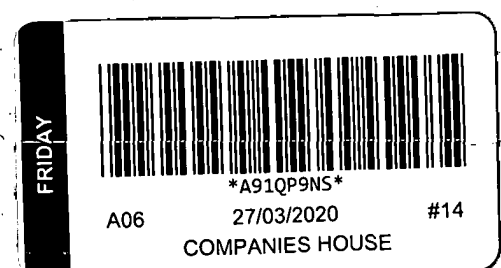


Company number: 3970365

Charity number: 1090745

ICA:UK

Report and financial statements
For the year ended 30th June 2019



ICA:UK

Reference and administrative information for the year ended 30th June 2019

Company number 3970365

Charity number 1090745

Registered office and operational address 41 Old Birley Street, Manchester, M15 5RF

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Nick Drew Chair and Secretary

Barbara Ridhiwani Treasurer

Savita Custead

John Cornwell (resigned 1 January 2019)

Key management Jonathan Dudding Director

personnel Clare Vermes Administrator

Alice Blackwell ToP Training Coordinator (from April 2019)

Bankers Unity Trust Bank

Nine Brindleyplace, Birmingham, B1 2HB

Independent Christy Lau FCCA CTA DChA, Slade & Cooper Limited

Examiner Greenfish Resource Centre, 46-50 Oldham St, Manchester, M4 1LE

Trustees' annual report
for the year ended 30th June 2019

The trustees present their report and the unaudited financial statements for the year ended 30th June 2019. Included within the trustees' report is the directors' report as required by company law.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Objectives and activities

Our charitable objects are:

1. advancing the education of the public in the UK and in any part of the world in matters relating to the relief of poverty and distress; and
2. the relief of need, hardship and distress in any part of the world; and
3. advancing the education of the public in the United Kingdom and in any part of the world, but without limitation to the generality of the foregoing, in effective communication and facilitation skills and participatory methods to enable individuals to participate more effectively in societies, communities and organisations.

In line with these objectives, ICA:UK works nationally and internationally with individuals, communities and organisations to engender a culture of participation.

For us, **a culture of participation** is characterised by:

- People's voices being heard, differences in people and ideas being both respected and valued, meaningful conversations being held, and plans being informed by different perspectives and owned more widely. Rights are upheld, teamwork is valued.
- Informed choice of the appropriate level of participation in any given situation
- The concept being applied at different levels- whether it is the team leader looking to build their team, the chief executive seeking to improve workplace wellbeing, the local authority wanting more meaningful involvement of the community or service users, the membership director wanting to engage with their members more effectively

In order to maximise ICA:UK's contribution to developing and sustaining a culture of participation we focus our activities on:

- a) Reflecting and practicing our values (see box below) in our structure and our work
- b) Designing and delivering training to develop skills and knowledge for effective use of facilitation methods and skills
- c) Informing and encouraging the behaviours and attitudes which recognise and value participation amongst the wider public
- d) Working in partnership with others to promote participatory practice into new geographical areas, to deliver new products, to adapt and apply effective methods into different sectors of work

ICA:UK
Trustees' annual report
for the year ended 30th June 2019

ICA:UK's values

Shared responsibility- by fostering individual and collective responsibility, trust and honesty to create a sense of belonging

Constant learning- by asking questions of ourselves and of others

Wholeness- by respecting the diversity and uniqueness of individuals and communities, encompassing mind, body and spirit

Making a difference- by making a contribution as part of our individual life journeys and enabling others to do the same

A global perspective- by maintaining a global and historical perspective to provide a context for our actions at the local, national and international levels

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report the success of each key activity and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

Achievements and performance

The financial year to 30 June 2019 was characterised by a broadly stable financial position, which allowed the Trustees to take some key decisions around investing in the organisation's activities and planning for the future.

The organisation's activity was led by the priorities first set out at the AGM and conference in February 2017:

- Promoting citizen activism
- Pursuing partnerships with value-aligned organisations
- Demonstrating the impact of the facilitation approach

The core activity of the organisation, and its main source of income, remained training and consultancy work with public, private and voluntary sector clients, focussing primarily on facilitation approaches. The Technology of Participation (ToP) training programme was at the heart of this work, with workshops being undertaken on a private consultancy and public course basis, delivered by ICA:UK and its training Associates. In 2018-19 ICA:UK delivered 20 public courses (14 during 17-18) in Manchester, London, Edinburgh, Birmingham, Brussels and Dublin, with a total of 187 participants. Training was also delivered in Warsaw, Vienna and Geneva. Clients for "In-house work" during the year included The Sage Gateshead, The Malaria Consortium, The Open University, Light for the World, Caux Scholars and Wikimedia.

