

Charity Registration No. 1140416

Company Registration No. 06682352 (England and Wales)

STAFF DEVELOPMENT FORUM LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020

WELLS RICHARDSON

Chartered Accountants

STAFF DEVELOPMENT FORUM LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees
Dorata Tworek-Uptas
Daniel Hannah
Rossana Mabel Espinoza Ramos

Secretary
Dorata Tworek-Uptas

Charity number
1140416

Company number
06682352

Registered office
241 Bedford Road
Hitching
SG5 2UQ

Independent examiner
Wells Richardson
Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Bankers
Co-operative Bank plc
PO Box 250
Southway
Skelmersdale
WN8 6WT

STAFF DEVELOPMENT FORUM LIMITED

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STAFF DEVELOPMENT FORUM LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2020

The trustees and directors present their report and accounts for the year ended 31 July 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 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) (effective 1 January 2015)"

Objectives and activities

The charity's objects are the advancement of education for the public benefit, by the provision of excellent staff development practices across the higher education community.

The trustees/directors have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake, particularly with regard to public benefit.

Achievements and performance

During the year, the charity has achieved the following:

- Retained £8,000 sponsorship from Advanced HE
- Ran a successful Annual Conference in Newcastle
- Increased the number of sponsors/exhibitors at Conference
- Ran 8 Twitter chats throughout the academic year partnering with sponsors, conference keynotes and '#CoachingHE' providing online support to coaches across HE in the UK and others
- Moderate increase of numbers on Twitter and Facebook
- Published a monthly online SDF News pad with contributions from the community and suppliers
- Generated additional revenue by selling advertising two spaces on the website
- Supported 1 regional grant
- Changed the executive group structure from hierarchical to collaborative working and focused on streams of work aligned to main strategic partner and new executive team's professional interests
- Expanded the Executive team to cover:
 - Special Interest Group - Active learning
 - Academic Development and Wellbeing
 - Professionalisation of the staff developer

Financial review

It is the policy of the Trustees/directors that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees/directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees/directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The Covid-19 outbreak caused the physical 2020 conference to be cancelled but the charity instead organised and delivered a 5 day online festival.

The company has sufficient reserves to continue trading for the foreseeable future.

Structure, governance and management

The charity is a company limited by guarantee.

The trustees, and the directors for the purpose of company law, who served during the year were:

Albina Shashyna (resigned 13 April 2020)

Dorata Tworek-Uptas

Daniel Hannah

Rossana Mabel Espinoza Ramos (appointed 13 April 2020)

STAFF DEVELOPMENT FORUM LIMITED

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2020

None of the trustees /directors has any beneficial interest in the company. All of the trustees /directors are members of the company and guarantee to contribute £1 in the event of a winding up.

New trustees/directors are appointed as required with recruitment restricted to those who have experience within this sector. No specific training is given on appointment.

A board of trustees/directors which meets three times a year administers the charity.

Under the memorandum and articles of association the charity has the power to make any investment which the trustees/directors see fit.

There are no related parties.

The Trustees' report was approved by the Board of Trustees.

D Tworek-Uptas

Trustee

Dated: 21 January 2021

STAFF DEVELOPMENT FORUM LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF STAFF DEVELOPMENT FORUM LIMITED

I report to the trustees on my examination of the financial statements of Staff Development Forum Limited (the charity) for the year ended 31 July 2020.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 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 2011 Act.

Independent examiner's statement

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

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

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

Wells Richardson

Cannon House
Rutland Road
Sheffield
South Yorkshire
S3 8DP

Dated: 21 January 2021

STAFF DEVELOPMENT FORUM LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2020

		Unrestricted funds	
	Notes	2020 £	2019 £
Income from:			
Charitable activities	3	68,900	71,310
Expenditure on:			
Charitable activities	4	34,837	52,266
Net income for the year/ Net movement in funds		34,063	19,044
Fund balances at 1 August 2019		53,937	34,893
Fund balances at 31 July 2020		88,000	53,937

