



**BISHOPSGATE
INSTITUTE**

THE BISHOPSGATE FOUNDATION

Report and Financial Statements

31 March 2020

Company number: 4362659

Charity number: 1090923

The Bishopsgate Foundation

Contents

For the year ended 31 March 2020

Reference and administrative details	1
Trustees' annual report	3
Independent auditor's report	18
Consolidated statement of financial activities	22
Balance sheets	23
Consolidated statement of cash flows	24
Notes to the financial statements	25

The Bishopsgate Foundation

Reference and administrative details

For the year ended 31 March 2020

Company number 4362659 – incorporated in the United Kingdom

Charity number 1090923 – registered in England and Wales

Registered office and operational address
Bishopsgate Institute
230 Bishopsgate
London
EC2M 4QH

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Ex-officio

Fr David Armstrong (Rector of St Botolph without Bishopsgate)

Vacant (Alderman of the Ward of Bishopsgate)

Parish Trustees (Nominated by the Rector and Churchwardens of the Parish of St Botolph)

Vacant

Co-opted

Joanne Bradshaw	Resigned 20 September 2019
Jonathan Clatworthy	
Anna Cornelius	
Liz Gibbons	
Tom Healy	
Kathryn Martindale	
Fr Luke Miller	
Dr Aoife Monks	Term ended 01 October 2019
Su Moore	Appointed 15 July 2019
Louise Richards	Appointed 15 July 2019
Abdullahi Ahmed Mohammed	Appointed 15 July 2019
Edward Lord	Appointed 15 July 2019

Principal staff Francesca Canty
Chief Executive, Company Secretary

Nathan Smith
Head of Finance & Performance

Leonie Sakey-Gourlay
Head of Strategy and Planning
Resigned 31 August 2019

The Bishopsgate Foundation

Reference and administrative details

For the year ended 31 March 2020

Rosie Baker
Head of Business Delivery

Appointed 17 February 2020

Melissa Boxall
Head of Audiences & Communications

Appointed 03 February 2020

Bankers

HSBC Bank PLC
100 Old Broad Street
London
EC2N 3LN

Solicitors

Farrer & Co.
66 Lincoln's Inn Fields
London
WC2A 3LH

Property advisors

Lamberts
Aztec Row
3 Berners Road
London
N1 0PW

Auditor

Sayer Vincent LLP
Chartered Accountants and Statutory Auditor
Invicta House
108-114 Golden Lane
LONDON
EC1Y 0TL

The trustees present their report and the audited financial statements for the year ended 31 March 2020.

Reference and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Strategy and Plans for the Future

Programme and audiences

Bishopsgate Institute was “erected for the benefit of the public” in 1894, to give the people living and working in the City of London the chance to come together to discover and learn in extraordinary spaces. That purpose is unchanged, even as our audience and programme continue to expand and evolve in response to changing needs and expectations. Our founders chose the motto Senesco, no segnesco – I never stop learning – and we continue to develop our programme, our audiences and ourselves inspired by this statement of intent.

Of course, the COVID-19 pandemic and related lockdown measures introduced by the government have had an effect on the final weeks of the 2019-20 year and will have a significant impact on the year ahead.

The strategic business plan for 2016-21 can be condensed into the following five goals:

- To further develop and invest in our **Special Collections Library**, encouraging and equipping people to access our archives and collections for academic or personal use
- To provide an affordable and high quality **learning and development programme** for the public which provides opportunities for them to apply the NHS Five Ways to Wellbeing (Connect, Be active, Take notice, Keep learning, and Give), developing their life skills and furthering their interests and social opportunities
- To provide an incubator environment to support **cultural practitioners and new work**, enabling people to hone their craft through workshops, productions and development opportunities
- To commission, produce and co-produce **high quality cultural content** which brings people together around a shared interest and offers the public a range of opportunities to both consume and produce culture
- To ensure a **successful and sustainable environment for the Institute** which honours the spirit in which it was created, protects its future and acts as a guardian for future generations.

We are open to all and programme for adults on a communities of interest model, meaning people coming together around a subject, activity or other passion rather than targeted by specific demographic information. Around us in our immediate catchment area we have City workers, tech start-ups, freelance creatives, a flourishing retail and leisure sector and an increase in residential neighbours. An increasing proportion of our users, visitors and students are older people making the most of greater freedom to explore passions and learning with the opportunity to socialise with like-minded people.

Clearly, the seismic cultural shift we are undergoing at time of writing (April 2020) because of the lockdown to manage the COVID-19 pandemic raises many difficult questions that we, and many others, will be seeking to answer with very few guarantees available to us. Leaving aside when we might be permitted to return to delivering our programme to the public (current estimates put this at September 2020 at the earliest, which means 50% of the year in which we can programme no activity and earn no income from the programme or venue hire), the question of public confidence to gather in close proximity and / or large groups sits alongside whether or not such activity will be permitted, and whether anyone will have the financial wherewithal to contemplate luxuries such as learning in any leisure time.

Fundamental to helping answer these questions is our work in partnership with others. Where we have shared objectives and audiences, such as with our dance partners The Pink Jukebox, the UK Equality Dance Council, Stardance, Sapphires and our Dancers in Residence, Swing Patrol, we are working closely with them to determine our exit strategy from lockdown, how to ensure our audiences wish to resume and how. Whenever we do resume, it will be important that audiences do not feel pressure to do so out of loyalty to us or the partner organisation. This may mean no large social dances before January 2021, but without more concrete information on when / if / how restrictions may be eased, it is impossible to do more than plan for several scenarios.

For most of the year (until February / March 2020), our social dance events with Swing Patrol continued to attract large audiences. In particular, we saw a large increase in attendance at the monthly beginner night Swing Den, with several events selling out their 200-person capacity. These events started three years ago with regular attendance of around 40. We worked together to develop and deliver two new annual special events, one in February and one in October, that generated excellent ticket sales and audience feedback.

In autumn 2019, we implemented the long-awaited return of the free lunchtime concerts. These had been run seasonally from 1948 until September 2015 when the debonding of some Great Hall ceiling plaster closed the room for urgent repairs for 6 months. We took the opportunity to review the programme, partnership and repertoire in the context of the new strategic business plan and ended the relationship amicably with the partner with which we had been working. Given how many lunchtime concerts there are in the City of London area, we reinvented the brief to ensure we were offering something distinctive and unique, requiring performers to respond to collections or themes in our archives (whether directly or indirectly), and programming based on instruments rather than any particular musical style. This resulted in an eclectic and wide-ranging programme that included an Argentine Tango trio, a percussionist, taiko drums and flute, and solo pianist. A

pop-up display of related archive materials regularly draws engagement from the audiences, usually after the performance, and signposts visitors to our wider learning offer. The first two seasons (autumn and spring) attracted regular weekly audiences and even some regular individual attenders. These concerts are not usually programmed to run during the summer, meaning the COVID-19 disruption to this thread of the programme has been minimal so far, and we hope to resume in late September, as scheduled, if safe to do so. The concerts are free to attend, the musicians are paid, and we invite donations.

Further development of the music programme included occasional My Myra concerts, inviting individual musicians to present personally important repertoire they are inspired to play specifically on our very special 1927 Steinway Rosewood Model D Grand that belonged to Dame Myra Hess. Repertoire included Disney and Noel Coward songs with Jordan Li-Smith, the jazz of Jason Rebello and an extraordinary concert by SuRie covering Bach, Janis Joplin and Eurovision.

Our talks programme expanded to include larger-scale events in conversation with broadcaster Edward Seckerson. Composer Howard Goodall (Blackadder, QI, Bend It Like Beckham, Girlfriends and The Hired Man) took us through his musical inspiration, playing Myra The Steinway at regular intervals by way of illustration, and Sir Antonio Pappano (Music Director at the Royal Opera House) revealed his passion for jazz, playing an improvised arrangement of Jerome Kern's "Everything You Are" on Myra The Steinway, thrilling his fans in the audience.

Our courses for adults, part of the wider learning programme, saw an overall increase in occupancy of 16%, although the number of individual courses run fell by 15%. Nearly 10,000 people attended our 136 public events, of which 58% of attendances were for social dance events. The number of bespoke sessions run with archive materials increased by 2.9% (these are paid sessions, often with university or specialist interest groups, such as Blue Badge Guides), and over 1,700 people participated in Sitzes (private whole-day rehearsals of musical scores with full orchestra and chorus, learned in a single day, and part of our partnership with the London Musical Theatre Orchestra) in the course of the year to mid-March.

