

**Company Registration No: 06496707**

**Charity No: 1123786**

**ARCHITECTURE SANS FRONTIERES - UK**

**(COMPANY LIMITED BY GUARANTEE)**

**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 28 FEBRUARY 2021**

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**COMPANY INFORMATION  
FOR THE YEAR ENDED 28 FEBRUARY 2021**

Chairperson	Melissa Kinnear
Company registration number	06496707
Charity registration number	1123786
Registered office	Impact Hub Islington 27, Dingley Place London EC1V 8BR
Accountant of	Joshua Alton Member of the Institute of Chartered Accountant England and Wales (ICAEW) # 2243593
Independent Examiner	Kunal Amin Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 2677398
Bankers	Santander 2 Triton Square, Regent's Place, London, NW1 3AN

# 1. Structure, governance and management

The directors, who are also trustees, present their report and accounts for the financial year ended 28th February 2021.

The directors of ASF-UK serving during the year and since the year end were as follows:

Melissa Kinnear	Appointed September 2019, Chairperson
Grainne Hassett	Appointed September 2018
Rubbina Karruna	Appointed June 2013
Tahir Khan	Appointed September 2018
Peter Oborn	Appointed September 2018

## 1.1. Governing Document

Architecture Sans Frontières-UK is a registered charity company limited by guarantee, incorporated on 7 February 2008, with a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding one pound (£1.00).

## 1.2 Recruitment and Appointment of Trustees

The company is governed by a Board of Directors who are also trustees for the purposes of charity law. The quorum for the transaction of business by Directors is two. Directors are appointed for a three-year term and are able to stand for re-election.

Recruitment of Directors is by advertisement, ASF-UK newsletters, networking and targeting specific groups to attract a diverse trustee membership with election of new Directors taking place at the AGM or other general meeting.

The board shall from time to time elect from the board of trustees a Chair and may determine for what periods they are respectively to hold office. The chair or joint chair shall be entitled to preside at all meetings of the trustees.

### Trustee's induction and training

After appointment, the new Trustee will be issued with an induction pack, which will include copies of: description of Trustees' roles and duties, lists of fellow trustees, and contact numbers, Memorandum and Articles of Association, followed by an induction meeting with the Chairperson setting out legal obligations under charity and company law, the committee

and decision making process, the strategy plan and recent financial performance of the charity, as set out in the latest published accounts.

Trustees are encouraged to attend appropriate internal and external training, which will facilitate the undertaking of their role.

### **1.3. Risk management**

The Board of Trustees will work with Associates to develop a risk register for the charity which will outline the key risks for both the charity overall and project specific risks. Each risk will be rated, have a risk owner and a risk mitigation strategy.

The risk matrix will be reviewed at each Trustee meeting and Associates will review the risk matrix at least four times a year at appropriate meetings to ensure the risk register is current.

### **1.4. The organisation**

#### **Trustees**

The Trustees are responsible for setting the strategic direction of the organization and policies, staff recruitment and financial management. Trustees are recruited from a variety of professions and backgrounds relevant to the work of the charity. As a minimum they meet quarterly—every Trustee has one vote.

#### **Management Team**

The Management Team has responsibilities for day-to-day operations and activities, fundraising, ensuring the charity delivers the services specified, volunteer supervision and continued development of their skills and working practices in line with good practice.

#### **Related parties**

Our current partners include:

- Architecture Sans Frontières International
- Federation of the Urban and Rural Poor - Sierra Leone
- KU Leuven
- London Festival of Architecture
- Politecnico di Milano
- Refugees Welcome Italia
- Royal Institute of British Architects
- S27 - Art and Education

- Sierra Leone Urban Research Centre
- School of Art, Architecture and Design, London Metropolitan University
- TELCO Citizens
- The Bartlett Development Planning Unit, University College London
- Universität der Künste Berlin

## 2. Objectives of ASF-UK

**ASF-UK is a non-profit organisation that supports communities and practitioners in co-designing more equitable cities.**

Our work centres around three areas:

### **We share knowledge**

We want to ensure that the principles of participatory design and planning for equitable urban development become integral to built environment practice. To do so, we bring together civil society groups, education institutions and professional organisations, and facilitate knowledge sharing through workshops, seminars and the creation of learning resources.

