



**THE CAMDEN SCHOOL FOUNDATION OF FRANCES MARY BUSS**

**Charity No: 312763**

**FINANCIAL STATEMENTS AND TRUSTEES REPORT**

**FOR THE YEAR ENDED 31st MARCH 2017**

**Financial Statements and Trustees Report  
for the Year Ended 31<sup>st</sup> March 2017**

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# The Camden School Foundation of Frances Mary Buss

## Legal and Administrative Information

### Trustees

Lekha Klouda      Chair  
Angela Mason  
Janet Pope  
Penelope Wild  
John Atmore

### Senior Staff responsible for day to day running of the Foundation

Rosemary Bradshaw      Bursar

### Registered Office and Operating Address

Camden School for Girls  
Sandall Road  
London NW5 2DB

### Auditors

Kingston Smith LLP  
Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

### Bankers

The Co-operative Bank plc  
PO Box 101  
1 Balloon Street  
Manchester  
M60 4EP

Royal Bank of Scotland (NatWest)  
Camden Town Branch  
166 Camden High Street  
NW1 0NE

### Solicitors

Stone King  
Boundary House  
91 Charterhouse  
Street      Tel: 020 7796 1007  
London  
EC1M 6HR

## The Camden School Foundation of Frances Mary Buss

### Report of the Trustees for the Year Ended 31<sup>st</sup> March 2017

The trustees present their report and the audited financial statements for the year ended 31st March 2017.

#### Status and Administration

The charity was established by the Scheme of the Charity Commission dated 31<sup>st</sup> August 1993 and amended by the Scheme of the Charity Commission dated 9<sup>th</sup> January 2012. It is registered with the Charity Commission No. 312763.

The Trust is made up of two ex-officio trustees and three co-opted trustees. The ex-officio trustees are made up of the Bishop of London's appointee and the chair of the Board of Governors of Camden School for Girls. Of the five co-opted trustees one must be the School Governor appointed by the London Borough of Camden and the remaining four co-opted trustees must be present or ex-Governors of Camden School for Girls.

Co-opted trustees are elected to serve for a period no longer than four years whereby they can then be reappointed by a resolution of the Camden Trustees. The ex-officio trustee nominated by the Bishop of London can serve for a period of three years and can be reappointed by the Bishop of London at the end of that period.

#### The trustees who served to date of signing of the accounts:-

##### Co-optative Trustees:

Peter Jackson (Resigned 19/04/2016)  
Lekha Klouda  
Angela Mason  
Beverley Rowe (Resigned 31/12/2016)  
Penelope Wild

##### Ex Officio Trustees:

Paulene Monro (Appointee of Bishop of London) –  
(Resigned 19/04/2016)  
John Atmore (Appointee of Bishop of London 22/11/2016)  
Janet Pope (Chair of Governors, Camden School for Girls)

All Foundation Governors are fully inducted as governors of the school in accordance with best practice. As a result they gain a thorough knowledge of the educational and financial needs of the establishment, its priorities and resources. On-going training is given to Trustees with regard to their specific responsibilities as Trustees. Legal updates on Trustees' responsibilities are circulated, and explained and discussed as required at the next Trustees' meeting.

Day to day decisions are made by the bursar and clerk in consultation with the Headteacher, and where appropriate the chairs of trustees and of governors. The trustees meet twice a year to make strategic decisions and refer these to the bursar or clerk for action.

#### Review of Objects, Objectives and Activities

The object of the Camden School Foundation of Frances Mary Buss shall be the provision and conduct of a day school for girls in or near the London Borough of Camden, called the Camden School for Girls. The school will have the power to admit boys to the sixth form.

The principal purpose of the charity is to secure the future of the school: this will involve the maintenance and development of the school buildings in order to enhance the educational environment and experience of its pupils. The school will be a comprehensive school which will serve the local community by providing education for girls between the ages of 11 and 16 years. Places will be allocated using a banding arrangement to ensure the school remains thoroughly comprehensive.

The sixth form will admit girls and boys of normal school age within its capacity who wish to continue their studies within a school setting. These pupils will need to meet the examination standards required to pursue the courses available.

The development of buildings is financed principally by capital grants from central government, which normally require a trustees' contribution of 10% of gross costs. However, certain larger projects have been supported by a contribution from the Camden Local Authority or a 100% central government grant.

## The Camden School Foundation of Frances Mary Buss

### Report of the Trustees (continued)

The main annual objectives set for the year 16-17 were achieved:

- Server and hardware for ICT: £66,160
- Refurbishment of classrooms/gas/fire doors: £91,222
- Rebuild (asbestos clearance): £24,889
- DFC funding Upgrading ICT facilities: £28,344 (£1,515 is carried over to the next year)
- Reroofing of the main school C.I.P funding (*remaining snagging*).

In 2016/17 the school was allocated CIP Suitability Grant funding of another £1,065,414 towards the extension of the sixth form common room and teaching space, the pupil dining facilities, staff room, improving the Reception area and security at the school. The LEA has allocated an additional £550,000 towards the Suitability Project in 2016/17. The school has received most of this money but there is a final payment of £192,500 to follow when the project is completed. The extension project started on 22/2/2011 and is due to finish in December 2017.

The school received LCVAP funding of £182,271 (100%) from the DFE which has been used to refurbish the classrooms/fire doors, asbestos clearance and IT server/hardware – see details above. The Trustees need to make a 10% contribution towards these works.

#### Statement of Public Benefit

In implementing the stated objectives below the Board has complied with the duty in Section 17 of the Charities Act 2011 and the guidance published by the Charity Commission, namely to have due regard to public benefit, including the guidance 'public benefit: running a charity (PB2)'. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set. The Foundation provides public benefit in the following ways stated in its objectives:-

- To secure the future of the school: this will involve the maintenance and development of the school buildings in order to enhance the educational environment and experience of its pupils.
- The school is comprehensive, serving the local community by providing education free of charge for girls (and boys in the sixth form).

The Foundation made a 10% contribution (£21,061) to all LCVAP and DFC capital works (see previous section, pages 2-3). These enabled improvements to the premises and the purchase of equipment to the value of £210,615 these improvements enhanced the education provided and reduced future revenue costs.

The use of the school for musical education provides a benefit to the people of the Camden area. The Music Service run by Camden Local Authority hires the school for its pupils regularly at weekends through the year. The school also hosts rehearsals for adult musical societies and a regular programme of open concerts, including one specifically aimed at children, available free to the local community. The school has a regular letting to Rashidun School at the weekends which provides a regular income. All school employees and volunteers are regularly DBS-checked to ensure that risk to the school and its students is minimised. DBS certificates are renewed every three years.

#### Achievements and Performance

Capital expenditure for the year has been detailed in section in the Main Annual Objectives above. The Suitability works started in February 2017 and are due to finish in November 2017.

The major external factors determining future developments will be the levels of capital funding by the Central Government Department for Education and the Camden LA. Central Government funding may be reduced in future years and discussions are in hand with the LA on further allocations for Capital Projects.

