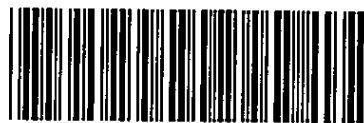


4756158

The Ethical Property Foundation

Annual Report and Accounts 2011/12

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Legal and administrative information

Registered charity name	The Ethical Property Foundation
Charity registration number	1101812
Company registration number	04756158 (Company limited by guarantee)
Registered office	Development House 56 – 64 Leonard Street London EC2A 4LT
Trustees	
A Allen	(appointed 8 November 2012)
J S Broad	(resigned 30 January 2013)
E Kotze	(resigned 9 May 2012)
M P Fahy	(appointed 8 November 2012)
D J Hunter	
D I Lipfriend	
W J Scott	
JNH Whitaker	
Company secretary	L E Rafferty
Director	J C Taylor
Bankers	The Co-operative Bank 1 Balloon Street Manchester M60 4EP
Auditors	Critchleys LLP Greyfriars Court Paradise Square Oxford OX1 1BE
Governing document	Memorandum and Articles of Association (dated 17 April 2003 and modified October 2009)
Website	www.ethicalproperty.org.uk

Report of the Trustee Board

for the year ended 30 September 2012

Objectives and activities

Our Vision

A world where the use of buildings helps people, the community, and the planet

Our Outcomes

The Foundation seeks two outcomes

- No charity suffers reduced effectiveness due to a lack of appropriate property support
- A commercial property sector driven by a triple (environmental, social and financial), rather than a single, financial, bottom line

Our Values

- **Responsibility:** The Foundation seeks to balance the interests of all involved in a building in fulfilling their responsibilities for people, the community, and the planet
- **Equality** All people involved with buildings should have the right to play a part in their use, have the power to play their part, and fulfil their rights and responsibilities in using buildings responsibly
- **Empowerment** Everyone contributing to the Foundation's work or benefiting from it should feel enabled to help make buildings work better for people, the community, and the planet
- **Accountability** Focusing on outcomes, we hold ourselves accountable in what we do – and we expect the same standards from others

Our Mission

- **Our purpose**
We work with others to improve the environmental and social performance of buildings
- **Our beliefs**
 - All use of buildings should be based on more than profit
 - Buildings can be used to deliver financial, social and environmental returns
 - Use of buildings should balance the interests of owners, managers, tenants, staff and the community
 - Balancing the interests of all stakeholders in a building involves changing behaviour
 - Balancing the interests of all stakeholders in a building challenges unequal power relations
 - Challenging unequal power relations requires access to knowledge, resources and advice
 - All involved with a building can work together as a positive force in society
- **Our identity**
 - We are an independent UK charity, affiliated to the Ethical Property family
 - We are accountable both to those who support us and to those we seek to benefit
 - We aim to provide practical solutions in all that we do
 - We work to improve the environmental and social performance of buildings
 - We work to empower people to make more of the buildings they own, manage, occupy and use
 - We work to create positive relationships between building owners, managers, occupiers and users

- **Our culture**

We are dedicated to achieving our vision

We are driven by

- Our values
- Our passion
- Our energy
- Our commitment

Our ways of working are

- Action oriented
- Professional
- Accessible
- Practical

We strive to be

- Innovative
- Fair
- Collaborative

Public benefit statement

The Trustees confirm that they have complied with the duty in Part 2 of the Charities Act 2011 to have due regard to guidance in respect of public benefit published by the Charities Commission

The Trustees are satisfied that all the objectives and activities outlined in this report are undertaken for public benefit

Achievements and performance

During 2011, the Board and staff of the Foundation developed a new three year Strategic Plan covering the period from 1 October 2011 to 30 September 2014. The plan sets out the strategies the Foundation will employ in working towards its vision over the next three years, and sets targets for each area of activity it plans to pursue. The targets against which activities are reported below are drawn from the Strategic Plan.

Objective 1: Provision of property services to charities

Although almost all charities and community groups come into contact with the commercial property world through letting or buying a building to run their projects, few have the skills and experience needed to avoid costly mistakes. As a result, many spend unnecessarily large amounts of time and money dealing with property issues – resources that could be better spent on their charitable work. For many charities, property is the second biggest item of expenditure after the cost of employing staff.

