

Company Registration No: 06496707

Charity No: 1123786

ARCHITECTURE SANS FRONTIERES – UK

(COMPANY LIMITED BY GUARANTEE)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 28 FEBRUARY 2019



CONTENTS

	Page
Company Information	3
Report of the Trustees	4 - 14
Independent Examiner's Report	15
Statement of Financial Activities	16
Balance Sheet	17
Notes to the Financial Statements	19 - 22

**COMPANY INFORMATION
FOR THE YEAR ENDED 28 FEBRUARY 2019**

Chairperson	Rubbina Karruna
Company registration number	06496707
Charity registration number	1123786
Registered office	Impact Hub Islington 27, Dingley Place London EC1V 8BR
Accountant	Joshua Alton Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 2243593
Independent Examiner	Neelan Santhirarajah Member of the Institute of Chartered Accountant of England and Wales (ICAEW) # 1883082
Bankers	Santander 2 Triton Square, Regent's Place, London, NW1 3AN

1. Structure, Governance and Management

The directors, who are also trustees, present their report and accounts for the financial year ended 28th February 2019.

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

R Karruna - Chairperson

I Bauman

P Oborn - appointed October 2018

T Khan - appointed October 2018

G Hassett - appointed October 2018

F Lee - appointed October 2018, resigned May 2019

Y Deane - Resigned Aug 2018

1.1 Governing Document

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

1.2 Recruitment and Appointment of Trustees

The company is governed by a board of directors who are also trustees for the purposes of charity law. The quorum for the transaction of business by Directors is two. Directors are appointed for a 3 year term and are able to stand for re-election.

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

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

Trustee's induction and training

After appointment, the new Trustee will be issued with an induction pack, which will include copies: description of Trustees' roles and duties, lists of fellow trustees, and contact numbers, Memorandum and Articles of Association, followed by an induction meeting with the Chairperson setting out legal obligations under charity and company law, the committee and decision making process, the strategy plan and recent financial performance of the charity, as set out in the latest published accounts.

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

1.3 Risk management

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

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

1.4 The organisation

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

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

Related parties

The charity has long-term relationships with:

- ASF-International
- RIBA CPD
- University College London, The Bartlett Development Planning Unit
- University of Sheffield, School of Architecture
- University of Westminster, Faculty of Architecture and the Built Environment

2. Objectives of ASF-UK

ASF-UK is a nonprofit design organisation that aims to build the capacity of urban practitioners and communities to work together to create more equitable cities.

ASF-UK's work centres around three areas:

1. Training and Capacity Building
2. Live Projects
3. Advocacy

Training and Capacity Building

Ensure that an understanding of the core principles behind community participation, appropriate design, urban resilience and sustainability becomes an integral part of the education and practice of built environment practitioners by: working with universities and bodies (such as RIBA) to influence the way built environment disciplines are taught; creating capacity building opportunities through independent-learning initiatives, seminars, and action learning workshops; and producing and disseminating learning resources.

Live Projects

Support emergency and development programmes to ensure that they lead to equitable built environment processes and outcomes, by forging relationships with the governments, civil society organisations and community groups running initiatives, and encouraging and facilitating the involvement of built environment professionals with a people-centred and participatory approach.

Advocacy

Influence urban policy and planning processes by mainstreaming methodologies and practices focused on democratic and resilient city-making aimed at producing more equitable and sustainable urban development processes.

3. Programmes and Activities

Our actions are structured into three programmes: Change by Design, Resilience by Design, and Challenging Practice. Change by Design explores participatory design and planning as tools for advancing social justice and improving democratic decision-making in processes of urban change. Resilience by Design addresses socio-ecological issues in the context of rapid urban change, climate hazards, resource scarcities and depleted ecosystems. CbD and RbD are supported by, and feed into our independent learning programme Challenging Practice – a course that seeks to enable built environment practitioners to engage reflexively with the challenges of equitable and sustainable urban development.

3.1 Change by Design

Change by Design unites a series of workshops and seminars developing and disseminating a participatory design methodology with the objective to contribute to the empowerment of urban marginalised groups and communities.

