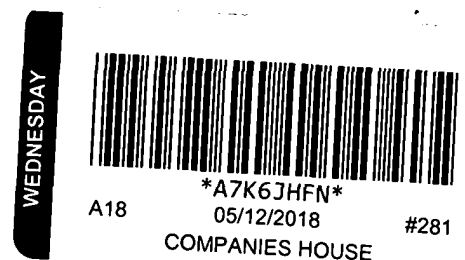


COMPANY REGISTRATION NUMBER: 04456338  
CHARITY REGISTRATION NUMBER: 1143920

**Architecture East Midlands Ltd - trading as OPUN**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2018**



**ANTHON MARLOW**  
Chartered Certified Accountants  
6 Clinton Avenue  
Nottingham  
NG5 1AW

# **Architecture East Midlands Ltd - trading as OPUN**

**Company Limited by Guarantee**

## **Financial Statements**

**Year ended 31 March 2018**

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# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 March 2018**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

#### **Reference and administrative details**

**Registered charity name** Architecture East Midlands Ltd - trading as OPUN

**Charity registration number** 1143920

**Company registration number** 04456338

**Principal office and registered office**  
South Annex  
PERA Business Park  
Nottingham Road  
Melton Mowbray  
Leicestershire  
LE13 0PB

#### **The trustees**

Mr D Latham  
Mr G Hunt  
Mr J Fairfax  
Mr J Marsh  
Mr M Candler  
Ms P Parikh

**Company secretary** Mr JA Walker

**Accountants** Anthon Marlow  
Chartered Certified Accountants  
6 Clinton Avenue  
Nottingham  
NG5 1AW

#### **Structure, governance and management**

Architecture East Midlands Ltd (known as Opun) is a company limited by guarantee with charitable status governed by its memorandum and articles of association. The company was dormant for 4 years but recommenced trading on 1 April 2010. A governance group recruits board members, directors, who are appointed for the skills required to identify and oversee the delivery of a diverse range of services of public benefit. Directors have all participated in strategic planning events as part of their induction and training. The board liaises regularly to review strategies, performance and risks. It has agreed a 3 year business plan, which is reviewed annually.

# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2018**

#### **Objectives and activities**

The Objectives of the charity are:

The promotion for the public benefit of best practice in the field of urban and rural regeneration and in particular within East Midlands (the operating area), and including the promotion for the public benefit of high standards of design and architecture in the built environment within the operating area.

The promotion of education, particularly among those involved in the design, delivery, engagement or funding of regeneration activities within the operating area.

The promotion, operation and/or support of other charitable projects and programmes for the benefit of the community, and particularly those living within the operating area.

Our Mission is to secure Opun's reputation as a charity amongst our clients in the public, private and community sector as well as our strategic partners in promoting best practice in design and quality in the built environment.

Opun is the architecture and built environment centre for the East Midlands. Opun is a member of the Design Network, one of 9 similar organisations across England. [www.designnetwork.org.uk](http://www.designnetwork.org.uk)

Over the past ten years, Opun built up a good track record and profile, developed strong partnerships and networks across all sectors, and delivered an impressive range of activities and programmes such as:

- \* managing and delivering Design Review
- \* providing training for decision makers and built environment professionals
- \* delivering lectures, seminars, debates and conferences
- \* enabling support through project management and professional expertise
- \* leading creative public consultation events and
- \* delivering community and arts programmes.

During a difficult economic environment we have continued to secure the foundations to becoming a sustainable charity raising resources from public sources and through a range of income generating strategies. These enable us to retain our primary objective of being an independent, creative organisation improving the quality of design to help people make better places.

# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2018**

#### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

#### **Achievements and performance**

##### **Opun Services and Beneficiaries**

Opun's services focus on design quality, sustainability, neighbourhood/community consultation and arts/cultural sector engagement.

Opun has managed and delivered:

##### **\*The East Midlands Design Support Service**

Design Review Panels draw participation from over 30 design and built environment specialists. They sit up to three times a month offering targeted, chargeable bespoke services of Design Review, Desktop Review, Walk and Talk and design support/enabling. Demand has centred primarily but not exclusively on large housing schemes, and our contribution to place-making has been received well in helping shape masterplans and layouts at the pre planning stages of the determination process. As such, Building for Life 12 has also provided a method of supporting design uplift.