# The Camden School Foundation of Frances Mary Buss

## Report of the Trustees (continued)

The value of voluntary contributions received during the year was:

<b>Unrestricted</b>		<b>Restricted</b>	
Parental Voluntary Contributions	£6,393	Ancient Greek	£2,800
Friends of Camden	£670	Drama & Music	£2,449
Fundraising	£59,217	Gift Aid Claim 16/17	£20
Art Auction	£5,687		
CASCA	£26,380		
Art/Independent Learning	£1,000		
Gift Aid Claim 16/17	£12,455		
Bequests	£5,851		
Foundation of Richard Platt Brewers' Co	£1,174		

### Reserves Policy

It is the responsibility of the trustees of the Foundation to maintain sufficient funds to fulfil the role of the Trust regarding the financial contribution towards the maintenance and development of the school buildings as required of the foundation of a voluntary aided school. It is the policy of the charity to maintain its free reserves at a level which exceeds 3 months of current year expenditure. The trustees believe this to be an adequate level of free reserves given the nature of the charity's activities.

The main expenditure of the Foundation consists of contributions to capital projects for which the expenditure pattern is known in advance. Other operational expenditure is balanced for cash flow by regular income from donations by standing order. Capital payments are kept in a Natwest account and all new fund raising is paid into the Co-op account.

As at 31st March 2017, the charity had total reserves of £9,073,687 of which £8,580,147 were restricted funds (mainly buildings and land) and £295,075 were designated funds. The remainder of £197,505 represented general reserves, which are being maintained to help fund the future commitments of the school in relation to equipment, refurbishment, new building etc. Of these, £32,630 was held in long term investments and £60,727 in longer term deposit accounts. This left £104,148 as total free reserves.

Cash reserves are distributed with the intention that no more than £75,000 is held with any one institution. This may not always be possible on receipt of large grants to cover larger building projects.

The trustees will review the reserves policy on an annual basis.

### Financial Review and Plans for Future Periods

Capital Works scheduled for the year 2017/18 consist of:

- Extension of the main school reception, staff room and dining area and extension of the Sixth form to increase size and number of classrooms, independent learning areas and improve common room facilities. Further funding has been obtained from Camden LEA. The total funding now is £1,643,750.
- Asbestos Removal 2<sup>nd</sup> Floor £45,846 (LCVAP)
- Replacement of Main Building Fire Doors £73,934 (LCVAP)
- Replacement of Kitchen Extraction System £75,650 (LCVAP)

The most recent asbestos survey carried out by Camden Local Authority highlighted asbestos contamination in ceiling voids, behind science units and small amounts of asbestos insulating board. Significant amounts have already been spent on clearing asbestos contamination from within ceiling voids of the main school and Science Labs. The LEA allocated £100,000 towards the removal but the remaining costs have been borne by the school. The final works will be carried out in summer 2017. The 2016 fire risk assessment also identified improvements that needed to be carried out to fire prevention systems including fire doors, gas shut off valves and emergency lighting. A program of improvements has been scheduled to help get the buildings up to standard. Financial constraints have prevented all the work being carried out this year.

The Foundation will need to find the 10% contribution for the LCVAP and DFC works which totals £21,051 in 17/18. The DFC grant of £28,128 (100%). The DFC grant has been used to replace the ceilings on the first floor that were removed during the asbestos removal works.

# The Camden School Foundation of Frances Mary Buss

## Report of the Trustees (continued)

### Investment Policy

The trustees' investment powers are governed by the Trust Deed which permits the charity's funds to be invested in any security approved by the Board of Trustees. Investments are currently maintained in medium risk funds partly based on gilts, stocks and shares, generating both income and capital. The Board's policy is to maintain the existing investment portfolio whilst drawing an adequate income to support the charity's objects. This is reviewed on an annual basis by the trustees.

### Funding Sources

The charity receives the majority of its funding through the Department for Education (purely as capital grants), the occasional legacy and donations from parents and friends of the school.

It is Foundation policy to maintain investments in accounts for charities, which exclude stocks in areas such as tobacco and armaments. One of the bank accounts is held with the Co-operative bank primarily for effectiveness and service reasons but a supporting factor is the Co-operative's ethical trading policy. In view of the recent change of ownership this will be kept under review.

### Risk Review

As part of the charity's planning, there is a process to assess business risks and to implement risk management strategies. This involves identifying the types of risk the charity faces, prioritising them in terms of potential impact and likelihood of occurrence and identifying the means of mitigating the risks.

The charity has a risk management policy in place, which was ratified in November 2008 and has since been reviewed and updated. The major risks to the Foundation are: lack of funding, identifying and appointing suitable Trustees and having a strategic plan for the Foundation. All three of these risks are agenda items at the Trustees' Meetings.

### Responsibilities of the Trustees

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

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the 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 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 financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deeds. 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. All grants payable to Camden School for Girls must be authorised, in principle, by Trustees at the beginning of the financial year and only transferred to the school on authorisation of the Trustees if the funding is available. A risk assessment for the Foundation should be updated each year to highlight key risks and plans in place to manage these risks.

### Disclosure of Information to Auditors

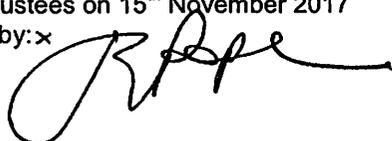
The Trustees are responsible for making sure that all appropriate information is made available to auditors.

### Auditors

Kingston Smith LLP have indicated their willingness to continue in office. It is proposed that the charity's requirements are reviewed before a decision is taken to appoint auditors for the next year.

Approved by Board of Trustees on 15<sup>th</sup> November 2017

and signed on its behalf by: x



Trustee

## The Camden School Foundation of Frances Mary Buss

### Independent Auditor's Report to the Trustees of the Camden School Foundation of Frances Mary Buss

We have audited the financial statements of The Camden School Foundation of Frances Mary Buss for the year ended 31st March 2017 which comprise of the primary financial statements such as the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with chapter 3 of part 8 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the company's members 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 any party other than the charity and charity's trustees as a body, for our audit work, for this report, or for the opinion we have formed.

#### Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement the trustees are responsible for the preparation of financial statements which give a true and fair view. We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

#### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition we read all the financial and non-financial information in the Trustees report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st 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.

## The Camden School Foundation of Frances Mary Buss

### 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.

### Kingston Smith LLP

Statutory auditor

Devonshire House  
60 Goswell Road  
London  
EC1M 7AD

Kingston Smith LLP is eligible to act as auditor in terms of Section 1212 of the Companies Act 2006.

