



Culture | Courses | Collections

Company number: 4362659

Charity number: 1090923

# The Bishopsgate Foundation

Report and Financial Statements

31 March 2014

# The Bishopsgate Foundation

## Contents

For the year ended 31 March 2014

---

Contents	Pages
Reference and administrative details	2
Bishopsgate Institute	4
Report of the trustees'	6
Independent auditors' report	11
Statement of Financial Activities	13
Balance sheet	14
Notes to the financial statements	15
Five year financial summary	26

## The Bishopsgate Foundation

### Reference and administrative details

For the year ended 31 March 2014

---

**Company number** 4362659

**Charity number** 1090923

**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**

The Reverend Dr Alan McCormack (Rector of St Botolph without Bishopsgate)  
Alderman Neil Redcliffe (Alderman of the Ward of Bishopsgate)

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

May Dare Retired 17 November 2013  
Honor Wilson-Fletcher

#### **Co-opted**

Nigel Brockman  
Graham Bulpitt  
Antonia Byatt  
Christopher Cook  
Marc Jordan  
Ruth Lesirge  
Michael Schraer  
Leanne Tritton  
Max Weaver Chairman & Trustee (retired 10 July 2013)  
Luke Johnson Chairman & Trustee (appointed 10 July 2013)

**Principal Officers** Francesca Canty Interim Chief Executive, Company Secretary  
Rachel Loynes Commercial Director  
Geoff Wilson Director of Finance

**Bankers** HSBC Bank PLC  
100 Old Broad Street  
London  
EC2N 3LN

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

The Bishopsgate Foundation

Reference and administrative details

For the year ended 31 March 2014

---

**Property advisors**      Lamberts  
387 City Road  
London  
EC1V 1NA

**Auditors**                Sayer Vincent LLP  
Chartered Accountants and Statutory Auditors  
8 Angel Gate  
City Road  
London  
EC1V 2SJ

## The Bishopsgate Foundation

### Bishopsgate Institute

For the year ended 31 March 2014

---

#### Who are we?

Since first opening our doors on New Year's Day 1895, the [Bishopsgate Institute](#) has been a hub for culture and learning.

The original aims of the Institute were to provide a public library, public hall and meeting rooms for people living and working in the City of London. The Great Hall in particular was 'erected for the benefit of the public to promote lectures, exhibitions and otherwise the advancement literature, science and the fine arts'.

Today, nearly 120 years later, the Institute continues to honour this commitment to culture and learning, running an ambitious and distinctive programme for an audience comprising learners and fans of culture and heritage from both within the City and far beyond.

Our programme takes its inspiration from our extensive archive collections which include London history, labour and socialist history, lesbian and gay news media, co-operation, freethought and humanism, and protest and campaigning, and we are acquiring new collections all the time. Anyone can explore these collections for free by following signs to the library at 230 Bishopsgate.

For a more structured approach, our broad programme of cultural events and courses for adults welcomes those with a thirst for knowledge and inspires them to learn and flourish. Some of these are free, others have a modest charge. We operate a concessions policy and bursary programme to ensure personal financial circumstances are never an obstacle.

Our events programme currently includes social dances, recitals and concerts (classical and contemporary), talks and discussions, festivals, and book launches.

Our courses for adults programme comprises three terms of learning and a summer school. It is divided into themes: London, Arts & Culture, Words & Ideas, Body & Exercise, Performing Arts and Languages, currently including everything from Capoeira to Photography, Pilates to Solo Charleston and Arabic to A People's History of the East End.

And finally, we also hire out our spaces when they are surplus to our programme requirements and are able to offer reduced rates to charities. Three years after the completion of our major building refurbishment in 2011 and the Institute is buzzing again.

This year we've been busier than ever. Among other high points, we have welcomed the great Tony Benn, been gifted Trenton Oldfield's Boat Race-disrupting wetsuit, have had to turn away swing dancers in vintage clothes because our social dance events had sold out, have introduced sell-out courses based on our archive collections and witnessed old-school East End pub regulars bantering with newcomer Shoreditch types over whose anecdotes are the most genuine.

But that's only scratching the surface.

By refining and focusing our offer, and looking at what people want to do with us, we've welcomed lots of new people to the Institute this year, as well as welcoming back our regulars. For example, we introduced a summer school to our courses for adults programme this year and it struck a nerve: people choosing not to flee the capital in July and August were keen to expand their horizons with us, flocking to one-day sessions as well as longer courses.

## The Bishopsgate Foundation

### Bishopsgate Institute

#### For the year ended 31 March 2014

---

The courses market in London continues to challenge us - and all providers - as people's wobbly confidence in the economic situation makes them cautious to commit precious time and money. With the summer school, we were able to pilot a more flexible format comprising short and taster courses in popular subjects, which proved attractive.