##### **\*Design in the Community**

Where we tailored any product to help communities engage with the planning process from inviting community representatives to Design Review Panels to identifying specialists to engage with community groups noting in particular the Localism agenda, and emergence of Neighbourhood Plans where communities may need support to capture the best quality outcomes for their quality outcomes for their areas;

##### **\*The Creative Development Programme.**

Aligning Creative Art practitioners as part of the Design Review Panel has allowed for a better offer to the development community. Our support to the Northants Art Programme involved Arts expertise as well as project management.

##### **\*Training**

In the year we have continued to hold a number of training successful events, noting that demand has increased for in-house bespoke training that meet individual needs, and such

# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2018**

delivery has included :

- \* Urban Design Member training
- \* Panel Training
- \* Private Sector Training
- \* Local authority training

Each of OPUN's products is measured by at least one Key Performance Indicator (KPI). OPUN uses its website to keep our partners and potential clients in touch with our progress. During the year we used it as a platform to generate interest and income from events and tool kits through links with other social media. As a member of the Design Network, Opun bid and successfully received MHCLG grant support under an Innovation Planning programme to deliver Elected Member Training, which it will roll out in 2018/19.

#### **Financial review**

##### **Performance**

The total turnover of the charity for the year has increased from £109k to £152k demonstrating this charity's sustainability following the withdrawal of government funding for regional design services. The financial strategy has been to diversify income sources. Funds were received from individual local authorities through our subscription service and resources have also been raised from public authorities for specific neighbourhood and community projects. The private sector support has replaced government grants through increased contributions to design reviews.

Overall expenditure increased from £106k to £139k mainly due to an increase in project costs and design reviews associated with the increase in incoming resources. All financial and operational risks are reviewed by the board.

All financial and operational risks are reviewed by a sub-committee.

##### **Reserves**

The free reserves position at the year-end has increased by over £13k and is now above the minimum level of £5k set by trustees. Funding already raised by the charity in 2018/19 will continue to strengthen its position.

# **Architecture East Midlands Ltd - trading as OPUN**

**Company Limited by Guarantee**

## **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2018**

### **Plans for future periods**

#### **OPUN PRIORITIES FOR 2018/19**

##### **Opun Strategic Priorities:**

\*Ensure that Opun continues to operate as a charity in pursuing its activities and that commercial drivers do not conflict with its wider charitable aims.

##### **Opun Design Review**

\*Deliver a high quality design review service, against Design Review Principles and Practice Guidance, working collaboratively with Design Network partners to secure the best outcomes for beneficiaries.

##### **Opun Learning**

\*Develop Opun Learning to become a commissioning body of choice to support local authorities and building professionals.

##### **Opun Urban Design**

\*Enhance Building for Life 12 as an urban design intervention on housing schemes.

##### **Opun Neighbourhoods**

\*Promote Opun Neighbourhoods to achieve commissions within neighbourhood planning.

The trustees' annual report and the strategic report were approved on 30 November 2018 and signed on behalf of the board of trustees by:



Mr G Hunt  
Trustee

# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of Architecture East Midlands Ltd - trading as OPUN**

**Year ended 31 March 2018**

I report to the trustees on my examination of the financial statements of Architecture East Midlands Ltd - trading as OPUN ('the charity') for the year ended 31 March 2018.

#### **Responsibilities and basis of report**

The trustees are also the directors of the company for the purposes of company law are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

#### **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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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.

**ANTHON MARLOW**  
Chartered Certified Accountants

6 Clinton Avenue  
Nottingham  
NG5 1AW



# Architecture East Midlands Ltd - trading as OPUN

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

31 March 2018

		2018	2017
		Unrestricted	
	Note	funds	Total funds
		£	£
<b>Income and endowments</b>			
Donations and legacies	5	151,867	109,033
<b>Total income</b>		<u>151,867</u>	<u>109,033</u>
<b>Expenditure</b>			
Expenditure on charitable activities	6,7	138,779	106,233
<b>Total expenditure</b>		<u>138,779</u>	<u>106,233</u>
<b>Net income and net movement in funds</b>		<u>13,088</u>	<u>2,800</u>
<b>Reconciliation of funds</b>			
Total funds brought forward		15,479	12,679
<b>Total funds carried forward</b>		<u>28,567</u>	<u>15,479</u>

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

The notes on pages 9 to 14 form part of these financial statements.