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**The Camden School Foundation of Frances Mary Buss**  
**Statement of Financial Activities**  
**For the year ended 31st March 2017**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
<b>Income from:</b>					
Voluntary income	2	118,574	1,261,216	1,379,790	1,542,085
Investments	3	1,162	-	1,162	1,393
		<u>119,736</u>	<u>1,261,216</u>	<u>1,380,952</u>	<u>1,543,478</u>
<b>Expenditure on:</b>					
Raising funds	4	1,456	-	1,456	17,104
Charitable activities	4	137,469	291,745	429,214	378,198
		<u>138,925</u>	<u>291,745</u>	<u>430,670</u>	<u>395,302</u>
<b>Net income/(expenditure) for the year</b>		(19,189)	969,471	950,282	1,148,176
<b>Transfer of funds</b>	13	-	-	-	-
<b>Investment gains/(losses)</b>		3,942	-	3,942	(1,066)
<b>Net movement in funds</b>		<u>(15,247)</u>	<u>969,471</u>	<u>954,224</u>	<u>1,147,110</u>
<b>Total funds brought forward 1 April</b>		507,827	7,611,636	8,119,463	6,972,353
<b>Total funds carried forward 31 March</b>	13	<u><u>492,580</u></u>	<u><u>8,581,107</u></u>	<u><u>9,073,687</u></u>	<u><u>8,119,463</u></u>

There are no recognised gains and losses other than those in the statement of financial activities. All the above amounts relate to continuing activities.

The notes on pages 11 to 17 form part of these accounts.

**The Camden School Foundation of Frances Mary Buss**  
**Balance Sheet**  
**For the year ended 31st March 2017**

	Notes	2017 £	2017 £	2016 £	2016 £
<b>Fixed Assets</b>					
Tangible assets	7		7,689,034		7,637,387
Investments	8		<u>32,630</u>		<u>28,688</u>
			7,721,664		7,666,075
<b>Current Assets</b>					
Debtors	9	12,475		19,433	
Cash at bank and in hand		<u>1,346,328</u>		<u>439,955</u>	
		1,358,803		459,388	
<b>Creditors: Amounts falling due within one year</b>	10	<u>(6,780)</u>		<u>(6,000)</u>	
<b>Net Current Assets</b>			<u>1,352,023</u>		<u>453,388</u>
<b>Net Assets</b>			<u><u>9,073,687</u></u>		<u><u>8,119,463</u></u>
<b>Funds</b>					
General funds			197,505		165,314
Designated funds			295,075		342,514
Restricted funds			<u>8,581,107</u>		<u>7,611,636</u>
	13		<u><u>9,073,687</u></u>		<u><u>8,119,463</u></u>

The notes on pages 11 to 17 form part of these accounts.

Approved by the Board of trustees, and authorised for distribution, on 15<sup>th</sup> November 2017  
and signed on its behalf by:

x   
.....  
Trustee

x   
.....  
Trustee

Date:

**The Camden School Foundation of Frances Mary Buss**  
**Statement of Financial Activities**  
**For the year ended 31st March 2017**

	Notes	2017 £	2017 £	2016 £	2016 £
<b>Net cash generated from operating activities</b>	16		1,271,803		1,532,945
<b>Cash flows from investing activities</b>					
Purchase of tangible fixed assets		(366,592)		(1,392,776)	
Dividend income		1,162		1,393	
<b>Net cash used in investing activities</b>			<u>(365,430)</u>		<u>(1,391,383)</u>
<b>Net increase of cash and cash equivalents</b>			906,373		141,562
<b>Cash and cash equivalents at the start of the year</b>			439,955		298,393
			<hr/>		<hr/>
<b>Cash and cash equivalents at the end of the year</b>			<u><u>1,346,328</u></u>		<u><u>439,955</u></u>

# The Camden School Foundation of Frances Mary Buss

## Statement of Financial Activities

### For the year ended 31st March 2017

#### 1 Accounting policies

##### (a) Basis of accounting

The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Charitable Company is a public benefit entity for the purposes of FRS 102 and therefore the Charity also prepared its financial statements in accordance with the 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 (The FRS 102 Charities SORP) and the

The Charity is a public benefit company for the purposes of FRS 102. The Financial Statements are prepared in sterling which is the functional currency of the entity. Monetary amounts in these Financial Statements are rounded to the nearest pound.

##### Going concern

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular the trustees have considered the charity's forecasts and projections and have taken account of pressures on donations income. After making enquiries the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing its financial statements.

##### (b) Income

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial

Where entitlement to grant income requires a specific performance to be achieved (i.e. performance related grant) then incoming resources are recognised only to the extent that the performance has taken place. Where monies are received in advance of entitlement they are deferred and only recognised when the activity providing

##### (c) Resources expended

All expenditure is accounted for on an accruals basis.

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered. Staff cost expenses are allocated on the basis of time spent during the year. A proportion of salary costs for the bursar, finance staff and clerk are recharged to the charity from the school.

##### (d) Depreciation

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Freehold buildings      50 years - Straight line basis

Fixtures and equipment 25% reducing balance

Items are capitalised where the purchase price exceeds £2,000. Each class of asset is valued at cost.

##### (e) Investments

Investments are included at market value as at the balance sheet date. Realised and unrealised gains or losses are accounted for within the particular fund of which the asset forms a part and are recognised on the face of the SOFA.

##### (f) Taxation

The charity is exempt from tax on income and gains falling with Chapter 3, Part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

# The Camden School Foundation of Frances Mary Buss

## Statement of Financial Activities

### For the year ended 31st March 2017

**(g) Fund accounting**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with an allocation of management and support costs if appropriate.

**(h) Critical accounting estimates and areas of judgement**

Estimates and judgements are continually evaluated and are based on historical experience and other factors including expectations of future events that are believed to be reasonable under the circumstances.

**i. Depreciation charge**

The annual depreciation charge for fixed assets is sensitive to changes in the estimated useful economic life of the assets. The useful lives are re-assessed annually and are amended where necessary to reflect current estimates.

**ii. Salary re-charges**

Salary recharges are made by Camden School to the Foundation based on estimated staff time spend by staff employed at Camden School for support and administrative duties at the Foundation.

**(i) Other financial instruments**

**i. Cash and equivalents**

Cash and cash equivalents include cash at banks and in hand and short term deposits with a maturity date of three months or less.

**ii. Debtors and creditors**

Debtors and creditors receivable or payable within one year of the reporting date are carried at their transaction price. Debtors and creditors that are receivable or payable in more than one year and not subject to a market rate of interest are measured at the present value of the expected future receipts or payment discounted at a market rate of interest.

