Registered number: 03159878

England and Wales

Charity Number: 1072104

OPEN CITY ARCHITECTURE
(A Charitable Company Limited by Guarantee)

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2020

OPEN CITY ARCHITECTURE

ANNUAL REPORT AND ACCOUNTS
YEAR ENDED TO 31 DECEMBER 2020

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OPEN CITY ARCHITECTURE

ANNUAL REPORT AND ACCOUNTS
YEAR ENDED TO 31 DECEMBER 2020

Legal & Administrative Information

Company number	-	03159878 (England and Wales)
Charity number	-	1072104
Trustees/Directors	-	A Brooks C Kelly A Leibowitz J Ali *(appointed 05/03/21)* J Gibbons *(appointed 05/03/21)* S Bailey *(appointed 05/03/21)* E Dodd *(appointed 05/03/21)* A Williamson-Taylor *(appointed 05/03/21)* D Denner *(appointed 05/03/21)* R Daniel *(appointed 05/03/21)*
Registered and operational address	-	Floor 9, Import Building Import Building 2 Clove Crescent London E14 2BE
Independent Examiners	-	Simpson Wreford LLP. Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS

OPEN CITY ARCHITECTURE
REPORT OF THE TRUSTEES – 31 DECEMBER 2020

The trustees of Open City are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Structure, Governance and Management

Open City Architecture was formed in 1992 and became registered with the Charity Commissioners of England and Wales under registration no. 1072104 in 1996. It is a company limited by guarantee (Company Registration no. 3159878) and is governed by its Memorandum and Articles of Association. The head office and registered address is currently at 9th Floor, Import Building, 2 Clove Crescent, Poplar, E14 2BE. The Trustees of the charity, who constitute its board of Directors, have been appointed in accordance with the charity's Articles of Association.

Recruitment of trustees is undertaken through an open process with a call for new trustees through the media, our extensive network, and our supporters. The charity's Articles of Association set out the length and duration of each trustee. Potential trustees are interviewed by a minimum of two existing trustees followed by an invitation to the relevant person to observe a trustee meeting. The trustees at the time of filing, who are also the directors for the purpose of company law, are:

Crispin Kelly (Chair)
Eleanor Dodd (Treasurer) (appointed 5 March 2021)
Deborah Denner (appointed 5 March 2021)
Ruth Daniel (appointed 5 March 2021)
Albert Williamson-Taylor (appointed 5 March 2021)
Stephen Howlett (resigned 25 May 2021)
Alan Stanton (resigned 25 May 2021)
Alison Brooks
Richard Ehrman (resigned 11 August 2020)
Alan Leibowitz
Jayden Ali (appointed 5 March 2021)
Joanna Gibbons (appointed 5 March 2021)
Sara Bailey (appointed 5 March 2021)
Phineas Harper (appointed 5 March 2021, resigned 26 May 2021)
Zoe Cave (appointed 20 June 2021, resigned 12 July 2021)

The day-to-day management is carried out by the Open City Chief Executive Phineas Harper who is responsible to the Trustees. The bankers of the charity are Barclays Bank PLC, PO Box 299, Birmingham, B1 3PF and Starling Bank, Starling Bank Operations Team, 5th Floor Brunel House, 2 Fitzalan Road, Cardiff, CF24 0FG, Wales.

Objectives and activities

The Charity Commission's guidance on public benefit (section 17(5) of the 2011 Act) has been considered when applying the objectives of the Charity. Open City aims to make cities more open, accessible and equitable. The Charity helps all citizens to understand and engage with how their urban landscape has been made, and take a role in shaping its future.

Open City Architecture has four principal aims and objectives:

- To foster public awareness and appreciation of architecture and the built environment.
- To educate and inspire discussion on the value of architecture and urban design excellence across all sectors of the community, from decision-makers through to young people.
- To celebrate and showcase outstanding examples of architecture from London's wealth of buildings.
- To encourage civic pride amongst the capital's residential and business communities.

We achieve these aims in multiple ways:

- Our international network of festivals, Open House Worldwide, opens up physical buildings and important conversations in cities from New York to Lagos for large popular celebrations of architecture and city-making.
- The London Open House festival is now in its 30th year and is one of the largest and most inclusive cultural events in the country.
- Throughout the year we run a rich public programme opening up dialogue about the city in creative ways including events, podcasts, publications, courses and tours.
- We also run a number of programmes equipping children and young people, particularly from under-represented backgrounds, with design skills and routes into careers in the built environment.

Open City believes a good city is one in which all citizens have a stake in the design, development and care of the built environment. And one in which nobody is shut out of the architecture and landscapes of their cities, or key decisions about its future.

