

Bishopsgate
Institute

Culture | Courses | Collections

The Bishopsgate Foundation

Trustees' Report
and Financial Statements

For the year ended 31 March 2013

Company Registration No : 4362659

Charity Registration No : 1090923

The Bishopsgate Foundation 2012/13

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The Bishopsgate Foundation 2012/13

General Information

Registered Company Number: 4362659

Registered Charity Number: 1090923

Board of Trustees:

Ex-officio (2): The Reverend Dr Alan McCormack (Rector of St Botolph without Bishopsgate)
Alderman Neil Redcliffe (Alderman of the Ward of Bishopsgate)

Parish Trustees (2): (Nominated by the Rector and Churchwardens of the Parish of St Botolph) (Term 3 years)
May Dare
Honor Wilson-Fletcher

Nominated by the Trust for London¹: Michael Maunsell (Retired 23 July 2012)

Co-opted: (Term 3 years)
Nigel Brockmann
Graham Bulpitt
Antonia Byatt
Christopher Cook (Vice-chairman from 16 May 2012)
Marc Jordan
Stephen Jordan (Retired 22 June 2012)
Ruth Lesirge
Abigail Pogson (Retired 23 July 2012)
Michael Schraer
Leanne Tritton (Appointed 23 July 2012)
Max Weaver (Chairman & Trustee until 10 July 2013)
Luke Johnson (Appointed Chairman & Trustee on 10 July 2013)

Principal Officers: Andrew Fuller Chief Executive; Company Secretary
Francesca Canty Director of Programmes
Rachel Loynes Commercial Director
Geoff Wilson Director of Finance

Registered Office: Bishopsgate Institute
230 Bishopsgate, London, EC2M 4QH

Auditors: Mazars LLP
Times House, Throwley Way, Sutton, Surrey SM1 4JQ

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

Bankers: HSBC Bank Plc, 100 Old Broad Street, London, EC2N 3LN

Investment Property advisors: Lamberts, 387 City Road, London, EC1V 1NA

¹ New Articles of Association were adopted by the Board of Trustees on 13 July 2011 these removed the nomination rights of the Trust for London and created 2 new positions to co-opt Trustees

The Bishopsgate Foundation 2012/13

Vision, Mission, Values & Activity

Bishopsgate Institute is...

A multi-faceted space where knowledge and ideas are encouraged to flourish. With its impressive library, historic archive collections, diverse range of courses, programme of cultural events, schools & community learning programme and grant giving, the Institute enables a great many individuals from within the communities that it serves and further afield to pursue knowledge and entertainment, public debate and private learning.

Vision

Dedicated to opening minds, challenging perceptions and enriching lives.

Mission

We provide welcoming and inspiring spaces for people with a thirst for knowledge to learn and flourish. Through our library, historic collections, courses and cultural events, we enrich, entertain, and stimulate independent thought in a vibrant city environment.

Values

Welcoming

The visitor's experience of Bishopsgate Institute will be warm, inviting and inclusive.

Independent

We value and protect our freedom to choose our programmes and direction.

Professional

Our knowledgeable staff provide a high quality and helpful service to all our visitors.

Stimulating

Our programmes and activities inspire, challenge and entertain.

Activity

Bishopsgate Institute seeks to fulfil its charitable objects by providing educational and cultural facilities for the people of London and beyond. Our activities consist of:

Courses for Adults - A programme of short courses covering a wide range of subjects and programmes which aim to expand the horizons, quality of life and skills of those who participate. Concessions and bursaries are available.

Cultural events - A programme that includes talks, debates, concerts and other performances. Free concerts are arranged by the City Music Society and in association with other partners.

Library & Archive - A specialist Library holding collections of national and international importance concerned with the history of London, the East End, the Labour and Co-operative movements, freethought and humanism and protest and campaigning. In addition, Bishopsgate Library possesses substantial collections of maps, prints, oral histories, photographs and illustrations of the City and surrounding area. A quick reference section is also available. To use the Library and consult its collections is free.

The Bishopsgate Foundation 2012/13

Vision, Mission, Values & Activity

Schools & Community Learning - A wide range of workshops to groups and schools encouraging enquiry and discussion through facilitated tasks and activities. Our community users include adult carers, English for Speakers of Other Languages (ESOL) learners, and homeless and ex-homeless men and women. Our school users are from key stages 2 to 4 and include Special Educational Needs (SEN) students and young people on the 'at risk' register.

Community Programme – Activities in support of local people including:

- Grants to local charities. The Institute provides grants to a wide range of small charities that serve people in need in the three local parishes of St Botolph without Bishopsgate, Christchurch Spitalfields and St Leonard's Shoreditch.
- A pensioners' group. The Institute supports fifty five pensioners with quarterly pensions, monthly lunches, a Christmas lunch and a number of day trips per annum.

Venue Hire - The Institute has halls and rooms for hire for examinations, meetings and community events. The Institute has a policy of offering a 30% discount to all UK Registered Charities. Local organisations which are recipients of a grant from the Community Programme are offered free use of our spaces, subject to availability, for the year in which the grant is awarded.

Charitable Objects

The objects of the Charity are:

- 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:
 1. 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; and
 2. public facilities to be managed under regulations made from time to time by the Trustees including the power to charge fees for their use.
- 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 without Bishopsgate, Christchurch Spitalfields and St Leonard's Shoreditch as defined from time to time.

Public benefit

The Trustees have had regard to the Charity Commission's general guidance on public benefit and are satisfied the charity's activities are a faithful expression of the aims of the charity and that, where a fee is charged, no member of the public need be excluded by the inability to pay.

The Institute takes very seriously the importance of measuring the success of what it does against its objectives. This is done through a range of qualitative and quantitative methods. Whilst the number of students or researchers attracted is very important, the quality of their engagement with us is central. This is measured in a variety of ways which we are developing as our programmes expand.

