

Company Registration Number - 09600079

The Charity Registration Number is :- 1166552

Higher Education Design Quality Forum

Report and Accounts

31 May 2021



Higher Education Design Quality Forum

Report and accounts for the year ended 31 May 2021

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Higher Education Design Quality Forum

Company Registration Number - 09600079

Trustees' Annual Report for the year ended 31 May 2021

The Trustees present their Report and Accounts for the year ended 31 May 2021, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- Higher Education Design Quality Forum.

The charity is also known by its operating name, HEDQF

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1166552

Legal structure of the charity

HEDQF was established around twenty years ago as an initiative of the Royal Institute of British Architects (RIBA) in order to promote a stronger understanding of issues affecting its clients and to promote good design in a fast-changing sector with high public visibility and impact.

In 2014 the Forum decided, with the encouragement of the RIBA, to become independent, though with strong support for particular projects and initiatives.

HEDQF registered as a limited company on 20th May 2015 and became a charity on 14th April 2016.

The charity is constituted as a company limited by guarantee, registered under the Companies Acts . The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all, trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

Trustees' Annual Report for the year ended 31 May 2021

The principal operating address, telephone number, email and web addresses of the charity are:-

c/o The HEDQF Treasurer
Fraser Brown MacKenna Architects
15-18 Featherstone Street
London EC1Y 8SL
Telephone 0207 251 0543 Email Address account@hedqf.org

The registered office of the charity for Companies Act purposes is:-

Crews Hill Golf Club, Cattlegate Road, Enfield, EN2 8AZ

The Trustees in office on the date the report was approved were:-

Dr Alwani-Starr (Chair)	Steven Jenkins
Tom Alexander	Emma Keyse
Fiona Bell	Aleksandra (Sasha) Krstanovic
Ian Caldwell	Peter Mark
Rupert Cook	Roderick McAllister
Heidi Corbet	Dr Caroline Paradise
Harvey Dowdy	John Plumridge
Simon Fraser	Julian Stuart Robinson
Ian Goodfellow (Deputy Chair)	Trevor Wills (Deputy Chair)
	Sean Woulfe

The following persons served as Trustees during the year ended 31 May 2021 :-

The trustees who served as a trustee in the reporting period were as shown above, and there were no changes during the year, or in the period between the year end and the approval of the accounts.

Dr Alwani-Starr (Chairman)	Ian Goodfellow (Deputy Chair)
Tom Alexander	Steven Jenkins
Fiona Bell	Emma Keyse
Ian Caldwell	Sean Woulfe
Rupert Cook	Peter Mark
Heidi Corbet	Roderick McAllister
(Giles) Stafford Critchlow	John Plumridge
Simon Fraser	Dr Caroline Paradise
Aleksandra (Sasha) Krstanovic	Trevor Wills (Deputy Chair)
Harvey Dowdy	Julian Stuart Robinson

One-third (or the number nearest one-third) of the Trustees must retire at each AGM those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee shall be eligible for re-election for consecutive periods not exceeding in aggregate nine years from the date of his or her original appointment but thereafter a Trustee shall not be eligible for re-appointment until one year after his or her retirement.

All the trustees are also members of the charity.

Trustees' Annual Report for the year ended 31 May 2021

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The Objects of the Charity are for the public benefit, the advancement of design in architecture in the Higher Education sector, including but not limited by:

- (I) The promotion of high standards of architecture and design in the higher education built environment; and
- (II) Raising awareness and appreciation of the importance of high standards of higher education architecture and design.

The main activities undertaken in relation to those purposes during the year.

HEDQF exists to promote high-quality design in university campuses, buildings and facilities, in the knowledge that the quality of the estate enhances the student experience of teaching and learning, the effective pursuit of research and the process of public engagement.

The principle activities of the charity during the year focused on:

- Membership;
- Educational Research;
- Conferences & Events; and
- Publications.

The main activities undertaken during the year to further the charity's purpose for the public benefit and plans for the future.

The Forum pursues its aims through several means: visits to university buildings of particular interest in the UK and overseas; dissemination of information on best practice and latest thinking through workshops, films, seminars and debates; and an annual conference on a specific topic.