The programme is concerned with advancing the thinking and practice of participatory design in ways that contribute to the democratisation of city-making and to addressing urban socio-spatial inequalities. Activities focus on contested urban sites such as informal settlements and inner city areas that have been earmarked for regeneration, both in the Global South and the UK. Through its commitment to action learning and knowledge co-production, Change by Design uses urban design and planning skills to support community groups in developing plans and strategies that foster the production of more just cities.

Activities:

Socio Technical support for Housing Teams in Partnership with The East London Community Organisations (TELCO), ongoing, London

Over the last year ASF-UK associates have been continuing to collaborate with TELCO's housing teams as they campaign for affordable housing in East London. This support has included attending meetings and running workshops with teams utilising participatory tools to enable them to navigate city wide and local policy on affordable housing and the planning system. The aim of these engagements is to strengthen their position to challenge unfair practices of regeneration and propose community led options such as Community Land Trusts.

In early 2018 ASF-UK and TELCO consolidated the partnership with the common goal of working together for Inclusive Neighbourhoods with Fair and Just Housing in East London.

Workshop: Reclaiming Regeneration, Identity Heritage and Housing in East London, London Festival of Architecture, Redbridge, 23rd June 2018

On 23 June ASF-UK joined TELCO and Redbridge Citizens and London CLT at the Salvation Army in Ilford for an event as part of the London Festival of Architecture, looking at how to deliver affordable and secure housing for communities in east London.

The day included the launch of Redbridge Citizens brief for Community Land Trust homes in Ilford which was produced with support from ASF-UK. The brief, presented to Redbridge Councillors Helen Coomb and Robert Littlewood, marks a milestone for the Redbridge Citizens Housing Team in their campaign for CLT homes in the borough and will help strengthen their case for genuinely affordable, secure homes as they project progresses.

As well as celebrating the achievements of the campaign for CLT homes in east London, the event was an opportunity to identify what is needed to take the campaign forward over the coming year.

Workshop; Learning Exchange: Social Mobilisations towards Equitable City Making in Salvador and London, Sep 7-14th 2018 Thames Ward Community Project, Sue Bramley Centre, Barking

In September ASF-UK contributed to this learning exchange coordinated by The Development Planning Unit at University College London, connecting a group of students, academics and representatives from social movements from Salvador, Brazil with representatives from Thames Ward Community Project and residents of Thames Ward to share experiences for more equitable city making in London and Salvador.

This event was part of a 10-day workshop focused on strategies to advance towards more equitable city-making in Salvador (Brazil) and London (UK). This exchange built on the partnership between The Bartlett Development Planning Unit of University College London and the research group Lugar Comum from the faculty of architecture of the Federal University of Bahia (Brazil).

Socio Technical Support: Thames Ward Community Project (TWCP), Steering group training towards the inclusive growth summit

Since September 2018 ASF-UK have been providing social technical support to the team at TWCP to build the capacity of local leaders to understand the complex planning system behind the Barking Riverside Development. A key part of this work is to support the development of a citizens charter for inclusive growth which will respond to the needs and aspirations of the community as the area undergoes intensive development.

Workshop: Re-imagining urban housing through participatory design in Cape Town, Cape Town, South Africa, July 2018

In July 2018, ASF-UK ran a two week Change by Design Workshop 'Re-imagining urban housing through participatory design in Cape Town' in partnership with the Development Action Group (DAG) and supported by 1-1 Agency. Through close collaboration with local partners, the team

of twenty, made up of ASF-UK participants and facilitators, engaged in participatory engagements to explore how socio-spatial justice could be embedded in urban processes within the emerging small-scale rental housing sector. The workshop explored a range of sites in Khayelitsha, Cape Town, dealing with inadequate housing conditions, homelessness, and the risk of displacement. The output was a set of co-designed rental housing typologies which can be adopted by Khayelitsha's small-scale developers and self-builders, in order to challenge uneven access to housing and rights in the city.

The engagements within the field accumulated into the development of a toolkit for DAG to take forward in future discussions with small scale rental housing developers. This was presented at a final event which brought together a range of stakeholders including local community based organisations, local government and practitioners to discuss and reflect on the current and future impact of the small-scale rental housing sector locally and citywide.