ICA:UK

Trustees' annual report

for the year ended 30th June 2019

During the year a pilot was undertaken of a low-cost/subsidised course model for facilitation training, in line with the overall mission of the organisation to promote a just and sustainable world for all, enabling a wider range of organisations and community groups (who might not otherwise be able to afford to pay for courses on a commercial basis) to take advantage of our tools and methods in their work. An initial pilot was undertaken with grass-roots groups in Cardiff by an ICA:UK associate, which the Board committed the funding as part of our commitment to citizen activism. The Trustees also made decisions around investing in the development of the training programme and in reviewing the organisation's relationship with its training Associates (see below).

One of the main additional investments undertaken in the year was the recruitment of a new part-time member of staff, Alice Blackwell, to the role of ToP Training Co-ordinator. This role was intended to encompass the organisation, promotion and development of the ToP programme, liaison with ToP Trainers and other co-ordination and administrative tasks, freeing up the Director's time for more strategic and international work.

During the course of the year, the Board also undertook a major piece of work on reviewing the structure of ICA:UK, prompted by previous conversations at the AGMs in 2017 and 2018. It was decided to consider introducing a "Core Group" of key individuals whose values were aligned to those of ICA:UK, who could take a larger role in the strategic planning and project development on behalf of the organisation. The development of the terms of reference was ongoing during the year in question. It is the intention of the Trustees that the Group should have a small budget for use in the development of new projects and courses, to promote new activity which furthers the mission, values and strategic aims of the organisations.

As part of this overall review, the Director met with ICA:UK associates to review the "Trainer's Journey" and to agree a new licencing framework for use when independent associates deliver ICA:UK products on behalf of the organisation. Both of these activities were successfully completed during the year.

During the year, ICA:UK was pleased to secure a major contract with Wikimedia for a programme of virtual (on-line) facilitated meetings for their nine Working Groups. As the work developed it also became clear that some face-to-face facilitated events would also be needed. The work was undertaken mostly by ICA:UK associates and was a significant organisational challenge, representing the biggest single contract which ICA has undertaken for an external client in some years. The Trustees were kept informed at every stage of the development and delivery of the project, and project finances were carefully scrutinised, to ensure that cashflow was managed appropriately.

A significant programme of work was undertaken to renew the organisation's website, to make it more informative and engaging, and to put in place more effective online course-booking tools to promote sales.

Working internationally is an important part of the mission of ICA:UK, particularly working with other ICA branches and affiliates abroad. ICA:UK secured a two-year, £50,000 grant from the Department for International Development (the organisation's first such grant for some years) to fund a project working with farmers in Uganda, supporting them in developing the sustainability of their farming practices.

Other international projects were also undertaken in Kenya, Benin and Uganda, in partnership with local ICA organisations. The piece of work done in Kenya was a review of the impact of the use of facilitation methods by ICA there over more than 20 years, and the ICA:UK Board was pleased to fund this using monies set aside for the Village Volunteers scheme.

The Board continued its previous practice of meeting regularly via an online platform, thus minimising costs and enabling all Trustees to engage fully without logistical difficulty. During the year a Trustee, John Cornwell, resigned. The Board remained functional in terms of its required decision-making

ICA:UK

Trustees' annual report

for the year ended 30th June 2019

quorum, however the Trustees committed to prioritising Trustee recruitment, and initiated a number of discussions with individuals.

The Trustees are hugely grateful, as ever, to the dedicated team of staff who have contributed so much to the success of ICA:UK during this most recent year, and have ensured that the organisation can have an impact which far exceeds its physical size.