As of autumn 2019, we finally had a complete programming team in place after a period of maternity leave and vacancies which had an impact on capacity. This improvement has had a very positive impact on our capacity to deliver smaller-scale, accessible events such as Valentine's Vice on Friday 14 February. This event focused on our erotica and alternative sexualities collections and offered a variety of activities including talks on dominatrix life by Miss Kim, erotic origami and fetish life drawing, as well as a pop-up display of some of our collections and our staff on hand to discuss and share the material. The event sold out (60 tickets, maximum capacity) well in advance, the majority of bookers being for single tickets.

Our special collections and archives, which are at the heart of the Institute's offer and personality continued to thrive until we had to close the building in mid-March. The most-used collecting area is our LGBTQ+ Collections, and the most used and requested individual collections in 2019-20 - by researchers, students, journalists, choreographers, writers and activists - were:

1. London Collection Printed Collections (includes books and pamphlets)
2. Bernie Grant Archive
3. Switchboard Archive
4. LGBTQ+ Printed Collections
5. Lesbian and Gay Newsmedia Archive (LAGNA – includes press, ephemera, badges and t-shirts)

Since we closed the building, the team has continued to provide a responsive enquiry service, has made extensive progress in cataloguing and maintenance of the Special Collections & Archives online catalogue, added important material to the Institute's website (i.e. digitised versions of the First International minute book, Garibaldi muster roll and minute books of the Eton Manor Boys' Club) and has accepted several new accessions digitally. The team has also been actively collecting material documenting the community/grassroots response to the crisis in London and diaries from a group of NHS workers, school children and others.

Before the building closed, we received the Archive of METRO Charity, labour activist Narendra Makanji, erotic photographer China Hamilton and became the repository for the Museum of Transology. We have also worked alongside Birkbeck College and Kensington Narrators to create an archive of the community response to the Grenfell Tower Fire, and are now the home to the memorial boards, artefacts and other material created in the aftermath of the disaster. Our fastest growing collecting areas have been the LGBTQ+ Archives and the UK Leather and Fetish Archive.

One of the most significant achievements of the 2019-20 year was the new website and box office system, a project which came in on time and on budget, going live in late November. A long-overdue upgrade from our obsolete and archaic systems, with a bold new design that prioritised mobile and tablet users and created the best possible user experience, this project was led by a dedicated specialist project manager working with our chosen agency and box office system provider. We have received very positive feedback on the new site and the ease of navigating, and noticed what seemed to be an early increase in enrolments; however, the need to cancel the remainder of the spring programme and issue credits or refunds has taken priority over early data analysis. Phase 1 ensured we went live on time for the spring courses and events and had all collecting areas available to browse. Phase 2, which is being worked through while the building is closed, will make improvements to the design and navigation based on real usage, as well as further enriching the more editorial content and undertaking data analysis now we have had the site operational for five months at time of writing.

Finally, our Grade II* listed building has been made as accessible as possible, although challenges remain, and we endeavour to make our activity financially accessible, whilst ensuring costs are covered. Clearly, there is great uncertainty about when and how we might return to running our full programme, and the degree to which our audiences will be in a position to resume learning with us. Thankfully, we are able to offer some activity online while the restrictions are active, such as some classes and the online enquiry service for the Special Collections & Archives.

In September 2019, we participated as usual in the annual Open House London event and hope to do so again in September 2020. We welcomed over 1,000 visitors in a single day in 2019, with most being first-time visitors interested to know more about the architecture, history and offer of the Institute.

Challenges

The five-year financial plan that the Trustees approved in 2017 aims to achieve sustainable break-even. However, it has become clear that even before the COVID-19 pandemic and the shutdown of our operation, it will take us longer than five years to be able to close the gap. We have not engaged in fundraising activity since the refurbishment project 2008-11 but have begun work now to address this with the arrival onto the Board of professionals from the fundraising, grants and partnerships sectors. Having the new customer relationship management system we desperately needed is already making a difference in how we engage with our customers, building loyalty and gathering insight.

We are hugely fortunate to have the endowment, which is why we can be confident we can continue to operate and grow our audiences and customers even before we are able to achieve the sustainable break-even, but it won't last forever. Moreover, most of it is very illiquid and we rely on income cashflow from our venue hire business, as well as enrolments and ticket sales, in conjunction with rental income.

Staffing capacity throughout the year was well below required levels because of the need to fill vacancies and some other personnel issues which required considerable management time. Our planned expansion of venue hire and increase in the surplus to be generated from our programme of courses and events was not achieved because our marketing function required strengthening. We are a small organisation, so long-term vacancies in key roles have a strong impact. Fortunately, towards the very end of the year, we made successful appointments to the vacant roles, and we finally had a full senior team from February after 6 months of significantly reduced capacity.

Our plans to use the pop-up model to rent out the vacant café space that adjoins our building were scuppered by the negative effects of Brexit uncertainty and economic turbulence on the rental market. Despite a fairly high level of interest from brands looking for a few days or several months of occupancy, very few materialised into a signed contract and income. This market uncertainty also affected several of our long-term tenants in endowment portfolio properties, resulting in reduced income. Several units remain unoccupied as the current commercial rental market is weak after several years of buoyancy and confidence.

Our premises continue to require extensive maintenance and repair, both those in the endowment portfolio and those we occupy to deliver the Foundation's charitable mission. Capital works for our main building at 228 Bishopsgate have had to be delayed for reasons of staffing capacity and available cash resources, and these include urgent improvements to our toilet facilities, including ensuring we have any-gender provision and the best possible accessible facilities. As with any 125-

year-old Grade II* listed building, there is no end to the preventative maintenance required. Meanwhile, two of the endowment properties have required extensive roof repair works this year.

COVID-19

Following government advice that anyone who can work at home should start doing so, we closed the building and sent all staff to work from home from Tuesday 17 March 2020. Full lockdown was announced by the government on Monday 23 March and at the time of writing it is not clear when easing of the restrictions will allow our activities to begin again safely.

Our IT systems were not designed for the entire staff of almost 40 to work remotely at the same time – it has been an exception to date as so much of our offer and programme is based on in-person activity within the building. Furthermore, some roles do not require computer-based working – those engaged in setting up rooms for classes or hires, for example. Our pool of casual workers is no longer required as the building is closed. We are therefore exploring the government retention scheme (“furlough”) where we cannot provide meaningful work for individual staff to do but whom we wish to support and retain for when we re-open.

The final sessions of the spring 2020 term (January to April) were either cancelled or offered online at student request. The summer term’s courses were all cancelled but we are offering specific creative writing and languages courses online for those who wish to continue their learning. All cultural events to the end of June – talks, social dances, concerts – have been postponed and we fully expect not to be able to restart public activity, including access to the library, before September based on current information.

All our venue hire bookings from March onwards are being rescheduled, where possible, to the autumn or 2021.

As outlined above, businesses renting property in our endowment portfolio were already struggling to pay their rent, and now the shutdown has made their situations even worse, we are setting up deferment schemes whereby rent owed will be paid later in the year, once restrictions are eased. Payments remain due from us to contractors that have undertaken substantial and necessary works on endowment properties, including roof replacements.

Therefore, this shutdown has had a significant impact on our income and cashflow, and we are not eligible for the government business grants and loans. However, we are in the extremely fortunate position of having an endowment and reserves upon which to draw. Although the portfolio is illiquid, we have sufficient reserves to be able to cover our costs during this shutdown period and to the end of this financial year (salaries for those not furloughed, utilities, endowment property repair obligations, annual insurance premiums etc). We are confident, therefore, that the Foundation remains a going concern. Throughout the summer, we will undertake detailed scenario planning and financial modelling for the financial years to come.

We have been requested by the NHS Blood Donation Service to facilitate their already-booked sessions with us (defined as “essential work”) which we are doing, even increasing the number of

dates from those previously booked. We are ensuring those of our staff working to facilitate these sessions are safe. The income from these booking, whilst at a substantial discount from our usual rates, is still very welcome, and we are proud to support this essential work. These sessions are expected to continue at the rate of 3-4 a month throughout the period we are otherwise closed.