**2 Voluntary income**

	Unrestricted 2017 £	Restricted 2017 £	Total 2017 £
Grants	-	1,254,967	1,254,967
Other donations	118,574	6,249	124,823
	<u>118,574</u>	<u>1,261,216</u>	<u>1,379,790</u>
	Unrestricted 2016 £	Restricted 2016 £	Total 2016 £
Grants	-	1,323,232	1,323,232
Other donations	117,447	101,406	218,853
	<u>117,447</u>	<u>1,424,638</u>	<u>1,542,085</u>

**The Camden School Foundation of Frances Mary Buss**  
**Statement of Financial Activities**  
**For the year ended 31st March 2017**

<b>3 Investment income</b>		<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
Unrestricted income from investments		1,162	1,393
		<u>1,162</u>	<u>1,393</u>

<b>4 Analysis of 2017 Total Expenditure</b>	<b>Fundraising</b>	<b>Direct</b>	<b>Support</b>	<b>2017 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	-	-	15,535	15,535
Bank Charges	-	-	36	36
Charitable activities	-	16,085	-	16,085
Grants awarded to Camden School for Girls	-	66,811	-	66,811
Fundraising costs	1,456	-	-	1,456
Depreciation on fixed assets	-	314,945	-	314,945
Audit and accountancy	-	-	7,920	7,920
Legal and professional	-	-	7,444	7,444
Insurance	-	-	438	438
	<u>1,456</u>	<u>397,841</u>	<u>31,373</u>	<u>430,670</u>

<b>Analysis of 2016 Total Expenditure</b>	<b>Fundraising</b>	<b>Direct</b>	<b>Support</b>	<b>2016 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	16,608	-	11,627	28,235
Bank Charges	-	-	36	36
Charitable activities	-	10,327	-	10,327
Grants awarded to Camden School for Girls	-	30,000	-	30,000
Fundraising costs	496	-	-	496
Depreciation on fixed assets	-	318,388	-	318,388
Audit and accountancy	-	-	7,820	7,820
	<u>17,104</u>	<u>358,715</u>	<u>19,483</u>	<u>395,302</u>

No trustees received any remuneration during the year nor were any expenses reimbursed (2016: £ Nil). Staff costs represent the costs of staff employed by Camden School for Girls and recharged to the Foundation. The charity engaged an average of one permanent staff (2016: one). There are no higher paid employees during the year.

<b>5 Net Income for the Year</b>		<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
This is stated after charging:			
Depreciation		314,945	318,388
Auditors' remuneration - Audit fee		4,800	4,700
- Non audit services		850	825
- Under accrual in respect of prior year		950	425
		<u>319,545</u>	<u>324,338</u>

**The Camden School Foundation of Frances Mary Buss**  
**Statement of Financial Activities**  
**For the year ended 31st March 2017**

**6 Taxation**

The charity is exempt from corporation tax on its charitable activities.

**7 Tangible Fixed Assets**

	Freehold Land £	Improvements to Buildings £	Fixtures and Equipment £	Total £
<b>Cost</b>				
At 1st April 2016	511,458	8,370,963	1,520,866	10,403,287
Additions	-	249,342	117,250	366,592
At 31st March 2017	511,458	8,620,305	1,638,116	10,769,879
<b>Depreciation</b>				
At 1st April 2016	-	1,697,939	1,067,961	2,765,900
Charge for the year	-	172,406	142,539	314,945
At 31st March 2017	-	1,870,345	1,210,500	3,080,845
<b>Net Book Value</b>				
At 31st March 2017	511,458	6,749,960	427,616	7,689,034
At 31st March 2016	511,458	6,673,024	452,905	7,637,387

**8 Investments**

	2017 £	2016 £
Investments brought forward 1st April 2016	28,688	29,754
Gain/(Loss) on revaluation of investments	3,942	(1,066)
Market value at 31st March 2017	32,630	28,688
Cost as at 31st March 2017	9,274	9,274

**The Camden School Foundation of Frances Mary Buss**  
**Statement of Financial Activities**  
**For the year ended 31st March 2017**

<b>9</b>	<b>Debtors</b>	<b>2017</b>	<b>2016</b>
		£	£
	Other debtors and prepayments	<u>12,475</u>	<u>19,433</u>
<b>10</b>	<b>Creditors: Amounts falling due within one year</b>	<b>2017</b>	<b>2016</b>
		£	£
	Accruals and deferred income	<u>6,780</u>	<u>6,000</u>
<b>11</b>	<b>Financial instruments</b>	<b>2017</b>	<b>2016</b>
		£	£
	<b>Carrying amounts of financial assets</b>		
	Debt instruments measured at amortised cost	<u>12,475</u>	<u>19,433</u>
	 <b>Carrying amount of financial liabilities</b>		
	Measured at amortised cost	<u>6,780</u>	<u>6,000</u>

**12 Analysis of Net Assets between Funds**

**As at 31 March 2017**

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	-	295,075	7,393,959	7,689,034
Investments	32,630	-	-	32,630
Net current assets	<u>164,875</u>	<u>-</u>	<u>1,187,148</u>	<u>1,352,023</u>
 Net assets at 31st March 2017	<u>197,505</u>	<u>295,075</u>	<u>8,581,107</u>	<u>9,073,687</u>

**As at 31 March 2016**

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	-	332,239	7,305,148	7,637,387
Investments	28,688	-	-	28,688
Net current assets	<u>148,625</u>	<u>10,275</u>	<u>306,488</u>	<u>465,388</u>
 Net assets at 31st March 2016	<u>177,313</u>	<u>342,514</u>	<u>7,611,636</u>	<u>8,131,463</u>

**The Camden School Foundation of Frances Mary Buss**  
**Statement of Financial Activities**  
**For the year ended 31st March 2017**

**13 Movements in Funds**

	At 1st April 2016 £	Incoming Resources £	Outgoing Resources £	Transfers between Funds £	Investment Gains/ (Losses) £	At 31st March 2017 £
<b>Restricted funds:</b>						
<b>Building Fund:</b>						
DfE	7,186,797	1,254,967	(277,782)	-	-	8,163,982
Others	370,653	-	-	-	-	370,653
Welfare Fund	17,710	1,000	(40)	-	-	18,670
<b>Fundraising Specific Projects:</b>						
School Productions	4,894	2,449	-	-	-	7,343
Ancient Greek	31,582	2,800	(13,923)	-	-	20,459
<b>Total restricted funds</b>	<b>7,611,636</b>	<b>1,261,216</b>	<b>(291,745)</b>	<b>-</b>	<b>-</b>	<b>8,581,107</b>
<b>Unrestricted funds:</b>						
General	165,314	119,736	(101,762)	10,275	3,942	197,505
<b>Designated:</b>						
Welfare Fund	10,275	-	-	(10,275)	-	-
Building Fund	332,238	-	(37,163)	-	-	295,075
<b>Total unrestricted funds</b>	<b>507,827</b>	<b>119,736</b>	<b>(138,925)</b>	<b>-</b>	<b>3,942</b>	<b>492,580</b>
<b>Total Funds</b>	<b>8,119,463</b>	<b>1,380,952</b>	<b>(430,670)</b>	<b>-</b>	<b>3,942</b>	<b>9,073,687</b>

**Purposes of Restricted Funds**

**Building Fund**

- **DfE** comprises fixed assets funded directly from the Central Government via Department for Education (DFE) and Local Authority Grants. The following grants were received in 16/17: Devolved Formula Capital (DFC), LVAP and Community Investments Programme (CIP). The outgoing resources represent a proportion of the depreciation charged in the year relating to the buildings.