In November 2013 we hosted what was probably the Rt Hon Tony Benn's last public appearance, to a capacity house. Owen Jones chaired a joyous and memorable discussion around Tony Benn's memoir "A Blaze of Autumn Sunshine" which ended with 270 people giving him a standing ovation. A very special event.

We have made a breakthrough in engagement with our audiences through social media. Although not everyone we want to reach operates in the online environment, it is an area in which we had been less experienced and confident than in print channels. Particularly in the period January to March 2014, we improved our customer experience which is reflected in the substantial increase in Facebook likes, Twitter followers and retweets, Pinterest and Instagram sharing and comments, and blog and podcast downloads.

#### **The team**

I've been very proud of our team, which has embraced the ambition I shared with the trustees to make our offer more coherent for audiences, working less in separate departments and focusing on what our audiences want, rather than how we organise ourselves internally. This has been a challenging year because we are in the middle of a strategic review of our entire operation, and that inevitably creates uncertainty. I'd like to thank them for their professionalism, support and continued high-quality delivery.

Furthermore, our new Chair, Luke Johnson, was formally elected in July 2013 and his energy and entrepreneurial drive are already of huge benefit to us in our strategic planning.

Francesca Canty

## The Bishopsgate Foundation

### Report of the trustees

#### For the year ended 31 March 2014

---

The trustees present their report and the audited financial statements for the year ended 31 March 2014. Reference and administrative information set out on pages 2 and 3 form 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 2005).

#### **Strategy and Plans for the Future**

This time last year we reported that the Trustees had commissioned a strategic review of the Institute's vision and activities, and now, a year later, much has already been achieved.

The partnership model advocated by the senior team has proven very successful in attracting new audiences and income, as well as maximising the potential of our spaces, our collections and our talent to deliver distinctive learning and events. The focus must be on audiences, and we are nurturing particular partnerships with a view to developing longer-term, sustainable programmes of work.

The courses market in London is not recovering in line with economic projections but our strategy of responding to trends (such as the increasing reluctance to book in advance or commit to courses of longer duration) has helped us mitigate some of the downturn. We continue to explore subjects, formats and learning models to retain our existing students while attracting new ones.

We have integrated our archives-based learning into the main and are prioritising partnership projects with young people and communities, rather than going it alone to develop, market and deliver content.

We are looking at our Library and how we maximise access to and use of our collections, both within the broader programme and within the community of researchers and archivists.

We are managing the evolution of our marketing in order to be where our audiences are looking when browsing for a course or cultural event or to share a special experience with their friends and peers.

We have aligned the two part of the business (venue hire and charitable activity) and are building a single team to respond to commissions and briefs, whether their origin be commercial or from within our own creative team. We intend to review our investment management strategy to take a longer-term view of the potential for income, investing in the short-term where necessary. This includes substantial investment in the fabric of our main building over the coming year.

In summary, we continue to focus on Place, Experience and Profile as the key drivers for all our work. We celebrate our 120th anniversary from November 2014 – March 2015 and the work of the past year has enabled us to think and plan ambitiously and with renewed confidence in our unique offer.

#### **Financial Review**

##### **Review 2013/14**

The general fund incurred an operational deficit of £11,420 (2012/13 £97,197 surplus) following a £82,233 provision for one off costs of reorganisation.

The cost of delivering charitable activities across all funds fell by £73,820 to £1,700,234 with notable savings in marketing costs and direct salary costs.

Commercial income improved by 3% but suffered an increased cost of delivery. As a result the surplus from the commercial subsidiary fell by £71,846 (37%) to £120,242.

## The Bishopsgate Foundation

### Report of the trustees

#### For the year ended 31 March 2014

---

Investment income has increased by £14,051 despite two properties being taken out of use temporarily while being refurbished in order to improve future income.

Overall income reduced by £22,026 to £2,272,761 (2012/13 £2,294,787). In 2013/14 the Institute received £12,462 (2012/13 £43,519) from the Heritage Lottery Fund towards operational projects related to the development project. This project has now come to an end.

Total resources expended across all funds increased by £100,336 to £2,963,810. Of this total £333,447 represents annual depreciation on the development project.

The management and maintenance of investment properties continued to incur material management costs of £198,103 (2012/13 £182,895).

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 third repayment of £73,842 took place in 2014.

#### **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 £175,901. The investment funds were valued at £3,679,801 on March 31st 2014. The Majority of investments are held in M&G Charifund investment units. M&G report that Charifunds total return is comfortably ahead of FTSE all Share index over 1 year at 15.1% compared to 10.5%.

#### **Investment properties**

Rental income from all the properties amounted to £655,534 (an increase of £22,768 on 2012/3). The properties were valued by Lamberts on 31 March 2012 at £11,225,000 and no further change in value has been recognised during the year. However during the course of the year one investment property held by the Institute was transferred from the endowment fund to the general fund to correct an historical accounting error that dated back to the properties acquisition and refurbishment in 1993 and subsequent valuation in 2002.