Staff wellbeing during this difficult period remains a priority. Most of the permanent staff have done the 2-day Mental Health First Aid training we provide via Mind Haringey, which we hope will be helpful at this time, and we have an Employee Assistance Programme of free support via phone or online. Team catch-ups via online platforms are well established, but as the lockdown drags on, we fully expect fluctuations in people's mental health, anxiety and motivation.

Financial Review

Review 2019/20

The General Fund for 2019/20 is showing net expenditure for the year before transfers of £473,958 (2019: net expenditure £277,526).

Until lockdown in mid-March, our regular dance events continued to be the backbone of our cultural events programme, as outlined above. Our partnerships in this area expanded this year to include a new, women-only event (Sapphires) and our competitors' practice sessions for ballroom dancers continue to grow. Most of these are delivered on a partnership basis, meaning a split of proceeds after costs, and generate a regular surplus for the programme.

Overall in 2019/20, our income from the wider cultural events programme has decreased overall to £100,614 (2019: £121,967). As outlined above, we now have a Programme Manager in place after a period of depleted capacity during maternity leave, and this depleted capacity had an impact on the number of talks and performances we were able to run during the period from May 2019. Furthermore, after several months of depleted capacity in our marketing and PR functions, we have a full new team in place from the beginning of March 2020.

Courses overall provide a very significant contribution to the Institute's activities. This year there has been a reduction in income overall to £175,999 (2019: £201,992), in part because of the depleted capacity outlined above in both the management of the programming team and in the marketing of our offer. We have loyal regulars, but had fallen behind on the work to attract and retain new audiences. Both of these have been resolved and we have a user-focused, highly responsive website since the end of November 2019, which is helping reduce obstacles to audiences discovering us and browsing our offer. Some of the reduction in income can also be attributed to the COVID-19 uncertainty from February and then lockdown from March, bringing the requirement to cancel courses at the end of what is usually the most successful term of the year.

One of the principal sources of income is that generated by our venue hire activities through our subsidiary BI Trading Ltd. This includes the rental of one of our spaces on a pop-up basis. The financial year has seen a slight increase in income to £525,965 (2018: £505,472). A further

The Bishopsgate Foundation

Trustees' annual report

For the year ended 31 March 2020

£20,076 (2019: £77,992) has been generated from venue hire activities directly through the Foundation.

Economic conditions resulting from Brexit negotiations have had an adverse effect on our ability to hire our commercial space on a pop-up basis during the year with most hirers requesting significantly lower rates or being unwilling to commit to terms beyond one week at a time.

Our Investment income of £1,229,975 represents 59% of our total income and underpins our ability to fund and develop our charitable activities; it has reduced overall by £143,068 since last year. Investment income derives from two sources: rental income from our portfolio of investment properties and income earned on our investment in UK common investment funds managed by M&G. This year saw a decline in rental income of £223,708 as a result of several properties being vacant for much of the financial year due to the economic conditions as mentioned above. Income earned on our M&G investments increased by £79,825.

Two of our properties which are carried as investment properties are also used, in part, for running the operations of the Foundation. As at 31 March 2020, the value of the parts used for the Foundations operations were transferred to fixed assets at deemed cost based on their formal valuation in 2002. This led to an increase in fixed assets £2,601,428, of which £1,806,428 is held in a revaluation reserves, £699,938 in endowment funds and £1,106,490 in designated funds.

The investment properties were formally revalued by our surveyors as at 31 March 2020 and they are of the opinion that the endowment properties that comprise the General Estate have increased in value by £195,654 and the Underwood Estate have increased in value by £3,195,000. General fund investment properties have also increased by £170,000. We have therefore recognised unrealised gains totalling £3,560,654.

The Bishopsgate Foundation sold one of its investment properties, which was previously held as a current asset, securing a £15,000 realised gain compared to its 2018/19 valuation. The proceeds of sale were invested into M&G units in August 2019.

Despite Brexit, the unit value of the Episode Income Fund performed well throughout the financial year. However, following the news of the impact of COVID-19 across the world and the lockdown measures required, the unit price for the Episode Income Fund fell significantly in early March resulting in an unrealised loss of £893,225.

The net gain across all of the Foundations investments (including investment properties) for the year total £2,682,429.

Listed investments performance and policy

The Trustee Act 2000 applies to the Foundation's endowment charity. The Foundation has a written Statement of Investment Principles which is reviewed annually.

The Foundation's investment policy is biased towards income such that the portfolio growth should ensure that the capital value of investment over a rolling three-year period exceeds UK RPI; and

The Bishopsgate Foundation

Trustees' annual report

For the year ended 31 March 2020

that the income over a three year rolling period is 50% in excess of the average yield of the FTSE 100 companies for the same period.

In 2018/19, our Finance & General Purposes Committee undertook a review of our investment objectives. As a result, we elected to adopt a more globally focused multi-asset strategy targeting competitive and sustainable income. Consequently, we executed a phased switch of assets away from our previous holdings of M&G's single-asset Equity and Bond funds to reinvest into one of their Global Multi-Asset funds. For the financial year 2019/20 the Foundation's investments were held solely in the M&G Episode Income Fund I. Therefore, we are only reporting on the performance of this fund.

The annualised UK RPI for the three-year period ending 31 March 2020 was 2.80%. The value of the M&G Episode Income Fund I capital over this same period was -4.1%, lower than RPI by 6.9%. These figures do not reflect any transactions in or out of the funds.

The table below shows the yield for the different funds for each of the last three years and the FTSE 100 index:

Yield	31/03/2018	31/03/2019	31/03/2020
M&G Episode Income Fund I	3.34%	3.57%	4.03%
FTSE 100 Index	4.10%	4.44%	5.78%

Over the last three years, our combined portfolio has generated £640,837 of income. However, as a result of withdrawing and investing across three different funds over the course of the last three years, it has not been possible to produce an equivalent figure from the FTSE100 index which we can compare this income to.

Reserves policy

The endowment reserves, which represent the depreciated original cost of 230 Bishopsgate, the Institute building, the majority of the investment properties and financial instruments, are maintained to generate investment income to be utilised by the Foundation to fund charitable activities. At the year end the value of the endowment reserves was £31,269,388 (2019: £29,260,244).

General reserves are maintained to fund, in addition to the income from the endowment reserves, the operational activities of the Foundation and to meet evaluated risks. As of 31 March 2020 an evaluation of risks and business plans showed that a target of free reserves of £207,290 were required (2018/19 £255,520). Unrestricted undesignated funds at the year end are £937,325 with adjusted free revenue reserves in deficit at (£376,761) (2018/19 £88,827), the value of net current liabilities/assets (see note 19). The following explains how the reserves and cash position will be addressed going forward.

2019/20 is Year 3 of a five-year financial plan. One of the key aims of the 2017-2022 financial plan is to reach a sustainable cash-surplus position from Year 5 onwards and to build on the current

level of free reserves to meet the defined target level. During the financial year, Trustees recognised that more time would be required to achieve this cash-breakeven position as a result of the political and economic challenges in the UK and agreed to extend the plan.

The business plan, on which the financial plan is based, incorporates steady growth through the increase of net income of our trading and charitable activities, but investment into our building and systems is required to deliver this and achieve our goals. As such free reserves are currently being used within the year to fund some of this investment leading to the shortfall against our target. The Foundation holds significant investment in property and unit trusts. The investment units valued at £6,508,082 as at 31 March 2020 which can be converted to cash at any time should the Foundation require immediate cash to meet its short-term liabilities. The Trustees are therefore of the view that the Foundation has the liquidity and the resources to continue to be a going concern.

The reserves policy and position are reviewed annually, and the Trustees will regularly monitor reserve levels to ensure that they are sufficient to meet operational plans and evaluated risks in future years.

