

Company Registration No: 06496707

Charity No: 1123786

ARCHITECTURE SANS FRONTIERES – UK

(COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 29 FEBRUARY 2020

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**COMPANY INFORMATION
FOR THE YEAR ENDED 29 FEBRUARY 2020**

Chairperson	Melissa Kinnear
Company registration number	06496707
Charity registration number	1123786
Registered office	Impact Hub Islington 27, Dingley Place London EC1V 8BR
Accountant	Joshua Alton Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 2243593
Independent Examiner	Neelan Santhirarajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 1883082
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 29th February 2020.

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

- M Kinnear Appointed October 2019, Chairperson
- G Hassett Appointed October 2018
- R Karruna Appointed July 2013
- T Khan Appointed October 2018
- P Oborn Appointed October 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 programme 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 associate meetings to ensure the risk register is current.

1.4 The organisation

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.

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

Related parties

The charity has long-term relationships with:

- Architecture Sans Frontières-International
- Royal Institute of British Architects CPD
- University College London, The Bartlett Development Planning Unit
- University of Sheffield, School of Architecture
- TELCO (The East London Citizens Organisation)
- Sierra Leone Urban Research Centre

1. Objectives of ASF-UK

ASF-UK is a non-profit design organisation that aims to expand the capacity of urban professionals and communities to participate in the co-production of more equitable cities.

ASF-UK's work centres around three areas:

1. Training and capacity building
2. Socio-technical support
3. Advocacy

Training and Capacity Building

Through our learning programmes, we want to ensure that the principles of the participatory design and planning for equitable and climate resilient urban development become integral to the practice of the practice of architecture and planning. To do so, we bring together civil society groups, universities and professional bodies, and facilitate mutual learning through workshops, seminars, and the creation of learning resources.

Socio-technical support

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

Advocacy

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

2. Programmes and Activities

Our actions are structured into four programmes: Change by Design (CbD), Inclusion by Design (IbD), Resilience by Design (RbD), and Challenging Practice (CP). Change by Design explores participatory design and planning as tools for advancing social justice and deepening democracy in urban processes. Resilience by Design addresses issues of risk, resilience and recovery in the context of global climate change. Inclusion by Design explores the interface between urban design and planning education, and the production of inclusive urban spaces. CbD, RbD and IbD are supported by, and feed into our independent learning programme Challenging Practice – a course that seeks to enable built environment practitioners to engage reflexively with the challenges of equitable and resilient urban development.

3.1 Change by Design

Our longest standing programme, CHANGE BY DESIGN explores participatory design and planning as tools for advancing equality and deepening democracy in urban decision-making processes. CHANGE BY DESIGN initiatives are grounded in strategic partnerships with local stakeholders, and utilise design and planning to support marginalised urban groups, so that they can affect change in the cities where they live.

Activities:

Location: Freetown, Sierra Leone

Partners: Sierra Leone Urban Research Centre. Supported by University College London, The Bartlett Development Planning Unit; the University of Sheffield, School of Architecture.

Timeframe: 2017-ongoing

Activity 1. Workshop B: Co-designing tools and platforms for informal settlement profiles in Freetown.

Cockle Bay and Dworzark, Freetown, July 2019

An international training and capacity building workshop with the overarching aim of co-designing principles, procedures and tools for managing access to data about informal settlements in ways that can contribute towards urban equality in Freetown. The workshop resulted in principles for data access, a portfolio of options for data access and an action plan for the production of specific outputs.

Activity 2. Workshop C: Profiling for Community Action Planning.

Portee-Rokupa, Freetown, February 2020

A training and capacity building workshop delivered that focussed on applying learnings from Workshop B to the profiling process, and looked at community-led informal settlement profiling, data management and communication strategies.

Activity 3. Volunteer Placement: Informal Settlement Profiles Socio-Technical Support

Freetown., February 2020

The five week volunteer placement coincided with Workshop C and was an opportunity for our partners SLURC to receive socio-technical support on data processing and document design of profiling outputs. The placement further supported Workshop C above.

Activity 4. Project Output: Production of Toolkit

2020-ongoing

The findings from Workshop A on data collection (January 2019) and Workshop B. on data visualisation and dissemination (July 2019) are currently being developed into a toolkit for community-based informal settlement profiling. The aim of the toolkit is to provide socio-technical support to our partners SLURC, and other local and international organisations operating in Freetown.