### **We provide socio-technical support**

We aim to assist our partners in affecting change in their own contexts by providing them with specialist design and planning support. To do this, we forge strong relationships with local organisations, work closely with civil society groups and their support networks, and facilitate the engagement of other built environment practitioners and stakeholders.

### **We advocate**

Through our communication and public engagement activities, we aim to influence policy and practice in the built environment by: increasing the visibility of the challenges faced by marginalised urban communities; demonstrating options for equitable urban development; and promoting methodologies for the co-production of more equitable cities.

## 3. Programmes and activities

Our actions are structured into three main programmes: Change by Design, Resilience by Design and Inclusion by Design.

- Change by Design explores participatory design and planning as tools for advancing equity and deepening democracy in cities.
- Resilience by Design utilises participatory methods to build resilience in communities that are most vulnerable to climate change.
- Inclusion by Design asks how built environment practice can contribute to making cities of care, where more people feel welcome in more spaces.

Change by Design, Resilience by Design and Inclusion by Design are supported by—and contribute to—our independent-learning programme Challenging Practice: a course that seeks to enable built environment practitioners to engage reflexively with the challenges of equitable urban development.

### 3.1 Change by Design

Our longest standing programme, **CHANGE BY DESIGN** explores participatory design and planning as tools for advancing equity and deepening democracy in cities. **CHANGE BY DESIGN** initiatives are grounded in partnerships with local stakeholders, and utilise design and planning methods to support communities who have been marginalised, so that they can affect change in the cities where they live.

#### Activities:

**Location:** Freetown, Sierra Leone

**Partners:** Sierra Leone Urban Research Centre (SLURC) with the Federation of the Urban and Rural Poor of Sierra Leone (FEDURP-SL). Supported by University College London, The Bartlett Development Planning Unit; University of Sheffield, School of Architecture and London Metropolitan University, School of Art, Architecture and Design.

**Timeframe:** 2017–ongoing

#### Activity 1: Toolkit for Informal Settlement Profiling

Following the delivery of a set of training and knowledge-sharing activities on informal settlement profiling in 2019 and early 2020, between 2020–2021 ASF-UK has focused on the development of a Toolkit for Informal Settlement Profiling in Freetown. The Toolkit is almost ready for publication and is in the final stages of the editing process, The toolkit and complimenting practical tools will be released in 2021 before the project draws to a close.

#### Activity 2: Sharing knowledge for Community Action Area Planning

Since the end of 2020, ASF-UK has designed and started developing an online knowledge- and capacity-sharing programme focusing on community action planning. The programme uses the neighbourhood of Portee Rokupa as contextual focus and supports SLURC in developing a Community Action Area Plan for the area. This online programme replaces a set of live workshops that ASF-UK was meant to run in Freetown between 2020 and 2021 and were cancelled due to COVID. Since January 2021, Associates have prepared and shared with SLURC a set of simplified tools with written guidance and a series of didactic videos that SLURC can use in their own training and live activities. At the same time ASF-UK has provided remote support for the SLURCs team to be able to appropriate and modify this material so that it suits their and their partners' needs. The work will carry on throughout 2021.

### Activity 3: Toolkit for Community Action Planning

The Toolkit for Community Action Planning is due for completion in 2021 along with the ISP Toolkit. Associates are developing elements of this toolkit while developing the online knowledge- and skills-sharing programme described above.

**Location:** London, UK  
**Partners:** NA  
**Timeframe:** 2016–ongoing

### Activity 1. London Members Forum

Regular organising of ASF-UK Members in London. The forum supported the production of the ongoing Evaluative Research project (below) and the 2020 LFA event, Reclaiming Regeneration: Lessons and tools for a changing London (June 2020). Since the event, the forum evolved away from supporting ASF projects to have a stronger focus on peer learning. In February 2021 the Forum was put on hold while plans for an ASF-wide members forum were drawn up—due to launch in July 2021.

### Activity 2. Evaluative Research Project

The Evaluative Research Project was established to capture learnings from 5 years of ASF-UK projects in London. The aims of the project are to: 1) evaluate and contextualise ASF-UK's work in London to aid strategic planning and improving and positioning our practice; 2) strengthen our advocacy role in London and build/strengthen our partnerships through the public dissemination of our findings; and 3) support future community-practitioner partnerships through shared learning. The final report for the project is due in Summer 2021.