#### **Reserves policy**

The Trustees' policy is to maintain sufficient free revenue reserves to meet evaluated risks and approved operational plans. As of 31 March 2014 an evaluation of risks and business plans showed that free reserves of £673,118 were required (2012/13 £494,056). At that date adjusted free revenue reserves stood at £1,333,964 (2012/13 £363,558), excluding fixed assets (see note 14), which is sufficient to meet the current policy. The reserves policy and position are reviewed annually and the Trustees will monitor reserve levels to ensure that they are sufficient to meet operational plans and evaluated risks in future 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 Bishopsgate Foundation

### Report of the trustees

#### For the year ended 31 March 2014

---

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 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—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.
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.

In November 2012, the Board decided that the Institute could benefit from having an ambassador-type figure as its 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,

## The Bishopsgate Foundation

### Report of the trustees

#### For the year ended 31 March 2014

---

Luke Johnson, was recommended and approved by trustees. The new Chairman commenced office from 10 July 2013

#### **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 events at the institute as well as 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. Programmes (meets at least three times a year)
3. Human Resources (meets when necessary)
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 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.

#### **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;
  - and 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 each year. This report looks at what the charity has achieved and the outcomes of its work within the last twelve months. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also 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.

## The Bishopsgate Foundation

### Report of the trustees

For the year ended 31 March 2014

---

#### **Statement of Trustees' responsibilities**

The trustees (who are also directors of The Bishopsgate Foundation for the purposes of company law) are responsible for preparing the report of the trustees' 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; and
- 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 proper 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 auditors are unaware; and
- 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 auditors are 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 governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Auditors**

Sayer Vincent LLP were appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

The report of the trustees has been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the Board on 9 July 2014 and signed on its behalf by

Luke Johnson

## 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 2014 which comprise the Group Statement of Financial Activities, the Group and Parent Charitable Company 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).

This report is made solely to the 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 company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As explained more fully in the statement of trustees' responsibilities set out in the report of the trustees, the trustees (who are also the directors of the 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.

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 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 Ethical Standards for Auditors.

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

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

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2014, 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 and the Charities Act 2011.

#### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the report of the trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Independent auditor's report

To the members of

The Bishopsgate Foundation

---

### **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 and the Charities Act 2011 requires us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, 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
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the report of the trustees.

Catherine Sayer (Senior statutory auditor)

22 September 2014

for and on behalf of Sayer Vincent LLP, Statutory Auditors

8 Angel Gate, City Road, LONDON EC1V 2SJ

Sayer Vincent LLP is eligible to act as an 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 2014

	Note	Unrestricted £	Designated £	Restricted £	Endowment £	2014 Total £	2013 Total £
<b>Incoming resources</b>							
<i>Incoming resources from generated funds</i>							
Voluntary income		20,087	-	29,341	17,922	<b>67,350</b>	97,595
<i>Activities for generating funds</i>							
Commercial activities	10	843,179	-	-	-	<b>843,179</b>	817,417
Investment income	2	870,488	-	-	-	<b>870,488</b>	856,437
<i>Incoming resources from</i>							
Courses		448,108	-	-	-	<b>448,108</b>	481,487
Library		13,310	-	-	-	<b>13,310</b>	10,123
Learning		575	-	-	-	<b>575</b>	275
Events		29,751	-	-	-	<b>29,751</b>	31,453
<b>Total incoming resources</b>		<b>2,225,498</b>	<b>-</b>	<b>29,341</b>	<b>17,922</b>	<b>2,272,761</b>	<b>2,294,787</b>
<b>Resources expended</b>							
<i>Costs of generating funds</i>							
Costs of generating voluntary income		723,590	137,047	-	198,103	<b>1,058,740</b>	917,227
<i>Charitable activities</i>							
Courses		552,839	49,064	-	2,943	<b>604,846</b>	660,758
Library		367,369	106,692	29,106	6,400	<b>509,567</b>	511,568
Learning		71,388	6,274	54,456	376	<b>132,494</b>	136,452
Events		242,843	34,370	-	2,061	<b>279,274</b>	284,191
Grants & pensioners		174,053	-	-	-	<b>174,053</b>	181,085
<i>Governance costs</i>		104,836	-	-	-	<b>104,836</b>	72,193
<b>Total resources expended</b>	3	<b>2,236,918</b>	<b>333,447</b>	<b>83,562</b>	<b>209,883</b>	<b>2,863,810</b>	<b>2,763,474</b>
<b>Net outgoing resources before transfers</b>		<b>(11,420)</b>	<b>(333,447)</b>	<b>(54,221)</b>	<b>(191,961)</b>	<b>(591,049)</b>	<b>(468,687)</b>
Gross transfers between funds	15	976,363	-	39,938	(1,016,301)	-	-
<b>Net incoming/(outgoing) resources before other recognised gains and losses</b>		<b>964,943</b>	<b>(333,447)</b>	<b>(14,283)</b>	<b>(1,208,262)</b>	<b>(591,049)</b>	<b>(468,687)</b>
Realised losses on investments	9	-	-	-	(16,667)	<b>(16,667)</b>	-
<b>Net income for the year</b>		<b>964,943</b>	<b>(333,447)</b>	<b>(14,283)</b>	<b>(1,224,929)</b>	<b>(607,716)</b>	<b>(468,687)</b>
Unrealised gains on	9	-	-	-	325,474	<b>325,474</b>	423,794
<b>Net movement in funds</b>		<b>964,943</b>	<b>(333,447)</b>	<b>(14,283)</b>	<b>(899,455)</b>	<b>(282,242)</b>	<b>(44,893)</b>
<b>Reconciliation of funds</b>							
Total funds brought forward		481,539	5,988,329	22,680	16,305,551	<b>22,798,099</b>	22,842,992
<b>Total funds carried forward</b>	15	<b>1,446,482</b>	<b>5,654,882</b>	<b>8,397</b>	<b>15,406,096</b>	<b>22,515,857</b>	<b>22,798,099</b>