Risk management

The Trustees have a risk management strategy which comprises:

- An annual review of principal risks and uncertainties that the Institute and its subsidiary BI Trading face;
- The establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- The implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The key risks that this work has identified are:

- The maintenance of liquidity in the general fund, which has been heightened by COVID-19. A key element in the management of this financial risk is regular and detailed review of cashflow forecasts and budget variances as well as providing staff with training to understand the implications of spending patterns on the cash flow. We have also secured additional financing to support the Institute through the current COVID-19 challenges;
- The lack of permanent Chair which may result in ineffective support to the management team and a lack of direction to the Board of Trustees. We are currently undergoing recruitment for the Chair, but this has been delayed by COVID-19. Our interim Chair has agreed to the Board's request to extend the current arrangement until the recruitment process can be completed;
- Volatility in income levels. A key element in the management of this financial risk is regular review of cashflow and budgetary forecasts and budget variances, budget holder training, strong marketing campaigns to promote activity and the use of managing agents to secure tenants;

- Diminishing General Estate endowment funds leaving no funds to draw down on for working capital. To mitigate this risk, we carefully plan cash resources along with budget and monitor cash flow throughout the year. Budget holder training is provided to help them manage their expenditure in line with incoming resources where possible and a strategic plan is being developed to for replenishing investments drawn down;
- Business continuity as a result of staff wellbeing. Personal circumstances impact of the current pandemic, along with the political and economic upheaval from Brexit, may affect staff wellbeing and/or performance. We offer Mental Health First Aid training for all our staff and have an Employee Assistance Programme enabling staff to get professional advice, guidance, support and counselling on a variety of issues. Staff also have regular line manager meetings where they are encouraged to discuss and potential issues they may be facing allowing us to put support mechanisms in place where necessary.

Fundraising

Bishopsgate Foundation does not currently engage in public fundraising and does not use professional fundraisers or commercial participators. The Foundation nevertheless observes and complies with the relevant fundraising regulations and codes. During the year there was no non-compliance of these regulations and codes and the Foundation received no complaints relating to its fundraising practice.

Organisation and Governance

Legal status

The Bishopsgate Foundation is a charitable company limited by guarantee, incorporated on 29 January 2002 and entered on the Central Register of Charities on 5 March 2002. It was established to hold the non-permanently endowed assets and undertake the day-to-day activities of The Bishopsgate Foundation Endowment Charity ('the Scheme Charity') from 1 April 2002. The permanent endowment assets are retained by the Scheme Charity pursuant to the terms of a Scheme of the Charity Commissioners, which became effective on 7 April 2003 and appointed The Bishopsgate Foundation as sole corporate Trustee of the Scheme Charity.

The Scheme Charity (Charity No: 208874) is constituted under a Scheme of the Charity Commissioners dated 23 February 1891, with subsequent modifications, within the framework of the City of London Parochial Charities Act 1883. Under the name Bishopsgate Institute, the Foundation provides a library and undertakes a range of educational and cultural activities from a grade II* listed building in the heart of Spitalfields in the City of London. On 17 February 2006 The Bishopsgate Foundation created a wholly-owned subsidiary company called B.I. (Trading) Limited, which was established to operate the Institute's venue-hire facility from 1 April 2006.

Board of Trustees

The Foundation's Articles of Association state that the Board of Trustees shall comprise not more than fifteen persons: two Ex-Officio Trustees, two Parish Trustees, and not more than eleven Co-

The Bishopsgate Foundation

Trustees' annual report

For the year ended 31 March 2020

opted Trustees. There must at all times be no fewer than five Trustees of whom no fewer than three must be Co-opted Trustees. All Trustees (other than an Ex-Officio Trustee) are appointed for a term of three years and, unless there are exceptional circumstances, do not serve for more than three terms.

General Trustee responsibilities are considered to be:

1. Strategic - approving the strategic plan that will fulfil the Institute's charitable objectives.
2. Stewardship - to have responsibility for the Institute's assets, their preservation and exploitation, and assessing risks;
3. Monitoring - to oversee the effective management of the Institute and its service delivery, selecting and supporting the Chief Executive, and ensuring good human relations practice is applied;
4. Promotion of, and advocacy, for the Institute to external clients/partners/stakeholders;
5. Governance - ensuring that Trustee business is conducted effectively, and that the Trustees' Code of Governance is followed.

The full board meets at least four times a year to fulfil these responsibilities.

None of the trustees receive remuneration or other benefit from their work with the Foundation.

Trustee selection process

When a vacancy exists, the Board of Trustees considers the skills and personal profile that would best contribute to the needs of the Institute. The Board authorises the Chief Executive to advertise vacancies and confirms, via the Chair, the process to be followed in selecting candidates. Since 2007, it has been the practice to advertise vacancies.

There are two ex officio trustee slots on the Board, both of which were vacant for a considerable time. However, the appointment of a new Rector at St Botolph Without Bishopsgate in late 2018 resulted in one of these slots being filled from March 2019. The other remains vacant.

The Board currently comprises eleven members. The search for a new permanent Chair has been paused since the COVID-19 pandemic and the introduction of the resulting restrictions.

Trustee induction and training

The Foundation recognises that new Trustees must be made aware of its charitable purposes, modus operandi, plans, problems and challenges etc. All new Trustees are provided with a copy of the Trust Deed, Standing Orders Rules & Regulations, the latest Annual Report & Accounts, Strategic Plan, Risk Assessment, publicity material and minutes, meet the Chief Executive and are shown the main areas and facilities of the Institute. Where appropriate, other steps, including briefing by the Chair and the appointment of another Trustee to act as mentor, may be taken.

The Bishopsgate Foundation

Trustees' annual report

For the year ended 31 March 2020

Trustees are encouraged to attend and bring guests to events at the Institute as well as attending external training events where these will facilitate their responsibilities as Trustees.

Management

The Board of Trustees has established two principal committees to discharge functions relating to the administration and management of the Foundation:

1. Finance & General Purposes (meets at least three times a year)
2. Programme (meets three times a year)

Other sub-committees and task-and-finish working groups are constituted on an ad-hoc basis as required.

The Senior Team (the Chief Executive, Head of Finance & Performance, Head of Business Delivery and Head of Audiences & Communications) are responsible for the efficient running and development of the Institute in accordance with the strategy, policies and decisions of the Board of Trustees. They meet as a group monthly or more frequently as required.

Pay policy for senior staff

The remuneration of the Chief Executive is determined by the Board. The remuneration of other senior staff is delegated to the Chief Executive who is advised by an external organisation who have benchmarked salaries across charity, cultural and other comparable organisations.

Objectives and activities

The objects of the Foundation are:

1. The provision and maintenance of an Institute in, or near the City of London, for the purpose of promoting the education of the public and in particular the provision of:
 - a library comprised of books, journals and other materials (whether electronic or otherwise) for the use of members of the public to be managed under regulations made from time to time by the trustees;
 - public facilities to be managed under regulations made from time to time by the trustees including the power to charge fees for their use.
2. The relief by all charitable means of persons in need who are resident or working or have resided or worked in the area of the ecclesiastical parishes of St Botolph's without Bishopsgate, Christchurch Spitalfields and St Leonard's Shoreditch.

The Trustees review the aims, objectives and activities of the charity regularly. In November 2015 they approved a new strategic plan for 2016-21 which explicitly refined their interpretation of the charitable objects to ensure their relevance to contemporary need and focusing on the Institute's

resources, unique assets and offer. Ongoing review is based on that strategic plan and helps the Trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives that have been set.

Statement of responsibilities of the Trustees

The Trustees (who are also directors of The Bishopsgate Foundation for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 UK Accounting Standards and statements of recommended practice 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 operation

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom

The Bishopsgate Foundation

Trustees' annual report

For the year ended 31 March 2020

governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' annual report has been approved by the trustees on 07 July 2020 and signed on their behalf by

Fr. Luke Miller
Acting Chair

Independent auditor's report

To the members of

The Bishopsgate Foundation

Opinion

We have audited the financial statements of The Bishopsgate Foundation (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2020 which comprise the consolidated statement of financial activities, the group and parent charitable company balance sheets, the consolidated statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the group's and of the parent charitable company's affairs as at 31 March 2020 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011

Basis for opinion

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

Emphasis of matter – valuation of investment properties

As more fully described in Note 13 to the financial statements, the investment property valuation has been reported on the basis of "material market uncertainty" following the outbreak of the COVID-19, which was declared a global pandemic by the World Health Organization in March 2020. Our opinion is not qualified in this respect.