Programmes in 2020

2020 was an extremely challenging year for the entire charity sector due to the outbreak of Covid-19 which forced much of Britain's cultural life to close its doors for months on end. However, Open City rose to this challenge of Covid, quickly adapting existing programmes and launching new ones which could continue to safely engage audiences throughout the pandemic.

A full summary of the charity's services including new and adapted educational programmes follows:

Accelerate

Accelerate is a design education and mentoring programme supporting young Londoners from under-represented backgrounds to pursue careers in city-making professions including architecture, landscape and planning. Accelerate helps diversify the workforce of London's built environment industries to be more representative of the city's communities.

Accelerate 2019/20 enabled a cohort of 40 students to develop the skills required for entry to higher education architecture related courses. The programme was impacted by the pandemic but continued successfully by switching to online teaching and mentoring with an online end-of-year exhibition which for the first time attracted media attention being published in Dezeen, the world's most popular online design magazine.

Accelerate 2020/21 launched during the pandemic with a cohort of 30 students (limited due to the restrictions on teaching during the Covid) and successfully supported these students throughout the year with a mix of in-person and online teaching culminating in an end of year exhibition in summer 2021.

Accelerate suffered some funding cuts at the start of the pandemic but was successful in attracting new funders including a number of small architecture, engineering and landscape organisations and a local authority.

Open House Festival

Open House Festival is a city-wide celebration of the urban landscape giving ordinary access to buildings and conversations they are normally locked out of.

Open House Festival was profoundly affected by the pandemic but with careful planning, additional training for volunteers and a greater provision of online and outdoor programmes, Open City staged the festival from 19 to 27 September 2020.

456 events took place across all 33 London boroughs for the festival. The programme included 137 walks and tours and 151 online events with 764 volunteers supporting the festival. Around 100,000 people visited the festival including offline and online audiences.

Covid-19 made it harder to collect audience data than in previous years as the charity had to rely more heavily on post-event online surveys. However, based on the surveys that were completed:

- 2 out of 3 visitors have taken part in Open House more than 5 times.
- 82% were likely to take advantage of online events available all year round (such self-guided tours).
- 1 in 10 took part for the first time in 2020.
- 8 out of 10 said Open House is a key event in London's cultural calendar.
- 94% learnt something new about London and its architecture.
- 60% said Open House makes them think differently about their local area and neighbourhood.
- 1 in 4 were interested in becoming an Open House volunteer.
- 93% said the event was effective in engaging with the city's architecture.

<u>Top Open House Festival Collections</u>

Open House Highlights

Highlights from the 2020 programme include some buildings that were open for visitors to enjoy, plus some that were running online events that you could enjoy from home. This collection was created by the Open House team to include a variety of events that would be able to be enjoyed no matter your current Covid19 confinements.

Radical Housing

Covid-19 has confined many Londoners to claustrophobic flats with no outdoor space. Yet for others, the struggle of life under lockdown has been softened by well-designed, generous and sometimes ingenious housing. This Open House festival, we will celebrate outstanding housing architecture which has helped many stay comfortable and convivial during the stress of the pandemic.

Self-Guided Itineraries

In 2020, the Open House team and core volunteers created a series of self-guided walks and cycling tours which visitors could do as part of their festival experience, but would also be available all year round to be enjoyed in the winter months and new year for those who were unable to get out during the festival. The idea of the self-guided tours was to allow visitors to explore their local area and learn a little more about the things they see everyday.

Colonial Histories

All buildings tell stories. Stories about the values and aspirations of the societies which created them are etched into the facades of our streets. Yet some stories are harder to read than others. Hidden beneath the surface of many buildings in London are incredible and sometimes bitter stories of Britain's colonial history. For Open House 2020, we're embarking on a long term project to tease out and reveal the hidden colonial histories of the architecture we celebrate in the festival.

Top Viewed Event Listings

Marylebone Village Tour - A guided walking tour of Marylebone created in conjunction with the Howard de Walden Estate.
4,222 online views.

Foster + Partners Self-Guided Walk - A self-guided walking tour, starting in Hackney taking in a variety of Foster + Partners buildings, from the Gherkin to Millennium Bridge, ending at City Hall.
3,017 online views.

Barbican Centre - A world-class arts, learning and conference centre set in the Grade II listed Barbican Estate – one of London's best examples of Brutalist architecture. Part of the Radical Housing Collection.
2,673 online views.

HM Treasury - A quadrangular, English Baroque revival building. Grade II* listed government office covering the entire complex, Great George Street constructed 1899-17 in two phases. Available as a model to purchase from the Open City shop.
2,617 online views.