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 above and in note 15 to the financial statements.

The Bishopsgate Foundation

Balance sheets

Company no. 4362659

31 March 2014

	Note	The group 2014 £	2013 £	The charity 2014 £	2013 £
<b>Fixed assets</b>					
Tangible fixed assets	8	7,447,401	7,806,303	7,447,401	7,806,303
Investments	9	14,904,800	14,845,994	14,904,801	14,845,995
		<u>22,352,201</u>	<u>22,652,297</u>	<u>22,352,202</u>	<u>22,652,298</u>
<b>Current assets</b>					
Debtors	12	346,694	402,199	203,243	295,810
Short term deposits		500	50,500	500	50,500
Cash at bank and in hand		302,381	54,427	256,602	26,599
		<u>649,575</u>	<u>507,126</u>	<u>460,345</u>	<u>372,909</u>
<b>Liabilities</b>					
Creditors: amounts falling due within one year	13	485,919	361,324	296,690	227,108
		<u>163,656</u>	<u>145,802</u>	<u>163,655</u>	<u>145,801</u>
<b>Net current assets</b>					
		<u>163,656</u>	<u>145,802</u>	<u>163,655</u>	<u>145,801</u>
<b>Net assets</b>					
	14	<u>22,515,857</u>	<u>22,798,099</u>	<u>22,515,857</u>	<u>22,798,099</u>
<b>Funds</b>					
	14,15				
Endowment fund		15,406,096	16,305,551	15,406,096	16,305,551
Restricted funds		8,397	22,680	8,397	22,680
Unrestricted funds					
Designated funds		5,654,882	5,988,329	5,654,882	5,988,329
General funds		1,446,482	481,539	1,446,482	481,539
		<u>22,515,857</u>	<u>22,798,099</u>	<u>22,515,857</u>	<u>22,798,099</u>
<b>Total charity funds</b>					

These accounts have been prepared in accordance with the special provisions applicable to companies subject to the small companies' regime.

Approved by the trustees on 9 July 2014 and signed on their behalf by

Luke Johnson - Chairman

## The Bishopsgate Foundation

### Notes to the financial statements

For the year ended 31 March 2014

---

#### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

These financial statements consolidate the results of the Foundation and its wholly-owned subsidiary B.I. (Trading) Limited on a line by line basis. Transactions and balances between the Foundation and its subsidiary have been eliminated from the consolidated financial statements. Balances between the two companies are disclosed in the notes of the Foundation's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the Foundation has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of SORP 2005.

- b) Voluntary income received by way of subscriptions, donations and gifts to the charity is included in full in the statement of financial activities when receivable.
- c) The Heritage Lottery Fund (HLF) grant income is recognised once a claim for reimbursement of expenses has been submitted.
- d) Rental income from the Foundation'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.
- e) Permanent endowment investment income (deposit interest and dividend income) is accounted for on an accruals basis.
- f) The Foundation is entitled to venue hire income on the date of the letting.
- g) Resources expended are allocated to the particular activity where the cost relates directly to that activity. Resources expended include attributable VAT which cannot be recovered. 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 estimated basis of the amount attributable to each activity.

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.

- h) The costs of generating funds relate to the costs incurred by the group and Foundation in raising funds for the charitable work.



## The Bishopsgate Foundation

### Notes to the financial statements

#### For the year ended 31 March 2014

---

#### 1. Accounting policies (continued)

- i) 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. 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

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. Freehold land is not depreciated.