Beneficiaries of our services

Over this year ICA:UK has benefitted 4 different groups of people:

- a) For the c.200 people who attend our courses (both public and in-house) we receive consistently high levels of feedback, with participants stating how they have benefitted from the training with increased facilitation skills, greater confidence in working with others, and practical tools for helping them solve issues they face in their work.
- b) We also receive anecdotal evidence of our impact on the people (c. 500 secondary beneficiaries) who we do not train directly, but who have been reached by those we did train and who benefit from improved meetings, deeper participation and wider involvement
- c) Our work with our partner organisations in Europe and Africa (approx 12 organisations) and with organisational clients in the UK (approx 6 organisations), has led to them being able to strengthen their own programmes and organisations, and so reach their target groups more effectively
- d) In addition to external actors, ICA:UK has an ongoing programme of developing its network of Associates (approx 20 people) who benefit from income-generating opportunities, from opportunities for professional development, from being part of a community of practice and being able to learn and share with each other

Financial review

The trustees are pleased to report that ICA:UK's financial position remains largely unchanged with reserves slightly decreased from £51,950 at end June 2018 to £49,270 at end June 2019. Reserves were £48,415 at end June 2017, and year end cash holdings have also been at similar levels (around £50,000) for several years, so it seems fair to say the organisation's finances are stable. This gives us an important base for future planning, and offers options for making further investments.

There has been an increase in turnover, to £133k in 2018/19 from £95k in 2017/18 (£84k in 2016/17, £117k in 2015/16). This £40,000 increase is due to a significant piece of facilitation / consultancy / strategy development work which began in December 2018, for The Wikimedia Foundation, a USA-based charity that manages Wikipedia the online encyclopedia, and works with teams based around the world including in Europe. The work was delivered in large part by ICA Associates on a contract basis, and explains most of the increase in Associate fees (including reimbursed travel expenses) seen in Note 5. The Wikimedia work was completed in November 2019.

A significant financial and strategic decision during the year was the recruitment of an additional member of staff (part-time), a co-ordinator for the ToP (Technology of Participation) programme, who came into post early in April. It is hoped this post will help enable on-going growth of the ToP training programme.

ICA Benin was given a £2,800 grant by ICA:UK during 2018/19, to enable two French ToP facilitators to deliver training in ToP methodology in the French language. The project went well and it is hoped further joint working may follow.

ICA:UK
Trustees' annual report
for the year ended 30th June 2019

During 2018-19 ICA-UK put together a bid for a grant from DFID (UK government Department for International Development) for a partner organisation in Uganda called the Sustainable Neighbourhood Foundation (SNF). The success of the bid was also dependent on a governance checking process undertaken by DFID on ICA:UK, so that the project could get underway from the beginning of financial year 2019/20. ICA-UK has managed a number of similar grants for DFID with African partners in the past but this is the first for several years.

Reserves policy

The Trustees regard the equivalent of 4 months of operational expenses as a reasonable level of Reserves. Our core costs currently run at a monthly equivalent of c. £4,000, so the current unrestricted reserve of £49,270 comfortably meets this requirement. The balance is available for appropriate investments to support the organisation's purpose and future direction.

Plans for the future

Building on the current stability of the training programme, boosted by an additional member of staff (ToP Training Coordinator), we will focus on its future sustainability by expanding and diversifying our offer. We will carry out further exploratory work with different forms of support for citizen activists and begin to research possible funding for taking the initiative to scale. Our ongoing support for aligned organisations in Europe and Africa will continue and we envisage a number of further developments in 2019-20, particularly in regards to the spreading of the ToP methodology.

We will continue to develop our structure and processes to support these activities. We expect to strengthen our Board with the recruitment of new Trustees, and will continue to involve our Associates in delivering our work and influencing the direction of the organisation.

Structure, governance and management

ICA:UK is a charitable company limited by guarantee, was incorporated on 11th April 2000 by Trustees of the pre-existing Institute of Cultural Affairs Development Trust (charity no. 293086, registered 1985). It commenced operations on February 15th 2001, and registration as a charity was completed on February 21st 2002. ICA Development Trust subsequently wound itself up in 2003.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 30th June 2019 was 15 (2018: 11). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

The recruitment process for Trustees begins with the dissemination of a call for applications both within and beyond the ICA:UK network. Expressions of interest are invited and usually followed by an informal discussion between an existing Trustee and the prospective candidate. More formal interviews may also take place. Names of prospective trustees are then put forward to the Annual General Meeting where the members present vote on whether they should join the Board or not. All trustees give their time voluntarily

ICA:UK

Trustees' annual report

for the year ended 30th June 2019

and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in Note 9 to the accounts.