Open House Festival Families programme

Over 19-20 September 2020 Open City staged 20 online and in-person events specifically for children and young people as part of the 2020 Open House Festival. 1,987 visitors joined in the children and young people's programmes during the 2020 festival. Partner organisations included the Museum of London, the Brunel Museum and Hackney School of Food. In addition to Open City staff, the families programme included 28 Volunteers and 10 facilitators, including artists, museum educators, and playworkers. Activities were designed by BDP, Al-Jawad Pike, Creative Learning Experiences, Sam Jacob Studio, We Are Here Creative Studio, Activate the City.

Architecture in Schools

Architecture in Schools is a creative learning programme for primary school pupils in Years 4, 5 and 6. The programme also aims to train teachers in how architecture can be used in the classroom. The programme became temporarily impossible to run in-person during the pandemic so Open City created an extensive online learning programme of specially-commissioned online activities (learning.open-city.org.uk) instead.

The online programme featured over 70 educational activities created by a mix of architects, engineers, educators and students with step-by-step instructions and illustrations. Open City partnered with Migrants Bureau and Celebrating Architecture who helped curate the activities. Canary Wharf Group supported the creation of the online resource as an alternative to sponsoring Architecture in Schools during the pandemic.

SEND programmes

Open City runs a number of programmes for children with special educational needs and disabilities funded by the John Lyon's Charity. These programmes became impossible to organise during the pandemic so Open City paused its SEND programmes with the permission of the funders and resumed them in September 2021 once restrictions allowed greater flexibility.

Public Tours

Open City delivers a year-round programme of educational public tours discussing buildings and the urban landscape. During the pandemic the tours programme continued and grew as demand increased for outdoor cultural activities. The Open City staff devised ways of delivering socially-distanced tours using audio-broadcasting technology through visitors' smartphones.

The charity also launched new programmes of printed and audio tours which could be delivered in the post or downloaded online allowing audiences to explore parts of London alone or in small groups.

Models

During the pandemic, Open City created a series of high-quality card models of famous and lesser-known London buildings which could be ordered online and made at home. Those who would not be able to physically enjoy Open City's programmes or the Open House Festival could instead use a model as a way of tangibly exploring a building, learning about its history and design whilst also having fun creating a lasting memento.

Models included:

- HM Treasury
- Surbiton Station
- Hoover Building
- Leadenhall Building
- St Paul's Cathedral
- Kew Garden's Palm House
- Dorich House Museum
- Glenkerry House
- Kingston Townhouse
- Fullwell Cross Library
- Tolworth Tower
- The Standard Hotel

- Great Arthur House-Golden Lane Estate
- Crisp Street Clocktower
- 2 Willow Road
- Frobisher Crescent-Barbican Estate

The programme worked with 10 designers and eight illustrators. Over 8,000 models have been printed so far as part of the programme.

Podcasts

During the Pandemic Open City launched two regular educational podcasts. The Open City Podcast features longform interview-led explorations of the history and politics of the built environment. The Londown is a weekly news show analysing breaking stories in London's architecture, housing and planning industries for a broader public audience. Open City's podcast feed now attracts an audience of over 1,500 listeners a week making it one of the largest platforms in the sector.

Book

Rather than creating a traditional printed guide to the Open House Festival as in previous years, Open City created a more substantial book edited by Owen Hatherley featuring 33 commissioned writers each writing about one of the 33 London Boroughs. The full list of writers is below:

Preface by Catherine Slessor.
Introduction by Owen Hatherley.

North
BARNET — Fatema Ahmed
CAMDEN — Esther Leslie
ENFIELD — Joshua Abbott
HARINGEY — Aditya Chakrabortty
HARROW — Daisy Froud
ISLINGTON — Jude Wanga

East
BARKING AND DAGENHAM — Verity-Jane Keefe
THE CITY OF LONDON — Helen Thomas
HACKNEY — Aydin Dikerdem
HAVERING — Tom Wilkinson
NEWHAM — Joy White
REDBRIDGE — Laura Grace Ford
TOWER HAMLETS — Thomas Aquilina
WALTHAM FOREST — Eli Davies

South-East
BEXLEY — josie sparrow
BROMLEY — Hanif Kureishi
CROYDON — Katrina Navickas
GREENWICH — Rosamund Lily West
LEWISHAM — Nicholas Taylor
SOUTHWARK — Johny Pitts

South-West
KINGSTON ON THAMES — Joanne Murray
LAMBETH — Jason Okundaye
MERTON — John Boughton
RICHMOND ON THAMES — Douglas Murphy
SUTTON — Michael Badu
WANDSWORTH — Ruth Lang

West
BRENT — Ewan Harrison
EALING — Gavin Leonard
HAMMERSMITH AND FULHAM — Michal Murawski
HILLINGDON — Charles Holland
HOUNSLOW — Gillian Darley
KENSINGTON AND CHELSEA — Emma Dent Coad
WESTMINSTER — Hazel Tsoi Wiles

Films

In 2020 many buildings found themselves unable to open their doors to the public as in previous years. Open City used this as an opportunity to bring them to more people than ever by creating short film tours presented by the experts that live and work in them. Since July 2020 the charity has been shooting these short films in a spectacular range of locations including manor houses, embassies, public lidos and tower blocks, recreating the intimate behind the scenes experiences and anecdotes that makes in-person tours memorable. In 2020 the charity created over 40 films which together have been watched over 100,000 times.

