

CITY OF LONDON ARCHAEOLOGICAL TRUST FUND

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015
TOGETHER WITH THE TRUSTEES AND AUDITORS
REPORT**

REGISTERED CHARITY NUMBER 268160

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1. Reference and Administrative Details

Charity Name:	The City of London Archaeological Trust
Charity Registration Number:	268160
Address of Trust:	City of London Corporation Guildhall, London, EC2P 2EJ
Management Committee:	Members of the Trust:
Members Appointed by Court of Common Council	Virginia Rounding Hugh Morris John Scott Jeremy Simons
Appointed by the Trust Deed:	Tim Williams (representing the UCL Institute of Archaeology), John Lewis (representing the Society of Antiquaries of London) Andrew Dismore (representing the Council for British Archaeology) Taryn Nixon (representing Museum of London Archaeology) Sharon Ament (Director of the Museum of London Group)
Appointed by the Committee:	Professor Caroline Barron (Deputy Chairman) (appointed 1 January 2012) Professor Clive Orton (appointed 7 December 2010) John Dillon (appointed 5 December 2011) Roy Stephenson (appointed 5 December 2011) Geoff Pick (appointed 10 December 2012) John White (appointed 10 December 2012)
Trustees:	John White (Chairman) Hugh Morris John Scott Jeremy Simons Tim Williams John Lewis Andrew Dismore Roy Stephenson Taryn Nixon Sharon Ament Professor Caroline Barron (Deputy Chairman) Professor Clive Orton John Dillon Virginia Rounding Geoff Pick
Secretary:	John Schofield, 2 Carthew Villas London W6 0BS
Treasurer:	Dr Peter Kane Guildhall

City of London Archaeological Trust

Bank:	London EC2P 2EJ Lloyds TSB Bank plc City Office, PO Box 72 Bailey Drive Gillingham, Kent ME8 OLS
Auditors:	H Graham King & Co Chartered Accountants and Registered Auditors Southernhay Suite 7 207 Hook Road Chessington Surrey KT9 1HJ
Investment Adviser:	Artemis Investment Management Limited 42 Melville Street Edinburgh EH3 7HA

2. Structure, Governance and Management

Governing Document

The Trust was formed on 25 July 1974 and is governed by a trust deed.

Recruitment and Appointment

The members of the Management Committee comprise:

City of London Corporation appointments:

Four members of the Court of Common Council are to be appointed by ballot for an initial term of four years, which may be renewable for a further term of four years with the agreement of the Management Committee

Ex – Officio appointments:

Director of the Museum of London Group

The Head of the Museum of London Archaeology Service (from 2009 MOLA)

Appointments by Institutions or the Management Committee:

One representative to be appointed by the:

Council of British Archaeology

The UCL Institute of Archaeology

Society of Antiquaries of London

Other additional Members either representative or individual as the Management Committee shall from time to time determine all of whom shall be appointed for an initial term of four years, renewable with the agreement of the Management Committee for a further term of four years.

Members of the Management Committee shall not exceed 22 in number.

City of London Archaeological Trust

The policies and procedures adopted for the induction and training of trustees

The City of London Corporation makes available to members of the Trust Corporate seminars and briefings as appropriate to enable the Members to efficiently carry out their Trust duties.

Organisational structure and decision making process

The Management Committee governs the charity whose purpose is to support and initiate archaeological work, mainly within the City. The Committee is responsible for all policy decisions and has a key role in the grant giving process. The Trust conducts its business in accordance with current charity law. The day to day administration of the Trust is undertaken by the Secretary. The Treasurer operates the principal financial accounting, information computer systems and provides financial advice, banking, investments, creditors, income collection and internal audit services. Legal and other services are also provided by the City of London Corporation as required.

Details of related parties and wider networks

The City of London Corporation is responsible for appointing a number of Aldermen and Members to the Management Committee as noted above. The Trustees are the official trustees of the City. Officers of the City Corporation provide support services for which no charge is levied.

Risk Management Statement

The Trustees are committed to a programme of risk management as an element of their strategy to preserve the Charity's assets.

In order to embed sound practice, a Risk Management Group has been established by the City of London Corporation, and the Trust is included in this review. The Group will ensure that risk management policies are applied, that there is an ongoing review of risk management activity and that appropriate advice and support is provided to members and officers.