- **Others** - relate to grants received from Camden LA and other sponsors to fund past building work carried out by the Foundation.

**Welfare Fund** - represents monies kept solely to provide financial support for pupils at Camden School for Girls whose circumstances are judged by the headteacher to deprive them of appropriate educational opportunities. The fund is still at the stage where balances are being built up with a view to providing grants from the major part of the investment income received. The School had set up a designated fund for the same purposes however at the year end a transfer of £10,275 was made from the designated Welfare Fund to the unrestricted as it was decided by the Trustees £10,275 of funds earmarked for the Welfare fund were no longer necessary.

**Designated Funds**

**Building Fund** represents funds in fixed assets paid for by the Foundation, also subject to depreciation.

# The Camden School Foundation of Frances Mary Buss

## Statement of Financial Activities

### For the year ended 31st March 2017

#### 14 Related Parties

The Foundation exists to provide facilities and support to Camden School for Girls. During the year the Foundation paid £15,535 (2016 : £11,627) towards the costs of the bursar, finance department and clerk to provide accounting and administrative support to the Foundation. The foundation also paid Camden School for Girls £Nil (2016: £16,607) towards the cost of a fundraiser in order to generate income.

A total of £66,811 (2016: £30,000) was transferred to the school in grants and donations, made up of £35,000 (2016: £30,000) from the fundraising appeal, £4,579 (2016: £Nil) for the Art Auction, £27,232 (2016: £10,327) from CASCA (Parents' Association) for a variety of items including library chairs and flooring, trampoline, computers.

#### 15 Capital Commitments

At the balance sheet date the foundation was committed to capital works to the value of £1,324,997 (2016: £27,367) in respect of refurbishment and alternation works to the School.

#### 16 Net Cash Generated From Operating Activities

	2017	2016
	£	£
Net income for the year to date	954,224	1,147,110
Adjustments for:		
Investment income	(1,162)	(1,393)
(Gain)/loss on investment	(3,942)	1,066
Operating surplus	949,120	1,146,783
Depreciation of tangible fixed assets	314,945	318,387
Movements in working capital:		
Decrease in debtors	6,958	67,275
Increase in creditors	780	500
	1,271,803	1,532,945

# **Camden School Foundation of Frances Mary Buss**

**Post Audit Management Report  
Year Ended 31 March 2017**

## Post Audit Management Report – Camden School Foundation of Frances Mary Buss

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We have now completed the audit of Camden School Foundation of Frances Mary Buss for the year ended 31 March 2017. We expect to issue an unqualified audit opinion.

This report covers the findings from our audit, the scope of which was communicated to you prior to commencing the work. It includes some recommendations for improving the accounting and internal control systems as well as highlighting some future developments that may be of interest to the board.

We hope that the recommendations are practical and can be implemented. We should be grateful if you could discuss the points as a board and will welcome a written response. Please extend our thanks to Rosemary and Lynda for all their help with the audit.

If you have any concerns or questions arising from this report, please contact Anjali Kothari.

Yours faithfully

*Kingston Smith LLP*

.....  
**Kingston Smith LLP**

9 November 2017

.....  
**Date**

## Contents

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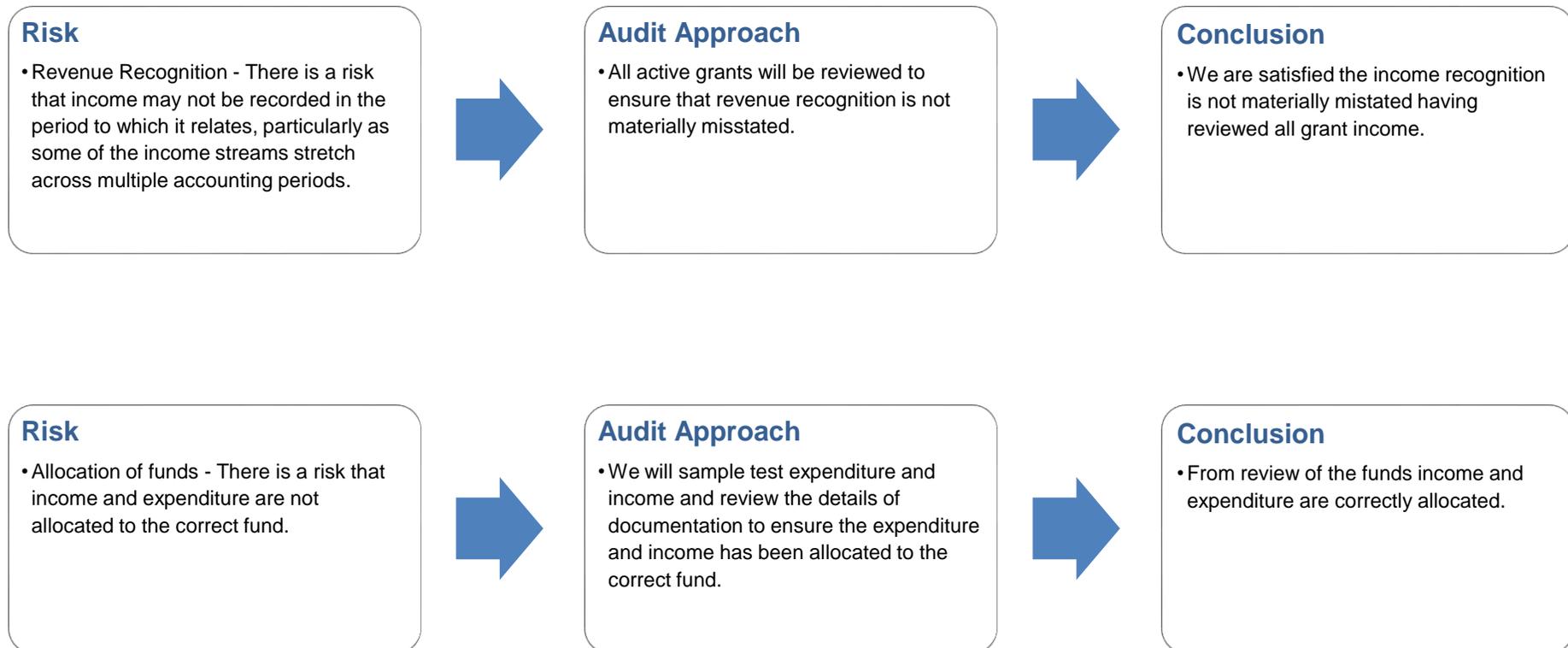
<b>Section 1</b>	Audit Approach
<b>Section 2</b>	Significant Findings From The Audit
<b>Section 3</b>	Operation of the Accounting and Internal Control Systems
<b>Section 4</b>	Sector Update
<b>Appendix 1</b>	Corrected Misstatements and Reclassifications
<b>Appendix 2</b>	Other Matters

This report has been prepared for the sole use of the board of Camden School Foundation of Frances Mary Buss and must not be shown to any third parties without our prior consent. No responsibility is accepted by Kingston Smith LLP towards any third party acting or refraining from action as a result of this report.