Open House Worldwide

Open City supports Open House Worldwide, a network of sister organisations around the world who share the values, mission and event formats of Open City. In 2020 the charity relaunched this network with a new website and visual identity. In November 2020 Open City staged an international online festival drawing contributions from over 40 organisations in the network. The online festival ran for 48 hours of continuous event programming featuring discussions and tours live-broadcast from across the globe. Around 40,000 people tuned in to watch the festival across its 48 hour programme.

Financial Review

The results for the year are as shown in the Statement of Financial Activities and the main funders are as detailed in note 3 of the accounts.

Reserves policy

The charity feels that the level of unrestricted funds should be able to finance four months' activity, which currently costs about £200,000. Total 2020 reserves at the year-end including restricted and unrestricted funds were £190,539, being wholly attributable to unrestricted funds, which is below the current level required by the reserves policy. During the pandemic, trustees have chosen to draw down on Open City's reserves below the level stated in the charity's reserves policy. This choice has been made to support the organisation during a difficult period and it is the trustees' intention to rebuild the reserves to meet the reserves policy as soon as possible. A number of new initiatives including hiring a dedicated fundraising manager, appointing a trustee fundraising committee, recruiting a new fundraising ambassadors board and

launching an Open City Friends appeal targeting donations from the general public are being delivered to rebuild the reserves.

Sponsors and Partners

Open City is grateful for the support of a number of important sponsors and partners who are listed here.

London Boroughs

Open City would like to thank the following London Boroughs who supported our work in 2020 with financial support towards the costs of staging the 2020 Open House Festival:

- City of London
- Barking and Dagenham
- Bexley
- Brent
- Bromley
- Camden
- Ealing
- Enfield
- Greenwich
- Hackney
- Hammersmith and Fulham
- Haringey
- Harrow
- Hillingdon
- Islington
- Kensington and Chelsea
- Kingston upon Thames
- Lambeth
- Lewisham
- Merton
- Newham
- Redbridge
- Richmond upon Thames
- Southwark
- Sutton
- Waltham Forest
- Wandsworth
- Westminster

Partners

Open City would like to thank the following organisations who supported our work in 2020 through sponsorships, grants and in-kind donations.

Allford Hall Monaghan Morris - Allford Hall Monaghan Morris is a leading British architecture practice. They make buildings that are satisfying and enjoyable to use, beautiful to look at and easy to understand.

Rocket Properties - Rocket Properties collaborate with clients and local communities to re-energise areas of London with innovative commercial and residential developments, with sustainability in mind.

Derwent - Derwent London is a British-based property investment and development business whose ethos has always been distinctive and design-led.

Trowers & Hamlins - Trowers & Hamlins are an international law firm who are fascinated by the future of towns and cities.

Foster + Partners - Foster + Partners is a global studio for architecture, urbanism and design, all rooted in sustainability and founded by Norman Foster in 1967.

The Howard de Walden Estate - The Howard de Walden Estate is the freehold owner of 92 acres of Marylebone, central London.

London Property Alliance - London Property Alliance provides a unified voice for the leading owners, developers, investors and professional advisors of real estate across Central London.

The Museum of London - The Museum of London is the city's shared place in the middle of it all telling the stories of London and Londoners past, present and future.

Greenford Quay - Greenford Quay by Greystar is a new waterfront neighbourhood overlooking the Grand Union Canal in Ealing.

The Landscape Institute - The Landscape Institute is the chartered body for the landscape profession. It is an educational charity that promotes the art and science of landscape practice.

Canary Wharf Group - Canary Wharf Group has overseen the largest urban regeneration project in Europe and is a fully integrated private real estate company.

John Lyon's Charity - John Lyon's Charity gives grants to benefit children and young people up to the age of 25 who live in nine boroughs in north and west London.

The Baylight Foundation - The Baylight Foundation is a charitable organisation with the aim of increasing the public understanding of what architecture can do, rooted in the experience of Walmer Yard.

Mount Anvil - Mount Anvil exists to create outstanding places where people can thrive and for them, that is all about the quality of their homes.

