

CITY OF LONDON ARCHAEOLOGICAL TRUST FUND

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012
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	Alderman John White (Chairman) 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) Dennis Turner (representing the Council for British Archaeology) Taryn Nixon (representing Museum of London Archaeology) Jack Lohman (Director Museum of London, resigned 31 March 2012)
Appointed by the Committee:	Professor Caroline Barron (Deputy Chairman) Professor Clive Orton (appointed 7 December 2010) John Dillon (appointed 5 December 2011) Deborah Jenkins (appointed 5 December 2011) Roy Stephenson (appointed 5 December 2011)
Trustees:	Alderman John White (Chairman) Hugh Morris John Scott Jeremy Simons Tim Williams John Lewis Dennis Turner Roy Stephenson Taryn Nixon Professor Caroline Barron (Deputy Chairman) Jack Lohman Professor Clive Orton John Dillon Dr. Deborah Jenkins
Secretary:	John Schofield, 2 Carthew Villas London W6 0BS

Treasurer:	Chris Bilisland Guildhall London EC2P 2EJ
Bank:	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

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.

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 the provision of an annual grant from the City of London Corporation, 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 2011/12 and review of achievement

This year the Management Committee of the Trust met four times, on 6 April 2011, 24 May 2011, 8 September 2011 and 5 December 2011. This last was the usual annual grants-giving meeting, at which the Trust awarded grants for work on Forgers in Roman London (J Hall, 75% grant, £3225), Medieval friaries of London (N Holder, £4165), Animal health in Roman London (J Morris, £3275), Medieval and later pottery from New Fresh Wharf (J Schofield, £9880), machine excavation at a WW2 site in Bexley (J Shepherd, £624), and Domestic livestock improvement 1300–1800 (R Thomas, £3268). As in previous years, the grants drew on a sum given for the purpose by the magazine *London Archaeologist* (this year £5000).

In February 2011 the Management Committee of the Trust agreed to changes being proposed by the Corporation of London, which involved amendment to the Trust Deed of 1974 (as amended 1995). These changes, which were paralleled by similar changes to other charities with City involvement, went through various City committees in March and April, and were finally approved by the Court of Common Council in May. The changes for CoLAT were that the City representation, previously four Aldermen and four nominees from each of the Planning and Libraries Committees, were replaced by four nominees of the Court of Common Council. The quoracy of CoLAT was reduced from eight to four. At its meeting on 9 June 2011, the Court of Common Council elected four members to CoLAT for a period of four years. At a meeting of the Management Committee on 8 September 2011, Alderman John White was elected Chairman, and Professor Caroline Barron Deputy Chairman.

Two projects were led by the previous Chairman Mrs Ann Pembroke in the first half of 2011. The first was the Roman bath-house at Billingsgate, preserved beneath a modern building since the 1970s but not presently accessible to the general public except by special arrangement. Mrs Pembroke made some progress with Italian diplomatic and business contacts in London, and a successful occasion brought the Italian ambassador and others to the Guildhall Roman amphitheatre in January 2011. The present Chairman intends to take this work forward in co-operation with the City. Second, Mrs Pembroke urged the City to commemorate the medieval Great Conduit in Cheapside, the foundations of which had been recorded during excavations in 1994. The Trust is currently looking at other historic sites.

One new avenue authorised by the Management Committee last year was that CoLAT should seek to be consulted by the City of London on matters of planning policy which might affect archaeology or the presentation of monuments in current developments. During 2011 the Trust was added to the list of consultees normally engaged by the Department of Planning and Transportation of the Corporation (now the Department of the Built Environment). The Trust was accordingly consulted over the current stage of the Local Development Framework for the City, and made a response.

During 2011 the Secretary produced two works which related to the Trust's work: (i) a book *London 1100–1600: the archaeology of a capital city* (Equinox Press, 2011), which reviews the last 40 years of investigation of the City and its environs, and which has the CoLAT logo on it as recognition of the Trust's active support for many of the research projects reported there; (ii) at the Management Committee's suggestion, an article about the history and work of the Trust in the magazine *London Archaeologist*, which appeared in October.