The Forum also undertakes and publishes research relevant to promoting high-quality design in higher education. Research focuses both on innovation (looking forward) and lessons to be learnt (looking back) from projects in terms of student satisfaction, research and teaching outcomes, and operational success over time.

The Trustees have considered HEDQF activities and achievements for 2020/21 and its plans for 2021/22 against the Public Benefit Guidance issued by the Charity Commission.

The Trustees are satisfied that this report on HEDQF's activities in 2020/21, and its plans for the future, demonstrate that, in fulfilling of its objects, the charity is exercising diligence in the discharge of its public obligations.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

Trustees' Annual Report for the year ended 31 May 2021

The main achievements and performance of the charity during the year.

The main objectives of the charity are four-fold:

- Membership;
- Educational Research;
- Conferences & Events; and
- Publications.

HEDQF Membership Update

Membership of HEDQF continues to grow and the membership is more engaged in both the events being organized and in contributing to the work of HEDQF. A summary of current membership is as follows:

- 168 Member Organisations (60 HEI's - 33%, 120 Consultants/Contractors 67%).

There is no significant change in the proportional percentage between organisation types since November 2018.

The membership numbers have increased steadily for both HEI's and consultant/contractors through our event activities, our new website and social media activity increases, recommendations and word of mouth.

We have also been consolidating the membership list and accounts records to ensure fee payments are up to date, confirming status and editing if necessary for long term lapsed payments.

There are 82 Founder Members 45% of Total Membership (34 HEI's 41% of Founders & Consultants/ Contractors 59% of Founders).

Educational Research

A research group (RG) continues to co-chaired by Trustee Dr Caroline Paradise and Rupert Cook. The RG continues to initiate research projects which focus on promoting positive outcomes of design on building users and exploring the success of completed built environment projects in use. Alex Grigull HEDQF member was co-opted as interim co-chair during Caroline's maternity leave from February 2021.

Involvement with RG is open to all HEDQF members with an interest in research, promoting a mixture of representatives from higher education institutions as well as design and construction consultancies.

The group has the specific objective to review Educational and Research themes appropriate to the charity. In the last 12 months, the focus of the group has been to develop the research into the design and potential impact of future learning environments tangible as well as a method to capture the student voice, through consumer research techniques. The output of the group has increased in capacity.

Trustees' Annual Report for the year ended 31 May 2021

The research group meets once a quarter to review current activities and plan upcoming projects. On top of this there are dedicated working groups that meet more regularly to progress activities associated to their given project.

As with other parts of the HEDQF, we have carefully managed and mitigated the impact of the global pandemic on the activities during this reporting period. Significant changes to working environments, felt across all sectors, has had an impact on progress of some of our projects and the cancellation of HEDQF annual conference has also impacted on our communication/dissemination plans.

The following will give a summary of the activities over the course of this year, with research and publication outlined below. A summary of events related to research dissemination is provided following the summaries.

Completed research and opinion surveys

Student Life' wellbeing (RG 003): As noted last year this was carried out prior to the global pandemic, hence the write-up has been substantially adjusted to take account of new research carried out in collaboration with AUDE (Association of University Directors of Estates), which focused on the impact of COVID on student wellbeing and experience, (see RG 008 below). Report published June 2021, disseminated via HEDQF Website – delayed due to COVID

Sustainable design and development (RG 004): The research group completed this project in partnership with YouthSight to survey students on their views related to sustainability in response to a significant focus on Climate Change and the Climate Emergency. The findings provided information to university estates teams and their advisors, of the views of students when commissioning and developing new or refurbished buildings. Report published March 2021, disseminated via HEDQF Website.

Student expectations and COVID (RG 008): 'The impact of coronavirus on students and their changing expectations of the university estate, particularly in the context of a future rising demographic'. The aim would be to seize upon the present circumstances and seek to find out more about how university estates and facilities are, or perhaps should be, responding to those needs. Report published April 2021, disseminated via HEDQF Website.