Accelerate Partners

Open City would like to thank the following organisation who supported the charity's Accelerate programme during 2020.

Principle Accelerate Partners
British Land
Precis Advisory
LB Southwark
The Bartlett School of Architecture, UCL

Student Sponsors

Alison Brooks Architects
Jamie Fobert Architects
Stanton Williams
Allford Hall Monaghan Morris
Archer + Braun
BDP
Carmody Groarke
Jestico + Whiles
Gort Scott
Maccreanor Lavington
The Landscape Institute
Pollard Thomas Edwards

Media Partners

Open City would like to thank the following organisations who supported our work in 2020 through partnership-based media coverage.

Dezeen - Dezeen's mission is simple: to bring its readers a carefully edited selection of the best architecture, design and interiors projects and news from around the world.

BBC Radio London - The sound of London, your essential guide to London life. Proud supporters of Open House Festival for 28 years.

The Architectural Review - Scouring the globe for architecture that challenges and inspires, The Architectural Review is an international magazine published in London since 1896.

Risk Management

Income

Open City is working towards the assumption that funding from local authorities and the construction sector is likely to be harder to secure in the next few years. To ensure that we will be able to source sufficient funding in the future, we have introduced individual donations and a corporate membership scheme and are focusing our fundraising in these areas. The Open City team are continuing to develop revenue streams including merchandise, membership and events. A dedicated Head of Development was recruited at the end of 2020 who will lead Open City's fundraising work. The charity has also been successful in applying for funding from the 2021 Culture Recovery Fund.

Financial Monitoring

Cash reserves are reported to the treasurer and director on a weekly basis by the Open City staff. Cash flow projections are compiled and reported to the treasurer and director by the Open City financial manager, Brian Hand on a monthly basis. Management accounts are compiled and reported to the treasurer and director by the Open City financial manager, Brian Hand on a quarterly basis.

Brexit

Brexit is having a negative impact on the British construction sector which is making it harder for Open City to obtain support from architecture practices and other built environment professionals. The trustees are aware of this risk and will endeavour to obtain more secure funding streams which are less exposed to the economic impact of Brexit where possible.

Covid-19

The charity responded robustly and proactively when the pandemic hit Europe. Open City switched to working from home several weeks before the UK government instigated a national lockdown and has continued to support staff to work remotely where practical throughout the pandemic. The charity paused in-person programmes where appropriate and quickly created significant new virus-proof programmes including online, outdoor, socially-distanced and post-based programmes. Open City instigated track-and-trace procedures at the Open House Festival and other events. Across all Open City's programmes since the pandemic began, zero transmissions have been reported which the trustees consider to be a testament to the planning and precautions the charity has put in place. One member of Open City staff contracted Covid-19 in 2021 from their partner but recovered quickly. The transmission was not connected to the member of staff's participation in an Open City event.

The trustees will continue to monitor the transmission rate of Covid-19 and take appropriate action to introduce new precautions where necessary as the vaccine rollout continues.

Plans for the future

Business Planning

Open City adopted a three-year plan in December 2018 which was altered in the light of the Covid-19 pandemic. The trustees approved a new one-year strategy on 1 December 2020 to take the charity through 2021 with the further aim of creating a new three-year plan in 2021 as the pandemic recedes. The trustees will meet on 8 December 2021 to create a strategic vision for the next five years which will be developed into a five-year business plan.

Office Space

Open City chose to leave its former premises at 18 Ensign Street at the end of 2020. This decision was taken as the landlord was selling the building and to protect cash reserves during the pandemic. The charity is now based at Republic, a development in Poplar where it benefits from an in-kind donation of free office space in return for delivering educational programmes connected to Republic. The charity plans to move to Design District, a development in North Greenwich in late 2021 where it will again benefit from free office space in return for delivering educational programmes connected to the Design District.

Websites

Open City overhauled its digital infrastructure in 2020 making a number of important operational improvements including switching email provider from Microsoft to Google, switching to a cloud-based server, switching from a Silverstripe CMS to Squarespace, launching new donations portals including Jotform and Gocardless, and merging its main websites open-city.org.uk and openhouselondon.org.uk into a single site. The charity plans to further refine its digital infrastructure by turning its ruby-on-rails festival website into a year-round booking system for its own and third party events.

Trustees' Responsibilities

The trustees (who are also directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently; observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

There is no relevant independent examination information of which the charitable company's independent examiner is unaware; and the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant independent examination information and to establish that the independent examiner is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent Examiners

Simpson Wreford LLP were appointed as independent examiners during the year and have expressed their willingness to continue in that capacity.

The above report has been prepared in accordance with the special provisions of Section 419(2) of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees/directors on 29 September 2021.