The Bishopsgate Foundation 2012/13

Five year financial summary

	2013 £'000	2012 £'000	2011 £'000	2010 £'000	2009 £'000
Incoming resources					
Voluntary income (note 1)	98	361	813	678	93
Commercial activities	817	615	271	306	601
Investment income	857	750	785	826	937
Charitable activities	523	474	480	486	627
Total incoming resources	2,295	2,200	2,349	2,296	2,258
Costs of generating funds (note 2)	917	1,156	820	694	535
Charitable activities	1,775	1,736	1,374	1,247	1,403
Governance costs	72	71	71	85	84
Total resources expended	2,764	2,963	2,265	2,026	2,022
Net (outgoing) incoming resources before investment gains	(469)	(763)	84	270	236
Development project (note 3)	-	-	(564)	-	(81)
Gain (losses) on investments (note 4)	424	2,585	323	546	(2,582)
Net movement in funds					
General funds	219	(1,409)	(400)	(188)	365
Designated funds	(334)	1,010	1,756	1,968	373
Restricted funds	22	2	(7)	6	-
Endowment funds	48	2,219	(1,506)	(970)	(3,165)
Net movement in funds	(45)	1,822	(157)	816	(2,427)
General funds	482	263	1,672	2,072	2,260
Designated funds	5,988	6,322	5,312	3,556	1,588
Restricted funds	23	1	(1)	6	-
Endowment funds	16,305	16,257	14,038	15,544	16,514
Total Funds	22,798	22,843	21,021	21,178	20,362
Percentage of total expenditure					
Commercial and Investments	33%	39%	36%	34%	27%
Charitable activities	65%	59%	61%	62%	69%
Governance costs	3%	2%	3%	4%	4%

- Note 1 Voluntary income from 2010 to 2013 includes £1,466,815 from the Heritage Lottery Fund for the development project. A further £290,026 for the development project was received from other donors.
- Note 2 Costs of generating funds includes the cost of venue hire and of investment management fees. (See note 4, Page 24).
- Note 3 Development Project shows separately operational costs relating to the Development project due to their materiality in 2009. There was a disposal of superseded development assets in 2011.
- Note 4 Gains/Losses on investments includes favourable Investment Property revaluations in 2012 and adverse Investment Property revaluations in 2009.

The Bishopsgate Foundation 2012/13 Chief Executive's Report

This year sees the end of our second year since the completion of our major building refurbishment in 2011.

Our initial objective was to recover our audiences and restore our income to pre-closure levels in one year after the partial 2-year closure. This recovery continues, albeit more slowly than expected.

We recognised during the year, reinforced with the engagement of a new Programmes Director, that a more thorough strategic review was necessary to ensure the continued growth and development of the Institute. During 2013 our principal task will be to create a fresh articulation of our purpose and our goals, through developing a new strategy and objectives, supported by a more integrated internal delivery model, thereby resulting in a more compelling and coherent offer for our audiences and stakeholders by 2017.

2012/13 was a year of continued growth for the Institute, reflecting the execution of our existing strategy to achieve a higher profile, broaden our reach and strengthen our financial independence. Highlights of the year include:

- Trustees' decision to recruit a high-profile individual as the next chair-person;
- Appointment of a new Director of Programmes after an 18-month maternity cover, and recruitment to the newly-created post of Commercial Director;
- Total operational revenue was up 19.1% from 2011/12 to over £2.2m, the highest ever. The main contributors were commercial and investment income which increased by 33% and 14% respectively. Income from charitable activities was up by over 9%;
- Well-attended and well-received events seasons: 'Back to the 80's' and 'Underground London' with a clear audience preference for events unique to Bishopsgate Institute;
- In May 2012 we partnered with Swing Patrol and the London Swing Dance Society to run elements of the London Swing Dance Festival including the Jitterbug Championships. We partnered with the Barbican to present an event as part of the London 2012 Festival – Jazz at the Lincoln Centre – which had a live big band on our stage and London's finest swing dancers making the most of the Great Hall. We intend to build on our early position as a centre for dance in the 1910's and 1920's and reintroduce more social dancing in the coming years, having already increased the range of dance classes we offer to include Solo Charleston and Swing;
- Major progress in cataloguing our library collections as well as securing new collections and increasing the number of researchers accessing our collections for books, academic research and even the television programme Who Do You Think You Are?
- 2013/14 will see the end of our HLF-funded programme of work with schools and communities which has resulted in excellent workshops developed from our collections in response to particular curriculum areas and community interest areas. We are looking to build on this work to broaden access to such content across our audiences. Through this work, we have partnered in ground-breaking projects such as Take One, and helped partners secure funding for excellent projects in 2013 such as Everyday Muslim and The Only Way Is Ethics;

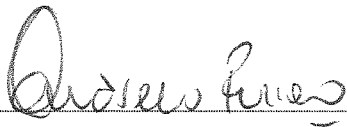
The Bishopsgate Foundation 2012/13 Chief Executive's Report

The year also brought challenges:

- We did not have a full-time, dedicated Director of Programmes until December 2012.
- The London courses market is depressed;
- Our programmes offer is still not well-enough known.

I am confident that during the course of this year we made essential strides to positively reposition ourselves and looking ahead, our key goal will be to continue to build a coherent and distinctive reputation for the Institute as a contributor to the intellectual and cultural life of London by drawing on our archive collections, building and history.

All that remains is for me to thank our outgoing Chairman, Max Weaver, who in the wake of the refurbishment, has helped to bring stability and laid the groundwork for the next phase of the life of the Institute.