- j) Quoted investment assets are stated at their market value at 31 March 2014. The market value is calculated at mid-market price on 31 March 2014.

Investment properties are stated 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.

- k) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.
- l) Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.
- m) Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- n) 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.

## The Bishopsgate Foundation

### Notes to the financial statements

For the year ended 31 March 2014

---

#### 1. Accounting policies (continued)

- o) Heritage assets - The Institute possesses a substantial collection of books, prints, maps and photographs which were donated. They are held for their contribution to knowledge and culture. 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. The 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.

An exercise is currently being undertaken by Bonhams to assess the heritage assets and provide an estimated value of these assets.

- p) Pension costs - the charity operates a defined contribution scheme for employees. Contributions are charged to the statement of financial activities as incurred.
- q) Operating leases - rentals under operating leases are charged on a straight-line basis over the term of the lease.

#### 2. Investment income

	General Estate £	Underwood Estate £	2014 Total £	2013 Total £
Rents	161,977	493,557	<b>655,534</b>	632,766
Insurance	1,983	36,876	<b>38,859</b>	52,402
Listed investments	109,762	66,139	<b>175,901</b>	171,121
Deposit income	194	-	<b>194</b>	148
Total	<u>273,916</u>	<u>596,572</u>	<u><b>870,488</b></u>	<u>856,437</u>

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2013

3. Total resources expended

	Cost of Generating Funds £	Courses for Adults £	Reference Library £	Cultural Events £	Learning Activities £	Grants and pensioners £	Governance Costs £	2014 Total £	2013 Total £
<b>Direct costs</b>									
Staff Costs	229,968	162,463	192,041	88,175	84,644	-	-	757,291	792,476
Direct expenses	106,287	202,740	26,886	21,965	7,264		17,814	382,956	390,270
Marketing	6,451	48,431	-	20,836	45		-	75,763	116,127
Grants	-	-	-	-	-	81,295	-	81,295	82,581
Property repairs and renewals	32,391	-	-	-	-	-	-	32,391	63,684
Property insurance costs	45,231	-	-	-	-	-	-	45,231	48,116
Property legal and professional costs	157,492	-	-	-	-	-	-	157,492	71,075
St Botolph	-	-	-	-	-	49,902	-	49,902	35,625
	<u>577,820</u>	<u>413,634</u>	<u>218,927</u>	<u>130,976</u>	<u>91,953</u>	<u>131,197</u>	<u>17,814</u>	<u>1,582,321</u>	<u>1,599,954</u>
<b>Support costs</b>									
Premises	116,929	43,848	96,467	29,232	5,846	-	-	292,322	281,893
Admin and equipment	43,146	21,643	24,435	17,035	3,630	6,842	22,899	139,630	147,000
Staff costs	147,130	66,318	41,284	61,048	23,277	36,014	64,123	439,194	330,017
Depreciation	173,715	59,403	128,454	40,983	7,788	-	-	410,343	404,610
	<u>480,920</u>	<u>191,212</u>	<u>290,640</u>	<u>148,298</u>	<u>40,541</u>	<u>42,856</u>	<u>87,022</u>	<u>1,281,489</u>	<u>1,163,520</u>
<b>Total resources expended</b>	<u><u>1,058,740</u></u>	<u><u>604,846</u></u>	<u><u>509,567</u></u>	<u><u>279,274</u></u>	<u><u>132,494</u></u>	<u><u>174,053</u></u>	<u><u>104,836</u></u>	<u><u>2,863,810</u></u>	<u><u>2,763,474</u></u>

Basis of allocation of support costs:

Premises - usage

Admin and equipment - staff time

Staff costs - staff time

Depreciation - usage

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2014

4. Grants to charitable organisations and pension support

Grants to local charities are as follows:	2014 £	2013 £
The Adventurers History Club	-	1,850
Arts for All	1,850	1,850
Bongobir Osmary Trust	-	1,000
Boundary Community School	1,500	1,500
CASS- Community Advice Support Scheme	2,430	-
CalibreMinds	-	1,000
Children With Aids	1,000	1,000
City and East London Bereavement Service	-	1,500
City and Hackney Carers	2,000	-
The Daneford Trust	1,500	1,500
Door of Hope	-	3,000
Epic Arts	1,750	1,500
First City of London Scout Group	-	500
Globe Bengali Mohila Shamity	1,500	1,000
Heba Women's Project	1,500	1,500
Hoxton Health	3,570	3,000
Inner City Centre	1,500	-
Language of Dance Trust	-	1,000
Monakka Monowar Welfare Fund	1,700	-
National Benevolent Fund for the Aged	-	1,500
Poetry in Wood	1,500	1,800
Rainbow Film Society	1,500	1,500
Sandys Row Synagogue	-	1,000
Spitalfields City Farm	2,000	1,500
Stepney Community Trust	1,500	1,500
SSAFA Forces Help (East London)	1,000	1,000
Tower Hamlets Friends and Neighbours	3,000	3,000
Tower Hamlets Parents Centre	1,500	1,500
Toyhouse Libraries Association	1,250	-
U-Turn Project	3,000	3,000
Young News	1,950	-
Total grants to charitable organisations	40,000	40,000
Cost of pensions and other support	41,295	42,580
	<b>81,295</b>	<b>82,580</b>