Community Action Area Plans - The role of Action Area Plans for Inclusive City Making in Freetown, Sierra Leone, Jan 2018 – January 2019

This project is part of an ongoing action research initiative in Freetown led by the Sierra Leone Urban Research Centre (SLURC) and The Bartlett Development Planning Unit of University College London (DPU) to assess the role that 'action area planning' can have in the production of inclusive city-making. The ASF-UK Change by Design methodology was implemented in two communities in Freetown, Dwarzack and Cockle Bay to inform the production of Community Action Area Plans. This process is being jointly led by ASF-UK, SLURC and DPU in partnership with the federation of the urban poor (FEDUP). ASF-UK received funding to support a volunteer associate in Freetown and part time project manager for the duration of the process.

These plans were completed in January 2019 and respond to the residents' needs and aspirations as well as being a useful planning instrument for communities to engage in city level planning discussions. Over 300 residents were engaged in the process which also saw the formation of a community steering group and an advisory group of city level stakeholders.

Community Action Area Plans - The role of Action Area Plans for Inclusive City Making in Freetown, Sierra Leone, November 2018 – June 2021

From November 2018-December 2020 ASF-UK will assist SLURC in the production of three informal settlement profiles (Cockle Bay, Dwarzack and potentially Portee Rukupa) and one Community Action Area Plan (potentially Portee Rukupa) by delivering capacity building activities in the following areas:

- Research ethics
- Community-based participatory research methods
- Digital tools for data collection
- Research data analysis and visualisation
- Research data management

In 2021 ASF-UK will assist SLURC in the development of an urban learning platform in Freetown by delivering capacity building activities in the following areas:

- Setting up and managing communities of practice for urban development
- Creating and disseminating guidelines for urban development practitioners

Workshop A Data collection for informal settlements profiling, Freetown January 2019

This week long training focused on data collection for informal settlement profiles utilising participatory spatial research methods. The week covered theory and practical tools which built participants knowledge of how to implement the tools within an ethical framework, also how to systematise and store the data for future use and reflect critically on the ownership and use.

The 30 participants in the workshop included community members, NGO staff, and representatives from Freetown City Council.

3.2 Resilience by Design

Resilience by Design is a programme that uses a participatory approach to assist communities to recover and transform when faced with environmental threats.

We work closely with local partners who are responding to shocks and stresses affecting people's everyday lives, such as floods, earthquakes, environmental degradation, resource scarcities and depleted ecosystems.

At the neighbourhood level, we work to build the capacity of local partners & communities, engaging both local & international experts across a range of disciplines. We have a strong pedagogical focus that allows communities and different stakeholders to understand and reflect on the complex interaction between humans and the ecosystems and territories they inhabit and transform.

We use this experience as a source of participatory action learning for built environment practitioners, knowledge exchange across communities & as a tool to positively influence policy.

Live projects

Nepal - Reactivating Traditional Urban Settlements through Integrated Design, Planning and Building Strategies

In September 2016, ASF-UK, in partnership with Architecture Sans Frontières Nepal (ASF Nepal) brought a team of 44 international and local volunteers to work with the community of Bungamati to help find ways to build back better after the devastation of the earthquakes of April and May 2015.

This project has been ongoing since 2016:

Stage 1 - International Workshop (September 2016)

Stage 2 - Establishment of Field Team with ASF Nepal (September - December 2016)

Stage 3 - Live Project (May 2017 to date)

Stage 4 - Hand over to ASF Nepal

The intention was to hand this project over to ASF Nepal this year however a lack of funding and commitment by ASF Nepal to take this project forward has meant that this project has come to a close.

Through a crowdfunding campaign of the previous year we raised £3,058 by January 2018 towards the project. With this funding we continued to fund a Nepali architect and heritage specialist to lead the next phase of the project, supported by ASF Nepal. As the project has come to an end, we set aside a third of these funds to commission two ASF-UK Associates to design a Challenging Practice seminar based around this work and to create a report or presentation which summarises the project.

3.3 Challenging Practice

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

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

Training and Capacity Building

Stage A. Learning in Action (former Stages 1+2)

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

This year there has been two Stage A seminars in London one in May 2018 and one in January 2019.