The Foundation's unique Property Advice Service was launched in London in 2004 in response to the lack of affordable, independent property advice for small charities and community groups. In 2007 the service was extended to cover the South West, with the opening of our office in Bristol.

The service multiplies the impact of each £1 of its funding by helping charities reduce their property costs and risks, and use property to generate new income and opportunities.

The ultimate beneficiaries of the Property Advice Service are the disadvantaged people and communities served by the charities we support.

The Property Advice Service provides

- an on-line guide to all aspects of renting, buying and managing property for charities
- tailored advice and support on property problems
- access to a network of over 80 property professionals offering free or discounted support to charities
- training and workshops on all aspects of property from a charity perspective

Progress against the targets set by the Foundation for 2011/12 is summarised below.

Maintaining and developing the existing Property Advice Service

A key part of the Foundation's strategy is continuing to provide a Property Advice Service, delivered by locally-based staff, to small, under-resourced charities and community groups based in London and the south west.

Tailored advice and support on property problems

The Property Advice Service has supported 75 charities and community groups in London (target 80) and 49 in the south west (target 50). Enquiries related to the renting of premises continue to make up the bulk of enquiries. This partly reflects the small size of enquiring charities who are more likely to rent than own property. (For charities with a turnover in excess of £1 million, enquiries regarding buying and selling premises outstrip enquiries about renting.) It also reflects the nature and speed of change to lease arrangements that charities are currently encountering. Enquiries related to moving premises are the second largest area. This in part reflects the need of charities to downsize and reduce property costs as they seek to cut overheads.

Of charities responding to our latest survey of Property Advice Service clients, 71% rated their satisfaction with support from a Foundation property adviser at 5 out of 5 – 'very satisfied'

'Very helpful advice - given during a period of great unrest within the organisation- helped steer us into calmer waters '

'We found EPF objective, knowledgeable and extremely dedicated We cannot thank you enough for the fresh insight you provided on the terms of our lease '

'EPF - accessible and friendly Generous and straight forward '

Charities responding to our client survey were asked to assess the outcomes of their support from the Foundation 77% felt that we had improved their general knowledge and awareness of property issues, and 68% felt we had improved their confidence in dealing with property issues A quarter of respondents stated that we had helped to reduce their property risks

Charities made the following comments about the financial outcomes of our support

'Reduced rent paid to landlord'

'Hoping for rent-free period plus non-domestic rates reduction'

'Negotiated a better deal on service charge'

'(Helped) to meet the charity commission requirements'

'Negotiated the purchase price of a building'

'Negotiated a rent-free period'

'Through advice about the terms and conditions of our new lease we hope to be able to satisfy the requirements of major funders/sponsors for our new building project '

We have introduced eligibility criteria which determine the amount of free support we provide to a charity This ensures that our free services are reaching the least well-resourced charities which are most vulnerable to property problems

The Foundation continues to support small and medium sized charities, with 56% of charities assisted having a turnover below £100,000 and 86% having a turnover below £500,000 The Property Advice Service continues to support a diverse range of charities working with some of the most disadvantaged individuals and communities

Register of Property Professionals

We have maintained an engaged, active Register of Property Professionals with 33 members in London (target 36) and 25 members in the south west (target 17) We have strengthened the Register in key areas such as financial issues related to property Well-attended receptions were held in London and Bristol to celebrate the work of our Register of Property Professionals We have made 45 referrals to the Register, and upgraded our systems to collect detailed data on the resulting financial savings on professional fees Of charities responding to our most recent client survey, 70% rated the support received from a Register member at least 4 out of 5

'Some matters obviously need to be settled legally and we were helped in such a way that this could be achieved The situation was not too formal and we felt we could ask any questions and voice any concerns that we had '

'The support [from the property adviser] was excellent and prompt They also recommended third party consultant who helped us resolve our queries Couldn't have asked for more!'