5. Net incoming resources for the year

This is stated after charging / crediting:	2014 £	2013 £
Depreciation	410,340	404,610
Trustees' remuneration	nil	nil
Trustees' reimbursed expenses	nil	nil
Auditors' remuneration:		
§ Audit	6,550	6,000
§ B.I. (Trading) Limited	3,300	3,100
§ Prior year under/(over) provision	696	(114)
§ Other services	1,000	550
	<b>422,886</b>	<b>417,146</b>

## The Bishopsgate Foundation

### Notes to the financial statements

#### For the year ended 31 March 2014

---

#### 6. Staff costs and numbers

Staff costs were as follows:

	2014	2013
	£	£
Salaries and wages	1,014,297	973,874
Social security costs	101,587	96,684
Pension contributions	31,131	29,590
Other costs	49,470	22,349
	<u>1,196,485</u>	<u>1,122,497</u>

The number of employees whose emoluments were in excess of £60,000 for the year were:

	2014	2013
	No.	No.
£60,000 - £69,999	1	1
£70,000 - £79,999	-	1
£90,000 - £99,999	1	-
	<u>1</u>	<u>-</u>

Employer pension contributions for those earning more than £60,000 during the year totalled £6,089 (2013: £6,442).

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2014	2013
	No.	No.
Costs of generating funds	10	10
Courses for adults	6	8
Reference library	8	9
Cultural events	4	4
Learning activities	3	3
Grants and pensioners	1	1
	<u>32</u>	<u>35</u>

#### 7. 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 B.I. (Trading) Ltd Gift Aids available profits to the charity, as such no corporation tax is payable.

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2014

8. Tangible fixed assets

The group and charity	Development			Totals £
	Freehold Land and Building £	Fund Freehold Improvement £	Furniture and Equipment £	
<b>Cost</b>				
At the start of the year	2,000,000	6,348,140	704,324	<b>9,052,464</b>
Additions in year	-	-	51,438	<b>51,438</b>
At the end of the year	<u>2,000,000</u>	<u>6,348,140</u>	<u>755,762</u>	<b><u>9,103,902</u></b>
<b>Depreciation</b>				
At the start of the year	300,000	571,670	374,491	<b>1,246,161</b>
Charge for the year	20,000	261,437	128,903	<b>410,340</b>
At the end of the year	<u>320,000</u>	<u>833,107</u>	<u>503,394</u>	<b><u>1,656,501</u></b>
<b>Net book value</b>				
At the end of the year	<u><b>1,680,000</b></u>	<u><b>5,515,033</b></u>	<u><b>252,368</b></u>	<b><u><u>7,447,401</u></u></b>
At the start of the year	<u>1,700,000</u>	<u>5,776,470</u>	<u>329,833</u>	<u>7,806,303</u>

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

9. Investments

	General funds £	Endowment funds		2014 £	2013 £
		General Estate £	Underwood Estate £		
<b>Value at start of year</b>					
Properties	-	4,225,000	7,000,000	<b>11,225,000</b>	11,225,000
Investments	-	2,286,029	1,334,965	<b>3,620,994</b>	3,197,200
Total at start of year	-	<u>6,511,029</u>	<u>8,334,965</u>	<b><u>14,845,994</u></b>	<u>14,422,200</u>
Properties					
At start of year	-	4,225,000	7,000,000	<b>11,225,000</b>	11,225,000
Transfers	945,000	(945,000)	-	-	-
Total properties	<u>945,000</u>	<u>3,280,000</u>	<u>7,000,000</u>	<b><u>11,225,000</u></b>	<u>11,225,000</u>
Investments					
At start of year	-	2,286,029	1,334,965	<b>3,620,994</b>	3,197,200
Disposals	-	(156,000)	(94,000)	<b>(250,000)</b>	-
Realised losses	-	(10,400)	(6,267)	<b>(16,667)</b>	-
Unrealised gains	-	203,096	122,378	<b>325,474</b>	423,794
Total investments	-	<u>2,322,725</u>	<u>1,357,076</u>	<b><u>3,679,801</u></b>	<u>3,620,994</u>
<i>Historic cost at the year end</i>		<i>1,824,272</i>	<i>832,693</i>	<b><i>2,656,965</i></b>	<i>2,962,681</i>
<b>Value at end of year</b>					
Properties	945,000	3,280,000	7,000,000	<b>11,225,000</b>	11,225,000
Investments	-	2,322,725	1,357,076	<b>3,679,801</b>	3,620,994
Total at end of year	<u>945,000</u>	<u>5,602,725</u>	<u>8,357,076</u>	<b><u>14,904,801</u></b>	<u>14,845,994</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. During 2014 an accounting error from 2002 was identified resulting in £945,000 being transferred from the General Endowment Fund to the General Fund to correct the transaction.