Conclusions relating to going concern

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

- The trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the parent charitable

Independent auditor's report

To the members of

The Bishopsgate Foundation

company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements
- The trustees' annual report has been prepared in accordance with applicable legal requirements

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the group and the parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and Charities Act 2011 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- The parent charitable company financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or

Independent auditor's report

To the members of

The Bishopsgate Foundation

- The trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities set out in the trustees' annual report, the trustees (who are also the directors of the parent charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

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

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees

Independent auditor's report

To the members of

The Bishopsgate Foundation

- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group's or the parent charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group or the parent charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and section 144 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 charitable 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 anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Judith Miller (Senior statutory auditor)

7 July 2020

for and on behalf of Sayer Vincent LLP, Statutory Auditor
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Sayer Vincent LLP is eligible to act as auditor in terms of section 1212 of the Companies Act 2006

The Bishopsgate Foundation

Consolidated statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2020

	Note	Unrestricted £	Designated £	Restricted £	Endowment £	2020 Total £	Unrestricted £	Designated £	Restricted £	Endowment £	2019 Total £
Income from:											
Grants and donations	3	20,196	-	571	-	20,767	8,494	-	31,165	-	39,659
Charitable activities											
Courses		175,999	-	-	-	175,999	201,992	-	-	-	201,992
Library		2,458	-	-	-	2,458	2,352	-	-	-	2,352
Events		100,614	-	-	-	100,614	121,967	-	-	-	121,967
Programme Development & Interpretation		2,150	-	-	-	2,150	5,800	-	-	-	5,800
Other trading activities	4	546,041	-	-	-	546,041	583,464	-	-	-	583,464
Investments	5	1,229,975	-	-	-	1,229,975	1,373,043	-	-	-	1,373,043
Total income		2,077,433	-	571	-	2,078,004	2,297,112	-	31,165	-	2,328,277
Expenditure on:											
Raising funds		570,989	77,611	-	412,780	1,061,380	516,568	160,042	-	184,024	860,634
Charitable activities											
Courses		602,347	116,417	-	6,000	724,764	735,580	57,241	-	2,940	795,761
Library		608,365	77,611	-	4,200	690,176	421,520	124,606	8,520	6,400	561,046
Events		559,893	100,895	-	6,000	666,788	657,365	40,106	-	2,060	699,531
Programme Development & Interpretation		83,365	7,761	-	400	91,526	85,943	7,398	-	380	93,721
Eleemosynary		126,432	7,761	-	400	134,593	157,662	-	-	-	157,662
Total expenditure	6	2,551,391	388,056	-	429,780	3,369,227	2,574,638	389,393	8,520	195,804	3,168,355
Net income / (expenditure) before net gains on investments		(473,958)	(388,056)	571	(429,780)	(1,291,223)	(277,526)	(389,393)	22,645	(195,804)	(840,078)
Net gains on investments	13	170,000	-	-	2,512,429	2,682,429	-	-	-	2,438,804	2,438,804
Net income / (expenditure) for the year	7	(303,958)	(388,056)	571	2,082,649	1,391,206	(277,526)	(389,393)	22,645	2,243,000	1,598,726
Transfers between funds	20	(1,004,509)	1,106,490	(28,476)	(73,505)	-	72,302	-	(165)	(72,137)	-
Net movement in funds		(1,308,467)	718,434	(27,905)	2,009,144	1,391,206	(205,224)	(389,393)	22,480	2,170,863	1,598,726
Reconciliation of funds:											
Total funds brought forward		2,245,792	5,691,448	30,755	29,260,244	37,228,239	2,451,016	6,080,841	8,275	27,089,381	35,629,513
Total funds carried forward		937,325	6,409,882	2,850	31,269,388	38,619,445	2,245,792	5,691,448	30,775	29,260,244	37,228,239

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 20 to the financial statements.

Balance sheets

Company no. 4362659

As at 31 March 2020

		The group		The charity	
	Note	2020	2019	2020	2019
		£	£	£	£
Fixed assets:					
Tangible assets	12	9,715,396	7,428,413	9,715,396	7,428,413
Investments	13	28,781,654	25,804,343	28,781,655	25,804,344
		38,497,050	33,232,756	38,497,051	33,232,757
Current assets:					
Assets held for sale		-	4,200,000	-	4,200,000
Stock		1,490	1,304	1,490	1,304
Debtors	16	347,561	228,767	339,295	137,584
Cash at bank and in hand		138,782	123,427	107,197	113,013
		487,833	4,553,498	447,982	4,451,901
Liabilities:					
Creditors: amounts falling due within one year	17	(365,438)	(558,015)	(325,588)	(456,419)
Net current assets		122,395	3,995,483	122,394	3,995,482
Total net assets	19	38,619,445	37,228,239	38,619,445	37,228,239
Funds:					
Restricted income funds		2,850	30,755	2,850	30,755
Endowment funds		31,269,388	29,260,244	31,269,388	29,260,244
Unrestricted income funds:					
Designated funds		6,409,882	5,691,448	6,409,882	5,691,448
General funds		937,325	2,245,792	937,325	2,245,792
Total unrestricted funds		7,347,207	7,937,240	7,347,207	7,937,240
Total funds	20	38,619,445	37,228,239	38,619,445	37,228,239

Approved by the trustees on 07 July 2020 and signed on their behalf by

Fr. Luke Miller
Acting Chair

The Bishopsgate Foundation

Consolidated statement of cash flows

For the year ended 31 March 2020

	2020 £	2019 £
Cash flows from operating activities		
Net income for the reporting period (as per the statement of financial activities)	1,391,206	1,598,726
Depreciation charges	483,031	492,672
Gains on investments	(2,682,429)	(2,438,804)
Dividends, interest and rent from investments	(1,229,975)	(1,373,043)
Loss on the disposal of fixed assets		248
Increase in stocks	(186)	(236)
Decrease in debtors	(118,794)	(25,985)
Increase/(decrease) in creditors	(192,577)	84,401
Net cash used in operating activities	(2,349,724)	(1,662,021)
Cash flows from investing activities:		
Dividends, interest and rents from investments	1,229,975	1,373,043
Purchase of fixed assets	(168,586)	(67,370)
Proceeds from sale of investments	5,015,000	4,864,615
Purchase of investments	(3,711,310)	(4,592,480)
Net cash provided by investing activities	2,365,079	1,577,808
Change in cash and cash equivalents in the year	15,355	(84,213)
Cash and cash equivalents at the beginning of the year	123,427	207,640
Cash and cash equivalents at the end of the year	138,782	123,427

1 Accounting policies

a) Statutory information

The Bishopsgate Foundation is a charitable company limited by guarantee and is incorporated in the United Kingdom.

The registered office address is 230 Bishopsgate, London, EC2M 4QH.

b) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (March 2018) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

These financial statements consolidate the results of the charitable company and its wholly-owned subsidiary BI Trading Limited on a line by line basis. Transactions and balances between the charitable company and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two companies are disclosed in the notes of the charitable company's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. 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. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees have considered the impact of coronavirus on The Bishopsgate Foundation's activities and are of the view that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period that would change their opinion that The Foundation was a going concern. In addition, the Foundation has significant resources available in fixed asset investments which are liquid and can be drawn down as required to fund working capital.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably. Specifically:

- ~ Income from venue hire is recognised on the date of letting;
- ~ Income from courses is recognised in the term that the course is run;
- ~ Income from events is recognised at the date the event is held

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

1 Accounting policies (continued)

f) Interest and rents receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Rental income is included when it falls due. However, where the lease has expired and the outcome of negotiations in respect of outstanding rent is uncertain, rental income is included on a cash received basis.

g) Fund accounting

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 a fair allocation of management and support costs.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

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

The permanent endowment fund is represented by the Institute buildings, the investment properties and financial investments, the income from which is available for general purposes, except that income specified in the Scheme which is required to be paid to St Botolph Without Bishopsgate. The Foundation is not at liberty to dispose of the capital of this endowment.

h) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the group and Foundation in raising funds for the charitable work.
- Expenditure on charitable activities includes the costs of delivering the activity undertaken to further the purposes of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

i) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on an estimate, based on staff time, of the amount attributable to each activity.

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.

Support and governance costs are re-allocated to each of the activities on the following basis which is an estimate, based on staff time, of the amount attributable to each activity

~ Courses	15.5%
~ Library	26.5%
~ Events	11.4%
~ Programme development and integration	2.8%
~ Eleemosynary	2.3%
~ Investments	4.1%
~ Trading activities	37.4%

1 Accounting policies (continued)

j) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use. Major components are treated as a separate asset where they have significantly different patterns of consumption of economic benefits and are depreciated separately over its useful life.

