

Company Registration Number - 09600079

The Charity Registration Number is :- 1166552

University Design Forum

Report and Accounts

Year ended 31 May 2022



University Design Forum

Report and accounts for the Year ended 31 May 2022

Contents

	Page
Charity information	1
Trustees' Annual Report	1
Statement of directors' responsibilities	10
Independent Accountant's Report	12
<i>Funds Statements:-</i>	
Statement of Financial Activities	14
Movements in funds	17
Revenue Funds	17
Income and Expenditure account	18
Summary of funds	17
Balance sheet	19
Notes to the accounts	20

University Design Forum

Company Registration Number - 09600079

Trustees' Annual Report for the year ended 31 May 2022

The Trustees present their Report and Accounts for the year ended 31 May 2022, 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:- University Design Forum.

Formerly: - Higher Education Design Quality Forum (date of change 23 November 2022)

The charity is also known by its operating name, UDF

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

UDF 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.

UDF 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 2022

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

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

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

The following persons served as Trustees during the Year ended 31 May 2022 :-

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

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 2022

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.

UDF 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 UDF activities and achievements for 2021/22 and its plans for 2022/23 against the Public Benefit Guidance issued by the Charity Commission.

The Trustees are satisfied that this report on UDF's activities in 2021/22, 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 2022

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.

UDF Membership Update

Membership of UDF continues to grow and the membership is more engaged in both the events being organised and in contributing to the work of UDF. 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

The Research Group (RG) continues to be co-chaired by Trustees Rupert Cook and Alex Grigull. Following Caroline Paradise's return from maternity leave she has been supporting the group.

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, we summarise the findings of the annual sector survey below.

Involvement with RG is open to all University Design Forum 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 research group meets once a quarter to review current activities and plan upcoming projects. In addition, there are dedicated working groups that meet more regularly to progress activities associated to their given project.

The following will give a summary of the activities over the course of this year, with research and publication outlined below.

Trustees' Annual Report for the year ended 31 May 2022

Topics of research and the annual survey

To determine the relevant topics, the research group regularly surveys the sector to understand which current and emerging themes are of interest the sector and to highlight areas the charity can support the sector's development of knowledge.

We surveyed the university sector in July 2016, 2019, 2021 and 2022 aiming to set the direction for our research in the period following the survey.

The University Design Forum Research Group see our role as one of both 'taking the temperature (through survey) and setting the temperature, where topics are selected where have not been recently studied and need to be explored.

Our recent survey in the quarters 3&4 of 2022, highlighted the top 3:

- Designing for long term adaptability & re-use (38.46%)
- Delivering sustainable, low carbon buildings (35.90%)
- Maximising performance of existing estate (34.62%)

Current and ongoing studies are addressing these top topics, including:

- RG006 Building Performance,
- RG009 Net Zero Carbon

Key events and dissemination

- 13th July 2021 HEQDF annual Conference, research papers.
- 9th February 2022 Higher Education Estates and Campuses conference
- 17th February 2022 – Launch event Campus Spaces and Places

Ongoing Research

Campus Spaces and Places - effects on student outcomes (RG007)

Long term study (commissioned research). Phase 1 Scoping and literature review complete in qtr 1 of 2022

The aim of this study is to understand the relationship and correlation between built environment on student outcomes. The background to a joint piece of research instigated by Willmott Dixon in collaboration with UDF (University Design Forum) and AUDE.

Phase 1 of the long-term study was launched at an open event hosted by Kingston University in February 2022, which shared finding from the literature review of existing research into places, spaces and student outcomes.

<https://www.universitydesignforum.org/wp-content/uploads/2022/02/Campus-Places-and-Spaces-Feb-2022.pdf>

<https://www.universitydesignforum.org/events/campus-spaces-and-places-impact-on-student-outcomes-a-review-of-evidence/>

Phase 2 Primary research aims to be underway in 2023. The scoping for phase 2 was carried out during the summer of 2022, including commissioned work by the phase 1 research team, including workshops with the advisory group.

This resulted in the development of two potential strands for the long-term study, both of which focus on informal spaces, which have not been explored through research studies.

Trustees' Annual Report for the year ended 31 May 2022

Theme 1- Curation of external/internal space for social learning experiences – The workshop group recognised the value of better understanding how spaces were 'curated' to enable different types of social learning experiences. Studies could focus on comparison of types of common spaces such as 'libraries', 'cafe', 'garden' across different university settings (historical buildings to those built in last 10 years for instance) and how those spaces were arranged, managed, used over different times of year and in different seasons by diverse students (for instance yr1 to postgrad. students). This would require primary observation and data collection, over the course of a year across a few spaces and institutions.