**Location:** London, UK  
**Partners:** The East London Citizens Organisation (TELCO)  
**Timeframe:** 2016–ongoing

Activity 1. Evaluative Research Project

TELCO were engaged during the initial research stage of the Evaluative Research Project described above. Interviews were held with organisers and project participants to evaluate their experience with ASF-UK. The findings will be published in the aforementioned ERP report. Other activities with TELCO have been on hold over the current year while ASF-UK evaluates the partnership and reviews our offer.

**Location:** London, UK  
**Partners:** London Festival of Architecture (LFA)  
**Timeframe:** June 2020

Activity 1. LFA event: Reclaiming Regeneration: Lessons and tools for a changing London,

ASF-UK held an event as part of the London Festival of Architecture to share initial findings from the Evaluative Research Project. Taking a retrospective look beyond our own practice, the event examined partnerships and campaigns from across London to look at the successes and failures of efforts to deliver just and equitable urban change in London, and ask what we can learn from these experiences to help us respond to challenges the city now faces? The event was attended by over 100 people.

### **3.2. Resilience by Design**

**RESILIENCE BY DESIGN** utilises participatory planning and design to build resilience in communities that are most vulnerable to climate change. RESILIENCE BY DESIGN initiatives are grounded in partnerships with local and international organisations, and take a multi-scalar and transdisciplinary approach to questions of environmental change, risk and recovery.

**Activities:**

**Location:** Edinburgh, UK  
**Partners:** TBD  
**Timeframe:** 2021–ongoing

Activity 1. Methodology and partnership development

As of February 2021, ASF-UK is re-examining the Resilience by Design methodology, in view of applying it to the development of Community Climate Action Plans & Local Place Plans with local community groups in Scotland with potential support from Planning Aid Scotland.

### 3.3. Inclusion by Design

**INCLUSION BY DESIGN** asks how built environment practice can contribute to making cities of care, where more people feel welcome in more spaces.

Our most recent programme, INCLUSION BY DESIGN has emerged out of ASF-UK's participation in two pan-European projects titled [DESINC - Designing Inclusion](#) and [DESINC Live - Designing and learning in the context of migration](#). Since 2016, these projects have brought together a range of civil society organisations and higher education institutions to design and test a joint educational offer. The offer takes the lived experiences of migration, displacement and exile as key perspectives to understand how urban spaces can produce or challenge exclusion.

#### Activities:

**Location:** London, UK

**Partners:** Politecnico di Milano (IT, leading partner), UdK Berlin (DE), KU Leuven (BG), London Metropolitan University (UK), Refugees Welcome Italia (IT), S27 (DE)

**Timeframe:** 2019–2022

The following activities are part of the ongoing project *DESINC Live: Designing and learning in the context of migration (2019-2022)*.

#### Activity 1. Design of the educational offer

The setting-up of the educational offer consisted in the design of contents, approaches and methods that would inform the partners' joint learning and teaching activities. This phase of the project included the definition of an evaluation framework, and was meant to be supported by two staff training events in Milan (January 2020) and Berlin (planned May 2020). Due to the pandemic, this second activity was cancelled. In its place, project partners agreed to hold three half-day workshops online between the end of May and the beginning of June 2020, coordinated by University of Sheffield (then London Metropolitan University) and ASF-UK.

ASF-UK supported London Metropolitan University in the production of the final report for this phase of the project known as Intellectual Output One. The report, titled 'Practices of Urban Inclusion, Vol.1: Designing an Experiment in Education' summarises the first phase of

this process, which focused on the co-design of this new experimental course. It can be found here: <https://www.desincline.eu/research-and-outputs/>

ASF-UK has also supported the development of the online learning platforms that will provide key content and communication channels for the course. The Collective Archive can be found here: <https://www.desincline.eu/toolbox-type/topics/>

The Course Prospectus and Learner Journey, which was also produced by ASF-UK with London Met can be found here:

[https://www.desincline.eu/wp-content/uploads/DL-Course-Prospectus\\_Final-220221.pdf](https://www.desincline.eu/wp-content/uploads/DL-Course-Prospectus_Final-220221.pdf)

#### Activity 2. Piloting the educational offer

The next phase of the project known as Intellectual Output Two has involved the testing of the educational offer through a mix of online and live activities and the implementation of an open access Digital Learning & Teaching Toolbox. This began in January 2020 and is ongoing until February 2022. It was significantly delayed due to the pandemic. The pilot involves a mixed group of academic and non-academic trainers, and a cohort of 18 university students and learners, and is conceived within a blended mobility framework. ASF-UK has to select 2 participants who will be funded to participate in this 6-month course which will run from May until October 2021.