' Referred us onto a third party who were very helpful Plus the recommendation itself was helpful as we wouldn't have known how to find or evaluate a professional advisor '

Training

We have delivered 12 free at the point of delivery training courses in London (target 4) with 174 attendees (target 32). In addition, we have delivered 8 training courses and workshops across England with 337 attendees. Training topics have included asset transfer, environmental sustainability in the workplace, funding for capital projects and property management.

On-line charity property guidance

We have undertaken a full content review of our website and added new content on asset transfer, localism and community rights. We have increased unique visitors to our website for the year by two thirds to 15,000.

Of charities responding to our latest survey of Property Advice Service clients, 86% rated the usefulness of our web-based resources at least 4 out of 5.

'The advice service section is presented in a logical way, and the information is easy to understand and useful.'

Developing and launching a national Property Advice Service

The Foundation is committed to extending the geographical reach of the Property Advice Service England-wide by developing a new service delivered remotely from our London office.

- We have developed our new service offer and put in place the necessary processes and delivery mechanisms to provide the service remotely.
- We have developed the Register of Property Professionals to secure England-wide coverage with 19 new members (target 21), with a spread of members across each of the new English regions to be covered.
- We have updated our marketing literature, and developed an England-wide network of organisations working in the charity sector to drive referrals to the Property Advice Service.
- The new Property Advice Service offer for charities across England was launched in January 2012 and has provided support to 50 charities and community groups (target 41).

Developing and selling charity property consultancy and training

The Foundation has identified a need for charity-focused property support amongst larger charities, on a consultancy basis. Income generation via these new and expanded services will contribute to developing a sustainable financial model for future provision of the Property Advice Service.

- We have developed a paid-for Property Advice Service, training and consultancy offers, which were launched in January 2011.
- A new Senior Property Adviser post was added to the London team to ensure sufficient delivery resource.
- Income from paid-for Property Advice Service, training and consultancy has totalled £46,000 (target £40,000).
- The Foundation has been approved as a supplier under the Big Lottery / NCVO 'Big Assist' programme whereby infrastructure organisations can purchase development support using a voucher system.

Objective 2: Development and promotion of high industry standards

The Foundation aims to raise public awareness of the need for and potential to improve the environment and social performance of the commercial property sector, and promote adoption of high standards.

Leading the fairplace award (previously the Ethical Workplaces initiative)

At the end of 2011, market research interviews were carried out with potential early adopters of the fairplace award

In March 2012 we held the final workshop in a series of four that have brought together over 40 stakeholders from the charity and property sectors and academia to co-design the award. The workshop attracted 19 stakeholders and focused on developing the award name, reviewing the learning from market research interviews with potential early adopters of the award, critiquing the award framework, and reviewing the draft governance structure for the award.

Following pro-bono guidance from international naming company Brand Guardians we have trademarked the name 'fairplace award'.

Since the March workshop, the fairplace award steering group, comprising the Foundation, Kingston University and the British Institute of Facilities Managers (BIFM) has met monthly to develop the award concept to a pilot-ready stage. Key pieces of work have included concluding development of the award framework, developing the judging criteria and assessment process, reviewing and updating the charging strategy for applications, and planning the pilot phase. This work has culminated in an application pack for the pilot phase. Kingston University and BIFM have continued to input their time on the steering group pro bono.

Developing an advocacy programme

The Foundation commissioned a research project from consultants Campbell Tickell to confirm our understanding of the property problems faced by the charity sector, and identify the strategic interventions required to address the root causes of these problems. In addition, the consultants were also asked to consider the potential for the Foundation to develop an influencing role, and to identify priority areas of influencing work.

To survey the property challenges of the charity sector, the Foundation partnered with the Charity Commission which hosted a survey on its website attracting over 250 responses. As a result of this work, the Foundation has signed a formal partnership agreement with the Commission to co-develop and deliver resources for charities on key property issues. Campbell Tickell's comprehensive research report was presented to the Foundation's Board in November 2012.