Theme 2 - Typologies of informality of internal/external space use - In addition to above theme it was found important to better understand how a labelling and designation of space informs its use - specifically how informality of learning behaviours takes place in internal and external spaces. Such a study could compare use of the same space by different groups in controlled scenarios with different arrangements. This study could utilise existing datasets, followed by a shorter controlled observational study.

Sustainable student residential design and development (RG005)

Against the backdrop of COVID with students effectively locked in halls, reports before the pandemic of students being isolated, with student wellbeing being at an all-time low and our own student survey work finding that study bedrooms come a very close second place behind the library for a place of study, we ask a lot from our student halls.

The thesis of this research is that the student residential sector could and should be doing more to contribute towards the support of student's study and wellbeing.

The working group has been undertaking desk-top research looking at the types of accommodation being delivered across the country.

In addition, the group have engaged with University of Exeter, University of London and University of Glasgow.

Net Zero (RG009)

This project was new in the reporting period but on hold due to limited capacity of the group. The aims is to re-commence work Qtr4 2022.

The working group has been in contact with the AUDE sustainability group and has been supported by several universities, who have provided example briefs and best practice guides. This project was new in the reporting period but on hold due to limited capacity of the group.

Group has defined aims, highlighted below. The aim of this work is to collate and make recommendations on:

- briefing and design requirements for achieving a target of zero carbon for building projects for use by University Estates and Academics
- Information is being collated ready for review (Jan 2023), using volunteer time to review current guidance for university clients.
- net zero design targets and design guidance, which we will then make available for all universities via the UDF website.
- examples of best practice with feedback on impacts in terms of reaching net zero.
- The group have identified a need for supporting resource to develop the review by volunteers into collated Net Zero design guide

Trustees' Annual Report for the year ended 31 May 2022

High Quality Buildings: performance in use (RG006)

In response to climate emergency and the 2021 UDF Conference theme being focussed on zero carbon, we have an ongoing strand of research looking at capturing and sharing 'building performance monitoring' results.

The working group have been working with several HEI's using existing datasets to understand building performance and make recommendations about improvements.

This ongoing study correlates well with the survey of the sector in qtr 3&4 of 2022.

The aim in Qtr 1-2 2023 is to share the initial findings.

Innovation Districts (formerly Research Collaboration Spaces) (RG010)

This work started in January 2022, with the formation of the steering/ advisory group.

With a very broad remit that includes life sciences, research parks, technology and innovation parks, the group would embrace the full spectrum of bespoke 'Innovation' and speculative 'Life Sciences' buildings. The assumption being that with significant recent investment, these new developments would be of interest to understand.

The aim is complete and disseminate the findings in 2022-23.

Campus Inclusivity (RG011)

To increase capacity of the University Design Forum Research Group, we have developed a working methodology to support and advise other's undertaking research relevant to our aims and objectives. This work started in January 2022, with RG supporting the development of the topic and formation of the steering/ advisory group.

Led by Hawkins Brown and supported by Research Group, the focus is on socio- economic and ethnic inequalities and to ask to what extent architecture in Higher Education contributes to educational inequality.

The aim is complete and disseminate the findings in 2022-23.

Trustees' Annual Report for the year ended 31 May 2022

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.

Events

With the easing of covid restrictions, physical reference visits were able to go ahead during the year, though the Annual Conference 2021 was arranged as a digital event. Events held during the year included:

- 23rd September 2021: Reference Visit to The Toddler Lab, Birkbeck, University of London.
- 19th November 2021: Reference Visit to the University of Warwick.
- 8/9 February 2022: speaking contribution The Future of the Higher Education Estate
- 2022 conference (digital event).
- 17th February 2022: Reference Visit and Research presentation on Campus Spaces and Places: Impact on Student Outcomes at Kingston University.
- 8th March 2022: Reference Visit to Queen Mary University of London, Mile End.
- 26th April 2022: Reference Visit to Imperial College West
- 12th and 13th May 2022: International Reference Visit to university projects in Milan
- 27th May 2022: Reference Visit to the University of Manchester

UDF Annual Conference 2021

Due to the ongoing covid restrictions, the 2021 UDF Annual Conference was a digital event, held over three afternoons on 13th to 15th July, with the themes of the future of our planet, the impact of technology, the circular and the social economies and the future of the university campus, the zero-carbon university campus and international building designs.

It was a successful event with up to 185 registrations over the different days, but not as successful for delegate interaction as a physical conference although it did give the delegates the ability to attend some sessions and not others.

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 UDF's work through the Charity's promotion of high quality design and planning in buildings and facilities used for higher education.

Trustees' Annual Report for the year ended 31 May 2022

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
- *Executive Committee
- *Communication 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 2022

Financial review

The charity's financial position at the end of the Year ended 31 May 2022

The financial position of the charity at 31 May 2022 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2022	2021
	£	£
Net income	6,134	8,285
Unrestricted Revenue Funds available for the general purposes of the charity	96,814	90,680
Total Funds	96,814	90,680

Financial review of the position at the reporting date, 31 May 2022 .