Stage B. Reflecting in Action (former Stage 3)

Stage B consists of either a practical internship under the direct supervision of a professional working in the field, or the attendance on a live workshop with an ASF partner organisation. This third stage of the programme offers learners a live immersion into urban reality, to put into

practice the concepts, methodologies, skills and techniques acquired in previous phases of Challenging Practice.

The Change by Design Workshop in Cape Town July 2018 was an accredited stage B workshop

Stage C. Reflecting on Action (former Stage 4)

Stage C is the final stage of the learning process for the Challenging Practice Course and requires the most self-awareness of all the stages. This stage consists of the development and submission of a personal written, graphic or video essay on a topic of your choice, in your chosen language (currently the tutors can only support English, Spanish, Portuguese and Italian) and with the support of one of the recommended tutors.

3.4 Designing Inclusion

In February 2017 ASF-UK, in collaboration with ASF International became one of the partners on an Erasmus Plus funded project called Designing Inclusion (Desinc). The project partners are: ASF-International, University of Sheffield (UK), University KU Leuven (Brussels), Politecnico di Milano (Italy) and Housing Europe (Brussels). ASF-UK has been delivering the Intellectual Outputs of this project on behalf of ASF International. This project came to a close in February 2019. ASF-UK is part of a bid for a second round of EU funding for the project called DesincLIVE.

This project addressed the interface between urban design & planning education, and the production of inclusive urban spaces. The focus of attention is set on European cities, and on the capacity of current and future urban practitioners to make a meaningful contribution to the reception of international migrants and refugees in local urban areas.

Below is a list of activities that have been conducted and outputs that have been produced during this period.

Theory Forum, Sheffield, November 2018

ASF-UK presented at the University of Sheffield's annual Theory Forum where the Desinc project was presented. The event was attended by over 100 people. The final Desinc project meeting with all the partners also took place at this time.

Challenging Practice seminar on the inclusion of refugees

In November 2017 ASF-UK piloted a Challenging Practice Stage A Seminar on the theme of refugee inclusion. Following this, the seminar has now been delivered during two Stage A seminars in 2018.

Review of Challenging Practice Modules

Through its focus on education and pedagogy, the Desinc project links closely to Challenging Practice. As part of the project ASF-UK is leading a review of the Challenging Practice modules.

There will be a total of 15 modules, some of these are new topics and others will be revised from the existing modules. During this period the majority of the modules have been drafted.

Pedagogies of Inclusion Vol.1 and 2

As part of the project ASF-Uk collaborated with the University of Sheffield to produce two publications:

- **Pedagogies of inclusion Vol.1: A review of spatial design education in Europe.** This report summarises the findings of a review of spatial design education in Europe as it relates to issues of migration. The document surveys the state of the art in European architecture schools and civil society organisations, in order to inform the design of a pedagogical framework and a series of pilot initiatives attempting to make issues of migration and asylum more relevant to the education of future practitioners.
- **Pedagogies of inclusion Vol.2: A playbook for spatial design education.** This playbook has been created as a resource for education practitioners who want to develop approaches, methods and tools for addressing issues of inclusion in European cities. The primary audience of the playbook are educators working in the fields of architecture, urban design and other built environment disciplines, within and beyond academia

4. Plans for the Future

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

5. Statement of Trustees' Responsibilities

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

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

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

Public Benefit

The principal objects of the charity during the year are stated in section 1.2 of this report. The trustees are aware of the Charity Commission guidance on public benefit reporting as set out in Section 17 Charities Act 2011. The trustees believe that the charity achieves a public benefit as detailed elsewhere in this report.