Consequently, the Trustees will avail themselves of this work in order to facilitate the identification of the major risks, which impact on the work of the charity. An analysis of existing controls in place to deal with these risks is being followed up by identifying further actions required to create the right balance between level of risk and effectiveness of controls.

3. Objectives and Activities

Objectives

The promotion of the historic knowledge of the City of London and its environs by the carrying out or the supporting of archaeological research, including:

- ◆ Archaeological and historical research into sites in the City and its environs
- ◆ Publishing or making available reports and other data of excavations, research and investigations.
- ◆ Exhibiting in museums objects found as a result of excavations, research or investigations.

Explanations of aims and objectives for the year including the changes or differences it seeks to make through its activities

The current aims of the Trust are to provide financial support for a range of archaeological work in the City of London and its environs. The Trust prefers to support research for publication and educational activities (including the purchase of equipment). This financial support is achieved through the raising of income from a number of sources including interest and dividend income, and the raising of funds

from City institutions including Livery Companies. These activities are in line with the Charity Commission's public benefit guideline.

4. Achievements and Performance

Key targets for 2014/15 and review of achievement

This year the Management Committee of the Trust met three times, on 9 May 2014, 8 December 2014 and 24 February 2015. The main activities have been the following:

1. **Being consulted by the City of London in planning matters concerning heritage.** This continues, and the Trust responded to several consultations during the year.
2. The **series of archaeology lectures at Gresham College** prepared with the College in 2013–14 took place in the autumn of 2014 at the Museum of London. They covered new aspects of Roman London, Anglo-Saxon Lundenwic, the Thames foreshore and medieval St Paul's Cathedral. A **CoLAT lecture** in the programme of the London and Middlesex Archaeological Society also took place in autumn 2014, a lecture on Roman coins in London. Both these initiatives are to be repeated in the future if possible.
3. **A booklet explaining a walk around the City of London**, highlighting Roman features of the landscape, was prepared with the City of London Corporation. The CoLAT author was the Secretary. Entitled *Roads to Rome*, it was published in January 2015 and is very successful. Other potential collaborations on future titles are being discussed. The Trust also monitors the meetings of the **City Cultural Network**, chaired by the Corporation.
4. **Grant applications to the Trust** were considered at a Trust meeting in December 2014. Applications totalling £36,796.40 (2013: £56,346) were made and £10,783.40 (2012: £13,531) awarded. The successful projects included Archaeology sessions in primary schools, publication of a site at Lion Gate, Syon Park, drawings for a book on the medieval friaries of London. The £10,000 received from the bequest of Miss Green specifically for work on finds in the City of London was not allocated this year and is therefore carried forward again.
5. The procedures for the award of a one-off **Rosemary Green grant**, for an exceptional project of up to 3 years' duration and £80,000 funding) were settled during 2014. The grant was publicised in autumn 2014 and the deadline for applications 31 December 2014. Seven applications were received, and a shortlist of three prepared. These were examined at interviews by the Chairman with the three members who had done the shortlisting, on 10 February 2015, and a recommendation for the grant referred to the full Committee on 24 February. The grant was then offered to the project *Industrialisation and London health*, led by Jelena Beklavac.
6. During the summer of 2014 a CoLAT-sponsored project came to fruition: a **festschrift for John Clark**, formerly medieval curator at the Museum of London, published as a Special Paper of the London & Middlesex Archaeological Society. The CoLAT logo is on this fine, well-designed book.
7. The **Trust Deed of CoLAT** was reviewed at the meeting of the Committee on 24 February 2015, but no change to its present wording was thought necessary.
8. At the meeting on 24 February 2015, **the Secretary John Schofield announced his intention to retire at the end of 2015**, if a successor could be found. He has been Secretary since 1990, so this will be service of 25 years in April 2015.
9. The value of investments was maintained during 2014/15.