## The Bishopsgate Foundation

### Notes to the financial statements

#### For the year ended 31 March 2014

#### 9. Investments (continued)

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 are held in exempt unit trusts, comprising a wide portfolio of investment assets.

The Foundation has endowment cash of £250,000 (2013: £nil) which will be used to improve an Endowment property in 2014/15.

Investments comprise:

	The group		The charity	
	2014	2013	2014	2013
	£	£	£	£
UK common investment funds	3,679,800	3,620,994	3,679,800	3,620,994
Investment properties in the UK	11,225,000	11,225,000	11,225,000	11,225,000
Investment in subsidiary undertakings incorporated in the UK	-	-	1	1
	<u>14,904,800</u>	<u>14,845,994</u>	<u>14,904,801</u>	<u>14,845,995</u>

#### 10. Subsidiary Undertaking

The Foundation owns the whole of the issued ordinary share capital of B.I. Trading limited, a company registered in England. 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 gift aided to the Foundation. A summary of the results of the subsidiary is shown below:

	2014	2013
	£	£
Turnover	843,179	817,417
Cost of sales	-	-
Gross profit	<u>843,179</u>	<u>817,417</u>
Distribution costs	-	-
Administrative expenses	<u>(722,937)</u>	<u>(625,329)</u>
Profit / (loss) on ordinary activities	120,242	192,088
Deed of covenant to parent undertaking	(120,242)	(192,088)
Profit / (loss) for financial year	<u>-</u>	<u>-</u>
The aggregate of the assets, liabilities and funds was:		
Assets	1	1
Liabilities	-	-
Funds	<u>1</u>	<u>1</u>

#### 11. Parent charity

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

	2014	2013
	£	£
Gross income	1,549,824	1,669,458
Results for the year	<u>(162,000)</u>	<u>147,195</u>

The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2014

12. Debtors

	The group		The charity	
	2014	2013	2014	2013
	£	£	£	£
Trade debtors	253,569	247,593	3,788	687
Investment property rent debtors	26,870	53,652	26,870	53,652
Due from subsidiary undertakings	-	-	106,330	140,517
Other debtors and prepayments	66,255	100,954	66,255	100,954
	<b>346,694</b>	<b>402,199</b>	<b>203,243</b>	<b>295,810</b>

13. Creditors: amounts falling due within one year

	The group		The charity	
	2014	2013	2014	2013
	£	£	£	£
Payments received on account	24,865	39,682	24,865	39,682
Taxation and social security	90,661	78,653	90,661	78,653
Sundry creditors and accruals	370,393	242,989	181,164	108,773
	<b>485,919</b>	<b>361,324</b>	<b>296,690</b>	<b>227,108</b>

14. Analysis of group net assets between funds

	Restricted funds	Endowment fund	Designated funds	Unrestricted funds	Total funds
	£	£	£	£	£
Tangible fixed assets	-	1,680,000	5,654,882	112,519	7,447,401
Investment properties	-	10,280,000	-	945,000	11,225,000
Investments	-	3,446,095	-	233,705	3,679,800
Other net assets	8,397	-	-	155,259	163,656
	<b>8,397</b>	<b>15,406,095</b>	<b>5,654,882</b>	<b>1,446,483</b>	<b>22,515,857</b>