Crispin Kelly
Chair of Open City Trustees

OPEN CITY ARCHITECTURE
INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF OPEN CITY ARCHITECTURE FOR THE YEAR ENDED 31 DECEMBER 2020

I report to the charity trustees of the Company for the year ended 31 December 2020, which are set out on pages 7 to 18.

Responsibilities and basis of report

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

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

Independent examiner's report

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

(1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or

(2) the accounts do not accord with those accounting records; or

(3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or

(4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

Michael Broder FCA BSc
For and on behalf of Simpson Wreford LLP, Chartered Accountants
Institute of Chartered Accounts in England and Wales

Wellesley House
Duke of Wellington Avenue
London, SE18 6SS

Dated: 29 September 2021

OPEN CITY ARCHITECTURE
STATEMENT OF FINANCIAL ACTIVITIES
(including statement of income and expenditure)
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £ Restricted funds	Unrestricted funds	Total	2019 £ Total
INCOME					
Donations and legacies	2	-	112,903	112,903	11,942
Income from charitable activities					
Grants	3	78,200	-	78,200	57,600
Sponsorship and sales of product income	3	-	527,081	527,081	544,478
Income from other trading activities					
Fundraising	4	-	10,000	10,000	23,817
Government grant income		-	36,381	36,381	-
Investment income	5	-	-	-	345
Total income		78,200	686,365	764,565	638,182
EXPENDITURE					
Expenditure on raising funds		-	100,966	100,966	20,798
Expenditure on charitable activities		78,200	548,905	627,105	742,048
Total expenditure	6	78,200	649,871	728,071	762,846
Net income/(expenditure) and net movement in funds for the year		-	36,494	36,494	(124,664)
Reconciliation of funds					
Total funds brought forward		-	154,045	154,045	278,710
Total funds carried forward		-	190,539	190,539	154,045

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 18 to 26 form part of these financial statements.

OPEN CITY ARCHITECTURE
BALANCE SHEET AT 31 DECEMBER 2020

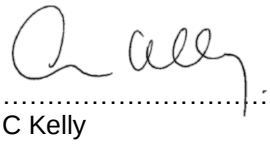
	Notes	2020 £	2020 £	2019 £	2019 £
Fixed assets					
Tangible fixed assets	11	57,741		90,726	
			57,741		90,726
Current assets					
Debtors	12	24,682		33,418	
Cash at bank and in hand		290,080		111,013	
		314,762		144,431	
Creditors:					
Amounts falling due within one year	13	181,964		81,112	
Net current assets			132,798		63,319
Net assets			190,539		154,045
The funds of the charity	14				
Unrestricted income funds			190,539		154,045
Restricted income funds			-		-
Total charity funds			190,539		154,045

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to company's subject to the small companies' regime.

The financial statements on pages 15 to 26 were approved by the Trustees on 29 September 2021 and signed on their behalf by



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C Kelly
Chair of Trustees

Company number - 03159878 (England and Wales)

OPEN CITY ARCHITECTURE
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDING 31 DECEMBER 2020

		2020 £	2019 £
Cash used in operating activities	**19**	**182,717**	**(63,425)**
Cash flows from investing activities			
Interest income		-	345
Purchase of tangible fixed assets		(3,650)	(26,568)
Cash provided by (used in) investing activities		(3,650)	(26,223)
(Decrease)/Increase in cash and cash equivalents in the year		179,067	(89,648)
Cash and cash equivalents at the beginning of the year		111,013	200,661
Total cash and cash equivalents at the end of the year		290,080	111,013

OPEN CITY ARCHITECTURE
NOTES TO THE ACCOUNTS – 31 DECEMBER 2020

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Open City Architecture meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

(b) Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

(c) Income

Income represents grants and sponsorships, donations receivable, investment income and fundraising receivable in the year under review net of VAT. Income is recognised when the charity becomes entitled to the resources, when the trustees are virtually certain they will receive the resources and when the monetary value can be measured with sufficient reliability.

(d) Donated services and facilities

Donated services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Due to the nature of Open House (free access to London's best buildings), the charity receives the benefit of venues to hold all its events and programmes each year. At these events volunteers also donate their time. A value has not been quantified for this benefit as there is no reasonable market value to base the benefit on.

(e) Interest

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

(f) Fund accounting
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as lay down by the donor. Expenditure which meets these criteria is charged to the fund.

(g) Expenditure
Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

● Costs of raising funds comprise mainly of wage costs for employee time spent and their associated support costs.

● Expenditure on charitable activities includes the costs of running projects, exhibitions, tours, mentoring and other educational activities undertaken to further the purposes of the charity and their associated support costs.