Andrew Fuller

The Bishopsgate Foundation 2012/13

Trustees' Report

Public Programmes

This was a year of slow but steady improvements in course student numbers with a 9% increase over the year for enrolments. Spring term 2013 saw the highest student numbers since summer 2009. Particularly strong are the Arts & Culture and Words & Ideas strands. Saturday courses have seen a large increase in enrolments and we have had to almost double the number of available places in the new Tubthumping Chorus choir (which uses songs from the archive collections) to satisfy demand. The popularity of the most recent series of Strictly Come Dancing, together with the introduction of swing dance classes, has resulted in a resurgence in interest in our dance courses. We continue to respond to trends and demand, scheduling courses for different times, introducing one-day and intensive shorter courses and focusing on popular, Bishopsgate Institute-specific courses.

A bursary scheme is available for those students who, for good reason, are unable to afford the course fee. A total of 34 full-fee bursaries (2011/12: 21) were awarded out of 48 applications. The value of the bursaries awarded amounted to £4,553. We are seeking to raise further funds to expand this important activity.

Many of our cultural events sold out, particularly during the Underground London season, which marked the 150th anniversary of the Tube but took a broader look at subterranean London, exploring underground places, cultures and communities. We added new formats, such as quiz nights and walks drawing on soundscapes and live poetry, and developed successful new partnerships, such as with the Lesbian and Gay News Archive, to deliver events. We began to host evening concerts in partnership with the City Music Society and programmed more talks with a specific connection to the Library collections than have previously been offered. In all, audience numbers have increased steadily. Booking information and observation indicate that we are attracting both our loyal heritage enthusiasts and a new, more diverse audience.

The Library has seen an 11% increase in use of specialist collections with a steady increase in the number of researchers, as well as of general visitors. Thanks to the support of our volunteers, we made substantial progress in the cataloguing of collections, indicating that the London collection should be fully catalogued one year ahead of schedule in 2014. The Library team secured a grant from JISC and SPRUCE (a project of the Digital Preservation Coalition) to take the first steps in the preservation of our increasing digital collections and to complete an audit of our digital collections, compiling a handbook for other repositories taking their first steps in this field.

Our work with school and community groups has continued apace, with good demand for our workshops derived from the archive collections and successful collaborations on projects in partnership with other organisations. These included being partners in the inaugural Junior Open House (this year called Archikids), in Parliament Week and Take One led by the Tower of London.

We have recruited a Volunteers Coordinator who took up post in February 2013 and is working to further integrate volunteers into the Institute team; they already work in the library and archives, conservation, events, marketing and learning.

The new Director of Programmes took up post in December 2012 and is undertaking a review of activity across the programme, taking Bishopsgate Institute into its next phase of development.

Community Benefit (Eleemosynary activity)

An important part of our work involves improving the lives of local people who are not so well placed to help themselves. This work takes the form of providing top-up

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pensions to elderly people in need and making grants to small local charities whose mission is to help improve the lives of local people who are not so well placed to help themselves.

During the year, the Institute distributed 25 grants totalling £40,000 (2012: 25 grants totalling £35,000). The size of the grant ranged from £500 up to a maximum of £3,000. Many of the organisations supported are very small and our grant can help to make a real difference.

Grants were given across the following categories:

	2012/13		2011/12	
	Value of grants	No of grants	Value of grants	No of grants
Elderly	£11,000	6	£10,000	4
Mental Health	£2,500	2	£7,000	5
Youth	£13,850	11	£11,250	11
Other	£12,650	6	£6,750	5
Total	£40,000	25	£35,000	25

Grant cheques were presented at a Grant Awards Evening, held in November in the Great Hall and attended by 24 charities and over 70 people. The Lady Mayoress kindly opened the evening. The broad aim of the evening was to raise awareness of the Institute's community outreach work and to provide an opportunity for the many charities that work with people locally to engage with City and East End firms. Unfortunately for the second year running, it proved difficult to attract representatives from local firms.

The Institute gratefully acknowledges the support from the Trustees of the Dulwich Almshouse Charity for their provision of ten additional pensions and their contribution of £10,000 to help fund those charities that work with the elderly.

St Botolph without Bishopsgate

By virtue of the original charity scheme dated 1891, the Institute pays the church 2/15ths of the net income of the assets that comprise the Underwood Estate. These assets include listed securities and property. In 2012/13, the Institute paid £35,625 to the church to help with the cost of its upkeep.

Strategy and Plans for the Future

As mentioned earlier in this report, Trustees' decided that the time had come to revitalise the strategic vision for the Institute to maximise our potential. In doing this, we are clarifying our audiences and how they want to engage with us, reviewing all of our activities, their contribution to our vision and how we deliver them.

Work commenced early 2013 and an away-afternoon was held with the trustees in April, where the senior managers' thinking so far was presented. Feedback from trustees was very positive and endorsed three key perspectives—place, experience and profile—as the focus for the development of the Institute's brand and ambition. More

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detailed plans are now under development to raise our profile, broaden our audiences and strengthen our financial independence.

Financial Review

Review 2012/13

The general fund generated an operational surplus of £97,197. (2011/12 £217,270 deficit). This is an improvement of £314,467.

The key reason for the general fund improvement between the years has been strong growth (33%) from commercial income together with improved returns from investment income (14%). In 2012/13 the Institute received £43,519 (2011/12 £333,496) from the Heritage Lottery Fund towards the development project. The majority of the capital works involved were completed in 2011/12 and the grant income from the Heritage Lottery Fund has now reduced. Overall income has grown by £94,477 to £2,294,787 (2011/12 £2,200,310)

Total resources expended on the general fund increased by £41,267. The majority of this increase, £34,236 being spent on Charitable activities. Overall resources expended fell by £199,844 following reduced costs associated with managing investment properties and in completing the development project.

The management and maintenance of investment properties continued to incur material management costs of £182,895 (2011/12 £230,326) although these have reduced during the year.

Under the terms of the Charity Commission Order, repayment of £1,846,124 from the general fund to the endowment fund is required over 25 years and the second repayment of £73,842 took place in 2013.

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 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.

Actual income for the year was £171,121. The investment funds were valued at £3,620,994 on March 31st 2013 an increase of 13%.

