,992)
<b>Net Current Assets</b>	77,621	77,621	93,069
<b>Total Assets</b>	915,464	915,464	791,621

(1) Current liabilities represent bursaries awarded by the Trust for the Summer term 2017.

### 9. Summary of funds and movements during the year to 31 March 2017

	Fund Balance Brought Forward	Income	Expenditure	Transfers	Gains and Losses	Fund balance carried forward
	£	£	£	£	£	£
<b>Endowment Fund:</b>						
Expendable	791,621	46,910	(12,360)	-	89,293	915,464
<b>Total Funds</b>	791,621	46,910	(12,360)	-	89,293	915,464

#### Notes to the Funds:

##### Expendable Endowment Fund

The purpose of this fund is to provide support to students in the form of bursaries. Planned use comprises of the distribution of bursary awards, with any surplus income carried forward to be used in subsequent years. Awards are funded by donations and any income generated from The City of London Charities Pool as a result of the investment of such donations.

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

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

The Fund has investments in the City of London Charities Pool. Investment income from the Charities Pool in 2016/17 amounted to £29,747 (2015/16: £26,579).

# **CITY OF LONDON FREEMEN'S SCHOOL BURSARY FUND**

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

### **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 £28,696 be invested in the City of London Charities Pool at the next available opportunity. Accordingly, a total of 3,287 units were purchased at £8.73 per unit in April 2017.