Where fixed assets have been revalued, any excess between the revalued amount and the historic cost of the asset will be held as a revaluation reserve within the designated fund in the balance sheet.

The Institute building and freehold land, excluding the works on improvements, is included at deemed cost based on a valuation at 2002. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

~ Institute buildings	50 years
~ Freehold improvements	25 years
~ Computer equipment	3 years
~ Office and other equipment	1 to 10 years
~ Fixtures and fittings	1 to 5 years

k) Investment properties

Investment properties are measured initially at cost and subsequently included in the balance sheet at fair value. Investment properties are not depreciated. Any change in fair value is recognised in the statement of financial activities and any excess of fair value over the historic cost of the investments will be held within the fund that the asset is held on the balance sheet. The valuation method used to determine fair value will be stated in the notes to the accounts. Post year end, the valuers reissued their 31 March 2020 valuation reporting a material valuation uncertainty as a result of COVID-19. This is included in note 13 to the accounts.

Listed investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in fair value will be recognised in the statement of financial activities and any excess of fair value over the historic cost of the investments will be shown as a fair value reserve in the balance sheet. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other complex financial instruments.

Investments in subsidiaries

Investments in subsidiaries are at cost.

l) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

m) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

n) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1 Accounting policies (continued)

o) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

p) Pensions

The charity operates a defined contribution scheme for employees. Contributions are charged to the statement of financial activities as incurred. The Foundation has no liability in excess of monthly contributions.

2 Detailed comparatives for the statement of financial activities

	Unrestricted £	Designated £	Restricted £	Endowment £	2019 Total £
Income from:					
Grants and donations	8,494	-	31,165	-	39,659
Charitable activities					
Courses	201,992	-	-	-	201,992
Library	2,352	-	-	-	2,352
Events	121,967	-	-	-	121,967
Programme Development & Interpretation	5,800	-	-	-	5,800
Other trading activities	583,464	-	-	-	583,464
Investments	1,373,043	-	-	-	1,373,043
Total income	2,297,112	-	-	-	2,328,277
Expenditure on:					
Raising funds	516,568	160,042	-	184,024	860,634
Charitable activities					-
Courses	735,580	57,241	-	2,940	795,761
Library	421,520	124,606	8,520	6,400	561,046
Events	657,365	40,106	-	2,060	699,531
Programme Development & Interpretation	85,943	7,398	-	380	93,721
Eleemosynary	157,662	-	-	-	157,662
Total expenditure	2,574,638	389,393	-	195,804	3,168,355
Net income/(expenditure) before gains on investments	(277,526)	(389,393)	22,645	(195,804)	(840,078)
Net gains on investments	-	-	-	2,438,804	2,438,804
Net income / (expenditure)	(277,526)	(389,393)	22,645	2,243,000	1,598,726
Transfers between funds	72,302	-	(165)	(72,137)	-
Net movement in funds	(205,224)	(389,393)	22,480	2,170,863	1,598,726
Total funds brought forward	2,451,016	6,080,841	8,275	27,089,381	35,629,513
Total funds carried forward	2,245,792	5,691,448	30,755	29,260,244	37,228,239

3 Income from donations and legacies

	2020 Total £	2019 Total £
Grants	7,000	7,000
Donations	13,767	31,494
	20,767	38,494

£571 of donations are restricted (2019: £30,000). More information about this donation can be found in note 20. £13,196 of donations (2019: £1,494) and £7,000 of grants (2019: £7,000) are unrestricted.

4 Income from other trading activities

	2020 Total £	2019 Total £
Venue hire income	546,041	583,464
	546,041	583,464

Venue hire income is mostly generated by the subsidiary BI Trading Limited which is used for non-primary purposes trading activities (see note 14). During 2019/20, £20,076 (2019: £77,992) of venue hire income was generated by Bishopsgate Foundation directly. All venue hire income is unrestricted.

5 Income from investments

	General Estate £	Underwood Estate £	2020 Total £	General Estate £	Underwood Estate £	2019 Total £
Rents receivable	344,080	630,036	974,116	341,226	857,428	1,198,654
Insurance receivable	4,463	6,960	11,423	3,689	6,904	10,593
Income from listed investments	23,792	219,708	243,500	35,918	127,757	163,675
Bank deposit income	936	-	936	121	-	121
	<u>373,271</u>	<u>856,704</u>	<u>1,229,975</u>	<u>380,954</u>	<u>992,089</u>	<u>1,373,043</u>

All income from investment activities is unrestricted.

Future rents receivable from investment properties based on current leases as at 31 March 2020 were as follows:

	Within 1 year	1-2 years	2-5 years	After 5 years
Rents receivable	<u>634,204</u>	<u>441,209</u>	<u>638,038</u>	<u>3,854,139</u>

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2020

6a Analysis of expenditure (current year)

	Charitable activities							2020 Total £	2019 Total £
	Cost of raising funds £	Courses £	Library £	Events £	Programme development & interpretation £	Eleemosynary £	Governance costs £		
Direct costs									
Staff costs (Note 8)	93,826	42,665	186,878	28,088	43,185	-	-	394,642	310,311
Direct expenses	28,309	102,111	45,367	71,222	-	28,346	4,611	279,966	358,915
Marketing	936	28,620	21,463	28,618	795	-	-	80,432	100,345
Property costs	409,780	-	-	-	-	-	-	409,780	175,804
St Botolph	-	-	-	-	-	56,492	-	56,492	96,746
	532,851	173,396	253,708	127,928	43,980	84,838	4,611	1,221,312	1,042,121
Support costs									
Premises	81,255	162,510	130,008	146,259	10,834	10,834	-	541,700	541,510
Administration	71,839	55,634	43,673	55,634	5,563	5,563	45,620	283,526	236,148
Staff costs (note 8)	248,539	151,139	125,949	157,856	16,793	16,793	122,590	839,659	855,904
Depreciation	72,454	144,909	101,436	144,909	9,661	9,661	-	483,030	492,672
	1,006,938	687,588	654,774	632,586	86,831	127,689	172,821	3,369,227	3,168,355
Governance costs	54,442	37,176	35,402	34,202	4,695	6,904	(172,821)	-	-
Total expenditure 2020	1,061,380	724,764	690,176	666,788	91,526	134,593	-	3,369,227	
Total expenditure 2019	860,634	795,761	561,046	699,531	93,721	157,662	-		3,168,355

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2020

6b Analysis of expenditure (Prior year)

	Charitable activities							2019 Total £
	Cost of raising funds £	Courses £	Library £	Events £	Programme development & interpretation £	Eleemosynary £	Governance costs £	
Direct costs								
Staff costs (Note 8)	24,500	41,775	170,472	31,222	42,342	-	-	310,311
Direct expenses	48,392	116,513	38,233	124,249	-	30,898	630	358,915
Marketing	5,017	33,114	25,086	33,114	4,014	-	-	100,345
Property costs	175,804	-	-	-	-	-	-	175,804
St Botolph	-	-	-	-	-	96,746	-	96,746
	253,713	191,402	233,791	188,585	46,356	127,644	630	1,042,121
Support costs								
Premises	135,377	162,453	97,472	135,378	10,830	-	-	541,510
Administration	55,731	59,037	23,615	49,591	4,723	4,723	38,728	236,148
Staff costs (note 8)	244,789	196,858	85,590	169,469	17,118	17,118	124,962	855,904
Depreciation	126,389	144,741	91,481	120,228	9,833	-	-	492,672
	815,999	754,491	531,949	663,251	88,860	149,485	164,320	3,168,355
Governance costs	44,635	41,270	29,097	36,280	4,861	8,177	(164,320)	-
Total expenditure 2019	860,634	795,761	561,046	699,531	93,721	157,662	-	3,168,355

7 Net income / (expenditure) for the year

This is stated after charging / (crediting):

	2020	2019
	£	£
Depreciation	483,031	492,672
Loss on disposal of fixed assets	-	248
Auditor's remuneration (excluding VAT):		
Audit	9,550	9,350
Other services	860	850
	493,241	492,920

8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2020	2019
	£	£
Salaries and wages	1,058,328	1,010,780
Redundancy and termination costs	-	1,635
Social security costs	87,535	84,825
Employer's contribution to defined contribution pension schemes	46,656	39,112
Other employee costs	41,782	29,863
	1,234,301	1,166,215

The following number of employees received employee benefits (excluding employer national insurance and pension costs) exceeding £60,000 during the year between:

	2020	2019
	No.	No.
£90,000 - £99,999	1	1

The total employee benefits including employer pension contributions and employer national insurance of the key management personnel, who are the principal officers, were £197,014 (2019: £221,634).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2019: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil). No trustee received reimbursement of travel and subsistence costs (2019: nil) relating to attendance at meetings of the trustees.