Investment properties

Rental income from all the properties amounted to £685,168 (an increase of £137,899 on 2011/12). The properties were valued by Lamberts on 31st March 2012 at £11,225,000 and no further change in value has been recognised during the year.

Reserves policy

The Trustees' policy is to maintain sufficient free revenue reserves to meet evaluated risks and approved operational plans. As of 31st March 2013 an evaluation of risks and business plans showed that free reserves of £494,056 were required (2011/12 £474,442). At that date adjusted free revenue reserves stood at £363,558 (2011/12 £149,269), excluding fixed assets (see note 17), which is insufficient to meet the current policy. The reserves policy and

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position are reviewed annually and the Trustees intend to restore the reserve shortfall through operating plans over the coming three years.

Risk management

The Trustees reviewed the strategic, business and operational risks to which the Institute is exposed and systems have been established to mitigate those risks. Progress is reviewed regularly by the Senior Management Team. The Finance & General Purposes Committee reviews the risk register annually and reports to the Board annually.

The Institute's location on a busy, primary thoroughfare in the City means that a key element of our risk strategy is having disaster contingency and business continuity plans. Both plans were reviewed and updated during the year.

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, a community programme 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-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—defining and approving the Institute's Mission and Values, the Aims and Objectives arising from these, and arriving at appropriate policy decisions to take them forward;

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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.
6. The Board meets at least four times a year.

Trustee selection process

When a vacancy exists, the Trustees' Governance Committee considers the skills and personal profile that would best contribute to the needs of the Institute. The Governance Committee also recommends to the Board the process to be adopted and supervises the selection process. Since 2007, it has been the practice to advertise vacancies in the press and other media and to conduct a competitive process with interviews with a selection panel of Trustees to whom the responsibility for selection has been delegated by the Board.

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, Co-opted, and Ex-officio 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 Chairman and the appointment of another Trustee to act as mentor, may be taken.

Trustees are encouraged to attend external training events where these will facilitate their responsibilities as Trustees.

Management

The Board of Trustees has established five 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. Public Programmes (meets at least three times a year)
3. Human Resources (meets at least twice a year)
4. Eleemosynary (responsible for charitable grants & pensions) (meets at least once a year)
5. Governance Committee (meets when necessary)

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

The Senior Management Team (the Chief Executive, Director of Programmes, Director of Finance and Commercial Director) 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.

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Trustees' Report

Review of the year

The Trustees take seriously the need to review the performance of the Board and to look at how Trustees can best carry out their functions. A new approach to carrying out Trustees' appraisals was approved in November 2012 and will commence in 2013. Henceforth it will be known as 'Trustee peer review' and will take place every two years. Trustees will be randomly paired and asked to meet to review each other's involvement, contribution, expectations and training needs. Each pair will consider the themes that have emerged from both appraisals and make a written report to the Chairman for inclusion in a subsequent report to the Board.

In November 2012, the Board decided that the Institute could benefit from having an ambassador-type figure as its next chairman; someone who is influential, high-profile and dynamic to help champion the Institute. A Search Committee was established and an external recruitment agency engaged to advise and assist with the search. At the closing date at the end of April there were 12 high-quality applications, reflecting we think the rising reputation of the Institute. Two candidates were invited to final interview with the Search Committee on 14 June 2013 and one candidate, Luke Johnson, was recommended and approved by trustees. The new Chairman will commence office from 10 July 2013.

As at the date of this report, the year concluded with two vacancies on the trustee board.

On 13 February 2013, the Board approved a new policy document 'Financial Regulations'. These and all other major Trustee policies will be combined into a new Trustee Handbook.

Statement of Trustees' Responsibilities

Charity 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 Bishopsgate Foundation as at the balance sheet date and of its incoming resources and application of resources for the financial year. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and Statements of Recommended Practice have been followed subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that The Bishopsgate Foundation will continue in operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of The Bishopsgate Foundation and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities' Statement of Recommended Practice (SORP) 2005. They are also responsible for safeguarding the assets of The Bishopsgate Foundation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to disclosure of information to auditors

a) So far as the Trustees are aware, there is no relevant audit information of which the Bishopsgate Foundation auditors are unaware, and

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b) They have taken all the steps that they ought to have taken as Trustees in order to make themselves aware of any relevant audit information and to establish that the Foundation's auditors are aware of that information.

Approved by the Board on 10 July 2013

and signed on its behalf by

A handwritten signature in black ink, appearing to read 'Max Weaver', with a stylized, flowing script.

Max Weaver

Independent auditor's report to the members of The Bishopsgate Foundation

We have audited the financial statements of The Bishopsgate Foundation for the year ended 31 March 2013 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Charity Balance Sheets and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Respective responsibilities of Trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 15, the Trustees (who are also the directors of the charity 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors. This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body for our audit work, for this report, or for the opinions we have formed.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Finance Reporting Council's web-site at www.frc.org.uk/auditscopeukprivate.

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group and the charity's affairs as at 31 March 2013 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; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on the other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the charity's 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.

N J Wakefield

Nicola Wakefield (Senior Statutory Auditor)

for and on behalf of Mazars LLP

Chartered Accountants and Statutory Auditor

Times House

Throwley Way

Sutton

Surrey

SM1 4JQ

Date: *9 August 2013*

The Bishopsgate Foundation
Consolidated Statement of Financial Activities
For the year ended 31 March 2013