### **3.4. Challenging Practice**

Challenging Practice is an independent-learning programme that seeks to enable built environment practitioners to engage reflexively with the challenges of inclusive and sustainable urban development. The course is based on principles of active, dynamic, and action-based learning. Its pedagogical framework is grounded in theories of situated knowledge and reflective practice, and places a strong emphasis on the ethical component of engaged learning.

Challenging Practice is an ASF-International programme coordinated by ASF-UK, and it is RIBA CPD accredited (Core Curriculum).

#### **Activities:**

**Location:** London, UK

**Partners:** ASF-International and Royal Institute of British Architects. Supported by KPF

**Timeframe:** 2012–ongoing

Challenging Practice programme consists of 3 stages: A, B and C.

### Stage A. Learning in Action

Stage A consists of a two-day seminar, open to anyone. This first stage of the programme is designed to enable participants to deepen their understanding of the topics covered by the preparatory readings through scenario-building activities and role-play exercises based on real case studies, where the challenges of intervening are met with the layered realities of different social, cultural, political and economic contexts.

The Challenging Practice team developed and held the first Online CP Stage A seminar in February 2021 (over 3 consecutive Saturdays) with 15 participants and the support of ASF-UK's Expert Affiliate Alexandre Apsan Frediani.

### Stage B. Reflecting in Action

Stage B consists of either a practical internship under the direct supervision of a professional working in the field, or the attendance of a live workshop with an ASF partner organisation. This third stage of the programme offers learners a live immersion into urban reality, to put into practice the concepts, methodologies, skills and techniques acquired in the previous phase of Challenging Practice.

No Stage B workshops were organised this year due to the global pandemic.

### Stage C. Reflecting on Action

Stage C is the final stage of the learning process for the Challenging Practice Course and requires the most self-awareness of all the stages. This stage consists of the development and submission of a personal written, graphic or video essay on a topic of participant's choice and with the support of one of the recommended tutors.

**Location:** N/A

**Partners:** ASF-International, London Metropolitan University

**Timeframe:** 2018–2021

### Activity 1: Curriculum review and redevelopment

Since 2018, ASF-UK has undertaken a review of the theoretical modules that form a core part of Stage A of Challenging Practice. This has involved the introduction of new modules (e.g. focusing on Migration; Community Resilience; and Urban Conflicts) and the revision and update of existing ones. Guest authors include scholars and practitioners connected to the networks of both ASF-UK and ASF-International. Further progress has been made on this and the official launch is planned for July 2021.

As part of this work, the Challenging Practice website has also been updated with an improved structure, user interface and incorporation with the new Whitefuse website. The handbook is to be uploaded onto the new website and submitted to RIBA for the CPD accreditation later in 2021.

## 3.5. Communication and Knowledge Exchange

### Activity 1. Newsletters and email announcements

Newsletters are usually sent out to our members and newsletter subscribers bi-annually using the platform Mailchimp. They include short updates on projects and programmes, any announcements of new additions to the team, sponsorships and opportunities members and our audience can get involved in. This year, we only sent one newsletter out in May 2020. We have focused our efforts to transition away from Mailchimp and have all communication databases on Whitefuse. We now manage all email updates from our new website platform Whitefuse. This was used to remind members to pay their annual membership and we used it to update our mailing list on opportunities, such as the Desinc programme. Our Mailchimp account has been archived, which means we can access our past newsletters and members lists but they are no longer in use.

### Activity 2. Social Media

We have social media accounts on Twitter (2,663 followers—increase of 235), Facebook (2,614 followers—increase of 57), LinkedIn (1,389 followers—increase of 238) and Instagram (948 followers—increase of 328). Any major announcements are published on all 4 outlets. More regular updates, shares and reminders are only published on Twitter.