## Section 1: Audit Approach

As discussed at the planning stage of the audit on 14 September 2016 our audit approach is based on an assessment of the audit risk relevant to the individual financial statement areas. Areas of risk are categorised according to their susceptibility to material misstatement, whether through complexity of transactions or accounting treatment. For each area we calculated a level of testing and review sufficient to give comfort that the financial statements are free from material misstatement.

The following table lists any risks identified at the planning stage and during the course of the audit, our approach to mitigate the risk and our conclusions from completing this work:-



## Section 1: Audit Approach

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### Risk

- Management Override - There is a risk of management overriding controls and procedures in the accounting system.



### Audit Approach

- Journal entries in the accounts will be reviewed for large or unusual items.
- A sample of journals will be verified to documentation or other evidence.



### Conclusion

- From our review and substantive testing there was no indication of material misstatement due to management overriding controls or other procedures.

### Risk

- Capital Expenditure - Given the size of capital assets in the balance sheet, there is a risk that misstatement in the completeness or existence of capital expenditure could materially alter the reader's perception of the accounts.



### Audit Approach

- Capital expenditure in the year will be vouched to documentation and will be verified physically,
- Minutes and expenditure in the year will be reviewed to check for the completeness in capital additions.



### Conclusion

- We are satisfied that capital expenditure in the year has been included correctly.

## Section 2: Significant Findings From The Audit

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We are required, under the International Standards on Auditing, to request you to correct all misstatements identified during our audit, with the exception of those that are clearly trivial.

### Corrected misstatements and reclassifications

Included as Appendix 1 are the corrected misstatements identified during the course of our audit work have been discussed and agreed with you.

### Observations concerning the operation of the accounting and control systems

We detail in section 3 other matters concerning the operation of the accounting and control systems that we consider should be brought to your attention. The observations have been ranked in order of potential risk to the business. Deficiencies in internal controls, which need immediate attention, are denoted using a high risk rating. We have also included an assessment of the extent to which, our previous recommendations have been implemented.

We look forward to receiving your responses on the points raised.

Due to the nature of an audit we may not have identified all weaknesses within the accounting and internal control systems which may exist and the contents of this section of our letter and any items disclosed in this report should not therefore be taken as a comprehensive list of such weaknesses.

### Management Representation Letter

A draft of our proposed management representation letter has been sent to you under separate cover. All of the matters included in this letter on which we seek the Trustees' formal confirmation are in respect of routine matters.

## Section 3: Operation of the Accounting and Internal Control Systems

### Current Year Management letter points

	<u>MATTER ARISING</u>	<u>RISK RATING</u>	<u>IMPLICATION</u>	<u>RECOMMENDATION</u>	<u>RESPONSE</u>
<b>1.</b>	<p><b><u>Opening balances differences – current year point</u></b>            Several opening balance journals were raised to correct the opening reserves at the beginning of the financial year, 1 April 2016.</p>	<b>LOW</b>	<p>The opening balances were materially misstated. Several journals were raised (see appendix 1) to correct the opening reserves position. Such differences could lead to the accounts being materially misstated and risk of erroneous transactions increases.</p>	<p>We recommend that an opening balance journal is raised in the system to ensure opening balances are correct going forward.</p> <p>Kingston Smith has been liaising with the Foundation to resolve this issue.</p>	<p><b>Management response –</b>            These were adjustments to correct historical errors. All recommended journals have been processed.</p>

## Section 3: Operation of the Accounting and Internal Control Systems

### Update on Prior Year Management letter points

	<u>MATTER ARISING</u>	<u>RISK RATING</u>	<u>IMPLICATION</u>	<u>RECOMMENDATION</u>	<u>IMPLEMENTATION PROGRESS</u>
<u>1.</u>	<p><b><u>Title Deeds – prior year point still applicable</u></b> As noted in previous years the title deeds for the property are in the names of Penelope Wild and not the school itself.</p>	<b>HIGH</b>	This means the charity does not have legal ownership of the building.	We understand the charity has instructed Stone Kings to help resolve this issue. We appreciate this will take some time to complete and therefore recommend that it is held as a top priority by the board.	<p><b>KS response –</b> We note that the charity is in discussions with their legal advisors Stone King and are resolving the issue.</p> <p>The Charity is in the process of registering the land titles with the Official Custodian.</p> <p>The process may take some time as a number of the land titles are registered with previous Trustees.</p>
<u>2.</u>	<p><b><u>Fixed asset register – prior year point now resolved</u></b> The fixed asset register has not been updated properly to reflect the additions figure in the accounts, albeit the difference is immaterial.</p>	<b>LOW</b>	The fixed asset register is incomplete and it is more difficult to try and calculate the depreciation against individual asset.	We recommend monthly reconciliations between the register and the accounting software. If discrepancies arise these should be investigated and resolved.	<p><b>KS response –</b> There were no differences between the Fixed Asset Register and financial statements. This point is resolved.</p>

## Section 3: Operation of the Accounting and Internal Control Systems

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<b>RISK RATING FOR MANAGEMENT REPORT POINTS</b>		
	<b>Risk rating</b>	<b>Explanation</b>
	Low	Issues that would, if corrected, improve the internal controls or accounting practices in general but are not vital to the overall system. These are generally issues of best practice that we feel would benefit you if you introduced them.
	Medium	Issues that have an important effect on internal controls but do not need immediate action. You may still meet a system objective in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system.
	High	Issues that are fundamental and material to your system of internal control. We believe that these issues might mean that you do not meet a system objective or reduce (mitigate) a risk.

## Section 4: Sector Update

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### Fundraising & Trustee Duties

Following the copious amounts written in the Press in regard to fundraising since May 2015, the Charity Commission issued its revised guidance '*CC20 Charity fundraising: a guide to trustee duties*' on 7 June 2016.

The revision emphasises that trustees are responsible for public fundraising undertaken by their charity. They should involve themselves in the planning and monitoring of their charity's fundraising systems and processes, without taking on an overly operational approach. As always, proportionality is key and planning and monitoring will depend on the charity's size, structure and complexity. It will also depend on whether fundraising is undertaken by trustees, paid staff, outsourced organisations or volunteers.

The consultation highlights six principles to consider:-

- fundraising strategy and planning
- supervising fundraisers (including third parties)
- protecting the charity's reputation and assets
- complying with laws and regulations
- living up to relevant standards
- being open and accountable.

The guidance states that the Charity's plan should not be lengthy or complex but should include issues such as:-

- The fundraising methods that are to be used
- The resources that will be used and the costs that will be incurred, and their proportionality with income raised
- The financial/reputational and other risks that the Charity will face and how these will be mitigated
- How the fundraising will reflect upon the Charity's values
- Regularly monitoring progress against fundraising plans, looking carefully and critically at the areas of highest risk.