9 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2020	2019
	No.	No.
Raising funds	5	5
Cultural programme	12	12
Support	28	29
Governance	4	3
	49	49

The average number of staff employees (full time equivalent) during the year was 37 (2019: 34).

Due to the nature of our activities it is not possible to allocate staff numbers to direct activities within our charitable programme.

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2020

10 Related party transactions

Under the terms of its charitable deed, the Foundation is required to pay two fifteenths of its income (after deduction of costs) from the Underwood Estate to St Botolph Without Bishopsgate. The Rector of St Botolph Without Bishopsgate is a Trustee of the Foundation. The amount payable for the year ended 31 March 2020 is £57,075 (2019: £96,746) of which £7,075 (2019: £56,746) was outstanding at the year end.

11 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes. The charity's trading subsidiary BI Trading Limited distributes under Gift Aid available profits to the parent charity, as such no corporation tax is payable (2019: £nil).

12 Tangible fixed assets

a The group and charity

	Freehold land and building and freehold improvements £	Furniture and equipment £	Total £
Cost or valuation			
At the start of the year	10,124,865	1,057,615	11,182,480
Additions in year	-	168,586	168,586
Transfers from/(to) Investments	2,601,428	-	2,601,428
Disposals in year	-	(46,033)	(46,033)
At the end of the year	<u>12,726,293</u>	<u>1,180,168</u>	<u>13,906,461</u>
Depreciation			
At the start of the year	2,884,021	870,046	3,754,067
Charge for the year	388,088	94,943	483,031
Adjusted on Transfers	-	-	-
Eliminated on disposal	-	(46,033)	(46,033)
At the end of the year	<u>3,272,109</u>	<u>918,956</u>	<u>4,191,065</u>
Net book value			
At the end of the year	<u>9,454,184</u>	<u>261,212</u>	<u>9,715,396</u>
At the start of the year	<u>7,240,844</u>	<u>187,569</u>	<u>7,428,413</u>

Land with a value of £1,000,000 is included within the total value for freehold land and buildings and freehold improvements and is not depreciated.

All of the above assets are used for charitable purposes.

On 31 March 2020, two properties that were classified as investments which are also used by The Bishopsgate Foundation were separated. Transfers of £2,601,428 were made from investment properties to fixed assets in respect of the elements used by The Bishopsgate Foundation. This is made up of deemed cost of £795,000 based on the valuation of the properties from 2002, and subsequent revaluations totalling £1,806,428 which is carried in a revaluation reserve and held within designated funds. No depreciation was charged in respect of these assets during the year 2019/20.

13 Investments

The Group and Charity (current year)

	Endowment funds			2020 £	2019 £
	Properties £	Properties £	UK common investment funds £		
Fair value at the start of the year	2,000,000	19,314,346	4,489,997	25,804,343	27,837,674
Additions	-	-	3,711,310	3,711,310	4,592,480
Transfers from/(to) Freehold Properties	(1,531,490)	(1,069,938)	-	(2,601,428)	-
Reclassified as held for sale	-	-	-	-	(4,200,000)
Disposals	-	-	(800,000)	(800,000)	(4,864,615)
Revaluation during the year	170,000	3,390,654	(893,225)	2,667,429	2,438,804
Fair value at the end of the year	638,510	21,635,062	6,508,082	28,781,654	25,804,343

The Group and Charity (prior year)

	Endowment funds			2019 £	2018 £
	Properties £	Properties £	UK common investment funds £		
Fair value at the start of the year	2,000,000	21,159,346	4,678,328	27,837,674	25,170,081
Additions	-	-	4,592,480	4,592,480	-
Reclassified as held for sale	-	(4,200,000)	-	(4,200,000)	-
Disposals	-	-	(4,864,615)	(4,864,615)	(75,000)
Revaluation during the year	-	2,355,000	83,804	2,438,804	2,742,593
Fair value at the end of the year	2,000,000	19,314,346	4,489,997	25,804,343	27,837,674

The investment properties comprise the Underwood and General Estates. These properties were formally valued as at 31 March 2020 by Lamberts, Chartered Surveyors, who are unconnected with the Foundation, at fair value. This work was carried out during January and February 2020. It showed that the fair value of General Estate properties had increased by £195,654 (2019: £20,000) and Underwood Estate properties had increased by £3,195,000 (2019: £2,385,000). The Foundation has therefore reflected the uplifts in value in these accounts.

Lamberts reissued their valuation on 30 June 2020, with the following reference to market uncertainty. The valuation remained unchanged.

"The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries.

Market activity is being impacted in many sectors. As at the valuation date, we consider that we can attach less weight to previous market evidence for comparison purposes, to inform opinions of value. Indeed, the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement.

Our valuation) is therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to our valuation than would normally be the case. Given the unknown future impact that COVID might have on the real estate market, we recommend that you keep the valuation of this property under frequent review."

The trustees note this. Their continued intention is to hold these assets for the long term, over which time they would hope that any deterioration in the property value in the short term would be reversed.

On 31 March 2020, two properties that were classified as investments which are also used by The Bishopsgate Foundation were separated. Transfers of £2,601,428 were made from investment properties to fixed assets in respect of the elements used by The Bishopsgate Foundation. £1,531,490 of the transfers relate to the general fund property and the remaining £1,069,938 is in respect of a General Estate property held within the endowment.

13 Investments (continued)

Analysis of endowment funds between Estates

	Properties £	UK common investment funds £	2020 Total £	Properties £	UK common investment funds £	2019 Total £
Underwood Estate	17,030,000	5,901,916	22,931,916	13,835,000	3,810,734	17,645,734
General Estate	4,605,062	606,166	5,211,228	5,479,346	679,263	6,158,609
	<u>21,635,062</u>	<u>6,508,082</u>	<u>28,143,144</u>	<u>19,314,346</u>	<u>4,489,997</u>	<u>23,804,343</u>

Historic cost of UK common investment funds:

	2020 £	2019 £
Underwood Estate	6,777,599	3,920,793
General Estate	676,441	671,687
	<u>7,454,040</u>	<u>4,592,480</u>

The investment in UK common investment funds represents 100% of the investment portfolio.

It is not possible to state the historic cost of the freehold properties which were part of the original permanent endowment of the Foundation.

The Trustees will continue to review market conditions on a regular basis and will make such adjustments as are necessary in the accounts. All investments in UK common investment funds are held in exempt unit trusts, comprising a wide portfolio of investment assets.

Investments comprise:

	The group		The charity	
	2020 £	2019 £	2020 £	2019 £
UK common investment funds	6,508,082	4,489,997	6,508,082	4,489,997
Investment properties in the UK	22,273,572	21,314,346	22,273,572	21,314,346
Investment in subsidiary undertakings incorporated in the UK	-	-	1	1
	<u>28,781,654</u>	<u>25,804,343</u>	<u>28,781,655</u>	<u>25,804,344</u>

14 Subsidiary undertaking

The charity owns the whole of the issued ordinary share capital of BI (Trading Limited), a company registered in England. The company number is 05713796. The registered office address is 230 Bishopsgate, London, EC2M 4QH.

The subsidiary is used for non-primary purpose trading activities. All activities have been consolidated on a line by line basis in the statement of financial activities. Available profits are distributed under Gift Aid to the parent charity.

Jonathan Clatworthy, Trustee, together with the Chief Executive are directors of the subsidiary.