All income received and expenditure incurred by the University Design Forum (formally Higher Education Design Quality Forum/ HEDQF during 2021-2022) 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 University Design Forum receives income from annual membership fees and from ticket sales and sponsorship for events and conferences held throughout the year. In some years, income has been received from publications sales, from research papers or conference literature.

In 2012 to 2022 membership income increased over the previous year due to several reasons – an increase in the annual subscription fee, additional members, and a large number of organizations who had 3-year memberships that had come to end and required renewal. In 2022, we also held an annual conference, the first in-person event in several years due to the Covid Pandemic. External organizations sponsored the conference, providing additional income for the Forum.

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, as well as financing the research programme. Some funds were also used this year in the rebranding of the Forum (from HEDQF to University Design Forum). There are several strands of research underway, with some papers nearing completion, and some which are in draft format which would require additional grant funding/sponsorship to complete.

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 2022

Policies on reserves.

The Board of Trustees regularly reviews the accounts of the charity including the use of surplus funds. At the end of 2022 surplus funds total £96,814.

All surplus funds have an identified future use either as working capital to service costs over the next year (£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 (£50K).

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 2022

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 2022

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 17 March 2023.

A handwritten signature in black ink that reads "Steven Jenkins". The signature is written in a cursive style with a large initial 'S'.

STEVEN JENKINS
Director and Trustee

University Design Forum

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 May 2022

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 2022 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.

University Design 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 17 March 2023

University Design Forum - Statement of Financial Activities for the year ended 31 May 2022

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 May 2022, 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
		2022	2022	2022	2021
		£	£	£	£
Income & Endowments from:					
Donations & Legacies	A1	30,045	-	30,045	14,800
Charitable activities	A2	-	-	-	-
Other trading activities	A3	-	-	-	-
Investments	A4	11	-	11	8
Other	A5	19,000	-	19,000	44,758
Total income	A	49,056	-	49,056	59,566
Expenditure on:					
Charitable activities	B2	42,922	-	42,922	51,281
Total expenditure	B	42,922	-	42,922	51,281
Net income for the year		6,134	-	6,134	8,285
Net income after transfers	A-B-C	6,134	-	6,134	8,285
Net movement in funds		6,134	-	6,134	8,285
Reconciliation of funds:-					
Total funds brought forward		90,680	-	90,680	82,395
Total funds carried forward		96,814	-	96,814	90,680

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.

University Design Forum - Statement of Financial Activities for the year ended 31 May 2022

University Design Forum - Resources applied in the Year ended 31 May 2022 towards fixed assets for Charity use:-

	2022 £	2021 £
Funds generated in the year as detailed in the SOFA	6,134	8,285
Net resources available to fund charitable activities	6,134	8,285

Movements in revenue and capital funds for the year ended 31 May 2022

Revenue accumulated funds

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Last year Total Funds 2021 £
Accumulated funds brought forward	90,680	-	90,680	82,395
Recognised gains and losses before transfers	6,134	-	6,134	8,285
	96,814	-	96,814	90,680
Closing revenue funds	96,814	-	96,814	90,680
Summary of funds	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Last Year Total Funds 2021 £
Revenue accumulated funds	96,814	-	96,814	90,680

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

University Design Forum - Statement of Financial Activities for the year ended 31 May 2022

**University Design Forum
Income and Expenditure Account for the year ended 31 May 2022 as required by the
Companies Act 2006**

	2022 £	2021 £
Income		
Income from operations	30,045	14,800
Investment income		
Interest receivable	11	8
Other operating income	19,000	44,758
Gross income in the year before exceptional items	49,056	59,566
Gross income in the year including exceptional items	49,056	59,566
Expenditure		
Charitable expenditure, excluding depreciation and amortisation	42,262	50,651
Governance costs	660	630
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	42,922	51,281
Net income before tax in the financial year	6,134	8,285
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	6,134	8,285
Retained surplus for the year	6,134	8,285

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.

University Design Forum - Balance Sheet as at 31 May 2022

	Note	SORP Ref	2022 £	2021 £
Current assets		B		
Debtors	8	B2	19,075	9,880
Cash at bank and in hand		B4	83,489	94,187
Total current assets			<u>102,564</u>	<u>104,067</u>
Creditors: amounts falling due within one year	9	C1	<u>(5,750)</u>	<u>(13,387)</u>
Net current assets			96,814	90,680
The total net assets of the charity			<u>96,814</u>	<u>90,680</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	96,814	90,680
Total charity funds			<u>96,814</u>	<u>90,680</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 17 March 2023

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

University Design Forum

Notes to the Accounts for the year ended 31 May 2022

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.