Dissemination of Research

The following provides a summary of where completed research was disseminated at the following conferences and events:

1. Association of University Directors of Estates Conference 12th April 2021
2. Festival of Higher education 26th April 2021
3. International University Thought leadership event 4th May 2021
4. Association of University Directors of Estates Conference re-run 26th May 2021

Ongoing Research

Relationship and correlation between built environment on student outcomes (RG 007)

Joint Research project with Wilmott Dixon and AUDE (Association of University Directors of Estates): The aim of this study is to understand the relationship and correlation between built environment on student outcomes. This is a major piece of research, carried out in collaboration with Wilmott Dixon (a Construction company active in the Higher Education sector) in collaboration with HEDQF (Higher Education Design Quality Forum) and AUDE. The project is jointly funded by Wilmott Dixon and HEDQF, with in-kind support from AUDE.

Trustees' Annual Report for the year ended 31 May 2021

The project is managed with a steering group, chaired by Dr Ghazwa Alwani-Starr (former Pro Vice-Chancellor Strategy, Planning and Partnerships and Director of Property, now Chief Operating Officer - Queen Mary University of London). The advisory group comprises 20+ representatives from across the sector, including policy experts, students, behavioural scientists, pedagogical and technology experts, built environment and university representatives.

The steering group commissioned UWE led by Prof. Sonja Dragojlovic-Oliveira and her team to support the first stage of the project which will include a literature review and scope definition exercise.

Building performance in use (RG 006):

This ongoing research seeks to understand the profile of energy use in the existing stock of university buildings. Initially focussing on student residences, the study seeks to identify 'easy-wins' to improve the building performance and energy use. The initial data analysis is complete, with plans in progress for a dissemination event, 2021-22.

Proposed activities for 2021/22

- 1.HEDQF Annual Conference Research update 14th July 2021
- 2.Student residential building study to commence
- 3.Research update at the Festival Higher Education summer 2021
- 4.Building performance research event.
- 5.Annual review, survey and workshop to discuss, debate and agree research future topics with RG and Trustees.

Conferences & Events

A working group chaired by Ian Caldwell is focused on developing a programme of events and conferences. This group is well represented and is developing good relationships with HE institutions and other bodies.

However, with the ongoing restrictions due to covid, proposed physical events were cancelled or postponed, as was the situation with many organisations.

Physical events were therefore replaced with virtual webinars, often in partnership with other organisations and members to whom we are grateful, which enabled two virtual international events and a number of events linked to HEDQF Research and to the potential changes to the design of university campuses post-covid.

The following key events were held within the Reporting Period:

- 1.Virtual workshop/discussion on 4th June 2020, as part of the Festival of Learning Spaces, on Coping with Covid, Impact and Response – Reflections from University Estates Departments.
- 2.Virtual discussion on 1st July 2020, as part of the Festival of Learning Spaces, on Looking to the Future: how University Design might change post-2020?
- 3.International online debate on 1st September 2020 to consider the future design of higher education buildings and campuses comparing global similarities and differences, future trends, and opportunities to adapt and change university campuses in the aftermath of COVID-19?
- 4.Virtual presentation and discussion, at the Festival of Learning Spaces, on 3rd February 2021 on the outcome of HEDQF Research on Student Life and Well-Being.

HEDQF Annual Conference

Due to the ongoing covid restrictions and uncertainty about planning a physical event, it was decided to cancel the 2020 HEDQF Annual Conference.

Trustees' Annual Report for the year ended 31 May 2021

The difference the charity's performance during the year has made to the beneficiaries of the charity.

The Trustees agreed that the public benefit from HEDQF's work through the Charity's promotion of high quality design and planning in buildings and facilities used for higher education.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

The Board consists of:

- a minimum of four Trustees and the maximum number of Trustees shall be twenty. There is a desire to balance the trustees in equal proportion to HEI and other members
- One-third (or the number nearest one-third) of the Trustees must retire at each AGM

Eligibility

- Elected trustees must be Subscribing Members of the Association. Co-opted trustees may, but are not required to, be Subscribing Members of the Charity.

The charity's organisational structure.

The Trustees normally meet four times per year to consider the business of the Charity. One of these meetings is the AGM. If appropriate, meetings may be held by means of a telephone conference.

Trustees also participate in the following committees that meet regularly as required:

- Research Committee
- Events & Conference Committee
- Membership Committee

The Charity's professional advisors.