(h)Allocation of support costs
Support costs which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

(i) Leases
Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

(j)Tangible fixed assets
It is the policy of the company to provide depreciation at the following annual rate in order to write off each asset over its estimated useful economic life.

Office equipment	-	25%	on net book value
Computer equipment	-	25%	on net book value
Website development	-	20%	on cost

The trustees have decided not to capitalise any item of equipment costing less than £500.

(k) Debtors
Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Cash at bank and in hand
Cash and cash equivalents include cash are equal to cash in hand only.

(m) Creditors and provisions
Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(n) Financial instruments
The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

(o) Legal status of the Charity
The Charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

(p) Pension scheme
The charity provides a defined contribution scheme for all employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.

2. INCOME FROM DONATIONS AND LEGACIES

	2020 £	2019 £
Donations	112,903	11,942
Donated services and volunteer time	-	-
	112,903	11,942

Volunteer hours for the period total 4,606 which has a Social Value of £108,352. The basis of this value is detailed below:

- 60 volunteers donating 690 hours (11.5 hours) each at an architect level valued at £89.86 per hour, totalling £62,000.
- 764 volunteers donating 3,016 hours (4 hours each) at an unskilled level valued at £10.75 per hour, totalling £32,852.
- 30 volunteers donating 900 hours (30 hours each) at a moderately skilled level values at £15.00 per house, totalling £13,500.

3. INCOME FROM CHARITABLE ACTIVITIES

	2020 £	2019 £
Grants		
Sackler Trust	-	20,000
John Lyon's	27,000	29,000
City Bridge Trust	-	7,000
Hampstead Garden Suburbs Residents Association	-	1,600
London Community Response Fund	41,200	-
Locality	10,000	-
Sponsorship and sale of product income	527,081	544,478
	605,281	602,078

4. INCOME FROM TRADING ACTIVITIES

	2020 £	2019 £
Fundraising	10,000	23,817

5. INCOME FROM INVESTMENTS

	2020 £	2019 £
Bank Interest	-	345

6. ANALYSIS OF EXPENDITURE OF CHARITABLE ACTIVITIES

	Fund-raising	Projects	Support & governance	31.12.20	31.12.19
	£	£	£	£	£
Production costs	1,047	216,483	19,084	236,614	250,082
Personnel costs	64,748	217,885	66,617	349,250	304,566
Donated services	-	-	-	-	-
Training and travel	-	2,123	1,043	3,166	11,458
Post & Stationery	-	-	2,111	2,111	23,164
Publicity	-	250	445	695	9,501
Subscriptions	-	-	182	182	1,098
Audit & Accountancy	-	-	13,300	13,300	12,750
Professional Fees	-	42	500	542	291
Premises Costs	-	-	29,711	29,711	53,593
Insurance	-	-	1,048	1,048	9,669
Telephone	-	-	1,310	1,310	1,581
Bank charges	-	53	84	137	354
Computer software	67	30,943	11,445	42,455	23,833
Sundry	-	260	(17)	243	198
Equipment Rental	-	-	1,219	1,219	1,755
Consultancy	-	9,421	-	9,421	22,749
Depreciation	-	-	36,667	36,667	36,205
Support costs allocated on the basis of staff cost					
Production costs	3,626	15,458	(19,084)	-	-
Personnel costs	12,657	53,960	(66,617)	-	-
Donated services	-	-	-		
Training and travel	198	845	(1,043)	-	-
Post and stationary	401	1,710	(2,111)	-	-
Publicity	85	360	(445)	-	-
Subscriptions	35	147	(182)	-	-
Audit & Accountancy	2,527	10,773	(13,300)	-	-
Professional Fees	95	405	(500)		
Premises Costs	5,645	24,066	(29,711)	-	-
Insurance	199	849	(1,048)	-	-
Telephone	249	1,061	(1,310)	-	-
Bank charges	16	68	(84)	-	-
Computer software	2,175	9,270	(11,445)	-	-
Sundry	(3)	(14)	17	-	-
Equipment Rental	232	987	(1,219)	-	-
Consultancy	-	-	-	-	-
Depreciation	6,967	29,700	(36,667)	-	-
	100,966	627,105	-	728,071	762,846
		(Note 6.1)			

OPEN CITY ARCHITECTURE
NOTES TO THE ACCOUNTS – 31 DECEMBER 2020

6.1 PROJECTS ANALYSED BY ACTIVITES

	Total Events	Total Publications	Total Sales	Total
Production costs and consultancy	£ 220,741	£ 20,621	£ -	£ 241,362
Personnel and travel costs	£ 186,109	£ 88,703	£ -	£ 274,812
Premises costs	£ 16,886	£ 8,168	£ -	£ 25,053
Telephone and IT costs	£ 36,111	£ 5,163	£ -	£ 41,274
Insurance	£ 572	£ 277	£ -	£ 849
Marketing, printing and stationery	£ 1,646	£ 675	£ -	£ 2,321
Depreciation	£ 20,018	£ 9,683	£ -	£ 29,700
Support costs	£ 7,747	£ 3,987	£ -	£ 11,734
	£ 489,829	£ 137,276	£ -	£ 627,105