### Activity 3. Website

We have been working with the platform Whitefuse to develop a new website for the organisation incorporating administrative tasks such as membership subscriptions, events organisation and newsletter publication. This platform will replace Mailchimp as the platform for distribution of the newsletters and email announcements. Preparing the new website has involved liaising with the website development team to coordinate the design and functionality of the website. The website development process is ongoing but now that the administrative framework has been completed, the ASF-UK team is working to update the content of the new website with the aim to launch later in 2021.

## 4. Plans for the Future

**The organisation plans to continue the types of activities outlined above in the forthcoming years subject to satisfactory funding arrangements and course uptake.**

A 12 month strategy and action plan will be developed by Associates at an annual planning meeting following the AGM. Building on activities from the last year, this will focus on the organisation's existing programmes, and three identified priority areas of racial equity, climate equity and health equity.

## 5. Statement of Trustees' Responsibilities

The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the financial activities of the company and of its financial position at the end of that year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on an ongoing concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Public Benefit

The principal objects of the charity during the year are stated in Section 2 of this report. The trustees are aware of the Charity Commission guidance on public benefit reporting as set out in Section 17 Charities Act 2011. The trustees believe that the charity achieves a public benefit as detailed elsewhere in this report.

### Approval

This report was approved by the Board of Directors and Trustees and signed on its behalf by:



**Melissa Kinnear, Chair**

**Date:** 07 / 22 / 2021

## 6. Independent Examiner’s report to the trustees of Architecture Sans Frontières-UK (“the Company”)

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 28 February 2021.

### Responsibilities and basis of report

As the Trustees of the Company (who are also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (‘the 2006 Act’).

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity’s accounts as carried out under section 145 of the Charities Act 2011 (‘the 2011 Act’). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner’s statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a ‘true and fair’ view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Kunal Amin

Membership Body: Institute of Chartered Accountants of England and Wales

Address: 9 Firs Avenue, Colney Hatch Lane, London, N11 3NE

Date: 08 / 11 / 2021



## 7. Statement of Financial Activities

### STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 28 FEBRUARY 2021

	Note	Unrestricted £	2021 Total £	Unrestricted £	2020 Total £
<b>Income from:</b>					
Donations		2,361	<b>2,361</b>	1,096	<b>1,096</b>
Charitable activities:					
Fee Income	3	16,970	<b>16,970</b>	28,299	<b>28,299</b>
<b>Total income</b>		<u>19,331</u>	<u><b>19,331</b></u>	<u>29,395</u>	<u><b>29,395</b></u>
<b>Expenditure on:</b>					
Charitable activities	4	14,049	<b>14,049</b>	18,594	<b>18,594</b>
<b>Total expenditure</b>		<u>14,049</u>	<u><b>14,049</b></u>	<u>18,594</u>	<u><b>18,594</b></u>
<b>Net income / (expenditure) for the year</b>	6	<u>5,282</u>	<u><b>5,282</b></u>	<u>10,801</u>	<u><b>10,801</b></u>
<b>Net movement in funds</b>					
<b>Funds at the start of the year</b>		<u>29,660</u>	<u><b>29,660</b></u>	<u>18,859</u>	<u><b>18,859</b></u>
<b>Funds at the end of the year</b>		<u>34,942</u>	<u><b>34,942</b></u>	<u>29,660</u>	<u><b>29,660</b></u>

## 8. Balance Sheet

### BALANCE SHEET AS AT FEBRUARY 2021

	Note	2021 £	2020 £
Current Assets			
Cash at bank and in hand		28,305	38,270
Accrued income		7,182	-
Total Current Assets		<u>35,487</u>	<u>38,270</u>
Creditors: Amounts falling due within 1 year	5	(544)	(8,610)
Net Current Assets		<u>34,942</u>	<u>29,660</u>
Net Assets		<u><u>34,942</u></u>	<u><u>29,660</u></u>
Funds:			
Unrestricted funds:			
General fund	7, 8	34,942	29,660
Total funds		<u>34,942</u>	<u>29,660</u>

For the financial year ended 28 February 2021, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these financial statements under the requirements of Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The accounts were approved by the Board of Directors and Trustees and signed on its behalf by:



.....  
M Kinnear - Chair

07 / 22 / 2021

Date: .....