University Design Forum

Notes to the Accounts for the year ended 31 May 2022

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

University Design Forum

Notes to the Accounts for the year ended 31 May 2022

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	5,800	5,800	2,100	2,100
			2022	2021
			£	£
These deferrals are included in creditors			<u>2,100</u>	<u>5,800</u>
8 Debtors			2022	2021
			£	£
Trade debtors			<u>19,075</u>	<u>9,880</u>
9 Creditors: amounts falling due within one year			2022	2021
			£	£
Accruals			3,650	7,587
Deferred Income - Unrestricted & designated funds			2,100	5,800
			<u>5,750</u>	<u>13,387</u>

University Design Forum

Notes to the Accounts for the year ended 31 May 2022

10 Income and Expenditure account summary

	2022 £	2021 £
At 1 June 2021	90,680	82,396
Surplus after tax for the year	6,134	8,285
At 31 May 2022	96,814	90,681

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

At 31 May 2022	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	102,564	-	-	102,564
Current Liabilities	(5,750)	-	-	(5,750)
	96,814	-	-	96,814
At 1 June 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

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

	Funds brought forward from 2021 £	Movement in funds in 2022 £	Transfers between funds in 2022 £	Funds carried forward to 2023 £
		See Note 13		
Unrestricted funds:-				
Unrestricted Revenue Funds	90,680	6,134	-	96,814
Total unrestricted funds	90,680	6,134	-	96,814
Total charity funds	90,680	6,134	-	96,814

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

	Income 2022 £	Expenditure 2022 £	Other Gains & Losses 2022 £	Movement in funds 2022 £
Unrestricted funds:-				
Unrestricted Revenue Funds	49,056	(42,922)	-	6,134

University Design Forum

Notes to the Accounts for the year ended 31 May 2022

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.

University Design Forum

Detailed analysis of income and expenditure for the year ended 31 May 2022 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 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2,021 £
Sponsorship income				
Sundry sponsorships < £1,000	-	-	-	-
Gardiner & Theobald LLP	-	-	-	-
AKT II	-	-	-	-
Total sponsorship income	-	-	-	-
Members' Subscriptions as donations	30,045	-	30,045	14,800
Total Donations and Legacies	A1 30,045	-	30,045	59,558

17 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	-	-	-	-
Total Primary purpose and ancillary trading	-	-	-	-

18 Total Income from charitable activities

	Current year Unrestricted Funds £ 2022	Current year Restricted Funds £ 2022	Current year Total Funds £ 2022	Prior Year Total Funds £ 2021
Total income from charitable trading	-	-	-	-
Total from charitable activities	A2 -	-	-	-

University Design Forum

Detailed analysis of income and expenditure for the year ended 31 May 2022 as required by the SORP 2015

19 Investment income

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Bank Interest Receivable	11	-	11	8
Total investment income	A4 11	-	11	8

20 Other income and gains

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Wilmott Dixon - Research grant	-	-	-	40,000
AUDE - Research grant	-	-	-	4,758
Rogers Stirk Harbour and Partners	2,500	-	2,500	-
Troup Bywaters and Anders	3,000	-	3,000	-
Overbury PLC	4,500	-	4,500	-
Trilogy Property	6,000	-	6,000	-
Procure Partnership Framework	3,000	-	3,000	-
Total other income	A5 19,000	-	19,000	44,758

21 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Research costs and case studies	18,371	-	18,371	25,481
Total direct spending	B2a 19,344	-	19,344	25,481

22 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Cost of goods and services for primary purpose trading	2,381	-	2,381	(375)
Total charitable trading costs	B2b 2,381	-	2,381	(375)

University Design Forum

Detailed analysis of income and expenditure for the year ended 31 May 2022 as required by the SORP 2015

23 Support costs for charitable activities

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
<i>Administrative overheads</i>				
Website and IT costs	960	-	960	3,682
Administration Fees	15,920	-	15,920	16,866
Information and publications	-	-	-	-
<i>Professional fees paid to advisors other than the auditor or examiner</i>				
Accountancy fees	3,000	-	3,000	3,300
Other legal and professional	150	-	150	-
<i>Financial costs</i>				
Bank charges	507	-	507	185
Total support costs	20,537	-	20,537	25,545

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

24 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Independent Examiner's fees	660	-	660	630
Total Governance costs	660	-	660	630

25 Total Charitable expenditure

		Current year Unrestricted Funds 2022 £	Current year Restricted Funds 2022 £	Current year Total Funds 2022 £	Prior Year Total Funds 2021 £
Total direct spending	B2a	19,344	-	19,344	25,481
Total charitable trading costs	B2b	2,381	-	2,381	(375)
Total support costs	B2d	20,537	-	20,537	25,545
Total Governance costs	B2e	660	-	660	630
Total charitable expenditure	B2	42,922	-	42,922	51,281