Bankers	HSBC Bank Plc, 60 Queen Victoria Street , London, EC4N 4TR
Solicitors	Reema Mathur, Senior Associate, Charity & Social Enterprise Team Stone King, Boundary House, 91 Charterhouse Street London EC1M 6HR
Accountants	Christie & Co, Crews Hill Golf Club, Cattlegate Road, Enfield, EN2 8AZ

Trustees' Annual Report for the year ended 31 May 2021

Financial review

The charity's financial position at the end of the year ended 31 May 2021

The financial position of the charity at 31 May 2021 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2021	2020
	£	£
Net income	8,285	12,232
Unrestricted Revenue Funds available for the general purposes of the charity	90,680	82,395
Total Funds	90,680	82,395

Financial review of the position at the reporting date, 31 May 2021 .

All income received and expenditure incurred by the Higher Education Design Quality Forum has been in connection with the objects of the charity;

" to advance higher education through high-quality design and planning of buildings and facilities."

The Higher Education Design Quality Forum receives income from annual membership fees and from ticket sales and sponsorship for events and conferences held throughout the year as well as some income from publication sales.

In 2021 income decreased due to a number of events and our annual conference being postponed due to the Covid pandemic

Expenditure during the year related to administration and consultancy (legal and accountancy) fees associated with the day to day administration of the charity and costs relating to hosting and servicing events and conferences and producing our publications and website, as well as financing our research programme.

The aim of the Board of Trustees is that annual membership fees will cover the costs of the charity's core objectives and that all conferences and events organized will be at least self-financing. The trustees met periodically throughout the year to review management accounts and consider the financial performance of the charity during the year to have been satisfactory.

The charity has no fixed assets.

Trustees' Annual Report for the year ended 31 May 2021

Policies on reserves.

The Board of Trustees regularly reviews the accounts of the charity including the use of surplus funds.

At the end of 2021 surplus funds total £90,680.

All surplus funds have an identified future use either as working capital to service costs over the next two years (£20K) during which income will reduce as a result of accrued subscription fees; for servicing conference and events including planning for a future international conference (£20K) and to finance future research and development projects in development (£40K).

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Details of The Independent Examiner

Robert Woolley FCCA, CTA

Chartered Certified Accountant

Crown House

York Road

Shiptonthorpe

York

Trustees' Annual Report for the year ended 31 May 2021

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that 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 surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Trustees' Annual Report for the year ended 31 May 2021

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 14 to 25.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 22 February 2022.

STEVEN JENKINS
Director and Trustee

Higher Education Design Quality Forum

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 May 2021

I report to the Trustees on my examination of the financial statements of the charitable company on pages 14 to 25 for the year ended 31 May 2021 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 20.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 10, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

Higher Education Design Quality Forum

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 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;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

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 financial statements to be reached.

Signed:-

Robert Woolley FCCA, CTA - Independent Examiner

Chartered Certified Accountant

Crown House

York Road

Shiptonthorpe

York

This report was signed on 23 February 2022

Higher Education Design Quality Forum - Statement of Financial Activities for the year ended 31 May 2021

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 May 2021, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2021	2021	2021	2020
		£	£	£	£
Income & Endowments from:					
Donations & Legacies	A1	14,800	-	14,800	18,439
Charitable activities	A2	-	-	-	25,035
Investments	A4	8	-	8	117
Other	A5	44,758	-	44,758	-
Total income	A	59,566	-	59,566	43,591
Expenditure on:					
Charitable activities	B2	51,281	-	51,281	31,359
Total expenditure	B	51,281	-	51,281	31,359
Net income for the year		8,285	-	8,285	12,232
Net income after transfers	A-B-C	8,285	-	8,285	12,232
Net movement in funds		8,285	-	8,285	12,232
Reconciliation of funds:-					
Total funds brought forward		82,395	-	82,395	70,163
Total funds carried forward		90,680	-	90,680	82,395

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

The notes attached on pages 20 to 25 form an integral part of these accounts.