The guidance does not aim to describe all legal requirements for fundraising, as these aren't regulated by the Commission, instead it sign-posts readers to other bodies that provide that guidance, such as the Fundraising Regulator, Information Commissioner's Office, Gambling Commission, etc.

The Commission is working closely with the new Fundraising Regulator and the Information Commissioners Office (ICO). The guidance highlights where the Commission has jurisdiction over fundraising matters.

Trustees and charity executives need to balance risk aversion and compliance to regulations with the need to integrate their charity's values into its fundraising practice, and to innovate in order to find funding to meet beneficiary needs.

Should you have any queries about your fundraising, either about the current processes and procedures or additional requirements, please e-mail James Newell at [jnewell@ks.co.uk](mailto:jnewell@ks.co.uk) – Director of Fundraising and Management.

## Section 4: Sector Update

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### Charity Fundraising Disclosures for Trustee Annual Reports

For accounting periods beginning on or after 1 November 2016, larger charities (income in excess of £1m) that engage in fundraising are required to make disclosures in their next Trustees Annual Report in respect of the following:-

#### (1) Fundraising methods and processes

This applies to registered charities that must have their accounts audited. Broadly, extra statements in the trustees' report are needed about a charity's:-

- Approach to fundraising
- Work with, and oversight of, any commercial participators/professional fundraisers
- Fundraising conforming to recognised standards
- Monitoring of fundraising carried out on its behalf
- Fundraising complaints
- Protection of the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches, and undue pressure to donate

#### (2) Use of third party fundraisers

This applies where a charity, registered or unregistered, uses a professional fundraiser or commercial participator to raise funds. There should be written agreements between charities and these third parties, and these agreements must include extra information about:-

- How fundraising regulation will apply to the third party in carrying out the agreement
- How the third party will protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate
- How charities will monitor compliance with these requirements

The changes are being introduced by the fundraising sections of the <https://www.legislation.gov.uk/ukpga/2016/4/contents/enacted/data.htm> and the intention is to assist charities demonstrate how they protect donors, and the public, from poor fundraising practices.

Further details, published by the Charity Commission, can be found here: <https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-november-2016-cc15d>.

Kingston Smith's Fundraising and Management team can help you to ensure that the disclosures in your Annual Report are appropriate. They

## Section 4: Sector Update

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can also undertake a CC20 audit that will help to ensure your fundraising processes and procedures are compliant.

Further information on this can be obtained by contacting James Newell, Director, at [jnewell@ks.co.uk](mailto:jnewell@ks.co.uk).

### Revised Charity Governance Code

In July 2017, the Charity Commission published the 3<sup>rd</sup> Edition of its Governance Code for Trustees.

The Code starts with a 'foundation principle' that should be taken as a 'given' that all Trustees understand their legal duties and are committed to their cause and good governance. The Code then develops seven principles:-

- **Organisational purpose**  
The board is clear about the charity's aims and ensure that these are being delivered effectively and sustainably.
- **Leadership**  
Every charity is led by an effective board that provides strategic leadership in line with the charity's aims and values.
- **Integrity**  
The board acts with integrity, adopting values and creating a culture which helps achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.

- **Decision-making, risk and control**  
The board makes sure that its decision-making processes are informed, rigorous and timely and that the effective delegation, control and risk assessment and management systems are set up and monitored.
- **Board effectiveness**  
The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- **Diversity**  
The board's approach to diversity supports its effectiveness, leadership and decision-making.
- **Openness and accountability**  
The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason for it not to be.

The full Code can be found at <https://charitycommission.blog.gov.uk/2017/07/13/the-new-charity-governance-code-essential-reading-for-all-trustees>.

### Research exercise on Charities SORP (FRS 102)

The aim of this consultation, which closed before Christmas, was to identify any necessary changes in good time to prepare the next Charities SORP (FRS 102) with an exposure draft of the next SORP anticipated for

## Section 4: Sector Update

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2018. Although the consultation followed a similar format with a series of questions, these were much more of a 'freeform' style, requesting the respondents to make comments and suggest changes rather than answer tight specific questions. Questions were asked about the style and the accessibility for smaller charities of the new SORP and whether there needed to be a third tier of reporting by only the largest charities.

The consultation asked for comments on some specific areas within the Trustees' Annual Report and the accounts:-

- Better integration of the report with the accounts
- Detail of reporting
- Key facts summary
- Reserve definition and guidance
- SOFA – more specific definitions of support costs and fundraising costs
- The mixture in the SOFA between revenue and capital items.

The consultation also suggested certain themes for future development:-

- Making a difference to public benefit
- Risk Management
- Going concern
- Enhanced analysis of expenditure

- Disclosure of who funds the charity
- Disclosure of key facts

Our full response to the consultation can be found on our website <http://www.kingstonsmith.co.uk/insights/research-exercise-charities-sorp-frs-102/>.

However, although we welcomed the opportunity to comment on the consultation, we did not feel that a third tier was required and that many of the suggested areas for research and the potential new themes have already been fully addressed in the existing SORP or in other Charity Commission guidance. We agreed that there should be a greater emphasis on impact reporting but do not believe that the Key Facts summary will aid transparency or make the financial statements more accessible. The suggestion that "pence in the pound" figures be included, might lead to disclosure that is of little use considering the vast variety of charities in the UK and Ireland.

We expect a full response to the consultation document to be published later in the year.

### House of Lords Select Committee on Charities

At the end of March, the House of Lords Select Committee on Charities published their report, making 42 recommendations. These recommendations covered the following broad headings:-

- Trustees' skills and training

## Section 4: Sector Update

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- Board diversity and turnover
- Executive leadership
- Payment of Trustees
- Transparency, accountability and impact
- Contracts and commissioning processes
- Financial and planning challenges
- Contracts and innovations
- A revitalised role for grants
- Fundraising
- Economic and tax planning
- Infrastructure bodies
- Role of volunteers
- Expectations and trusts
- Mergers and closures
- Charities and digital technology
- Devolution
- Compacts and engagement with the sector

- The role of charity advocacy
- Impact on charities with the UK departure from the European Union
- Regulation of the charity sector

The full report can be found at

<https://www.gov.uk/government/news/charity-commission-responds-to-select-committee-on-charities>.

Many of the recommendations were not new or unexpected; and were well trailed beforehand. However a few are worth reiterating:-

- There was an emphasis on Trustee skills and training as well as a call for training and development for the leaders and staff working within charities.
- Generally the Committee believed that the voluntary principle of trusteeship was important and that Trustees should not receive payment for undertaking that role except in highly exceptional circumstances.
- The Committee recommended that all charities should seek independent evaluation of their impact on their beneficiaries and Public Sector Commissioners should assess such evaluation when awarding contracts.
- The Committee recognised that the commissioning landscape is skewed against smaller charities and made recommendations to try and create a more level playing field.