	Notes	Revenue £	Unrestricted Designated Development Fund £	Restricted £	Endowment £	Total funds 2013 £	Total funds 2012 £
Incoming resources							
Voluntary income		17,236	-	80,359	-	97,595	360,897
Activities for generating funds							
Commercial Activities	2	817,417	-	-	-	817,417	614,892
Investment income	3	856,437	-	-	-	856,437	749,924
Incoming resources from charitable activities	3	523,338	-	-	-	523,338	474,597
Total incoming resources		2,214,428	-	80,359	-	2,294,787	2,200,310
Resources expended							
Cost of generating funds		593,718	146,959	-	176,550	917,227	1,156,229
Charitable activities		1,451,327	200,087	109,902	12,745	1,774,054	1,736,097
Governance costs		72,193	-	-	-	72,193	70,998
Total resources expended	4	2,117,231	347,046	109,902	189,295	2,763,474	2,963,324
Operating surplus/(deficit)		97,197	(347,046)	(29,543)	(189,295)	(468,687)	(763,014)
Transfers	13, 14, 15	121,764	13,598	50,795	(186,157)	-	-
Net movement in funds before revaluations		218,961	(333,448)	21,252	(375,452)	(468,687)	(763,014)
Realised gain on investment property		-	-	-	-	-	138,893
Unrealised gain on investment property		-	-	-	-	-	2,450,675
Unrealised/Realised investment gains/(losses)	10	-	-	-	423,794	423,794	(4,495)
		218,961	(333,448)	21,252	48,342	(44,893)	1,822,059
Funds brought forward	13,14,15	262,578	6,321,777	1,428	16,257,209	22,842,992	21,020,933
Funds carried forward	13,14,15	481,539	5,988,329	22,680	16,305,551	22,798,099	22,842,922

All of the Foundation's incoming resources and resources expended are derived from continuing operations.

The Foundation has no recognised gains and losses other than those shown above.

The notes on pages 20 to 31 form part of these financial statements


The Bishopsgate Foundation
Balance sheets at 31 March 2013

	Notes	Group				Charity			
		2013		2012		2013		2012	
		£	£	£	£	£	£	£	£
Tangible fixed assets	9		7,806,303		8,155,086		7,806,303		8,155,086
Investment assets	10		14,845,994		14,422,200		14,845,995		14,422,201
			<u>22,652,297</u>		<u>22,577,286</u>		<u>22,652,298</u>		<u>22,577,287</u>
Current assets									
Debtors	11	402,199		477,404		295,810		414,764	
Bank deposits		50,500		500		50,500		500	
Cash at bank and in hand		54,427		103,232		26,599		88,929	
		<u>507,126</u>		<u>581,136</u>		<u>372,909</u>		<u>504,193</u>	
Creditors: amounts falling due within one year	12	(361,324)		(315,430)		(227,108)		(238,488)	
Net current assets			145,802		265,706		145,801		265,705
Net assets			<u>22,798,099</u>		<u>22,842,992</u>		<u>22,798,099</u>		<u>22,842,992</u>
Funds									
Endowment	13		16,305,551		16,257,209		16,305,551		16,257,209
Restricted	14		22,680		1,428		22,680		1,428
Unrestricted									
Revenue	15	481,539		262,578		481,539		262,578	
Development fund	15	5,988,329		6,321,777		5,988,329		6,321,777	
			<u>6,469,868</u>		<u>6,584,355</u>		<u>6,469,868</u>		<u>6,584,355</u>
			<u>22,798,099</u>		<u>22,842,992</u>		<u>22,798,099</u>		<u>22,842,992</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board on 10 July 2013

and signed on its behalf by:


Max Weaver

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2013

1 Accounting policies

The financial statements have been prepared in accordance with the Companies Act 2006, applicable UK accounting standards and under the historical cost convention, as modified by the revaluation of certain fixed assets and the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2005. The financial statements include those of the linked charity administered by the Foundation, "The Bishopsgate Foundation Endowment Charity".

1.2 Basis of consolidation

The Statement of Financial Activities and Balance Sheet consolidate the financial statements of the charity's wholly owned subsidiary undertaking, B.I. (Trading) Limited, made up to the Balance sheet date.

No separate Statement of Financial Activities is presented for the charity as permitted by the Companies Act 2006, and paragraph 397 of SORP 2005.

The net movement in funds dealt with in the charity's Statement of Financial Activities for the year ended 31 March 2013 was a deficit of £44,893

1.3 Income

The Foundation's income is accounted for as follows:

- i) **Rental income from permanent endowment properties**
Rental income from the Endowment Charity's properties is included in the financial statements 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.
- ii) **Permanent endowment investment income**
Deposit interest and dividend income are accounted for on an accruals basis..
- iii) **Venue hire**
Income is accounted for on an accruals basis in accordance with the date of letting.
- iv) **Heritage Lottery Fund (HLF) grant**
The HLF grant is recognised in line with expenses incurred.

1.4 Expenditure

The Foundation's expenditure is accounted for on an accruals basis.

1.5 Fund Accounting

- i) **Unrestricted revenue funds** – These are funds which can be used in accordance with the charitable objects, at the discretion of the trustees. Funds designated for a particular purpose by the Foundation are also unrestricted.
- ii) **Restricted funds** – These funds are subjected to restrictions on their use imposed by the funders or donors.

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

1.5 Fund Accounting (continued)

iii) Endowment funds - The permanent endowment is represented by the Institute, the investment properties and financial investments, the income from which is available for general purposes, except for 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.

1.6 Tangible fixed assets

The Institute building and freehold land, excluding the works on improvements, is included at a valuation as at 30 April 2002 provided by DTZ Debenham Tie Leung, who are unconnected with the Foundation. The valuation has been frozen under the transitional provisions of Financial Reporting Standard 15 and will not be updated.

All assets costing more than £1,000 are capitalised.

Fixed assets are capitalised and written off by equal annual amounts over their estimated useful lives 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

Depreciation is charged to the fund to which the asset relates. Freehold land is not subject to depreciation.

1.7 Investment assets

Investments are held at market value at 31 March 2013. The market value is calculated at the mid-market price on 31 March 2013.

Investment properties are included in the financial statements at their professional open market valuation as at 31 March 2012. Independent valuations are obtained on a five yearly basis or more frequently when Trustees deem appropriate. These are reviewed on an annual basis by Trustees to assess the valuation for the purposes of the financial statements.