Higher Education Design Quality Forum - Statement of Financial Activities for the year ended 31 May 2021

Higher Education Design Quality Forum - Resources applied in the year ended 31 May 2021 towards fixed assets for Charity use:-

	2021 £	2020 £
Funds generated in the year as detailed in the SOFA	8,285	12,232
Net resources available to fund charitable activities	8,285	12,232

Movements in revenue and capital funds for the year ended 31 May 2021

Revenue accumulated funds

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last year Total Funds 2020 £
Accumulated funds brought forward	82,395	-	82,395	70,163
Recognised gains and losses before transfers	8,285	-	8,285	12,232
	90,680	-	90,680	82,395
Closing revenue funds	90,680	-	90,680	82,395
Summary of funds	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Last Year Total Funds 2020 £
Revenue accumulated funds	90,680	-	90,680	82,395

The notes attached on pages 20 to 25 form an integral part of these accounts.

Higher Education Design Quality Forum - Statement of Financial Activities for the year ended 31 May 2021

**Higher Education Design Quality Forum
Income and Expenditure Account for the year ended 31 May 2021 as required by the Companies Act 2006**

	2021 £	2020 £
Income		
Income from operations	14,800	43,474
Investment income		
Interest receivable	8	117
Other operating income	44,758	-
Gross income in the year before exceptional items	59,566	43,591
Gross income in the year including exceptional items	59,566	43,591
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	50,651	30,689
Governance costs	630	670
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	51,281	31,359
Net income before tax in the financial year	8,285	12,232
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	8,285	12,232
Retained surplus for the year	8,285	12,232

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 20 to 25 form an integral part of these accounts.

Higher Education Design Quality Forum - Balance Sheet as at 31 May 2021

	Note	SORP Ref	2021 £	2020 £
Current assets				
		B		
Debtors	8	B2	9,880	11,540
Cash at bank and in hand		B4	94,187	88,429
Total current assets			<u>104,067</u>	<u>99,969</u>
Creditors: amounts falling due within one year				
	9	C1	<u>(13,387)</u>	<u>(17,574)</u>
Net current assets			90,680	82,395
The total net assets of the charity			<u>90,680</u>	<u>82,395</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Unrestricted Funds

Unrestricted Revenue Funds	12	D3	90,680	82,395
Total charity funds			<u>90,680</u>	<u>82,395</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 13.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

STEVEN JENKINS

Trustee

Approved by the board of trustees on 22 February 2022

The notes attached on pages 20 to 25 form an integral part of these accounts.

Higher Education Design Quality Forum

Notes to the Accounts for the year ended 31 May 2021

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Risks and future assumptions

The trustees are not aware of any material financial, economic, political or reputational risks to which the charity would be exposed. As a Registered Charity, the charity is working for the public benefit. The ways in which it benefits the public are set out in more detail in the Trustees Annual Report.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

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Notes to the Accounts for the year ended 31 May 2021

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Membership subscriptions

The income and any associated Gift Aid or other tax refund from a membership subscription received by the charity in the nature of a gift, is accounted for on the same basis as a donation.

The income from a membership subscription received by the charity where the subscription purchases the right to services or benefits is recognised as income from charitable activities.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

Policies relating to assets, liabilities and provisions and other matters.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions are calculated on the conventional accruals basis applicable to the accounts of this type of organisation.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the cha

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Notes to the Accounts for the year ended 31 May 2021

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications of financial instruments in relation to the charity's financial position.

5 The contribution of volunteers

The charity is not reliant on contribution of volunteers, as it was assisted by the services of an external paid administrator.

6 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

7 Deferred income - Unrestricted funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
	£	£	£	£
Membership subscriptions received in advance	9,200	9,200	5,800	5,800
			2021	2020
			£	£
These deferrals are included in creditors			5,800	9,200

8 Debtors

	2021	2020
	£	£
Trade debtors	9,880	11,540

9 Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals	7,587	8,374
Deferred Income - Unrestricted & designated funds	5,800	9,200
	13,387	17,574

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Notes to the Accounts for the year ended 31 May 2021

10 Income and Expenditure account summary

	2021 £	2020 £
At 1 June 2020	82,395	70,165
Surplus after tax for the year	8,285	12,232
At 31 May 2021	90,680	82,397