Objective 3: Development of the Foundation

In order to develop the Foundation to be fit to fulfil its growing size and scope we have

- adopted and commenced implementation of a marketing and communications strategy
- improved our monitoring and evaluation processes to collect data on the financial savings accruing to charities referred for support to our Register of Property Professionals
- strengthened our Board of Trustees with two new appointments
- reviewed our governance relationship with the Ethical Property Company and commenced the implementation of agreed changes

Other activities

The Foundation has continued to work with Jamie Hartzell, who co-founded our sister organisation the Ethical Property Company, to support the development of a social justice centre in Kenya.

The aim of this project is to bring the Ethical Property Company model to Kenya, to provide a centre where NGOs working on social justice and human rights can co-locate, supported by a sympathetic landlord. This consists of

- identifying demand from indigenous NGOs to come together in one centre
- identifying suitable property to purchase
- costing the project
- designing a model to raise the capital required
- identifying a local management team to take the project forward

Work to date has established a strong demand for such a centre. Given the difficulty of acquiring suitably modern property in Kenya, the preferred option is to work with an existing landowner to develop their land. A partnership has been initiated with the Windle Trust Kenya and a feasibility study commissioned into developing a parcel of land that they hold.

This year, the feasibility study by a Kenyan architect has been concluded, confirming the viability of the proposed approach. The next steps are for the Windle Trust to appoint a locally based project manager to take the initiative forward, and to establish a UK-based investment vehicle to finance the project.

Future Plans

The following targets are drawn from the Foundation's Strategic Plan for the period 1 October 2011 to 30 September 2014.

1 Provision of property services to charities

1.1 Maintaining and developing the existing Property Advice Service

We will continue to provide the existing Property Advice Service to small, under-resourced charities unable to pay for or access professional advice.

- We will operate the existing Property Advice Service, reaching 85 charities and community groups in London, and 53 in the south west
- We will maintain an engaged, active Register of Property Professionals with 38 members in London and 18 members in the south west
- We will deliver 4 free at the point of delivery training courses in London with 32 attendees
- We will review our on-line information resources in August 2013 to ensure they are current, accurate and relevant

1.2 Developing and launching a national Property Advice Service

We will continue to develop and grow the impact of our England-wide Property Advice Service, delivered remotely from our London office.

- Develop the Register of Property Professionals to 42 members
- Provide a Property Advice Service to 83 charities and community groups

1.3 Developing and selling paid-for Property Advice Service, training and bespoke Property Advice Consultancy.

We will continue to grow and develop our consultancy offer.

- Generate £70,000 earned income from consultancy and training

2 Development and promotion of high industry standards

The Foundation aims to raise public awareness of the need for and potential to improve the environmental and social performance of the commercial property sector, and promote adoption of high standards through its fairplace award.

2.1 *Leading the fairplace award*

- Lead the partnership driving the fairplace award
- Undertake a pilot to robustly test the standards, and application and judging processes developed for the award

2.2 *Developing an advocacy programme*

- Develop and implement an advocacy strategy

3. *Developing the Foundation*

- Complete implementation of agreed changes arising from the review of our governance relationship with the Ethical Property Company

4. *Other activities*

4.1 *Kenya Social Justice Centre*

- Continue to support the development of a centre in Kenya for NGOS working on social justice and human rights

Financial Review

Overview

During the year the Foundation received income of £300,286 and spent £270,597. The Foundation therefore had an overall surplus of £29,689 for the year (2011 surplus of £4,450). With funds brought forward from previous years, the Foundation will carry forward £127,395 in reserves (2011 £97,706), of which £26,170 is restricted funding and £101,225 is unrestricted funding.

Funding

£19,533, including a proportion of staff time and overheads, was spent on external fundraising during the year.

The Foundation would like to thank all the funders who have supported our work during this year.

Big Lottery Fund
Esmée Fairbairn Foundation
Lankelly Chase Foundation
Trust for London
Woodlark Trust

City Bridge Trust
Gibbs Trust
London Councils
Tudor Trust

Reserves policy

The Trustees of the charity have a formal reserves policy in line with Charity Commission guidelines, which is appropriate to the future plans in terms of the size and growth of the organisation. The policy ensures for regular monitoring of the reserves levels and ensures that the costs of winding up the organisation and honouring all outstanding contracts would be fully met.