## 9. Notes to the Financial Statements

### 1. Accounting Policies

#### 1.1 Basis of Preparation of Financial Statements:

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) issued on 16 July 2014 and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts

#### 1.2 Going Concern

Based on the recent performance and good reserves, the trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Income is the amount receivable derived from grants and other services falling within the company's ordinary activities.

#### 1.3 Income

Donations income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Investment income is recognised when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest or dividends paid or payable by the investment fund manager.

Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

#### 1.4 Funds

Unrestricted funds are those funds which the trustees are free to use in accordance with the charitable objects. Restricted funds are funds which have been given to carry out activities in furtherance of the charity's objectives.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2021 (cont.)**

Any income received that is for specific purposes is credited to Restricted Fund income and is shown separately in the Statement of Financial Activities. Similarly, any expenditure incurred in relation to that income is charged to the Restricted Fund. Charges are levied to the Restricted

Fund in respect of management and administration costs, details of which are shown in the notes of the accounts. Resources expended are recognised in the period in which they are incurred.

**2. Share Capital**

The company has no Share Capital but is limited by guarantee of the members. Membership of the Association is obtained through application to the Trustees. In the event of a winding up, the liability of each member is limited to £1.

**3. Course, Membership and Fee Incomes**

	<b>Unrestricted</b>	<b>2021</b>	2020
	£	£	£
Challenging Practice & Knowledge Exchange seminars	1,854	<b>1,854</b>	1,695
Inclusion by Design	14,365	<b>14,365</b>	7,182
Change by Design Workshops	-	-	8,618
Membership fees	751	<b>751</b>	675
Project consultancy fees & other income	-	-	10,129
<b>TOTAL</b>	<u>16,970</u>	<u><b>16,970</b></u>	<u>28,299</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2021 (cont.)**

**4. Analysis of expenditure**

	<b>Charitable activities</b>	<b>Support costs</b>	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>			
	£	£	£	£
Direct costs	6,928	-	<b>6,928</b>	9,625
Consultants fees	-	1,320	<b>1,320</b>	2,160
Office rent and services	-	538	<b>538</b>	504
Other administration costs	-	5,050	<b>5,050</b>	6,206
Other governance / AGM costs	-	213	<b>213</b>	98
Support costs allocation	7,121	(7,121)	-	-
<b>TOTAL</b>	<u>14,049</u>	<u>-</u>	<u><b>14,049</b></u>	<u>18,594</u>

**5. Creditors: amounts due within 1 year**

	<b>2021</b>	<b>2020</b>
	£	£
Accruals and deferred income	<u>544</u>	<u>8,610</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2021 (cont.)**

**6. Movement in Funds**

	At the start of the year £	Incoming resources £	Resources expended £	At the end of the year £
Unrestricted funds:				
General fund	29,660	19,331	14,049	34,942
<b>Total unrestricted funds</b>	<u>29,660</u>	<u>19,331</u>	<u>14,049</u>	<u>34,942</u>
<b>Total funds</b>	<u><b>29,660</b></u>	<u><b>19,331</b></u>	<u><b>14,049</b></u>	<u><b>34,942</b></u>
Movement in Funds (prior year)				
	At the start of the year £	Incoming resources £	Resources expended £	At the end of the year £
Unrestricted funds:				
General fund	18,859	29,395	18,594	29,660
<b>Total unrestricted funds</b>	<u>21,320</u>	<u>30,489</u>	<u>32,950</u>	<u>18,859</u>
<b>Total funds</b>	<u>21,320</u>	<u>30,489</u>	<u>32,950</u>	<u>18,859</u>

**7. Analysis of net assets between funds**

	<b>Tangible Fixed Assets £</b>	<b>Net Current Assets £</b>	<b>Total 2021 £</b>
Restricted Income Funds	-	-	-
Unrestricted Income Funds	-	34,942	<b>34,942</b>
<b>Total Funds</b>	<u>-</u>	<u>34,942</u>	<u><b>34,942</b></u>
Analysis of net assets between funds			
	Tangible Fixed Assets £	Net Current Assets £	Total 2020 £
Restricted Income Funds	-	-	-
Unrestricted Income Funds	-	29,660	29,660
<b>Total Funds</b>	<u>-</u>	<u>18,859</u>	<u>18,859</u>

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