# Architecture East Midlands Ltd - trading as OPUN

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2018

		2018	2017
		£	£
<b>Current assets</b>			
Debtors	11	38,016	31,766
Cash at bank and in hand		<u>15,971</u>	<u>4,289</u>
		<b>53,987</b>	<b>36,055</b>
<b>Creditors: amounts falling due within one year</b>	12	<u>25,420</u>	<u>20,576</u>
<b>Net current assets</b>		<b>28,567</b>	<b>15,479</b>
<b>Total assets less current liabilities</b>		<b>28,567</b>	<b>15,479</b>
<b>Net assets</b>		<b>28,567</b>	<b>15,479</b>
<b>Funds of the charity</b>			
Unrestricted funds		<u>28,567</u>	<u>15,479</u>
<b>Total charity funds</b>	13	<u>28,567</u>	<u>15,479</u>

For the year ending 31 March 2018 the charity was entitled to exemption from 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 financial statements 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 financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 30 November 2018, and are signed on behalf of the board by:



Mr G Hunt  
Trustee

# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Year ended 31 March 2018**

#### **1. General information**

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is South Annex, PERA Business Park, Nottingham Road, Melton Mowbray, Leicestershire, LE13 0PB.

#### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

There are no material uncertainties about the charity's ability to continue.

##### **Disclosure exemptions**

(a) No cash flow statement has been presented for the company.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 March 2018**

#### **3. Accounting policies *(continued)***

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# **Architecture East Midlands Ltd - trading as OPUN**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 March 2018**

#### **3. Accounting policies *(continued)***

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

# Architecture East Midlands Ltd - trading as OPUN

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

#### 3. Accounting policies *(continued)*

##### Financial instruments *(continued)*

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

#### 4. Limited by guarantee

The company is a limited by guarantee with members being required to contribute an amount not exceeding £1 in the event of the company being wound up.

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
<b>Donations</b>				
Development contributions	151,867	<b>151,867</b>	109,033	109,033

#### 6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Design reviews	35,180	<b>35,180</b>	19,208	19,208
Project costs	–	–	5,329	5,329
Associate costs	102,182	<b>102,182</b>	79,416	79,416
Office costs	579	<b>579</b>	583	583
Support costs	838	<b>838</b>	1,697	1,697
	<u>138,779</u>	<u><b>138,779</b></u>	<u>106,233</u>	<u>106,233</u>

# Architecture East Midlands Ltd - trading as OPUN

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

#### 7. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2018 £	Total fund 2017 £
Design reviews	35,180	—	35,180	19,208
Project costs	—	—	—	5,329
Associate costs	102,182	—	102,182	79,416
Office costs	579	—	579	583
Governance costs	—	838	838	1,697
	<u>137,941</u>	<u>838</u>	<u>138,779</u>	<u>106,233</u>

#### 8. Independent examination fees

	2018 £	2017 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>850</u>	<u>950</u>

#### 9. Staff costs

No salaries or wages have been paid during the year.

#### 10. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

#### 11. Debtors

	2018 £	2017 £
Other debtors	<u>38,016</u>	<u>31,766</u>

Other debtors includes amounts due from Design review contributions.

# Architecture East Midlands Ltd - trading as OPUN

Company Limited by Guarantee

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 12. Creditors: amounts falling due within one year

	2018	2017
	£	£
Trade creditors	17,714	15,329
Accruals and deferred income	850	950
Other creditors	6,856	4,297
	<u>25,420</u>	<u>20,576</u>

### 13. Analysis of charitable funds

#### Unrestricted funds

	At 1 April 2017	Income	Expenditure	At 31 March 2018
	£	£	£	£
General funds	<u>15,479</u>	<u>151,867</u>	<u>(138,779)</u>	<u>28,567</u>

### 14. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£
Current assets	53,987	53,987	36,055
Creditors less than 1 year	(25,420)	(25,420)	(20,576)
<b>Net assets</b>	<u>28,567</u>	<u>28,567</u>	<u>15,479</u>