

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2019
for
West Yorkshire Society of Architects



**Contents of the Financial Statements
for the Year Ended 31 December 2019**

	Page
Charity Information	1
Report of the Trustees	2
Statement of Financial Activities (incorporating Income and Expenditure Account)	4
Balance Sheet	5
Notes to the Financial Statements	6
Accountants' Report	8

**Charity Information
for the Year Ended 31 December 2019**

TRUSTEES/DIRECTORS:

M Larham (President)
P Jackman (Hon Secretary, Past President)
DJ Smith (Director, Membership Representative)
T Robbins (Hon Treasurer)
JF Howes (Hon Secretary)
J Thorp (Hon Librarian)
G Bareham (President-Elect, Awards Director)
T Dean (Director)

MEMBERS:

R Shaw
J Mate
R Donnelly
D Millard
J Millard
C Ionita
D Lumb
S Calvert
K Drummond-Brassington
J Orrell
R Machell
I Curry
B Davies
S Dixon
B Pipkin
P White

HONORARY MEMBERS:

C Mason-Jones

REGISTERED OFFICE:

c/o Airedale Architects Ltd
5a Chapel Lane
Bingley
BD16 2NG

COMPANY REGISTERED NUMBER:

00021805 (England and Wales)

CHARITY NUMBER:

1177816

ACCOUNTANTS:

Malcolm Jones & Co LLP
Accountants and Business Advisors
West Hill House
Allerton Hill
Chapel Allerton
Leeds
West Yorkshire
LS7 3QB

**Report of the Trustees
for the Year Ended 31 December 2019**

The trustees present their annual report together with the financial statements of the company for the year ended 31 December 2019, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Structure, Governance & Management

The West Yorkshire Society of Architects is a charity and a private company limited by guarantee (company number 21805). Its governing documents are the Memorandum and Articles of Association.

The trustees are treated as directors for Companies House purposes.

The Society is governed by the Board of Trustees which meets at various times during the year. Its role is to confirm the strategy and set the direction of the Society. It is responsible for monitoring achievements and actual outcomes against its planned objectives.

The Board of Trustees is elected annually by the Members present at the Annual General Meeting (AGM). New trustees are recruited through word of mouth and appointed only until the next following AGM, when they shall be eligible for re-election.

The trustees/directors who have held office during the whole of the period from 1 January 2019 to the date of this report are as follows:

M Larham (President)
P Jackman (Honorary Secretary, Past President)
DJ Smith (Director, Membership Representative)
T Robbins (Hon Treasurer)
JF Howes (Hon Secretary)
J Thorp (Hon Librarian)
G Bareham (President-Elect, Hon Editor)

Other changes in Trustees/Directors holding office are as follows:

T Dean (Director) – Appointed - 03.05.2019

Objectives & Activities

The objectives of the Society are:

The advancement of education in art, science and practice of architecture within the county of Yorkshire for the public benefit, in particular but not exclusively through:

- a) Awarding financial prizes, bursaries and other awards to those studying architecture.
- b) Organising, running and funding architectural workshops, competitions and exhibitions.
- c) In such other ways as the trustees in their absolute discretion shall determine.

Aims, objectives and activities are reviewed annually to ensure they remain focused on our principal objectives. We have referred to the Charity Commission's general guidance on public benefit when undertaking this review process.

Risk Assessments

The Trustees examine the major risks that the charity faces each quarter when considering their plans and annual budgets. The charity has contracts in place to control these risks and mitigate any impact they may have on the charity's future.

Financial Review

Incoming resources for the year amounted to £22,522. Total resources expended in the year decreased by £3,160 to £12,166. This means there were net incoming resources in the year of £10,356, with total unrestricted funds carried forward increasing to £496,978.

Reserves Policy

The charity's policy on reserves is to ensure that sufficient unrestricted funds are maintained to enable the charity to continue in the event that there is an unpredicted and/or significant drop in the income levels. The trustees consider that the current level of general reserves meet the requirements of this policy.

**Report of the Trustees
for the Year Ended 31 December 2019**

Statement of Responsibilities of the Trustees/Directors

The charity trustees (who are also the directors for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

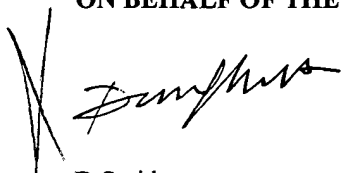
Company law requires that the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure for the financial year. In preparing the financial statements, the members of the management committee are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements 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 a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees/directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and 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.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The trustees also confirm that they have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance on public benefit published by the Charity Commission.