5. Financial Review

Review of the financial position

The Trust's income from continuing operations for the year was £16,516 (2013/14 £31,716). The variance between the financial years being the final instalment of the Rosemary Green bequest received during 2013/14. Direct charitable expenditure relating to this income was £8,168 (2013/14 £13,313). The variance between the financial years being a previously carried forward grant from 2012 only being used in part and lower value grants being given out in December 2014. Other expenditure totalled £4,250 (2013/14 £6,133). The overall increase in reserves during the year was £29,917 (2013/14 £39,432) due to an unrealised gain on revaluation of investment assets amounting to £25,819 (compared with an unrealised gain of £27,162 in 2013/14), and net incoming resources of £4,098 (compared to net incoming resources of £12,270 in 2013/14). The Unrestricted Fund of the Trust is invested partly in the City of London Corporation Charity Pool Units. These Fund investments have been combined with many of the other smaller charities which are administered by the City of London Corporation and form part of the City of London Charities Pool. Where available, the underlying investments of the Pool are valued at the bid price at the 31st March 2015 taken from the relevant stock exchange pricing systems. Other investments are valued annually at the bid price of the market at the close of business on 31st March of each year mainly using commonly available pricing systems. The total units were valued as at 31 March 2015 at £426,538 (2013/14 £400,719). In addition, cash balances at 31 March 2015 were in hand by £87,948 (compared to £80,725 in hand in 2013/14).

Reserves Policy

The policy was reviewed at the Management Committee meeting on 8 December 2014, and it was agreed that the existing capital reserves excluding the Rosemary Green bequest should be maintained in order to produce sufficient income to pay the regular annual grants. The current reserves of the Trust are to be applied as follows

- ◆ Taking account of market fluctuations, a capital base of £200,000 to £250,000 should be retained.
- ◆ the current value of reserves is considered adequate to produce sufficient investment income to supplement funds available for the annual grant giving process, to provide a contingency against future needs and for the payment of exceptional grants.
- ◆ the funds available for grant giving continue to be subject to annual review by the Management Committee.
- ◆ to review the reserve policy every three years. The next planned review will be in 2016/17 (at the Management Committee meeting in December 2017).

Assets

In the opinion of the Trustees, the charity's assets are sufficient to meet the obligations of the Trust.

Funding sources and grant giving process

The principal funding source is investment income. This total income of £16,516 has enabled new grant approvals in furtherance of the Trust's aims of £10,783.

Investment Policy

The majority of the charity's surplus funds are invested within the Charities Pool administered by the City of London Corporation and the interest is received from the Chamberlain of London on balances held on behalf of the Trust. The investments are managed by Artemis Investment Management LLP and the performance of the fund is measured against the fund manager benchmark (FTSE All Share Index). In addition the performance of the Fund is also measured against its peer group using the WM Charity Universe (ex-property).

City of London Archaeological Trust

As at 31 March 2015 the fund achieved a return of 10.5% compared to the FTSE All Share Index return of 6.6%. The WM Charity Universe return was 12.3% and the fund slightly underperformed this by 1.8%.

Going Concern

The Trust is a going concern for the foreseeable future as the Trustees have due regard to maintaining the capital base. Only the investment income is generally used in furtherance of the objectives of the Trust. The majority of the Charity's income is from investments in the Charities Pool administered by the City of London Corporation.

6. Plans for Future Periods

Plans for Future Periods

The key targets for 2015/16 are, as before, to maintain the current value of investments, raise funds from a number of sources including approaching livery companies to support specific projects where appropriate, to encourage bids for grant giving funds from a wide range of individuals and bodies, and select successful applicants. The decision to use the Rosemary Green bequest to initiate a Large Grants scheme, announced and awarded during 2014–15, also means a wish to attract other bequests or sponsorships for future flagship projects. During 2015-16 it is also intended to approach Gresham College and the London and Middlesex Archaeological Society to organise more lectures for each, on the lines of those organised in 2014-15.

One necessary piece of business for 2015–16 is to replace the Secretary, on John Schofield's retirement.

7. The Financial Statements

The accounts for the year 2014/15 are set out on pages 11 to 12 followed by the notes on pages 13 to 15 and consist of the

- ◆ **Statement of Financial Activities** - showing all resources available and all expenditure incurred and reconciling all changes to the Unrestricted Fund of the Trust.
- ◆ **Balance Sheet** - sets out the overall financial position of the Trust's activities as at 31 March 2015.
- ◆ **Notes to the financial statements** - explaining the accounting policies adopted and explanations of information contained within the statements.