Risk management

The Foundation maintains a risk register that is reviewed and updated on an annual basis. The major risks to which the charity is exposed, as identified by the Trustees, have been reviewed and mitigated as part of this procedure.

Structure, governance and management

The Foundation was established by its sister organisation the Ethical Property Company plc and registered as a company limited by guarantee in May 2003. The Foundation became a registered charity in January 2004.

The objects of the charity are to promote such purposes as may be charitable according to the laws of England and Wales and in particular to promote the efficiency and efficacy of charities.

The Foundation is governed by a Board of Trustees. The day to day business of the Foundation is delegated to the Director who reports to the Trustees. The Trustees meet quarterly to make medium to long-term decisions regarding the running of the Foundation.

The Board of Trustees takes responsibility for identifying gaps in its skills and finding suitable people to serve as Trustees. Trustee appointments are approved by the Foundation's sister organisation, the Ethical Property Company. Trustees serve a fixed term of 3 years, renewable only once. The Trustees are bound to ensure that they are not conflicted by any involvement in the Ethical Property Company and to ensure a quorum of Trustees who have no such connection.

The Foundation and Company work in partnership on a number of projects.

Trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and the accounts in accordance with applicable law and regulations.

Company law requires the Trustees to prepare accounts for each financial year. Under that law the Trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these accounts, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and accounting estimates that are reasonable and prudent,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the Trustees are aware, there is no relevant audit information (information needed by the charity's auditors in connection with preparing their report) of which the charity's auditors are unaware, and each Trustee has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report was approved by the Board of Trustees on 1st May 2013 and signed on its behalf by



JNH Whitaker

Independent auditor's report

to the members of the Ethical Property Foundation

We have audited the accounts of The Ethical Property Foundation for the year ended 30 September 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 13, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustee Board for the financial year for which the accounts are prepared is consistent with the accounts.

Matters on which we are required to report by exception

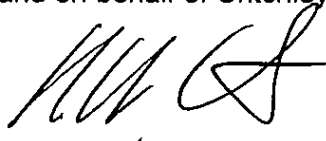
We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us, or
- the accounts are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Robert Kirtland

Senior Statutory auditor

For and on behalf of Critchleys LLP, Statutory Auditor, Oxford



3/5/2013

Statement of Financial Activities

for the year ended 30 September 2012

	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Incoming Resources				
Incoming Resources from Charitable Activities				
Property Advice Service	50,647	-	50,647	19,180
Incoming Resources from Generated Funds				
Grants received	91,250	156,654	247,904	199,523
Donations received	1,555	-	1,555	508
Interest income	180	-	180	186
Total incoming resources	143,632	156,654	300,286	219,469
Resources Expended				
Cost of Generating Funds	19,533	-	19,533	14,779
Charitable Activities				
Property Advice Service	-	193,856	193,856	161,704
fairplace award	-	24,514	24,514	17,507
Kenyan Social Justice Centre	-	-	-	9,895
Research	-	15,258	15,258	-
Governance Costs	17,436	-	17,436	11,134
Total resources expended	36,969	233,628	270,597	215,019
Net incoming / (outgoing) resources for the year	106,663	(76,974)	29,689	4,450
Transfers between funds	(90,793)	90,793	-	-
Net movement in funds	15,870	13,819	29,689	4,450
Funds Brought Forward at 1 October	85,355	12,351	97,706	93,256
Total funds carried forward at 30 September	101,225	26,170	127,395	97,706

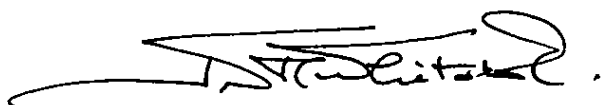
All activities are continuing

Balance sheet

30 September 2012

	Note	2012 £	2011 £
Current assets			
Trade debtors		27,684	130
Accrued income		16,712	38,727
Prepayments		3,629	2,160
Other debtors		2,487	-
Cash at bank and in hand		138,292	114,916
		188,804	155,933
Creditors - amounts falling due within one year			
Deferred Income	9	41,765	47,486
Trade creditors		-	3,066
Accruals		19,644	7,675
		61,409	58,227
Net current assets		127,395	97,706
Net assets		127,395	97,706
		£	£
Funds			
Unrestricted		101,225	85,355
Restricted		26,170	12,351
		127,395	97,706