A summary of the results of the subsidiary is shown below:

	2020 £	2019 £
Turnover	525,965	505,472
Cost of sales	-	-
Gross profit	525,965	505,472
Administrative expenses	(449,812)	(504,919)
Other operating income	-	-
Operating profit	76,153	553
Interest payable	-	-
Profit on ordinary activities	76,153	553
Taxation on profit on ordinary activities	-	-
Profit / (loss) for the financial year	76,153	553
Retained earnings		
Total retained earnings brought forward	-	-
Profit / (loss) for the financial year	76,153	553
Distribution under Gift Aid to parent charity	(76,153)	(553)
Total retained earnings carried forward	-	-

14 Subsidiary undertaking (continued)

The aggregate of the assets, liabilities and funds was:

Assets	1	1
Liabilities	-	-
Funds	1	1

15 Parent charity

The parent charity's gross income and the results for the year are disclosed as follows:

	2020 £	2019 £
Gross income	2,069,315	1,822,805
Result for the year	1,391,206	1,598,173

16 Debtors

	The group		The charity	
	2020 £	2019 £	2020 £	2019 £
Trade debtors	70,056	118,147	1,425	700
Investment property rent debtors	186,396	-	186,396	-
Due from Subsidiary undertakings	-	-	60,365	26,264
Other debtors and prepayments	91,109	110,620	91,109	110,620
	347,561	228,767	339,295	137,584

17 Creditors: amounts falling due within one year

	The group		The charity	
	2020 £	2019 £	2020 £	2019 £
Payments received on account	23,364	24,041	23,364	24,041
Taxation and social security	34,026	43,120	34,026	43,120
Investment property rent creditors	-	37,622	-	37,622
Sundry creditors and accruals	308,048	453,232	268,198	351,636
	365,438	558,015	325,588	456,419

18 Pension scheme

The Foundation operates a group personal pension plan which is a defined contribution pension scheme for its employees.

The assets of the scheme are held separately from those of the charity in independently administered funds. The accounting policy of the Foundation is to charge employer's contributions to the Statement of Financial Activities as they fall due. The pension costs for the year amounted to £46,656 (2019: £39,112).

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2020

19a Analysis of net assets between funds (current year)

	General unrestricted £	Designated £	Restricted £	Endowments Funds £	Total funds £
Tangible fixed assets	675,576	6,409,882	-	2,629,938	9,715,396
Fixed asset investment properties	638,510	-	-	21,635,062	22,273,572
Investments	-	-	-	6,508,082	6,508,082
Net current assets	(376,761)	-	2,850	496,306	122,395
Net assets at 31 March 2020	937,325	6,409,882	2,850	31,269,388	38,619,445

19b Analysis of net assets between funds (prior year)

	General unrestricted £	Designated £	Restricted £	Endowments Funds £	Total funds £
Tangible fixed assets	156,965	5,691,448	-	1,580,000	7,428,413
Fixed asset investment properties	2,000,000	-	-	19,314,346	21,314,346
Investments	-	-	-	4,489,997	4,489,997
Net current assets	88,827	-	30,755	3,875,901	3,995,483
Net assets at 31 March 2019	2,245,792	5,691,448	30,755	29,260,244	37,228,239

20a Movements in funds (current year)

	At 1 April 2019 £	Income £	Expenditure £	Transfers, gains and losses £	At 31 March 2020 £
Restricted funds:					
Luke Johnson	5,000	-	-	(5,000)	-
Raphael Samuel History Centre	3,275	-	-	(3,275)	-
Courses Bursary Fund	1,000	571	-	(201)	1,370
Cooperative Women's Guild	21,480	-	-	(20,000)	1,480
Total restricted funds	30,755	571	-	(28,476)	2,850
Permanent Endowment funds:					
Order for Development Project	590,736	-	-	73,842	664,578
Endowment Fund	28,669,508	-	(429,780)	1,665,144	29,904,872
Endowment Revaluation Reserve	-	-	-	699,938	699,938
	29,260,244	-	(429,780)	2,438,924	31,269,388
Unrestricted funds:					
Designated funds:					
Development Fund	5,691,448	-	(388,056)	-	5,303,392
Revaluation Reserve	-	-	-	1,106,490	1,106,490
Total designated funds	5,691,448	-	(388,056)	1,106,490	6,409,882
General funds	2,245,792	2,077,433	(2,551,391)	(834,509)	937,325
Total unrestricted funds	7,937,240	2,077,433	(2,939,447)	271,981	7,347,207
Total funds	37,228,239	2,078,004	(3,369,227)	2,682,429	38,619,445

The narrative to explain the purpose of each fund is given at the foot of the note below.

20b Movements in funds (prior year)

	At 1 April 2018 £	Income £	Expenditure £	Transfers, gains and losses £	At 31 March 2019 £
Restricted funds:					
Luke Johnson	5,000	-	-	-	5,000
Raphael Samuel History Centre	3,275	-	-	-	3,275
Courses Bursary Fund	-	1,165	-	(165)	1,000
Cooperative Women's Guild	-	30,000	(8,520)	-	21,480
Total restricted funds	8,275	31,165	(8,520)	(165)	30,755
Permanent Endowment funds:					
Order for Development Project	516,894	-	-	73,842	590,736
Endowment Fund	26,572,487	-	(195,804)	2,292,825	28,669,508
	27,089,381	-	(195,804)	2,366,667	29,260,244
Unrestricted funds:					
Designated funds:					
Development Fund	6,080,841	-	(389,393)	-	5,691,448
Total designated funds	6,080,841	-	(389,393)	-	5,691,448
General funds	2,451,016	2,297,112	(2,574,638)	72,302	2,245,792
Total unrestricted funds	8,531,857	2,297,112	(2,964,031)	72,302	7,937,240
Total funds	35,629,513	2,328,277	(3,168,355)	2,438,804	37,228,239

Purposes of restricted funds

Courses Bursary Fund

A fund to provide low income individuals the opportunity to attend and participate in any course from our programme.

Cooperative Women's Guild

A fund towards the preservation of the Cooperative Women's Guild archive materials and to assist in purchasing equipment for the storage of archives and special collections.

Purposes of endowment funds

The endowment fund was established when the Institute was created in order that the income from the properties and investments would provide funding for the Institute's charitable objectives.

Purposes of designated funds

Development fund

The development fund represents the capital cost of building improvements. The majority of this was completed in 2011 and will be depreciated over 25 years.

Revaluation reserve

The revaluation reserve has been created by the transfer from investment properties of the elements used directly by the Foundation for operations.

Transfers between funds

	2020	2019
	£	£
Transfer from general fund to permanent endowment		
The Institute is due to repay £1,846,124 over 25 years starting in 2012. These are the ninth (2020) and eighth (2019) payments under this order.	73,842	73,842
Transfer from permanent endowment to general fund		
This transfer represents management time involved in managing endowment investments.	147,347	145,979
Transfer from general to designated fund		
This transfer represents the value of investment properties transferred to fixed assets in excess of their deemed cost.	1,106,490	
Transfer from restricted funds to general fund		
This transfer represents the value of courses funded by the bursary scheme.	201	389
Funds from the Luke Johnson, Raphael Samual History Centre and Cooperative Women's Guild were transferred to the General fund as contribution to the installation of a climate control system for the preservation of the archives.	28,275	-
Transfer from general fund to restricted funds		
The transfer is to top-up the courses bursary to £100 for the start of the new financial year.	-	224
	<u> </u>	<u> </u>

21 Capital commitments

At 31 March 2020 (2019: £nil) the Foundation has no commitments to capital expenditure.

22 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

The Bishopsgate Foundation is a linked charity with The Bishopsgate Foundation Endowment Charity.

23 Post-balance sheet events

The Bishopsgate Foundation is making use of the government schemes designed to support businesses during the coronavirus pandemic. These include business rates relief and the Employee Retention Scheme. We are estimating savings of £230,000 during the 2020/21 financial year.

On 5 May 2020 HSBC agreed an overdraft facility for £850,000 to September 2020 on normal commercial terms.

The share price of our M&G investments had declined from a peak of £1325.60p per share on 6 February 2020 to £1094.66 as at 31 March 2020 which appears to be in response to the coronavirus pandemic. By 6 July 2020, the share price had risen again to 1177.02p increasing the value of our investments by £489,655.

As mentioned in note 13, on investment properties, due to the unknown future impact of COVID, Lamberts reissued their valuation report post year end. Their valuation now references 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global." They also flag that "less certainty – and a higher degree of caution" – should be attached to their valuation than would normally be the case. There may be disruption to the collection of rental income and the delivery of some activities. The trustees consider that this will be temporary. Throughout the summer, detailed scenario planning and financial modelling for the financial years will be further developed.