Related parties and relationships with other organisations

ICA:UK is a member of the following:

1. Bond: The British Overseas NGOs in Development
2. ICAI: The Institute of Cultural Affairs International
3. NCVO: The National Council for Voluntary Organisations
4. Work for Change: the workplace cooperative where ICA:UK's office is located in Manchester

Also, ICA:UK regularly works with / links with the following:

- A. IAF: the International Association of Facilitators
- B. iNetwork: a network supporting public and voluntary sector organisations particularly in the North West of England

Remuneration policy for key management personnel

It is the intention of the ICA:UK Board to establish salaries on a recognised payscale when resources allow. In line with this commitment, salaries are reviewed from time to time, normally after taking advice from an external HR specialist. The charity also meets its legal obligations in regards the Government initiative on stakeholder pensions. All employees have signed up for the scheme.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that arrangements are in place to mitigate our exposure to the major risks.

ICA:UK

Trustees' annual report

for the year ended 30th June 2019

Statement of responsibilities of the trustees

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

Company law 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

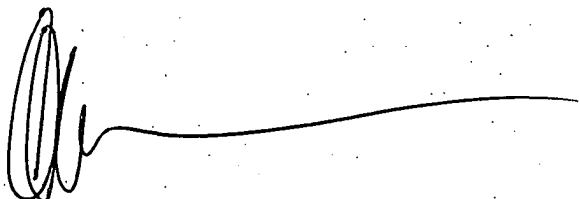
- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The trustees' annual report has been approved by the trustees on 1/2/20 and signed on their behalf by



Nick Drew

Chair

Independent Examiner's report to the trustees of ICA:UK

I report to the charity trustees on my examination of the accounts of the company for the year ended 30th June 2019 which are set out on pages 10 to 22.

Responsibilities and basis of report

As the charity trustees of the company (and 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 company'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 in any material respect:

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.

Christy Lau FCCA CTA DChA
Slade & Cooper Ltd.
Chartered Certified Accountants
Green Fish Resource Centre
46-50 Oldham Street
Manchester
M4 1LE

Date

24th March 2020

ICA:UK
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 30 June 2019

	Note	Unrestricted funds £	Restricted funds £	Total funds 2019 £	Total funds 2018 £
Income from:					
Donations and legacies	3	2,879		2,879	5,230
Charitable activities	4	129,853	-	129,853	89,467
Total income		132,732	-	132,732	94,697
Expenditure on:					
Charitable activities	5	135,412	-	135,412	91,162
Total expenditure		135,412	-	135,412	91,162
Net income/(expenditure) for the year	7	(2,680)	-	(2,680)	3,535
Net movement in funds for the year		(2,680)	-	(2,680)	3,535
Reconciliation of funds					
Total funds brought forward		51,950	-	51,950	48,415
Total funds carried forward		49,270	-	49,270	51,950

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

ICA:UK
Company number 3970365
Balance sheet as at 30 June 2019

	Note	2019	2018
		£	£
Current assets			
Stock		435	451
Debtors	12	24,824	11,944
Cash at bank and in hand		52,526	49,572
Total current assets		77,785	61,967
Liabilities			
Creditors: amounts falling due in less than one year	14	(28,515)	(10,017)
Net current assets		49,270	51,950
Total assets less current liabilities		49,270	51,950
Net assets		49,270	51,950
The funds of the charity:			
Unrestricted income funds	15	49,270	51,950
Total charity funds		49,270	51,950

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

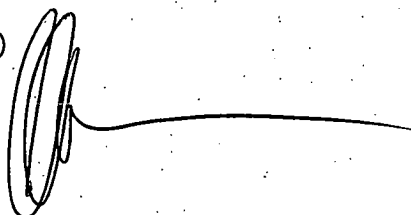
- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts are prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes on pages 13 to 22 form part of these accounts.

Approved by the trustees on 1/2/20 and signed on their behalf by:

Nick Drew (Chair)



ICA:UK
Statement of Cash Flows
for the year ending 30 June 2019

	Note	2019 £	2018 £
Cash provided by/(used in) operating activities			
Net income/(expenditure) for the year		(2,680)	3,535
Adjustments for:			
Decrease/(increase) in stock		16	(316)
Decrease/(increase) in debtors		(12,880)	2,879
Increase/(decrease) in creditors		18,498	728
		<hr/>	<hr/>
Net cash provided by/(used in) operating		2,954	6,826
		<hr/>	<hr/>
Increase/(decrease) in cash and cash equivalents in the year		2,954	6,826
Cash and cash equivalents at the beginning of the year		49,572	42,746
		<hr/>	<hr/>
Cash and cash equivalents at the end of the year		52,526	49,572
		<hr/> <hr/>	<hr/> <hr/>

Notes to the accounts for the year ended 30 June 2019

1 Accounting policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a Basis of preparation

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 (as updated through Update Bulletin 1 published on 2 February 2016) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

ICA:UK meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

b Preparation of the accounts on a going concern basis

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

There are no key judgments which the trustees have made which have a significant effect on the accounts.