The Bishopsgate Foundation

Notes to the financial statements

For the year ended 31 March 2014

15. Movements in funds

	At the start of the year £	Incoming resources £	Outgoing resources £	Transfers and gains / (losses) on investment assets £	At the end of the year £
<b>Permanent Endowment funds</b>					
Order for Development Project	147,684	-	-	73,842	221,526
Endowment Fund	16,157,867	17,922	(209,883)	(781,336)	15,184,570
<b>Total endowment funds</b>	<b>16,305,551</b>	<b>17,922</b>	<b>(209,883)</b>	<b>(707,494)</b>	<b>15,406,096</b>
<b>Restricted funds</b>					
Heritage Lottery Fund	-	12,462	(52,400)	39,938	-
Adventurers Club	2,055	-	(2,055)	-	-
Luke Johnson	-	5,000	-	-	5,000
Raphael Samuel History Centre	-	3,429	(32)	-	3,397
Alternatives to Religion Archive	20,625	8,450	(29,075)	-	-
<b>Total restricted funds</b>	<b>22,680</b>	<b>29,341</b>	<b>(83,562)</b>	<b>39,938</b>	<b>8,397</b>
<b>Unrestricted funds:</b>					
<i>Designated funds:</i>					
Development fund	5,988,329	-	(333,447)	-	5,654,882
<i>Total designated funds</i>	5,988,329	-	(333,447)	-	5,654,882
<b>General funds</b>	<b>481,539</b>	<b>2,225,498</b>	<b>(2,236,918)</b>	<b>976,363</b>	<b>1,446,482</b>
<b>Total unrestricted funds</b>	<b>6,469,868</b>	<b>2,225,498</b>	<b>(2,570,365)</b>	<b>976,363</b>	<b>7,101,364</b>
<b>Total funds</b>	<b>22,798,099</b>	<b>2,272,761</b>	<b>(2,863,810)</b>	<b>308,807</b>	<b>22,515,857</b>

**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.

<b>Transfer from general fund to restricted fund</b>	<b>£</b>
▪ The Foundation's contribution to the HLF Project.	39,938
<b>Transfer from general fund to permanent endowment</b>	
▪ The Institute is due to repay £1,846,124 over 25 years starting 2012. This is the third payment under this order.	72,842
<b>Transfers from permanent endowment to general fund</b>	
▪ An accounting error in 2002 led to the treatment of 14 Brushfield Street as a permanent endowment asset, this transfer corrects that error.	945,000
▪ This transfer represents the apportionment of investment gains between the permanent endowment and the general fund in proportion to their value.	80,890
▪ This transfer represents management time involved in managing endowment investments.	64,253

## The Bishopsgate Foundation

### Notes to the financial statements

For the year ended 31 March 2014

---

#### 15. Purposes of restricted funds

▪ **Heritage Lottery Fund**

The Heritage Lottery Fund contributes 25% of the cost of managing our volunteer programme and our programme of work with schools and community groups. This support ended in February 2014. The Institute provides the balancing 75%.

▪ **Adventurers Club**

The Adventurers Club brings London history to life for young East Londoners from 'hard to reach' backgrounds through monthly structured archive and museum visits

▪ **Luke Johnson**

A fund provided by Allen and Overy in the name of Chairman, Luke Johnson to support the future development of the Institute.

▪ **Raphael Samuel History centre**

A fund to improve the Raphael Samuel Archive.

▪ **Alternatives to Religion Archive**

A joint project to formally prepare the Bishopsgate and Conway Hall archive over 18 Months funded by the Heritage Lottery Fund.

#### Purposes of designated funds

▪ **Development fund**

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

#### 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 (2013: £31,108).

#### 17. 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.

#### 18. 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 note.

The Bishopsgate Foundation

Five year financial summary

For the year ended 31 March 2014

	2014 £'000	2013 £'000	2012 £'000	2011 £'000	2010 £'000
<b>Incoming resources</b>					
Voluntary income	67	98	361	813	678
Commercial activities	843	817	615	271	306
Investment income	871	857	750	785	826
Charitable activities	492	523	474	480	486
<b>Total incoming resources</b>	<b>2,273</b>	<b>2,295</b>	<b>2,200</b>	<b>2,349</b>	<b>2,296</b>
Costs of generating funds	1,059	917	1,156	820	694
Charitable activities	1,700	1,775	1,736	1,374	1,247
Governance costs	105	72	71	71	85
<b>Total resources expended</b>	<b>2,864</b>	<b>2,764</b>	<b>2,963</b>	<b>2,265</b>	<b>2,026</b>
Net (outgoing)/incoming resources before investment gains	(591)	(469)	(763)	84	270
Development project	-	-	-	(564)	-
Gain/(losses) on investments	309	424	2,585	323	546
<b>Net movement in funds</b>					
General funds	965	219	(1,409)	(400)	(188)
Designated funds	(333)	(334)	1,010	1,756	1,968
Restricted funds	(14)	22	2	(7)	6
Endowment funds	(900)	48	2,219	(1,506)	(970)
<b>Net movement in funds</b>	<b>(282)</b>	<b>(45)</b>	<b>1,822</b>	<b>(157)</b>	<b>816</b>
General funds	1,447	482	263	1,672	2,072
Designated funds	5,655	5,988	6,322	5,312	3,556
Restricted funds	8	23	1	(1)	6
Endowment funds	15,406	16,305	16,257	14,038	15,544
<b>Total Funds</b>	<b>22,516</b>	<b>22,798</b>	<b>22,843</b>	<b>21,021</b>	<b>21,178</b>
<b>Percentage of total expenditure</b>					
Commercial and Investments	37%	33%	39%	36%	34%
Charitable activities	59%	65%	59%	61%	62%
Governance costs	4%	3%	2%	3%	4%