Activity 5. Distanced Technical Support: Production of Settlement Profiles

2020-ongoing

Technical support was given to SLURC beyond Workshop C, to raise capacities of the Sierra Leonean team as well as to assist with the creation of Settlement Profiles for Cockle Bay and Dworzark.

Location: London, UK

Partners: NA

Timeframe: 2016-ongoing

Activity 1. London Members Forum

Regular organising of ASF-UK Members in London. The forum aims to build ASF-UK's organisational capacity in London through relationship building and peer learning with our members. Activities began in January 2020 and have focussed on documenting and evaluating ASF UK's Change by Design work in London since 2014.

Location: London, UK

Partners: The East London Citizens Organisation (TELCO)

Timeframe: 2016-ongoing

Activity 1. Partnership with Thames Ward Community Project (TWCP)

Barking, London, 2018 - present

Ongoing socio-technical support to Thames Ward residents, supporting TWCP in their response to the 10,000 home Barking Riverside development, including the Thames Ward Resident Charter and emerging community-led housing proposal.

Location: Cape Town, South Africa

Partners: Development Action group (DAG). Supported by University College London, The Bartlett Development Planning Unit; the University of Sheffield, School of Architecture; 1-to-1 Agency of Engagement.

Timeframe: 2015-ongoing

Activity 1: Cape Town Small Scale Affordable Housing Toolkit Instructions Booklet

April 2019- April 2020

Advocacy - The development of a booklet that provides a step by step guide for facilitators on how to use the Small Scale Rental Housing Toolkit that was developed through the Cape Town 2018 workshop. The booklet outlines the purpose of the toolkit and further steps on how it could be tested in the field.

Activity 2: Change by Design Cape Town 2018 Workshop Report

April 2019 - Ongoing

Advocacy - The development of a workshop report documenting the events and activities of the Change by Design 2018 workshop - Reimagining urban housing through participatory design in Cape Town that was held between 16th July - 27th July, 2018. The report includes an overview of the workshop aims, methodology and process, along with a summary of the workshop findings.

Activity 3: Film documentation for Challenging Practice

April 2019- April 2020

Filming activities run in parallel with the workshop captured the learning expectations of participants and facilitators. Selected interviews form the basis of two film segments which will support ASF-UK's Cape Town 2018 Challenging Practice (CP) case study - specifically for evaluation of *Context & Impact*.

3.2. Resilience by Design

RESILIENCE BY DESIGN utilises participatory planning and design methods to support those who are most vulnerable to environmental stresses and shocks, particularly in the context of climate change and its unequally distributed effects on the world's population. RESILIENCE BY DESIGN initiatives are grounded in partnerships with local and international organisations, and take a multi-scalar and transdisciplinary approach to questions of risk, resilience and recovery.

Activities

Location: Global

Partners: Global Alliance for Urban Crises

Timeframe: 2019-ongoing

Activity 1. Contribution to GAUC

Joined Alliance in September and part of the newly formed working group "The Built Environment Professionals Constituency" aimed at advancing policy and operational level

engagement for effective, context-specific approaches to addressing vulnerability and risk reduction, preparedness and crisis response in urban context. We participated in two meetings with representatives from a variety of organisations and fields within the built environment. As an outcome of those, ASF contributed to setting up working documents with shared information on processes, current and past events and methodologies.

3.3. Inclusion by Design

INCLUSION BY DESIGN explores the interface between urban design and planning education, and the creation of more inclusive forms of intervention in urban space. 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. Since 2016, these projects have brought together a network of civil society and higher education institutions, to co-produce learning resources that can enable future practitioners to design & plan urban interventions for the inclusion of migrants, refugees and displaced persons.

Activities

Location: Milan, Italy; Sheffield and London, UK

Partners: Politecnico di Milano (IT, leading partner), UdK Berlin (DE), KU Leuven (BG), the University of Sheffield (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. Intellectual Output 1

April 2019-September 2020

Partner development of Intellectual Output 1 – Learning & Teaching in the Context of Migration. This has involved the design of a shared learning programme, and a joint exploration into the tools that will be needed to achieve this.