## Section 4: Sector Update

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- Whereas the Committee did not want to discourage people from establishing new charities, they do acknowledge there is some overlapping work in the charity sector and encourage mergers and closures where appropriate.
- The Committee has grave concerns about the Charity Commission proceeding with a proposal to charge charities without making it clear how the charge would benefit charities and strengthen the sector overall and how those additional revenues would be spent and what services would be delivered or enhanced in return.

Should you require assistance in any of these areas or would like further information, please speak to Anjali Kothari.

## Appendix 1: Corrected Misstatements and Reclassifications

	Balance Sheet		SOFA		Effect on Net Surplus
	Dr	Cr	Dr	Cr	(Dr)/Cr
<b>Draft deficit</b>					<b>49,281</b>
Debtors capital fund 17	75,261				
Improvements to buildings		75,261			
<i><b>Being an opening balance adjustment</b></i>					
Improvements to buildings	1,120,170				
Fixtures & Equipment	272,606				
Bldg & Eq -DCSF Restricted reserves		1,392,776			
<i><b>Being an opening balance adjustment</b></i>					
Bldg & Eq -DCSF Restricted reserves		320,813			
Investment income				70	70
Income - fundraising			6,115		
Deferred income fundraising	32,964				
Deferred income (capital)	281,804				
<i><b>Being an opening balance adjustment</b></i>					

## Appendix 1: Corrected Misstatements and Reclassifications

	Balance Sheet		SOFA		Effect on Net Surplus
	Dr	Cr	Dr	Cr	(Dr)/Cr
Depreciation charge			314,945		
Improvements to Buildings - Depn		172,406			
Fixtures & Equipment - Depn		142,539			
<b><i>Being the adjustment for the depreciation charge</i></b>					
Other capital grants	904,873				
Deferred income (capital)				904,873	904,873
<b><i>Being the adjustment to deferred income</i></b>					
<b>Final net surplus</b>					<b>954,224</b>

## Appendix 2: Other Matters

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### Engagement & Independence

Our engagement objective was the audit of Camden School Foundation of Frances Mary Buss.

We have implemented policies and procedures to meet the requirements of the Auditing Practices Board's (APB) Ethical Standards. To this end we considered our independence and objectivity in respect of the audit for the period under review before commencing planning our audit and communicated with you on these matters in our audit planning discussion on 14 September 2016.

### Qualitative aspects of accounting practices, accounting policies and financial reporting

Based on our audit work performed, we believe that the Trustees' Report and financial statements for the period under review comply with United Kingdom Accounting Standards and the statement of recommended practice issued March 2005.

During the course of our audit of the financial statements for the period under review we did not identify any inappropriate accounting policies or practices.

### Matters specifically required by other Auditing Standards to be communicated to those charged with governance

Other than as already explained in our Engagement Letter, Planning discussion and this Post-Audit Management Report, there are no other specific matters to communicate as a result of our audit of the financial statements under review.

## LETTER OF REPRESENTATION

Camden School Foundation of Frances Mary Buss  
Sandall Rd  
London  
NW5 2DB

Kingston Smith LLP  
Chartered Accountants  
Devonshire House,  
60 Goswell Road,  
London  
EC1M 7AD

Dear Sirs,

We confirm to the best of our knowledge and belief the following representations given to you in connection with your audit of the charity's financial statements for the year ended 31 March 2017. We confirm that they are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, of inspection of supporting documentation) sufficient to satisfy ourselves that we can properly make each of the following representations to you.

### General

- 1) We acknowledge our responsibility for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable us to ensure that the financial statements comply with the Charities Act 2011.
- 2) We acknowledge our responsibility for preparing financial statements in accordance with the Charities Act 2011 and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice/UK GAAP) and are satisfied that the financial statements give a true and fair view.
- 3) We acknowledge and agree it is our responsibility to design and implement internal control systems to prevent and detect fraud and error in safeguarding the assets of the charity.
- 4) We confirm that the accounting policies selected are suitable to the charity's circumstances and that they have been applied consistently; that any judgements and estimates made are reasonable and prudent; and that it is appropriate to prepare the financial statements on a going concern basis.
- 5) We confirm that significant assumptions used by us in making accounting estimates, including those measured at fair value are reasonable.

### Information Provided

- 6) We have provided you with:
  - a) access to all information which we are aware is relevant to the preparation of the financial statements such as records, documentation and other matters; and
  - b) additional information that you have requested from us for the purpose of the audit; and

- c) unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- 7) All transactions have been recorded in the accounting records and are reflected in the financial statements.
- 8) We have disclosed to you the identity of all of the entity's related parties, related party relationships and transactions of which we are aware.

#### **Assets and Liabilities**

- 9) All known assets and liabilities as at the balance sheet date have been included in the financial statements.
- 10) We confirm the charity has satisfactory title to all assets and there are no liens or encumbrances on the charity's assets.
- 11) We confirm that the financial statements disclose appropriately all liabilities, actual and contingent and have disclosed all guarantees given to third parties.
- 12) The value and classification of assets and liabilities in the financial statements is not materially affected by management's plans and intentions.
- 13) We confirm that the amounts held as investments are unrestricted funds and therefore free from any restrictions.

#### **Transactions Involving Trustees and Connected Persons**

- 14) We confirm that there are no transactions with, or on behalf of, the trustees or their associates, or contracts in which the trustees or their associates have an interest which are required to be disclosed in the financial statements other than those detailed in the notes to the financial statements.

#### **Fraud**

- 15) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 16) We have disclosed to you all information in relation to fraud or suspected fraud that affects the entity and involves management, employees who have significant roles in internal control and others, where the fraud could have a material effect on the financial statements.
- 17) We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

#### **Contingent Liabilities**

- 18) Provision has been made where a material loss is expected to result from any litigation or claim against the charity. Other contingent liabilities at the balance sheet date, none of which are expected to result in a material loss to the charity or in commitments which it cannot meet, have been disclosed in the financial statements.

**Going Concern & Future Cash Requirements**

19) In our opinion the charity will have adequate cash resources available to finance its operations and meet its obligations during the course of the twelve months following the date of approval of the financial statements. Accordingly, the financial statements have been drawn up on a going concern basis.

**Post Balance Sheet Events**

20) All events subsequent to the date of the financial statements and for which the financial statements require adjustment or disclosure have been adjusted or disclosed.

**Data Protection Act**

21) We confirm that the charity complied with the statutory requirements of the Data Protection Act during the year.

**Laws and regulations**

22) We confirm that we have disclosed to you all known instances we are aware of which involve actual, possible or suspected non compliance with laws and regulations whose effects should be considered when preparing financial statements, together with the actual or contingent consequences which may arise therefrom.

Yours faithfully  
For and on behalf of Management

  
.....  
Bursar

7/11/17  
.....  
Date

For and on behalf of the Board

  
.....  
Trustee

7/11/17  
.....  
Date