The third occasional lecture arranged by the Trust and the Society of Antiquaries of London was held at the Society's rooms at Burlington House, Piccadilly, on 24 November 2011. The speaker was Julian

Hill of Museum of London Archaeology, on 'Mapping roman London: using GIS from site context to town plan'. This marked the publication of a new Map of Roman London, the work on which was partly funded by the Trust.

5. Financial Review

Review of the financial position

The Trust's income from continuing operations for the year was £18,436 (2010/11 £18,839). Direct charitable expenditure relating to this income was £24,416 (2010/12 £12,031). Other expenditure totaled £900 (2010/11 £870). The overall decrease in reserves during the year was £1,314 (compared to an overall increase of £13,358 in 2010/11) due to an unrealised gain on revaluation of investment assets amounting to £5,566 (compared with an unrealised gain of £7,420 in 2010/11), and net outgoing resources of £6,880 (compared to net incoming resources of £5,938 in 2010/11). 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 2012 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 2011 at £195,730 (2010/11 £190,164). In addition, cash balances at 31 March 2012 were in hand by £48,770 (compared to £53,113 in hand in 2010/11).

Reserves Policy

The policy was reviewed at the Management Committee meeting on 6 April 2011, and it was agreed that the funds were sufficiently depleted and reserves should therefore be maintained at the current level. The current reserves of the Trust are to be applied as follows

- ◆ following a period of planned reduction in the reserves of the Trust, this process was ended in 2004/05, and a period of consolidation was approved to 2010/11.
- ◆ 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 2013/14 (at the Management Committee meeting in December 2014), when based on the above policy and assuming that no exceptional grants have been agreed, the projected reserves at the 31 March 2011 would amount to £221,000.

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 sources include a contribution from the City of London Corporation and investment income. This total income of £18,436 has enabled new grant approvals in furtherance of the Trust's aims of £24,416.

Investment Policy

The Trust invests in the City of London Corporation Charities Pool, which is managed by the City's Finance Committee. Since September 2005 the Charities Pool has been managed on a balanced discretionary basis by Artemis Investment Management Limited. The income objective has now been replaced with a policy driven by the concept of total return over the long term. The purpose of this policy is to provide for real increases in annual expenditure while preserving the capital base of the Trust in real terms. The Trust made a gain of +3.1% (+14.2% in 2010), which compares to UK Charity Fund (Unconstrained) Universe loss of -3.6% (in 2010 the gain was 13.7%)."

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

The key targets for 2012/13 are 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.

7. The Financial Statements

The accounts for the year 2011/12 are set out on pages 11 to 12 followed by the notes on pages 13 to 16 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 2012.
- ◆ **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.

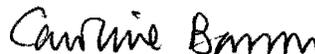
9. Adoption of the Report and Financial Statements

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

MEMBER Chairman Alderman John White



MEMBER Deputy Chairman Caroline Barron



DATED 10.12.2012

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF THE

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 2012, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes 1 to 12. 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:

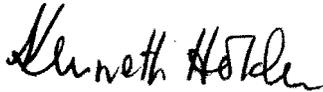
- give a true and fair view of the Charity's affairs as at 31 March 2012 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Charities Act 2011.

City of London Archaeological Trust

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.



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.....13.12.12.....

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 2012

Income and Expenditure	Notes	2012 Unrestricted Funds £	2011 Unrestricted Funds £
Incoming Resources			
Sales	2	-	-
Donations	3	5,000	5,000
Contribution from City of London Corporation	4	5,000	5,000
Investment Income	5	8,436	8,839
Total Incoming Resources		18,436	18,839
Resources Expended			
<i>Direct Charitable Expenditure</i>			
Grants	6	24,416	12,031
		24,416	12,031
<i>Other Expenditure</i>			
Management and Administration	7	900	870
		900	870
Total Resources Expended		25,316	12,901
Net Outgoing Resources		(6,880)	5,938
Other Recognised Gains and Losses			
Unrealised (loss) / gain on Revaluation of Investments		5,566	7,420
Net Movements in Funds		(1,314)	13,358
Fund Balances Brought Forward at 1 April 2011		213,375	200,017
Fund Balances Carried Forward at 31 March 2012		212,061	213,375

All operations are continuing. The notes to the accounts on pages 13 to 16 form part of these financial statements.

