CHARITY FUND 1961 (STATIONERS' AND NEWSPAPER MAKERS' COMPANY)

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

Charity Number: 233251

CHARITY FUND 1961 STATIONERS' AND NEWSPAPER MAKERS' COMPANY

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

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REFERENCE AND ADMINISTRATION DETAILS

Governing instrument	Stationers' and Newspaper Makers' Act 1961
Trustees	Mr K H Dewey Mr T Hempenstall Mr N J Stapleton Mr C H McKane Mr R D Brewster Mrs H M K Esmonde Mr N W Steidl Mr D I Allan Mr R M Flather Mr I H Bennett Mrs C M van Tulleken Mr T J Fenwick Mr M W L Randall Professor T J Connell Mrs S M J Pandit The Right Rev'd S G Platten Mr P Wilson Mr M J Woodhead Mr M J James The Rt Hon The Baroness Dean of Thornton-le-Fylde – deceased 13 March 2018 Mr M R Binyon Mr A G Mash Ms M R Sleight Mr P T Ellaway Mr O E Gadsby Mr N Mockett Mr I G H Leggett Ms C A Tullo Mr G J Heanue Mr D Wills – appointed 6 February 2018 Mr J I Drori – appointed 4 December 2018
Principal office	Stationers' Hall Ave Maria Lane London EC4M 7DD
Charity registration number	233251

Independent Examiner	Andrew Broome Haysmacintyre LLP 10 Queen Street Place London EC4R 1AG
Bankers	Child & Co (Royal Bank of Scotland plc) 1 Fleet Street London EC4Y 1BD The Royal Bank of Scotland 280 Bishopsgate London EC2M 4RB
Investment managers	Rathbones 8 Finsbury Circus London EC2M 7AZ

The trustees present their statutory report together with the financial statements of Charity Fund 1961 (Stationers' and Newspaper Makers' Company) for the year ended 31 December 2018.

The financial statements have been prepared in accordance with the accounting policies set out on page 9 of the attached financial statements and comply with the Charity's governing instrument, applicable laws and the requirements of the Statement of Recommended Practice on "Accounting and Reporting by Charities" (SORP 2015).

Structure, governance and management

The charity is governed by The Stationers' and Newspaper Makers' Company Act 1961, and is registered with the Charity Commission under charity number 233251. It is also known by the name The Stationers' Community Fund.

Key Management Personnel

The charity is administered by its connected charity, The Stationers' Foundation, and no charge is made for these services. There were no employees during the year. No Trustees received remuneration or expenses from the charity.

Trustees

The trustees are the members, for the time being, of the Court of The Worshipful Company of Stationers and Newspaper Makers.

The trustees are set out on page 1.

Objectives and activities

The Charity may apply its income to or for any charitable institution or purpose.

The Charity meets its objectives by applying its income to:

- Trade Benevolent Societies and other institutions associated with The Worshipful Company of Stationers and Newspaper Makers; and
- Civic and other appeals, including the Lord Mayor's Appeal.

Grant-making policy

The trustees determine annually, on receipt of the financial statements, the level of individual grants in accordance with the objectives of Charity Fund 1961.

Public benefit

The trustees have considered the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in determining its grant-making policy. The trustees consider that all of the aims and objectives detailed in this report are there in order to benefit the public and that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Achievements and performance

During the year a total of £43,583 (2017 - £23,183) was distributed in varying amounts to 8 recipients (2017 - 10).

Achievements and performance (continued)

During the year the Charity's investments decreased due to market conditions. Total investment income received in the period amounts to £11,157 (2017 - £12,069).

The trustees are satisfied with the performance of the investments and remain satisfied that their investment objectives are being met.

Financial review

A summary of the results for the year can be found on page 7. Net income/(deficit) for the year was £(19,434) (2017 – £46,405). This deficit was caused by the decrease in market value of the investments due to market conditions.

Investment policy

The management of the Charity's investment funds is delegated to professional investment advisers, Rathbones.

The trustees aim to achieve a balance between income and capital growth by regularly reviewing the investments held.

The trustees set the investment policy and the investment advisers make any investment selection within that policy.

Reserves policy

The balance sheet shows total funds of £507,039 (2017 - £526,473) of which £452,091 (2017 - £486,481) are permanent endowment funds, leaving £54,948 (2017 - £39,992) in unrestricted funds.

The trustees' policy is to retain unrestricted reserves (free reserves) equivalent to the following year's budgeted governance costs. The current level of the unrestricted reserves is in excess of the desired level and action will be taken in the current year to reduce the reserves to the desired level.

Risk management

The trustees have examined the major strategic, business and operational risks which the Charity faces. The most significant risk is associated with the Charity's investment portfolio. The Charity has taken a conservative approach on its investments to mitigate risk as far as possible; however an element of risk still remains. Trustees are content that other systems are in place to mitigate general business and operational risk.

The trustees do not believe that there are any other areas of significant risk.