1.8 Cash flow statement

Under Financial Reporting Standard 1 (Revised), the charity is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

1.9 Prints and library collections

The Institute possesses a substantial collection of books, prints, maps and photographs received at no cost. These assets are considered inalienable and their retention for historic reasons is essential to the furtherance of the charity's objects. The Trustees consider that, owing to the incomparable nature of the collection preserved by the Institute, conventional valuation approaches lack sufficient reliability, and that, even if valuations could be obtained, the costs would be onerous compared with the additional benefits derived by the Institute and the users of these accounts. Therefore no value in respect of these items is included in the Balance Sheet. Bishopsgate Library holds unique collections of printed and archive material on the history and topography of London, and on free thought and working class movements in the 19th and 20th Centuries. The collections are recognised and valued by historians across the world.

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

1.9 Prints and library collections (continued)

The Library also holds collections relating to:

George Howell (1833-1910), trade unionist and MP for Bethnal Green

George Jacob Holyoake (1817-1906), secularist and early Co-operative Movement activist

Charles Bradlaugh (1833-1891), freethinker and politician, founder of the National Secular Society

Raphael Samuel (1934-1996), major cultural historian, local resident, and user of Bishopsgate Library over 25 years

The London Co-operative Society

1.10 Pension costs

The charity operates a defined contribution scheme for employees. Contributions are charged in the Statement of Financial Activities as incurred.

1.11 Support costs and governance costs

Support costs include: expenditure on telephones, stationery, printing, marketing, subscriptions and equipment maintenance. These costs are apportioned across charitable activities and governance costs on an appropriate basis.

Governance costs include costs of governance arrangements which relate to the general running of the charity. These activities provide the governance infrastructure which allows the charity to operate and to generate the information required for public accountability.

1.12 Operating leases

Rentals under operating leases are charged on a straight-line basis over the term of the lease.

2 Results of trading activities of the subsidiary

The Foundation has a wholly-owned trading subsidiary B.I. (Trading) Limited. The principal activity of B.I. (Trading) Limited is the letting of surplus room space at The Bishopsgate Foundation.

	2013 £	2012 £
Turnover	817,417	614,892
Administrative expenses – management charged from parent charity	(625,329)	(613,567)
Interest payable	—	—
Total expenses	<u>(625,329)</u>	<u>(613,567)</u>
Profit for the year	192,088	1,325
Payable to The Bishopsgate Foundation under Gift Aid	<u>(192,088)</u>	<u>(1,325)</u>
Net result for the year after Gift Aid	<u>—</u>	<u>—</u>
Shareholder's Funds	<u>1</u>	<u>1</u>

A management charge of £625,329 (2012:£613,567) was made by The Foundation to B.I. (Trading) Limited for the year.

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

3 Incoming Resources

	2013 £	2012 £
Investment Income:		
General Estate		
Rents	181,751	189,874
Insurance	3,979	4,018
Listed Investments	105,558	138,916
Deposit Income	118	309
Total General Estate	291,406	333,117
Underwood Estate		
Rents	451,015	311,982
Insurance	48,423	41,394
Listed Investments	65,563	63,290
Deposit Income	30	141
Total Underwood Estate	565,031	418,807
Total Investment Income	856,437	749,924
	2013 £	2012 £
Incoming resources from charitable activities:		
Courses for Adults	481,487	443,819
Bishopsgate Library	10,123	8,878
Learning	275	-
Cultural Events	31,453	21,900
Total Incoming resources from charitable activities:	523,338	474,597

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

4 Analysis of charitable expenditure and allocation of support costs and overheads

	Basis of allocation	Courses for Adults	Reference Library	Cultural Events	Learning Activities	Grants & Pensioners	Total Charitable activities c/f
		£	£	£	£	£	£
Staff costs	Direct	191,797	208,707	97,586	97,607	-	595,697
Direct expenses	Direct	224,146	26,873	22,291	-	28,241	301,551
Marketing	Direct	70,328	860	30,769	-	-	101,957
Grants	Direct	-	-	-	-	82,581	82,581
Total		486,271	236,440	150,646	97,607	100,822	1,081,786
Premises	Usage	42,284	93,024	28,192	5,639	-	169,139
Admin & equipment	Staff time	22,722	25,720	17,938	3,889	7,292	77,561
Staff costs	Staff time	49,946	26,922	45,710	21,624	27,346	171,548
Depreciation	Usage	59,535	129,462	41,705	7,693	-	238,395
St Botolph	Direct	-	-	-	-	35,625	35,625
Total		660,758	511,568	284,191	136,452	262,745	1,774,054

	Basis of allocation	Charitable activities b/f	Cost of Generating funds	Governance Costs	2013 Total	2012 Total
		£	£	£	£	£
Staff costs	Direct	595,697	196,779	-	792,476	788,105
Direct expenses	Direct	301,551	88,719	-	390,270	511,933
Marketing	Direct	101,957	14,170	-	116,127	127,156
Grants	Direct	82,581	-	-	82,581	77,194
Total		1,081,957	299,668	-	1,381,454	1,504,388
Premises	Usage	169,139	112,754	-	281,893	244,807
Admin & equipment	Staff time	77,561	45,373	24,066	147,006	219,465
Staff costs	Staff time	171,548	110,342	48,127	330,017	296,073
Depreciation	Usage	238,395	166,215	-	404,610	404,351
Investment costs	Direct	-	182,875	-	182,875	278,491
St Botolph	Direct	35,625	-	-	35,625	15,749
Total		1,774,054	917,227	72,193	2,763,480	2,963,324

Note 1: Costs of generating funds at £917,227 includes the costs of managing investments and the operating costs of venue hire.