Under the requirements of Financial Reporting Standard 1, the Trust is not required to produce a cash flow statement.

The financial statements have been prepared in accordance with statutory requirements and the Statement of Recommended Practice *Accounting by Charities (Revised 2005)*.

8. Responsibilities of the Trustees

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

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the

incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to the Auditors

The Trustees have taken all the necessary steps to make us aware, as trustees, of any relevant audit information and to establish that the auditors are aware of that information.

As far as the trustees are aware, there is no relevant audit information of which the Charity's auditors are unaware.

9. Adoption of the Report and Financial Statements

Adopted and signed for and on behalf of the Management Committee.



MEMBER Chairman John White



MEMBER Deputy Chairman Caroline Barron

DATED 8 December 2015

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE CITY OF LONDON ARACHAEOLOGICAL TRUST

City of London Archaeological Trust

We have audited the financial statements of the City of London Archaeological Trust Fund for the year ended 31st March 2015, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 10. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and the regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the Charity's Trustees 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 Trustees 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 Trustees' Responsibilities Statement, the Trustees are responsible for the preparation of financial statements that give a true and fair view.

We have been appointed as auditors under Section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on Financial Statements

In our opinion the financial statements:

- give a true and fair view of the Charity's affairs as at 31 March 2015 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements;
- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns, or
- we have not received all the information or explanations we require for our audit.

K Holden F.C.A.

Kenneth Holden, Senior Statutory Auditor

For and on behalf of

H GRAHAM KING & CO

Statutory Auditor and Chartered Accountants

**Southernhay, Suite 7,
207 Hook Road
Chessington, Surrey
KT9 1HJ**

Date..... *9 12 11*

H Graham King & Co is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006 and consequently to act as the auditor of a registered charity.

STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2015

Income and Expenditure	Notes	2015 Unrestricted Funds £	2014 Unrestricted Funds £
Incoming Resources			
Bequests	2	0	13,361
Donations	3	20	1,520
Investment Income	4	16,496	16,835
Total Incoming Resources		16,516	31,716
Resources Expended			
<i>Direct Charitable Expenditure</i>			
Grants	5	8,168	13,313
		8,168	13,313
<i>Other Expenditure</i>			
Management and Administration	6	4,250	6,133
		4,250	6,133
Total Resources Expended		12,418	19,446
Net Incoming/(Outgoing) Resources		4,098	12,270
Other Recognised Gains and Losses			
Unrealised gain on Revaluation of Investments		25,819	27,162
Net Movements in Funds		29,917	39,432
Fund Balances Brought Forward at 1 April 2014		459,505	420,073
Fund Balances Carried Forward at 31 March 2015		489,422	459,505

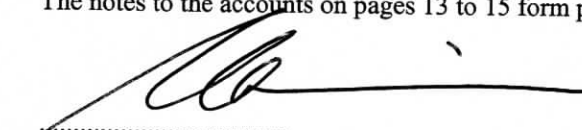
All operations are continuing. The notes to the accounts on pages 13 to 15 form part of these financial statements.

BALANCE SHEET


as at 31 March 2015

	Notes	2015 Total £	2014 Total £
Fixed Assets			
Investments	7	426,538	400,719
Current Assets			
Cash in hand	8	87,948	80,725
Debtors		-	-
Less:			
Current Liabilities			
Creditors	9	(25,064)	(21,939)
Total Current Assets less (Current Liabilities)		62,884	58,786
Net Assets		489,422	459,505
Funds			
Unrestricted Funds		489,422	459,505
Total		489,422	459,505

The notes to the accounts on pages 13 to 15 form part of these financial statements.



MEMBER John White Chairman



MEMBER Professor Caroline Barron

DATED 8 December 2015

NOTES TO THE ACCOUNTS

1. Statement of Accounting Policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the Charity's financial statements.

(a) Basis of Preparation

The financial statements have been prepared in accordance with the Charities Act 2011, the Statement of Recommended Practice *Accounting and Reporting by Charities (Revised 2005)* and under the historical cost accounting rules modified to include the revaluation of investments, and in accordance with applicable United Kingdom accounting standards.