BALANCE SHEET

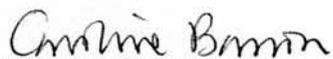
as at 31 March 2012

	Notes	2012 Total £	2011 Total £
Fixed Assets			
Investments	8	195,730	190,164
Current Assets			
Cash in hand	9	48,770	53,113
Debtors	10	-	-
Less:			
Current Liabilities			
Creditors	11	(32,439)	(29,902)
Total (Current Liabilities) less Current Assets		16,331	23,211
Net Assets		212,061	213,375
Funds			
Unrestricted Funds		212,061	213,375
Total		212,061	213,375

The notes to the accounts on pages 13 to 16 form part of these financial statements.



MEMBER Alderman John White Chairman



MEMBER Professor Caroline Barron

DATED 10.12.2012

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 2012. Other investments are valued annually at the middle market price at the close of business on 31st March 2012. 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 net gain/(loss) on investments shown in the Statement of Financial Activities represents the difference in the market value of investments between 1st April 2011 and 31st March 2012.

(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

A change in accounting policy was adopted in 2003/04 whereby 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 previous years only payments incurred in the financial year were shown. The value of grants unpaid at the year end is 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. Sales

There were no sales total in 2011/12 (2010/11 no sales).

3. Donations

Total donations of £5,000 were received in 2011/12 (2010/11: £5,000) and represents grants of £5,000 from the London Archaeologist Magazine.

4. Contribution from City of London Corporation

The City's Finance Committee has approved an annual grant of £5,000 in 2011/12 (2010/11: £5,000).

5. 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 2%, yielding £922 in 2011/12 (2010/11: 1.96%, £861). Income derived from investments in the City of London Corporations charities pool of £7,514 is also included (2010/11: £7,978).

6. Direct Charitable Expenditure

	2011/12 £	2010/11 £
<u>Grant applications approved at the Management Committee on 5 December 2011</u>		
J. Hall: With criminal intent (forgers in Roman London)	3,225	
N. Holder: Publishing the medieval friaries of London	4,165	
J Morris: Animal health in Roman London	3,254	
J Schofield: Medieval and later pottery from New Fresh Wharf	9,880	
J Shepherd: Hall Place, Bexley: WW2 Stop Line and Operation Ultra's radios	624	
R. Thomas: "The bigger the cow" domestic livestock improvement 1300-1800	3,268	
TOTAL	24,416	12,031

7. Other Expenditure

	2011/12 £	2010/11 £
Trustees Remuneration	-	-
Auditors Remuneration	768	540
Secretarial support costs	-	-
Web hosting fee	132	110
Stationery	-	220
TOTAL	900	870

8. Investments

	2011/12 £	2010/11 £
Market Value at 1 April 2011	190,164	182,744
Sale of investments	-	-
Realised gain on sale of investments	-	-
Unrealised Net gain / (loss) on revaluation	5,566	7,420
Market value at 31 March 2012	195,730	190,164
Cost at 31 March 2012	160,448	160,448
Unrealised Investment Gains at 31 March 2012	5,566	7,420

All investments are held in City of London Corporation Charity Pool Units. The Fund held 30,921 units throughout the year.

9. Cash

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

	2011/12 £	2010/11 £
Cash Balance	48,770	53,113

10. Debtors

There is a nil debtor balance as at 31 March 2012 (2010/11 nil).

11. Creditors

The creditor balance as at the 31 March 2012 totals £32,439 (2011: £29,902) and relates to unpaid grants approved at the Management Committee meetings on 5th December 2011 £24,416 and 7th December 2010 £7,363. This balance also includes audit fees of £660 due 2011/12.

12. 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.