7. STAFF COSTS

	2020	2019
	£	£
Staff costs were as follows:		
Salaries and wages	317,833	270,834
Social Security costs	27,766	23,714
	345,599	294,548

The average number of staff employed during the year, was as follows:-

Fundraising	-	-
Projects	10	6
Management and administration	2	3
	12	9

The number of higher paid employees was:

In the band £60,001 to £70,000 – Nil (2019: 1)

There were no Trustees who received remuneration during the year.

8. TRUSTEE EXPENSES

No Trustees were reimbursed for their expenses.

9. NET INCOME FOR THE YEAR

	2020	2019
	£	£
This is stated after charging:		
Independent examiners' fee	3,750	3,750
Depreciation of owned assets	36,635	36,207

10. TAXATION

The company is exempt from corporation tax as a result of its registered charity status.

11. TANGIBLE FIXED ASSETS

	Office Equipment £	Computer Equipment £	Website Development £	Total £
Cost				
At 1 January 2020	19,181	44,510	175,233	238,924
Additions	-	400	3,250	3,650
At 31 December 2020	19,181	44,910	178,483	242,574
Depreciation				
At 1 January 2020	17,898	42,313	87,987	148,198
Charge for year	321	649	35,665	36,635
At 31 December 2020	18,219	42,962	123,652	184,833
Net book value				
At 31 December 2020	962	1,948	54,831	57,741
At 31 December 2019	1,283	2,197	87,246	90,726

12. DEBTORS

	2020 £	2019 £
Trade debtors and accrued income	16,231	31,271
Other debtors	8,451	-
Prepayments	-	2,147
	24,682	33,418

13. CREDITORS: amounts falling due within one year

	2020 £	2019 £
Trade creditors	42,956	20,470
VAT	47,416	17,302
PAYE	82,615	36,751
Pension	876	2,151
Accruals	8,101	4,438
	181,964	81,112

14. ANALYSIS OF UNRESTRICTED AND RESTRICTED FUNDS

	Balance B/fwd	Incoming resources	Resources expended	Transfers	Balance C/fwd
Restricted funds					
London Community	-	41,200	41,200	-	-
Locality	-	10,000	10,000	-	-
John Lyon's Charity	-	27,000	27,000	-	-
	-	78,200	78,200	-	-
General funds	154,045	686,365	649,871	-	190,539
Total	154,045	764,565	728,071	-	190,539

London Community Response Fund – Received to enable the Charity to reinvent its programme to continue supporting communities throughout the pandemic and safeguard the future of the Open House festival.

Locality – Received in relation to Accelerate - a pioneering education and mentoring programme aimed at increasing diversity in the architecture profession.

John Lyon's Charitable Trust – Received in relation to Open House Families and Architecture in Schools, which aims to support children and young people through education.

15. FINANCIAL COMMITMENTS

Lease payments recognised as an expense in the year £41,621 (2019 : £40,916).

At 31 December 2020, the company was committed to making the following payments under non-cancellable operating leases as follows:

	2020	2019
Operating leases which expire:	£	£
Within one year	19,454	41,621
Between two and five years	7,217	26,671
Over five years	-	-
	26,671	68,292

16. DEFERRED INCOME

Income of £Nil (2019 : £Nil) has been deferred to match the period of the terms.
Deferred income of £Nil was released in the current period.

17. CONTROLLING PARTY

The ultimate control of the charity resides with the board of Trustees.

18. OTHER PROFESSIONAL SERVICES PROVIDED BY INDEPENDENT EXAMINERS

In common with many other entities of our size and nature we use our independent examiners to provide consultancy services in relation to the preparation of the financial statements.

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net movement in funds	36,494	(124,665)
Add back depreciation charge	36,635	36,207
Deduct interest income	-	(345)
Decrease in debtors	8,736	8,454
Increase in creditors	100,852	16,924
Net cash used in operating activities	182,717	(63,425)

20. RELATED PARTIES

The following transactions occurred with known related parties during the financial year:

- Alison Brooks Architects [Trustee] - £3,000 of corporate sponsorships received
- Alison Brooks Architects [Trustee] - £1,000 of donations received
- Thornton Associates - £1,153.11 for the provision of services

There were no outstanding balances with any known related parties at the year end.