(b) Investments

Investments are pooled with those from other small City of London charities. Underlying Listed Company investments are valued at The Stock Exchange Trading System price at 31st March 2015. Other investments are valued annually at the middle market price at the close of business on 31st March 2015. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

The unrealised gain or loss on investments at the balance sheet date is included in the Trust's funds.

The increase in the market value of the investments held in the Charities Pool reflects the general recovery in the UK and overseas stock markets, together with some relative outperformance achieved by the Fund Manager which was mainly due to favourable asset allocation within the portfolio.

(c) Investment Income

Investment income consists of distributions from the Charities Pool and interest receivable on cash balances.

The Charities Pool is an investment mechanism operating in a similar way to a unit trust. It enables the City of London Corporation to "pool" small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

(d) Expenditure

All expenditure is charged to the Statement of Financial Activities as incurred or accrued as appropriate.

(e) Grants payable

All grants awarded in a financial year are included in the Statement of Financial Activities for that year, regardless of when the actual payment is made. In some circumstances there may be a delay until the completion of the project and in such cases, grants unpaid at the year end are included in creditors.

(f) Support Services

Accounting, legal and other services are provided by the City of London Corporation for which no charge is levied.

(g) Going Concern

The Trustees consider that the current level of resources is adequate to ensure that the Charity is a going concern for the foreseeable future

2. Bequest

No bequests were received during 2014/15. The previous year saw the final instalment from Miss Rosemary Green (2013/14: £13,361).

3. Donations

Total donations of £20 were received in 2014/15 (2013/14: £1,520) and represents a private donation of £20. The donation of £1,500 from London Archaeologist Magazine was not received during 2014/15.

4. Investment Income

Interest is credited to the income and expenditure account based upon average cash balances invested by the Chamberlain at competitive rates which averaged 0.889%, yielding £694 in 2014/15 (2013/14: 1.16% £1,086). Income derived from investments in the City of London Corporations charities pool of £15,802 is also included (2013/14: £15,749).

5. Direct Charitable Expenditure

	2014/15 £	2013/14 £
<u>Grant applications approved at the Management Committee on 8 December 2014</u>		
Archaeology sessions in primary schools	4,370	
Lion Gate	2,455	
Publishing the medieval friaries of London	<u>3,958</u>	
	10,783	
Haringey: a geographical archaeological assessment	(2,615)	
TOTAL	8,168	13,313

6. Other Expenditure

	2014/15 £	2013/14 £
Auditors Remuneration	750	720
Secretarial support costs	1,125	1,250
Web hosting fee	582	4,132
Stationery	-	31
Speakers fee at November 2014 lecture	50	-
Advertising costs	1,743	-
TOTAL	4,250	6,133

7. Investments

	2014/15 £	2013/14 £
Market Value at 1 April 2014	400,719	223,559
Purchase of investments	-	149,998
Unrealised Net gain / (loss) on revaluation	25,819	27,162
Market value at 31 March 2015	426,538	400,719
Cost at 31 March 2015	373,557	373,557
Unrealised Investment Gains at 31 March 2015	25,819	27,162

All investments are held in City of London Corporation Charity Pool Units. The Fund held 51,639 units throughout the year.

8. Cash

The cash balances are held by the Chamberlain of London, who invests them in the London money market.

	2014/15 £	2013/14 £
Cash Balance	87,948	80,725

9. Creditors

The creditor balance as at the 31 March 2015 totals £25,064 (2014: £21,939) and relates to unpaid grants approved at the Management Committee meetings on 8th December 2014 of £10,783 and on 9th December 2013 of £13,531. The balance is for the audit fee of £750 including VAT.

10. Details of Related Parties and wider networks

The following disclosures are made in recognition of the principles underlying Financial Reporting Standard 8 concerning related party transactions.

The City of London Corporation is also the Trustee of a number of other Charitable Trusts. With the exception of the City of London Charities Pool, these Trusts do not undertake transactions with the City of London Archaeological Trust. A full list of these Trusts is available on application to the Chamberlain of London.

The Trust has investments in the City of London Charities Pool of which the City of London Corporation is also the Trustee.

Mr John Schofield as Secretary of the Trust received an honorarium of £1,125 as agreed by the Trustees.