ON BEHALF OF THE TRUSTEES:



D Smith

Dated: 1 September 2020

Statement of Financial Activities
(Including Income and Expenditure Account)
for the Year Ended 31 December 2019
(All funds are unrestricted)

		31.12.19 £	31.12.18 £
	Notes		
Income			
Rents received		22,500	22,500
Bank deposit account interest		22	14
		<hr/>	<hr/>
Total Incoming Resources		22,522	22,514
		<hr/>	<hr/>
 Expenditure			
Room hire		1,342	2,159
Funding Bedford Travelling Scholarship costs		5,000	2,000
Insurance		195	49
Sundry expenses		378	194
Sponsorship		4,081	9,300
Sketching award		-	100
Accountancy		1,038	996
Legal fees		132	528
		<hr/>	<hr/>
Total Resources Expended		12,166	15,326
		<hr/>	<hr/>
 Net Incoming Resources for the year		10,356	7,188
Total Unrestricted Funds brought forward	5	486,622	479,434
		<hr/>	<hr/>
Total Unrestricted Funds carried forward	5	496,978	486,622
		<hr/>	<hr/>

Balance Sheet
31 December 2019

	Notes	31.12.18 £	£	31.12.18 £	£
FIXED ASSETS					
Tangible assets	2		414,290		414,290
CURRENT ASSETS					
Stocks		15		15	
Debtors	3	-		5,625	
Prepayments		186		119	
Cash at bank		<u>83,519</u>		<u>67,575</u>	
		83,720		73,334	
CREDITORS					
Amounts falling due within one year	4	<u>1,032</u>		<u>1,002</u>	
NET CURRENT ASSETS			<u>82,688</u>		<u>72,332</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>496,978</u>		<u>486,622</u>
FUNDS					
Unrestricted funds	5		<u>496,978</u>		<u>486,622</u>

The charity is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2019.

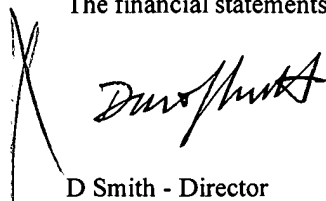
The members have not required the charity to obtain an audit of its financial statements for the year ended 31 December 2019 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- (a) ensuring that the charity keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charity.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Directors on 1 September 2020 and were signed on its behalf by:


D Smith - Director

**Notes to the Financial Statements
for the Year Ended 31 December 2019**

1. ACCOUNTING POLICIES

Basis of Preparation

The financial statements have been prepared in accordance with the '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 SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Companies Act 2006 and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The charity has availed itself of paragraph 3(3) of Schedule 4 of the Companies Act formats to reflect the special nature of the company's activities.

Preparation of the accounts on a going concern basis

The trustees consider there are no material uncertainties about the charity's ability to continue.

Company and Charitable Status

The West Yorkshire Society of Architects is a company limited by guarantee, the liability of each member of the company not exceeding £1, and a charity. The company is registered in England. Its Registered Office Address can be found on the Charity Information page.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the charity qualifies as a small company.

Fund Accounting

Funds held by the charity are all unrestricted funds, which are funds that can be used in accordance with the charitable objects at the discretion of the trustees.

Incoming Resources

Incoming resources comprise all incoming resources becoming available to the company during the year and includes income from all sources regardless of its source or of the purpose to which it is applied.

All income is reported gross with no setting off of costs or expenses.

Resources Expended

All expenditure is accounted for on an accruals basis.

Tangible Fixed Assets

Tangible fixed assets are capitalised at cost including any incidental expenses of acquisition.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and equipment - 15% on cost

Notes to the Financial Statements - continued
for the Year Ended 31 December 2019

2. TANGIBLE FIXED ASSETS

	Freehold land and buildings £	Plant and machinery etc £	Total £
COST OR VALUATION			
At 1 January 2019			
and 31 December 2019	<u>414,290</u>	<u>4,402</u>	<u>418,692</u>
DEPRECIATION			
At 1 January 2019			
and 31 December 2019	<u>-</u>	<u>4,402</u>	<u>4,402</u>
NET BOOK VALUE			
At 31 December 2019	<u>414,290</u>	<u>-</u>	<u>414,290</u>
At 31 December 2018	<u>414,290</u>	<u>-</u>	<u>414,290</u>

The freehold land and buildings were revalued in 2005. If they had not been revalued, they would be included at their cost price of £99,918.

3. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19 £	31.12.18 £
Other debtors	<u>-</u>	<u>5,625</u>

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.19 £	31.12.18 £
Other creditors	<u>1,032</u>	<u>1,002</u>

5. RECONCILIATION OF MOVEMENT IN FUNDS

	31.12.19	31.12.18
Surplus for the financial year	10,356	7,188
Opening funds	<u>486,622</u>	<u>479,434</u>
Closing funds	<u>496,978</u>	<u>486,622</u>
Realised funds	182,606	172,250
Unrealised funds	<u>314,372</u>	<u>314,372</u>
	<u>496,978</u>	<u>486,622</u>

6. RELATED PARTIES

The Trustees of the Society are considered to be related parties as defined by Financial Reporting Standard 8.

No disclosures arise in respect of transactions with Trustees and no Trustees received remuneration or expenses from the Society during the year ended 31 December 2019.

**Accountants' Report to the Board of Trustees
on the Unaudited Financial Statements of
West Yorkshire Society of Architects**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of West Yorkshire Society of Architects for the year ended 31 December 2019 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the charity's accounting records and from information and explanations you have given us.

This report is made solely to the Board of Trustees of West Yorkshire Society of Architects, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of West Yorkshire Society of Architects and state those matters that we have agreed to state to the Board of Trustees, as a body. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Trustees, as a body, for our work or for this report.

It is your duty to ensure that the charity has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit or loss of West Yorkshire Society of Architects. You consider that the charity is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of West Yorkshire Society of Architects. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Malcolm Jones & Co LLP
Accountants and Business Advisors
West Hill House
Allerton Hill
Chapel Allerton
Leeds
West Yorkshire
LS7 3QB

1 September 2020