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 amount of assets and liabilities within the next reporting period.

Notes to the accounts for the year ended 30 June 2019 (continued)

c Income

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

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of a provision of a specified service is deferred until the criteria for income recognition are met.

d Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised; refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e Interest receivable

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.

Notes to the accounts for the year ended 30 June 2019 (continued)

f Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

g Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

h Tangible fixed assets

Individual fixed assets costing £1,000 or more are capitalised at cost and are depreciated over their estimated useful economic lives. There are currently no fixed assets.

Notes to the accounts for the year ended 30 June 2019 (continued)

i Stock

Stock is included at the lower of cost or net realisable value. In general, cost is determined on a first in, first out basis. Net realisable value is the price at which stocks can be sold in the normal course of business after allowing for the costs of realisation. Provision is made where necessary for obsolete, slow moving, and defective stocks. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

j Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

k Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

l Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

m Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

n Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity's contribution is restricted to the contributions disclosed in note 8. There were £nil outstanding contributions at the year end (2018: £nil).

Notes to the accounts for the year ended 30 June 2019 (continued)

2 Legal status of the charity

The charity is a company limited by guarantee registered in England and Wales and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office address is disclosed on page 1.

3 Income from donations and legacies

	Total 2019 £	Total 2018 £
Donations	2,879	5,230
Total	2,879	5,230

All donations and legacies income is unrestricted.

4 Income from charitable activities

	Unrestricted £	Restricted £	Total 2019 £
Fees and other income			
Fees	114,599	-	114,599
Membership subscriptions	242	-	242
Sales of goods & services	15,012	-	15,012
Total	129,853	-	129,853

Previous reporting period

	Unrestricted £	Restricted £	Total 2018 £
Fees and other income			
Fees	77,517	-	77,517
Membership subscriptions	164	-	164
Sales of goods & services	11,786	-	11,786
Total	89,467	-	89,467

Notes to the accounts for the year ended 30 June 2019 (continued)

5 Analysis of expenditure on charitable activities

	Total 2019 £	Total 2018 £
Staff costs	29,680	27,468
Associate fees	54,858	19,123
Travel & subsistence	7,624	6,039
Venues & catering	18,597	14,242
Grants awarded	3,900	2,411
Cost of goods & services sold	7,134	6,783
IT support	1,550	2,495
Premises costs	4,729	3,979
Insurance	609	600
Print, post & stationery	389	700
Communications	524	504
Subscriptions	550	450
Advertising & promotion	37	305
Bad debts	-	505
Bank charges	1,789	1,637
Governance costs (see note 6)	3,442	3,921
	<hr/>	<hr/>
	135,412	91,162
	<hr/>	<hr/>
	2019 £	2018 £
Restricted expenditure	-	-
Unrestricted expenditure	135,412	91,162
	<hr/>	<hr/>
	135,412	91,162
	<hr/>	<hr/>

6 Analysis of governance costs

	2019 £	2018 £
Accountancy & independent examination (net)	2,000	1,912
Accountancy & independent examination (VAT)	400	383
Board meeting expenses	1,042	1,626
	<hr/>	<hr/>
	3,442	3,921
	<hr/>	<hr/>

Notes to the accounts for the year ended 30 June 2019 (continued)

7 Net income/(expenditure) for the year

This is stated after charging/(crediting):	2019 £	2018 £
Independent examiner's fee		
Independent examination	240	240
Accountancy and other services	1,760	1,672

8 Staff costs

Staff costs during the year were as follows:

	2019 £	2018 £
Wages and salaries	29,324	27,276
Social security costs	-	-
Pension costs	356	192
	<u>29,680</u>	<u>27,468</u>

In both 2017/18 and 2018/19, the charity claimed the Employment Allowance against the employers Class 1 NICs, which covered the full liability to HMRC.

No employees has employee benefits in excess of £60,000 (2018: Nil).

The average number of staff employed during the period was 2 (2018: 2).