Activity 2. Short-term Joint Staff Training Event in Milan

Milan, January 2020

ASF-UK co-designed and facilitated a partner's training workshop in Milan with the University of Sheffield. The aim was to start exploring how we could design an educational offer that could be piloted by all the different partners, including charities working with forced migrants and also higher education institutions, and that would meet the needs of very different types of learners, including refugees. A key part of this work has been developing the tools needed to think about the learning journey of the participants.

Activity 3. Project Output: Production of Course Outline

Ongoing

The findings from the Milan Workshop are now being developed by the University of Sheffield with the support of ASF-UK into a document that will summarise the joint educational offer

(including the learning aims and outcomes, target audience, principles and course structure) for all the partners involved.

Location: London, UK
Partners: London Festival of Architecture; KPF
Timeframe: June 2019

Activity 1. LFA event: DESIGNING FOR INCLUSION: Integrating Refugees & Migrants in Cities, London, June 2019

ASF-UK held an event as part of the London Festival of Architecture to launch the final reports of the first Designing Inclusion project (DESINC). It provided a platform for disseminating the findings from the project and to advocate for more inclusive urban practices. The event was hosted at KPF in London on 24 June 2019 and involved a public exhibition followed by presentations from ASF-UK and guest speaker Nishat Awan from the Department of Visual Cultures, Goldsmiths University. The exhibition summarised the DESINC project and materials were distributed to share some of the methods used and outputs created during the project. The documents launched were:

- [Civil Society Organisations in Action: Re-shaping urban planning and design through solidarity in Europe](#)
- [Pedagogies of inclusion Vol.1: A review of spatial design education](#)
- [Pedagogies of inclusion Vol.2: A playbook for spatial design education](#)

The event was attended by approximately 50 people.

Associated project:

Location: Sheffield, UK; Milan, Italy
Partners: Meanwhile Space, University of Sheffield, UK; Politecnico di Milano, Italy
Timeframe: 2019

Activity 1: Studio course: Designing Inclusion in the Meanwhile, Spring 2019

Learning from the DESINC project, in Spring 2019 an ASF-UK Associate led a studio course on the MA in Urban Design at the University of Sheffield. This studio—Designing Inclusion in the Meanwhile—explored how the temporary use of space can become a platform for creating more inclusive, thriving neighbourhoods. The studio drew inspiration from the Designing Inclusion project and was run in collaboration with the Designing Inclusion partners, Politecnico di Milano, Italy. The on-going investigations of the team in the San Siro neighbourhood in Milan acted as a starting point for the studio projects.

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.

This year Stage A seminar was held in January 2020, with 13 participants and the support of ASF-UK's 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 on 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.

The Change by Design Workshop in Freetown, Sierra Leone in July 2019 was an accredited Stage B workshop.

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
Timeframe: 2018-2020

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.

3.5. Communication and Knowledge Exchange

Activity 1. Newsletters and email announcements

Newsletters are 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, the newsletters were sent out in June 2019 and December 2019. In addition to the newsletters, we also use Mailchimp for any specific announcements. This year we promoted this year's international Change by Design Workshop *Co-designing tools and platforms for informal settlement profiles in Freetown, July 2019* and the following Freetown volunteer placement in January 2020. Any emails that concern members only are shared from our email accounts.

Activity 2. Social Media

We have social media accounts on Twitter (2,428 followers), Facebook (2,557 followers), LinkedIn (1,151 followers) and Instagram (620 followers). Any major announcements are published on all 4 outlets, more regular updates and reminders are only published on Twitter.

Activity 3: Website

We have been working with the platform White Fuse to develop the framework for a new website for the organisation. This included 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 framework has been completed, the ASF-UK team are working to update the content of the new website with the aim to launch before the end of the year.

Activity 4. Members Summer Social

We held a summer social in July 2019 which was open to members and friends of ASF-UK. This was an informal set-up which allowed for members to network and discuss upcoming projects. We had around 20 attendees, many of whom have now become active as part of our London Members Forum.

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.

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.

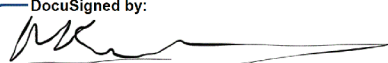
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets 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 1.2 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:

DocuSigned by:

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M Kinnear - Chair

Date: 9/20/2020

6. Independent Examiner's report

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 29 February 2020.

Responsibilities and basis of report

As the charity's 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').

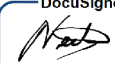
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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.

DocuSigned by:

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9/27/2020
Date.....