The accounts were approved and authorised for issue by the Trustees on 1st May 2013 and signed on their behalf by JNH Whitaker



JNH Whitaker

Registered charity name

The Ethical Property Foundation

Company registration number

04756158 (Company limited by guarantee)

Notes to accounts

1 Accounting Policies

a Basis of accounting

The accounts are prepared under the historical cost convention and in compliance with applicable accounting standards and the Companies Act 2006

b Presentation of the accounts

The charity has adopted the Statement of Recommended Practice (SORP) 'Accounting and reporting by Charities' issued in 2005

c Income and Expenditure

All items of income and expenditure, including grants receivable, are accounted for on an accruals basis. Where a grant is received where the donor has specified that part of this is to be expended in a future accounting period, this is included in deferred income and will be released to the Statement of Financial Activities in the year to which it relates. Support costs are allocated to charitable activities, the cost of generating funds and governance costs, on a proportionate basis.

d Cost of Generating Funds

Included within this caption are all costs associated with external fundraising, including a proportion of staff time and support costs.

e Governance Costs

Included within this caption are all costs associated with governing the charity, including a proportion of staff time and support costs. See note 6 for more detail.

f Funds

Unrestricted funds represent funds of the charity that are not subject to any restrictions regarding their use.

Restricted funds are those which are specified for a particular use by their donor.

2. Taxation

The Foundation is a company and a registered charity. It has exemption from taxation on any trading profits which are applied for the purposes of the charity.

3. Restricted Funds

	1st Oct 11 £	Incoming Resources £	Resources Expended £	Transfers £	30th Sept 12 £
Property Advice Service	686	119,585	(193,856)	74,271	686
Planning Activism	433	-	-	-	433
fairplace award	-	13,250	(24,514)	11,264	-
Kenya Social Justice Centre	5,832	13,819	-	-	19,651
Supporting Social Change	5,400	-	-	-	5,400
Research	-	10,000	(15,258)	5,258	-
	12,351	156,654	(233,628)	90,793	26,170

Details of all restricted funds including their nature and purpose are included within the trustees' report.

The balance in each restricted fund at the year-end is held in cash.

4. Liability of members

Every member of the Foundation undertakes to contribute a sum not exceeding £1 to the assets of the Foundation if it is wound up during his or her membership or within one year afterwards

5. Capital commitments

There were no capital commitments either contracted for or authorised at 30 September 2012

6. Governance Costs

	2012	2011
	£	£
Audit	1,946	1,790
Statutory Returns	14	16
Trustee Expenses	1,350	921
Trustee Meetings	212	292
Proportion of Staff Time and Office Overheads	13,914	8,115
	<u>17,436</u>	<u>11,134</u>

7. Staff Costs

	2012	2011
	£	£
Wages and salaries	159,707	129,513
Employer's NI	14,050	11,733
Pension Costs	8,386	6,259
	<u>182,143</u>	<u>147,505</u>

The average number of full time equivalent employees employed throughout the year was 5 (2011 4 85) and no employee emoluments exceeded £60,000 during the year

8. Trustees' remuneration

There was no Trustees' remuneration during the year Two Trustees (2011 two) were paid out of pocket expenses totalling of £1,082 (2011 £1,525) during the year

9. Deferred Income

	£
Balance at 1 October 2011	47,486
Amounts released during the year	(47,486)
Amount deferred in the year	41,765
Balance at 30 September 2012	<u>41,765</u>

This represents grants received where the donor has specified that these are to be expended in a future accounting period

10 Related Party Transactions

Trustee appointments are approved by the Foundation's sister organisation, the Ethical Property Company The Foundation paid £16,737 to the Ethical Property Company during the year for provision of serviced office accommodation (2011 £12,868) and £4,747 for IT support and equipment (2011 £1,901) In 2012 the Foundation received a contribution of £6,000 from the Ethical Property Company towards the development of the fairplace award