The average full time equivalent number of staff employed during the period was 1 (2018: 1).

The key management personnel of the charity comprise the trustees, the Director and the Administrator. The total employee benefits of the key management personnel of the charity were £29,680 (2018: £27,468).

9 Trustee remuneration and expenses, and related party transactions

Neither the trustees nor any persons connected with them received any remuneration or reimbursed expenses during the year (2018: Nil).

Two (2018: three) trustees received travel and subsistence expenses during the year of £220 (2018: £565).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2018: nil).

Notes to the accounts for the year ended 30 June 2019 (continued)

10 Corporation tax

The charity is exempt from tax on income and gains falling within Chapter 3 of Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

11 Grants awarded

Recipient	Fund	2019 £	2018 £
Tujiendeleze Youth Trust Fund	TYTF	1,100	2,411
Lambassa ICA Benin	General	2,800	-
		<u>3,900</u>	<u>2,411</u>

12 Debtors

	2019 £	2018 £
Fees receivable	23,184	9,935
Prepayments and accrued income	1,640	2,009
	<u>24,824</u>	<u>11,944</u>

13 Cash at bank and in hand

	2019 £	2018 £
Short term deposits	34	34
Cash at bank and in hand	52,492	49,538
	<u>52,526</u>	<u>49,572</u>

Notes to the accounts for the year ended 30 June 2019 (continued)

14 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	292	340
Other creditors and accruals	18,768	5,608
Fees in advance	9,296	3,905
Taxation and social security costs	159	164
	<u>28,515</u>	<u>10,017</u>

15 Analysis of movement in unrestricted funds

	Balance at 1 July 2018 £	Income £	Expenditure £	Transfers £	As at 30 June 2019 £
General fund	46,983	130,292	(132,350)	-	44,925
Village Volunteers (VV)	4,473	820	(1,962)	-	3,331
TYTF	441	1,620	(1,100)	-	961
Globalgiving appeal (GG)	53	-	-	-	53
	<u>51,950</u>	<u>132,732</u>	<u>(135,412)</u>	<u>-</u>	<u>49,270</u>
Previous reporting period	Balance at 1 July 2017 £	Income £	Expenditure £	Transfers £	Balance at 30 June 2018 £
General fund	45,903	89,807	(88,727)	-	46,983
Village Volunteers (VV)	1,423	3,050	-	-	4,473
TYTF	1,036	1,840	(2,435)	-	441
Globalgiving appeal (GG)	53	-	-	-	53
	<u>48,415</u>	<u>94,697</u>	<u>(91,162)</u>	<u>-</u>	<u>51,950</u>

Notes to the accounts for the year ended 30 June 2019 (continued)

15 Analysis of movement in unrestricted funds (cont.)

Name of unrestricted fund	Description, nature and purposes of the fund
General fund	The free reserves after allowing for all designated funds
Village Volunteers Sponsorship Scheme (VV)	Running as a programme since 1985, ICA:UK inherited this scheme from the ICA Development Trust. The scheme collects money from individuals in the UK for the purpose of supporting ICA:UK partners in Africa, assesses proposals from partners against the Fund's criteria and, under the direction of the ICA:UK Trustees, awards grants. One grant of approximately £2,000 is usually awarded every year, with ICA Uganda being the most recent beneficiary.
The Tujiendeleze Youth Trust Fund (TYTF)	Registered with the Ministry of Lands in Kenya, the purpose of the Trust is to support bright and capable young people, who are active in Community Development but in need of financial assistance, to pursue their dreams of entering higher education. ICA:UK works in partnership with them as part of our overall mission to develop local organisations in Africa.
Globalgiving appeal (GG)	Appeals launched by ICA:UK on behalf of partners, attracting individual donations for projects (e.g. HIV/AIDS in Kenya, computer literacy in Benin). However, currently activity related to this fund has paused.

We intend to continue providing such support to our partners for the foreseeable future, as part of our wider strategy of offering long term support to local organisations with similar values.

16 Analysis of net assets between funds

	General fund £	Designated funds £	Restricted funds £	Total £
Net current assets/(liabilities)	44,925	4,345	-	49,270
Total	44,925	4,345	-	49,270
Previous reporting period				
	General fund £	Designated funds £	Restricted funds £	Total £
Net current assets/(liabilities)	46,983	4,967	-	51,950
Total	46,983	4,967	-	51,950