Neelan Santhirarajah

7. Statement of Financial Activities

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

FOR THE YEAR ENDED 29 FEBRUARY 2020

	Note	Unrestricted £	2020 Total £	Unrestricted £	2019 Total £
Income from:					
Donations		1,096	1,096	1,821	1,821
Charitable activities:					
Fee Income	3	28,299	28,299	28,669	28,669
Total income		<u>29,395</u>	<u>29,395</u>	<u>30,489</u>	<u>30,489</u>
Expenditure on:					
Charitable activities	4	18,594	18,594	32,950	32,950
Total expenditure		<u>18,594</u>	<u>18,594</u>	<u>32,950</u>	<u>32,950</u>
Net income / (expenditure) for the year	6	10,801	10,801	(2,461)	(2,461)
Net movement in funds					
Funds at the start of the year		<u>18,859</u>	<u>18,859</u>	<u>21,320</u>	<u>21,320</u>
Funds at the end of the year		<u>29,660</u>	<u>29,660</u>	<u>18,859</u>	<u>18,859</u>

8. Balance Sheet

BALANCE SHEET AS AT FEBRUARY 2020


	Note	2020 £	2019 £
Current Assets			
Cash at bank and in hand		38,270	15,438
Accrued income		-	5,571
Total Current Assets		<u>38,270</u>	<u>21,009</u>
Creditors: Amounts falling due within 1 year		<u>(8,610)</u>	<u>(2,150)</u>
Net Current Assets		<u>29,660</u>	<u>18,859</u>
Net Assets		<u>29,660</u>	<u>18,859</u>
Funds:			
Unrestricted funds:			
General fund	7, 8	29,660	18,859
Total funds		<u>29,660</u>	<u>18,859</u>

For the financial year ended 28 February 2020, 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

DocuSigned by:

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M Kinnear - Chair

9/20/2020

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 2020 (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

	Unrestricted £	2020 £	2019 £
Challenging Practice & Knowledge Exchange seminars	1,695	1,695	4,278
Inclusion by Design	7,182	7,182	0
Change by Design Workshops	8,618	8,618	11,906
Membership fees	675	675	573
Project consultancy fees & other income	10,129	10,129	11,911
TOTAL	28,299	28,299	28,669

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2020 (cont.)

4. Analysis of expenditure

	Charitable activities	Support costs	2020	2019
	Unrestricted		£	£
Direct costs	9,625	-	9,625	13,235
Consultants fees	-	2,160	2,160	10,872
Office rent and services	-	504	504	491
Accountancy fees	-	-	-	1,200
Other administration costs	-	6,206	6,206	5,935
Other governance / AGM costs	-	98	98	239
Independent examiner's fee	-	-	-	978
Support costs allocation	<u>8,969</u>	<u>(8,969)</u>	<u>-</u>	<u>-</u>
TOTAL	<u>18,594</u>	<u>-</u>	<u>18,594</u>	<u>32,950</u>

5. Net income / (expenditure) for the year

	2020	2019
	£	£
Net income / (expenditure) for the year is stated after charging:		
Independent Examiner's remuneration:		
- Independent examination	<u>-</u>	<u>978</u>

6. Creditors: amounts due within 1 year

6. Creditors amounts due within 1 year

	2020	2019
	£	£
Accruals and deferred income	<u>8,610</u>	<u>2,150</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 28 FEBRUARY 2020 (cont.)

7. Movement in Funds

	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
Total unrestricted funds	<u>18,859</u>	<u>29,395</u>	<u>18,594</u>	<u>29,660</u>
Total funds	<u>18,859</u>	<u>29,395</u>	<u>18,594</u>	<u>29,660</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	21,320	30,489	32,950	18,859
Total unrestricted funds	<u>21,320</u>	<u>30,489</u>	<u>32,950</u>	<u>18,859</u>
Total funds	<u>21,320</u>	<u>30,489</u>	<u>32,950</u>	<u>18,859</u>

8. Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Total 2020 £
Restricted Income Funds	-	-	-
Unrestricted Income Funds	-	29,660	29,660
Total Funds	<u>-</u>	<u>29,660</u>	<u>29,660</u>

Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Total 2019 £
Restricted Income Funds	-	-	-
Unrestricted Income Funds	-	18,859	18,859
Total Funds	<u>-</u>	<u>18,859</u>	<u>18,859</u>