Approval

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



R Karruna - Trustee
Date: 26/10/19

6. Independent Examiner's report

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 28 February 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

Independent examiner's statement

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

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

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



Date 26/10/19

7. Statement of Financial Activities

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

FOR THE YEAR ENDED 28 FEBRUARY 2019

	Note	Unrestricted £	2019 Total £	Unrestricted £	2018 Total £
Income from:					
Donations		1,821	1,821	14,533	14,533
Charitable activities:					
Fee Income	3	28,669	28,669	40,328	40,328
Total income		<u>30,489</u>	<u>30,489</u>	<u>54,861</u>	<u>54,861</u>
Expenditure on:					
Charitable activities	4	32,950	32,950	44,933	44,933
Total expenditure		<u>32,950</u>	<u>32,950</u>	<u>44,933</u>	<u>44,933</u>
Net income / (expenditure) for the year	6	(2,461)	(2,461)	9,928	9,928
Net movement in funds					
Funds at the start of the year		<u>21,320</u>	<u>21,320</u>	<u>11,392</u>	<u>11,392</u>
Funds at the end of the year		<u>18,859</u>	<u>18,859</u>	<u>21,320</u>	<u>21,320</u>

8. Balance Sheet

BALANCE SHEET AS AT FEBRUARY 2019

	Note	2019 £	2018 £
Current Assets			
Cash at bank and in hand		15,438	23,470
Accrued income	7	5,571	-
Total Current Assets		<u>21,009</u>	<u>23,470</u>
Creditors: Amounts falling due within 1 year		(2,150)	(2,150)
Net Current Assets		<u>18,859</u>	<u>21,320</u>
Net Assets		<u>18,859</u>	<u>21,320</u>
Funds:			
Unrestricted funds:			
General fund	8	18,859	21,320
Total funds		<u>18,859</u>	<u>21,320</u>

For the financial year ended 28 February 2019, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. No member of the company has deposited a notice, pursuant to Section 476, requiring an audit of these financial statements under the requirements of Companies Act 2006.

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

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

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

A handwritten signature in black ink, appearing to read 'R Karruna', with a stylized flourish at the end.

.....
R Karruna

Date:26/10/19.....

9. Notes to the Financial Statements

1. Accounting Policies

1.1 Basis of Preparation of Financial Statements:

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Companies Act 2006.

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

1.2 Going Concern

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

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

1.3 Income

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

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

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

1.4 Funds

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2019 (cont)**

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

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

2. Share Capital

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

3. Course, Membership and Fee Incomes

	Unrestricted £	2019 £	2018 £
Challenging Practice & Knowledge Exchange seminars	4,278	4,278	2,450
Change by Design Capetown Workshops	11,906	11,906	17,741
Membership fees	573	573	1,149
Project consultancy fees & other income	11,911	11,911	18,988
TOTAL	<u>28,669</u>	<u>28,669</u>	<u>40,328</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2019 (cont)**

4. Analysis of expenditure

	Charitable activities	Support costs	2019	2018
	Unrestricted			
	£	£	£	£
Direct costs	13,235	-	13,235	24,920
Consultants fees	-	10,872	10,872	6,571
Office rent and services	-	491	491	461
Accountancy fees	-	1,200	1,200	1,260
Other administration costs	-	5,935	5,935	10,672
Other governance / AGM costs	-	239	239	74
Independent examiner's fee	-	978	978	975
Support costs allocation	19,715	(19,715)	-	-
TOTAL	32,950	-	32,950	44,933

5. Net income / (expenditure) for the year

2019
£

2018
£

Net income / (expenditure) for the year is stated after charging:

Independent Examiner's remuneration:

- Independent examination

978 **950**

6. Creditors: amounts due within 1 year

2019
£

2018
£

Accruals

2,150 **2,150**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2019 (cont.)**

7. Movement in Funds

	At the start of the year £	Incoming resources £	Resources expended £	At the end of the year £
Unrestricted funds:				
General fund	21,320	30,489	32,950	18,859
Total unrestricted funds	21,320	30,489	32,950	18,859
Total funds	21,320	30,489	32,950	18,859

Movement in Funds (prior year)

	At the start of the year £	Incoming resources £	Resources expended £	At the end of the year £
Unrestricted funds:				
General fund	11,392	54,861	44,933	21,320
Total unrestricted funds	11,392	54,861	44,933	21,320
Total funds	11,392	54,861	44,933	21,320

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 28 FEBRUARY 2019 (cont.)**

8. Analysis of net assets between funds

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

Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Total 2018 £
Restricted Income Funds	-	-	-
Unrestricted Income Funds	-	21,320	21,320
Total Funds	<u>-</u>	<u>21,320</u>	<u>21,320</u>