11 Particulars of how particular funds are represented by assets and liabilities

At 31 May 2021	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	104,067	-	-	104,067
Current Liabilities	(13,387)	-	-	(13,387)
	90,680	-	-	90,680
At 1 June 2020	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	99,969	-	-	99,969
Current Liabilities	(17,574)	-	-	(17,574)
	82,395	-	-	82,395

12 Change in total funds over the year as shown in Note 11 , analysed by individual funds

	Funds brought forward from 2020 £	Movement in funds in 2021 £	Transfers between funds in 2021 £	Funds carried forward to 2022 £
		See Note 13		
Unrestricted funds:-				
Unrestricted Revenue Funds	82,395	8,285	-	90,680
Total unrestricted funds	82,395	8,285	-	90,680
Total charity funds	82,395	8,285	-	90,680

13 Analysis of movements in funds over the year as shown in Note 12

	Income 2021 £	Expenditure 2021 £	Other Gains & Losses 2021 £	Movement in funds 2021 £
Unrestricted funds:-				
Unrestricted Revenue Funds	59,566	(51,281)	-	8,285

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Notes to the Accounts for the year ended 31 May 2021

14 The purposes for which the funds as detailed in note 12 are held by the charity are:-

Unrestricted funds:-

Unrestricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

15 Ultimate controlling party

The charity is under the control of its legal members.

Every member of the charity is obliged to contribute such amount as may be required not exceeding £1 to the assets of the company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

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Detailed analysis of income and expenditure for the year ended 31 May 2021 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

16 Donations and Legacies

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2019 £
Sponsorship income				
Sundry sponsorships < £1,000	-	-	-	704
Gardiner & Theobald LLP	-	-	-	1,000
AKT II	-	-	-	1,000
Total sponsorship income	-	-	-	2,704
Members' Subscriptions as donations	14,800	-	14,800	15,735
Total Donations and Legacies	A1 59,558	-	59,558	18,439

17 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	-	-	-	25,035
Total Primary purpose and ancillary trading	-	-	-	25,035

18 Total Income from charitable activities

	Current year Unrestricted Funds £ 2021	Current year Restricted Funds £ 2021	Current year Total Funds £ 2021	Prior Year Total Funds £ 2020
Total income from charitable trading	-	-	-	25,035
Total from charitable activities	A2 -	-	-	25,035

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Detailed analysis of income and expenditure for the year ended 31 May 2021 as required by the SORP 2015

19 Investment income

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Bank Interest Receivable	8	-	8	117
Total investment income	8	-	8	117

20 Other income and gains

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Wilmott Dixon - Research grant	40,000	-	40,000	-
AUDE - Research grant	4,758	-	4,758	-
Total other income	44,758	-	44,758	-

21 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Research costs and case studies	25,481	-	25,481	5,703
Total direct spending	25,481	-	25,481	5,703

22 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Cost of goods and services for primary purpose trading	(375)	-	(375)	9,380
Total charitable trading costs	(375)	-	(375)	9,380

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Detailed analysis of income and expenditure for the year ended 31 May 2021 as required by the SORP 2015

23 Support costs for charitable activities

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Administrative overheads				
Website and IT costs	3,682	-	3,682	180
Administration Fees	16,866	-	16,866	9,625
Information and publications	-	-	-	1,840
Professional fees paid to advisors other than the auditor or examiner				
Accountancy fees	3,300	-	3,300	3,600
Legal fees	1,512	-	1,512	-
Financial costs				
Bank charges	185	-	185	361
Total support costs	25,545	-	25,545	15,606

The basis of allocation of costs between activities is described under accounting policies

24 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Independent Examiner's fees	630	-	630	670
Total Governance costs	630	-	630	670

25 Total Charitable expenditure

	Current year Unrestricted Funds 2021 £	Current year Restricted Funds 2021 £	Current year Total Funds 2021 £	Prior Year Total Funds 2020 £
Total direct spending	B2a 25,481	-	25,481	5,703
Total charitable trading costs	B2b (375)	-	(375)	9,380
Total support costs	B2d 25,545	-	25,545	15,606
Total Governance costs	B2e 630	-	630	670
Total charitable expenditure	B2 51,281	-	51,281	31,359