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

5 Investment management costs

	2013 £	2012 £
Investment property:		
Repairs and renewals	63,684	79,398
Insurance costs	48,116	48,165
Legal and professional	71,075	150,928
	<u>182,875</u>	<u>278,491</u>

6 Grants to charitable organisations and pensioner support

	2013 £	2012 £
Grants to local charities are as follows:		
The Adventurers History Club	1,850	1,490
Alpha Family Services	-	1,000
Arts for All	1,850	1,250
Bongobir Osmany Trust	1,000	-
Boundary Community School	1,500	1,000
CalibreMinds	1,000	1,000
Children With Aids	1,000	-
City and East London Bereavement Service	1,500	1,000
The Daneford Trust	1,500	1,000
Door of Hope	3,000	2,000
Epic Arts	1,500	-
First City of London Scout Group	500	500
Globe Bengali Mohila Shamity	1,000	1,500
Heba Women's Project	1,500	1,500
Hoxton Health	3,000	3,000
Kazzum	-	1,250
Language of Dance Trust	1,000	1,000
Map Squad	-	1,000
National Benevolent Fund for the Aged	1,500	-
Poetry in Wood	1,800	-
Rainbow Film Society	1,500	1,000
Sandys Row Synagogue	1,000	-
Spitalfields City Farm	1,500	1,500
Society Links	-	1,000
Stepney Community Trust	1,500	1,000
SSAFA Forces Help (East London)	1,000	2,000
The Tab Centre	-	2,000
Tower Hamlets Friends and Neighbours	3,000	3,000
Tower Hamlets Parents Centre	1,500	1,000
U-Turn Project	3,000	2,000
Young News	-	1,010
	<u>40,000</u>	<u>35,000</u>

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

6 Grants to charitable organisations and pensioner support (continued)

	2013 £	2012 £
Grants to Charitable Organisations	40,000	35,000
Cost of pensions and other support	42,580	42,194
	<u>82,580</u>	<u>77,194</u>
Expenditure from Restricted funds (see note 14)	15,588	2,742
Staff and Administration costs	34,638	28,742
	<u>132,805</u>	<u>108,678</u>

7 Total staff costs

	2013 £	2012 £
Salaries and wages	954,441	922,645
Social Security costs	96,684	94,986
Pension costs	29,590	31,108
Other costs and temporary staff	41,782	43,254
	<u>1,122,497</u>	<u>1,091,993</u>

	2013 £	2012 £
Charged to General Fund and Restricted Funds	1,122,497	1,084,178
Charged to Development Project	-	7,815
	<u>1,122,497</u>	<u>1,091,993</u>

The average number of full time employees in the year was 35 (2012:35).
Employees earning emoluments exceeding £60,000 are as follows:

	2013	2012
£60,000-69,999	-	1
£70,000-79,999	1	-

Remuneration £72,951 (2012 £69,204), pension £6,442 (2012 £5,986).

Trustees are not remunerated (2012: £nil). No reimbursement of travel and subsistence were made to Trustees (2012: £Nil).

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

8 Other costs

	2013 £	2012 £
Audit services		
- Current year Foundation	6,000	6,535
- Current Year BI Trading Ltd	3,100	3,100
- Prior year (overprovision)	(114)	(200)
	<u>8,986</u>	<u>9,435</u>
Other services	<u>550</u>	<u>550</u>

9 Fixed assets

Group and charity

	Freehold Land and Building	Development Fund Freehold Improvement	Furniture and Equipment	Total
Cost or Valuation	£	£	£	£
At 1st April 2012	2,000,000	6,348,140	648,496	8,996,636
Additions	-	-	55,826	55,826
At 31 st March 2013	<u>2,000,000</u>	<u>6,348,140</u>	<u>704,324</u>	<u>9,052,464</u>
Accumulated depreciation				
At 1st April 2012	280,000	310,234	251,316	841,550
Charge for the Year	20,000	261,506	123,104	404,610
At 31 st March 2013	<u>30,000</u>	<u>571,740</u>	<u>374,420</u>	<u>1,246,160</u>
Net Book Value				
At 31 st March 2013	<u>1,700,000</u>	<u>5,776,400</u>	<u>329,904</u>	<u>7,806,304</u>
At 1 April 2012	1,720,000	6,037,906	397,180	8,155,086

All assets are held for charitable purposes. The value of freehold land included above is £1,000,000.

10 Investment assets

	Group		Charity	
	2013 £	2012 £	2013 £	2012 £
Investment Assets				
Investment Properties	11,225,000	11,225,000	11,225,000	11,225,000
Investments	3,620,994	3,197,200	3,620,994	3,197,200
Investment In subsidiary	-	-	1	1
	<u>14,845,994</u>	<u>14,422,200</u>	<u>14,845,995</u>	<u>14,422,201</u>

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

10 Investment Assets (continued)

Investment properties

	Endowment £
At 1 April 2012	11,225,000
Unrealised gain on revaluation	-
31 st March 2013	<u>11,225,000</u>

The investment properties comprise the Underwood and General Estates. These properties were valued as at 31 March 2012 by Lamberts, Chartered Surveyors, who are unconnected with the Foundation, at market value.

The Trustees will continue to review market conditions on a regular basis and will make such adjustments as are necessary in the accounts.

Investments

	General estate £	Underwood estate £	Total 2013 £	Total 2012 £
Market value at 1 April 2012	2,195,197	1,002,003	3,197,200	4,551,695
Sale of Units	-	-	-	(1,350,000)
Realised Gain on Sale of Units	-	-	-	22,196
Adjustment	(200,145)	200,145	-	-
Change in market value in the year	290,977	132,817	423,794	(26,691)
Total market value at 31 March 2013	<u>2,286,029</u>	<u>1,334,965</u>	<u>3,620,994</u>	<u>3,197,200</u>

	General estate £	Underwood estate £	Total 2013 £
Cost at 1 April 2012	2,009,459	917,222	2,926,680
Cost at 31 March 2013	<u>2,009,459</u>	<u>917,222</u>	<u>2,926,680</u>

All investments are held in Exempt Unit Trusts, comprising a wide portfolio of investment assets.