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

STAFF DEVELOPMENT FORUM LIMITED

BALANCE SHEET

AS AT 31 JULY 2020

	Notes	2020 £	£	2019 £	£
Current assets					
Debtors	9	1,565		5,280	
Cash at bank and in hand		88,370		82,232	
		<u>89,935</u>		<u>87,512</u>	
Creditors: amounts falling due within one year	10	(1,935)		(1,560)	
Net current assets			88,000		85,952
Deferred income	11		-		(32,015)
Net assets			<u>88,000</u>		<u>53,937</u>
Income funds					
Unrestricted funds			88,000		53,937
			<u>88,000</u>		<u>53,937</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its financial statements for the year in question in accordance with section 476 of the Companies Act 2006.

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

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

The accounts were approved by the Trustees on 21 January 2021

D Tworek-Uptas
Trustee

Company Registration No. 06682352

STAFF DEVELOPMENT FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

Company information

Staff Development Forum Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is 241 Bedford Road, Hitching, SG5 2UQ.

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared on the historical cost convention. The charity does not have revalued freehold properties nor does it have investment properties or financial instruments which are required to be carried at fair value. The principal accounting policies adopted are set out below.

1.2 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, despite the Covid-19 outbreak meaning the 2020 conference had to be cancelled. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.4 Incoming resources

Income from grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

When donors specify that grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, the income is included in incoming resources of restricted funds when receivable.

Fee income invoiced in the year for conferences taking place in the following year and advertising income relating to the following year are deferred and not recognised in the current year's figures.

STAFF DEVELOPMENT FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

1 Accounting policies

(Continued)

1.5 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. Grants payable are recognised when agreed by the trustees.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

STAFF DEVELOPMENT FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2020

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Charitable activities

	2020 £	2019 £
Training fees receivable	59,475	65,060
Website advertising income	1,425	1,750
Performance related grants	8,000	4,500
	<u>68,900</u>	<u>71,310</u>

4 Charitable activities

	2020 £	2019 £
Venue hire costs	20,760	33,980
Conference costs	1,878	3,097
Travelling costs	79	713
Bad debts	-	370
	<u>22,717</u>	<u>38,162</u>
Grant funding of activities (see note 5)	719	3,000
Governance costs (see note 6)	11,401	11,104
	<u>34,837</u>	<u>52,266</u>

STAFF DEVELOPMENT FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

5 Grants payable

	2020 £	2019 £
Grants to institutions:		
London School of Economics	-	1,500
Huddersfield University	-	1,500
Oxford Brookes University	719	-
	<u>719</u>	<u>3,000</u>

6 Governance costs

	2020 £	2019 £
Administrator fees	8,711	8,409
Insurance	552	552
Legal and professional charges	1,573	1,543
Sundry expenses	565	600
	<u>11,401</u>	<u>11,104</u>

Legal and professional fees includes payments for independent examination of £1,530 (2019-£1,530).

7 Trustees

No trustees have received any remuneration during the year.

Two trustees were reimbursed a total of £694 for travelling and conference expenses during the year (2019- 3 were reimbursed £1,291).

8 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Total	<u>-</u>	<u>-</u>

STAFF DEVELOPMENT FORUM LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2020

9 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	1,325	-
Prepayments and accrued income	240	5,280
	<u>1,565</u>	<u>5,280</u>

10 Creditors: amounts falling due within one year

	2020 £	2019 £
Payments received on account	375	-
Accruals and deferred income	1,560	1,560
	<u>1,935</u>	<u>1,560</u>

11 Deferred income

	2020 £	2019 £
Total deferred income at 1 August 2019	(32,015)	37,251
Amounts received in year	-	32,015
Amounts credited to statement of financial activities	(32,015)	(37,251)
	<u>-</u>	<u>32,015</u>
Total deferred income at 31 July 2020	<u>-</u>	<u>32,015</u>

Deferred income of £32,015 in 2019 related to fees in respect of the November 2019 conference paid in advance, plus website advertising income received in advance. There is no similar figure for 2020 as the conference was physically cancelled due to the Covid-19 outbreak and replaced by a 5 day on online festival.

12 Related party transactions

There are no related party transactions.