Trustees' responsibilities

The trustees are responsible for preparing the trustees' report and 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 and 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 judgements and estimates that are reasonable and prudent;
- state whether applicable United Kingdom Accounting Standards 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 are sufficient to show and explain the Charity's transactions and 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 Stationers' and Newspaper Makers' Act 1961. 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.

Approved on 14 May 2019 and signed on behalf of the trustees

.....

P T Ellaway, Trustee

CHARITY FUND 1961 STATIONERS' AND NEWSPAPER MAKERS' COMPANY

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

YEAR ENDED 31 DECEMBER 2018

I report on the financial statements of Charity Fund 1961 (Stationers' and Newspaper Makers' Company) for the year ended 31 December 2018, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.
It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statements

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:
(i) to keep accounting records in accordance with section 130 of the 2011 Act; and
(ii) to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Andrew Broome ACA
On behalf of Haysmacintyre LLP
Chartered Accountants
10 Queen Street Place
London EC4R 1AG

CHARITY FUND 1961 STATIONERS' AND NEWSPAPER MAKERS' COMPANY

STATEMENT OF FINANCIAL ACTIVTIES

YEAR ENDED 31 DECEMBER 2018

	Note	Unrestricted Funds £	Permanent Endowment Funds £	Total funds 2018 £	Total funds 2017 £
Income and expenditure					
Income and Endowments from					
Donations and legacies	1	48,407	0	48,407	27,067
Investments	2	11,157	0	11,157	12,069
Total income		59,564	0	59,564	39,136
Expenditure on:					
Raising funds					
Investment management fees		0	0	0	0
Charitable activities					
Grants & related costs	3	44,608	0	44,608	24,363
Total expenditure		44,608	0	44,608	24,363
NET INCOME FOR THE YEAR BEFORE INVESTMENT GAINS/(LOSSES)		14,956	0	14,956	14,773
Net investment gains/(losses)	4		(34,390)	(34,390)	31,632
Net income for the year, including capital gains/(losses)		14,956	(34,390)	(19,434)	46,405
Fund balances bought forward at 1 January		39,992	486,481	526,473	480,068
FUND BALANCES CARRIED FORWARD AT 31 DECEMBER		54,948	452,091	507,039	526,473

The statement of financial activities includes all gains and losses recognised in the year.

All of the charity's activities derived from continuing operations during the above two financial years.

The split of the 2017 figures between funds is shown in note 10.

CHARITY FUND 1961 STATIONERS' AND NEWSPAPER MAKERS' COMPANY

BALANCE SHEET

YEAR ENDED 31 DECEMBER 2018

	Note	2018 £	2018 £	2017 £	2017 £
Fixed assets					
Investments	4		432,776		456,008
Current assets					
Debtors	5	1,571		1,657	
Cash at bank and in hand		73,784		69,738	
		75,355		71,395	
Creditors: amounts falling due within one year	6	(1,092)		(930)	
Net current assets			74,263		70,465
Total net assets			507,039		526,473
The funds of the charity					
Permanent endowment funds	8		452,091		486,481
Unrestricted funds			54,948		39,992
Total funds			507,039		526,473

These financial statements were approved and authorised for issue on 14 May 2019 and signed on their behalf by

.....

P T Ellaway, Trustee

Basis of accounting

The financial statements have been prepared under the historical cost convention with items initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) ('Charities FRS 102 SORP 2015'), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

Critical accounting estimates and areas of judgement

Preparation of the financial statements may require the trustees to make significant judgements and estimates. However, there were no material matters relating to the current or prior years where such judgements or estimates were required.

Going concern

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

This is because as a grant making charity with no long term commitments, future expenditure can be adjusted with changes income.

Income

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Donations are recognised when the charity has confirmation of both the amount and settlement date.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

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

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure (continued)

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, are allocated or apportioned to the applicable expenditure headings. The classification between activities is as follows:

- Expenditure on raising funds includes all expenditure associated with raising funds for the charity. This includes investment management fees.
- Expenditure on charitable activities includes all costs associated with furthering the charitable purposes of the charity through the provision of its charitable activities.

Grants payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the grant and has satisfied all performance conditions. Grants approved but not paid at the end of the financial year are accrued. Grants where the beneficiary has not been informed or has to fulfil performance conditions before the grant is released are not accrued for but are disclosed as financial commitments the note 3 to the financial statements. Support costs and governance costs are allocated to expenditure headings in proportion to direct expenditure.

Investments

Investments are disclosed at their market value at the balance sheet date. Realised and unrealised gains or losses are included in the statement of financial activities.

Debtors

Debtors are recognised at the settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits. Cash placed on deposit for more than one year is disclosed as a fixed asset investment.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt.

Fund accounting

Permanent endowment funds comprise monies which must be held indefinitely as capital. Income therefrom is credited to unrestricted funds and applied for general purposes.

Unrestricted funds represent those monies which are freely available for application towards achieving any charitable purpose that falls within the Charity's objects.