Endowment cash

The Foundation has endowment cash of £nil (2012: £nil).

Investment in subsidiary

Charity only

The Foundation owns the entire share capital of B.I. (Trading) Limited which was incorporated on 17th February 2006.

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

11 Debtors

	Group 2013 £	Charity 2013 £	Group 2012 £	Charity 2012 £
Trade debtors	247,593	687	164,274	36,836
Investment property rent debtors	53,652	53,652	69,240	69,240
Due from subsidiary	-	140,517	-	64,798
Other debtors and prepayments	100,954	100,954	243,890	243,890
	<u>402,199</u>	<u>295,810</u>	<u>477,404</u>	<u>414,764</u>

12 Creditors: amounts falling due within one year

	Group 2013 £	Charity 2013 £	Group 2012 £	Charity 2012 £
Payments received on account	39,682	39,682	50,318	50,318
Taxation and social security	78,653	78,653	25,458	25,458
Sundry creditors and accruals	242,989	108,773	239,654	162,712
	<u>361,324</u>	<u>227,107</u>	<u>315,430</u>	<u>238,488</u>

13 Permanent Endowment funds
Group and charity

	Order for Development Project	Balance of Endowment Funds	Total Endowment Funds	Total Endowment Funds
	2013 £	2013 £	2013 £	2012 £
General				
Balance brought forward	73,842	16,183,367	16,257,209	14,038,220
Fixed asset additions in year	-	-	-	(189,600)
Repayment under Order	73,842	-	73,842	73,842
Investment Management Costs	-	(61,203)	(61,203)	-
Investment Management Prior Year (see note)	-	(198,796)	(198,796)	-
Transfers	<u>73,842</u>	<u>(259,999)</u>	<u>(189,295)</u>	<u>(115,758)</u>
Depreciation charge for the year	-	(20,000)	(20,000)	(20,000)
Investment management costs	-	(169,295)	(169,295)	(230,326)
Realised gain on investment properties	-	-	-	138,893
Revaluation of investment properties	-	-	-	2,250,675
Realised profit on investments	-	-	-	22,196
Unrealised (loss) profit on investments	-	423,794	423,794	(26,691)
	<u>147,684</u>	<u>16,157,867</u>	<u>16,305,551</u>	<u>16,257,209</u>

The permanent endowment is represented by the Institute, the investment properties and financial investments, the income from which is available for general purposes, except for that income specified in the

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

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.

The transfer of £198,796 represents costs in relation to the maintenance and care of the endowment fund investment properties in the previous 5 years, which were previously borne from the unrestricted revenue fund and have now been set against endowment funds. This transfer is based on detailed calculations of the time spent in this area along with the allocations of appropriate other overheads.

The Foundation has a facility under a Charity Commission order to borrow £4,346,124 from its Permanent Endowment for the purposes of building refurbishment and improvement of facilities at the Institute. At 31 March 2012 a total of £4,346,124 had been drawn down. The Institute is due to repay £1,846,124 to the Endowment Fund starting in 2012 over twenty five years and the second payment of £73,842 was made in the year.

14 Restricted funds

	At 1 April 2012	Incoming resources	Resources expended	Transfers	At 31 Mar 2013
	£	£	£	£	£
Heritage Lottery Fund	-	43,519	(94,314)	50,795	-
Adventurers Club	888	2,850	(1,683)	-	2,055
My East End	463	-	(463)	-	-
History Workshop	-	9,125	(9,125)	-	-
Alternatives to Religion Archive	-	20,625	-	-	20,625
SPRUCE Digital Archive	-	4,240	(4,240)	-	-
Other funds	77	-	(77)	-	-
	<u>1,428</u>	<u>80,359</u>	<u>(109,902)</u>	<u>50,795</u>	<u>22,680</u>

Heritage Lottery Fund income and donations for the development project totalling £43,519 have been fully expended during the year. £50,794 has been transferred from the General Fund as the Institute's agreed contribution to the development project.

15 Unrestricted funds

Group and charity

	2013 £	2012 £
Revenue fund		
Balance brought forward	262,578	1,671,905
Transfer	121,764	(1,192,057)
Net movement in funds in the year	<u>97,197</u>	<u>(217,270)</u>
Balance carried forward	<u>481,539</u>	<u>262,578</u>
Designated		
Development fund		
Balance brought forward	6,321,777	5,311,951
Transfer	13,598	1,546,584
Net movement in Funds for the Year	<u>(347,046)</u>	<u>(536,758)</u>
Balance carried forward	<u>5,988,329</u>	<u>6,321,777</u>
Total unrestricted funds	<u>6,469,868</u>	<u>6,584,355</u>

The Bishopsgate Foundation
Notes to the financial statements
For the year ended 31 March 2013

16 Pension costs

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 cost for the year amounted to £29,590 (2012:£31,108).

17 Analysis of net assets between funds

Group

	Restricted £	Endowment £	Designated Development fund £	Revenue £	Total £
Tangible fixed assets	-	1,700,000	5,988,329	117,974	7,806,303
Investment properties	-	11,225,000	-	-	11,225,000
Investments	-	3,380,551	-	240,436	3,620,987
Cash at bank	22,680	-	-	82,247	104,927
Other net assets	-	-	-	40,882	40,882
	<u>22,680</u>	<u>16,305,551</u>	<u>5,988,329</u>	<u>481,539</u>	<u>22,798,099</u>

18 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 Reverend Dr. Alan McCormack is a Trustee of the Foundation and is Rector of St Botolph Without Bishopsgate.

19 Contingent Asset

The Foundation are due to receive £80,000 from the City of London Corporation under a S106 agreement to develop a site on Bishopsgate near the Institute. The development work has not yet started and therefore there is still some uncertainty that the grant will be received. As there is still some uncertainty, the Trustees have agreed that no debtor should be included in the financial statements under FRS 12 related to contingent assets, and instead have decided to record this by way of a note.