1. DONATIONS AND LEGACIES

	2018 £	2017 £
Donations and gifts	48,349	26,790
Other income	58	277
	48,407	27,067

2. INCOME FROM INVESTMENTS

	2018 £	2017 £
Income from listed investments	11,097	12,042
Interest received	60	27
	11,157	12,069

3. GRANTS & RELATED COSTS

	2018 £	2017 £
St Brides Church	1,000	1,000
Royal Marines	4,983	4,733
St Paul's Cathedral	1,500	1,500
ABF the Soldiers' Charity		1,000
Lord Mayor's Appeal	3,000	3,000
City of London Police Widows and Orphan's fund	750	750
The Sheriffs' & Recorder's fund	350	350
Family Links		-
Grenfell Tower disaster		1,000
Reading Force		-
St Mary Hendon PCC		250
2017 Memory Calendar		-
Friends of Waterlow Park		-
Society of Bookbinders		-
Cookham Literary Festival		-
Haven House Foundation		-
The Hepworth Wakefield – School Prints Project	2,000	
The Stationers' Foundation	30,000	9,600
Total grants	43,583	23,183
Independent examiner's fee	942	924
Other costs	83	256
	44,608	24,363

4. INVESTMENTS

	2018 £	2017 £
Opening market value	455,589	410,874
Additions	11,517	13,083
Disposal proceeds		-
Net gains/(losses)	(34,390)	31,632
Closing market value	432,716	455,589
Cash held in investment managers	60	419
	432,776	456,008
Historical cost as at period end	421,985	410,828

5. DEBTORS

	2018 £	2017 £
Tax recoverable under Gift Aid	1,216	1,208
The Stationers' Foundation	355	169
The Worshipful Company of Stationers & Newspaper Makers	-	280
	1,571	1,657

6. CREDITORS

	2018 £	2017 £
The Worshipful Company of Stationers & Newspaper Makers	150	-
Accruals	942	930
	1,092	930

7. PERMANENT ENDOWMENT FUNDS

	At 1 January	Income	Expenditure	Gains and losses	At 31 December
	£	£	£	£	£
2018					
Stationers' fund	486,481	-	-	(34,390)	452,091
2017					
Stationers' fund	454,849	-	-	31,632	486,481

Stationers' fund

The Stationers' fund comprises an original amount of £25,000 received under the terms of the Stationers' and Newspaper Makers' Company Act 1961 which established the Charity. A further £100,000 was transferred to the Fund in 1977 and additional further funds of £112,212 were raised by the Worshipful Company of Stationers and Newspaper Makers as a result of a joint appeal with the Worshipful Company of Stationers and Newspaper Makers Welfare Fund as part of the 600th anniversary of The Worshipful Company of Stationers and Newspaper Makers.

8. ANALYSIS OF NET ASSETS BETWEEN FUNDS

The net assets of the Charity are analysed as follows:

	Endowment funds	Unrestricted funds	Total 2018
	£	£	£
31 December 2018			
Investments	432,776		432,776
Current assets	19,315	56,040	75,355
Current liabilities		(1,092)	(1,092)
	452,091	54,948	507,039
31 December 2017			
Investments	456,008	-	456,008
Current assets	30,473	40,922	71,395
Current liabilities	-	(930)	(930)
	486,481	39,992	526,473

9. RELATED PARTIES AND CONNECTED CHARITIES

The Stationers' Foundation (registered charity no. 1120963) is a connected charity as its trustees are appointed by the Court of Assistants of the Worshipful Company of Stationers and Newspaper Makers, who are the trustees of Charity Fund 1961 (Stationers' and Newspaper Makers' Company).

During the year, the Charity made a grant to The Stationers' Foundation of £30,000 (2017 - £9,600).

The amounts due from The Stationers' Foundation and The Worshipful Company of Stationers and Newspaper Makers are shown in note 5.

No trustees or key management personnel received remuneration or expenses from the Charity (2017 – none).

9. RELATED PARTIES AND CONNECTED CHARITIES

The Charity has purchased insurance to protect the Charity from any loss arising from the neglect or defaults of its trustees, employees and agents and to indemnify the trustees or other officers against the consequences of any neglect or default on their part

10. 2017 SOFA SHOWING SPLIT BETWEEN FUNDS

	Unrestricted Funds £	Permanent Endowment Funds £	Total funds 2017 £
Income and expenditure			
Income and Endowments from			
Donations and legacies	27,067	0	27,067
Investments	12,069	0	12,069
Total income	39,136	0	39,136
Expenditure on:			
Raising funds			
Investment management fees	0	0	0
Charitable activities			
Grants & related costs	24,363	0	24,363
Total expenditure	24,363	0	24,363
NET INCOME FOR THE YEAR BEFORE INVESTMENT GAINS	14,773	0	14,773
Net investment gains	0	31,632	31,632
Net income for the year, including capital gains	14,773	31,632	46,405
Fund balances bought forward at 1 January	25,219	454,849	480,068
FUND BALANCES CARRIED FORWARD AT 31 DECEMBER	39,992	486,481	526,473