

**STAFF DEVELOPMENT FORUM LTD**  
**Kingfisher House**  
**90 Rockingham Street**  
**Sheffield**  
**S1 4EB**

G. Wade  
Wells Richardson  
Cannon House  
Rutland Road  
Sheffield  
S3 8DP

Dear Sirs

We confirm to the best of our knowledge and belief and having made appropriate enquiries of other trustees and officials of the charity, the following representations given to you in connection with your Independent Examination of the charity's financial statements for the year ended 31 July 2021.

**General**

We acknowledge as directors our responsibilities under the Companies Act 2006 for preparing financial statements which give a true and fair view and for making accurate representations to you. All the accounting records have been made available to you for the purpose of your Independent Examination and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all management meetings, have been made available to you.

The financial statements are free of material misstatements, including omissions.

**Internal control**

We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect error and fraud. There have been no irregularities (or allegations of irregularities) involving management, employees who have a significant role in internal controls or others that could have a material effect on the financial statements.

**Assets and liabilities**

The charity has satisfactory title to all assets and there are not liens or encumbrances on the assets except for those disclosed in the accounts.

We have no plans or intentions that may materially alter the carrying value and where relevant the fair value measurements or classification of assets and liabilities reflected in the financial statements.

All matters in the hands of the company's solicitors, either at 31 July 2021 or subsequently which might involve a claim against the charity, have been disclosed to you. However, there were no such matters.

There are no liabilities, contingent liabilities or guarantees to third parties other than those disclosed in the accounts.

We confirm that the tangible assets of the company are adequately insured against loss or damage.

**Laws and regulations**

We are not aware of any other possible or actual instance of non-compliance with those laws and regulations which provide a legal framework within which the company conducts its business. The company has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance.

**Going concern**

We believe that the charity's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the charity's needs. We have considered a period of twelve months from the date of approval of the financial statements. We believe that no further disclosures relating to the charity's ability to continue as a going concern need to be made in the financial statements.

**Post-balance sheet events**

There have been no events since the balance sheet date that require disclosure or which would materially affect the amounts in the accounts, other than those already disclosed or included in the accounts.

**Transactions with related parties**

All transactions with related parties have been disclosed in the financial statements. We have made available to you all relevant information concerning such transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of the Companies Act 2006.

**Grants and donations**

All grants, donations and other income, the receipt of which is subject to specific terms or conditions, have been notified to you. There have been no breaches of terms or conditions in the application of such income.

**Expenses**

All expenses paid by the charity are for bona fide purposes of the charity and supported by vouchers.

Yours faithfully



D Tworek-Uptas  
On behalf of the board of Trustees

1 June 2022

**Charity registration number 1140416**

**Company registration number 06682352 (England and Wales)**

**STAFF DEVELOPMENT FORUM LIMITED**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2021**

# **STAFF DEVELOPMENT FORUM LIMITED**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	D Tworek-Uptas R M Espinoza Ramos
<b>Secretary</b>	D Tworek-Uptas
<b>Charity number</b>	1140416
<b>Company number</b>	06682352
<b>Registered office</b>	241 Bedford Road Hitching SG5 2UQ
<b>Independent examiner</b>	Wells Richardson Cannon House Rutland Road Sheffield South Yorkshire S3 8DP
<b>Bankers</b>	Co-operative Bank plc PO Box 250 Southway Skelmersdale WN8 6WT

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# **STAFF DEVELOPMENT FORUM LIMITED**

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# STAFF DEVELOPMENT FORUM LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 JULY 2021

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The trustees and directors present their report and accounts for the year ended 31 July 2021.

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:

- Increased membership to 687
- Retained £8,000 sponsorship from Advanced HE
- Ran a successful virtual Annual Conference in November 2020
- 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 LinkedIn, Twitter and Facebook
- Published a monthly online SDF News pad with contributions from the community, strategic partners and suppliers
- Generated additional revenue by selling advertising for two spaces on the website
- Created Staff Development Forum digital space on AHE Connect, currently with 115 members
- Updated the executive group structure from hierarchical to collaborative working and focused streams of work aligned to main strategic partner and new executive team's professional interests
- Expanded the Executive team to cover:
  - Creating, Curating and Commissioning Online Learning Special Interest Group (CCCOLSIG)
  - Advancing Women's Leadership Special Interest Group (AWLSIG)
  - Coaching Special Interest Group
  - Active Learning Special Interest Group (ALSIG)
- Ran a total of 7 workshops, virtually. 3 workshops run by Active Learning Special Interest Group (ALSIG) and 4 workshops run by Advancing Women's Leadership Special Interest Group (AWLSIG)

#### 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:

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## **STAFF DEVELOPMENT FORUM LIMITED**

### **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 JULY 2021**

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D Tworek-Uptas  
D Hannah  
R M Espinoza Ramos

(Resigned 2 February 2021)

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: 1 June 2022

# STAFF DEVELOPMENT FORUM LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 JULY 2021

		Unrestricted funds	
	Notes	2021 £	2020 £
<b><u>Income from:</u></b>			
Charitable activities	3	5,625	68,900
		<u>          </u>	<u>          </u>
<b><u>Expenditure on:</u></b>			
Charitable activities	4	14,543	34,837
		<u>          </u>	<u>          </u>
<b>Net income for the year/ Net movement in funds</b>		(8,918)	34,063
Fund balances at 1 August 2020		88,000	53,937
		<u>          </u>	<u>          </u>
<b>Fund balances at 31 July 2021</b>		<u>79,082</u>	<u>88,000</u>

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 2021

	Notes	2021 £	£	2020 £	£
<b>Current assets</b>					
Debtors	9	160		1,565	
Cash at bank and in hand		80,122		88,370	
		<u>80,282</u>		<u>89,935</u>	
<b>Creditors: amounts falling due within one year</b>	10	(1,200)		(1,935)	
<b>Net current assets</b>			79,082		88,000
<b>Net assets</b>			<u>79,082</u>		<u>88,000</u>
<b>Income funds</b>					
Unrestricted funds			79,082		88,000
			<u>79,082</u>		<u>88,000</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 1 June 2022

D Tworek-Uptas  
Trustee

Company Registration No. 06682352

# STAFF DEVELOPMENT FORUM LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2021

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### 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

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

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.

# STAFF DEVELOPMENT FORUM LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 1 Accounting policies

(Continued)

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.

#### 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 2021

### 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

	2021 £	2020 £
Training fees receivable	5,625	59,475
Website advertising income	-	1,425
Performance related grants	-	8,000
	<u>5,625</u>	<u>68,900</u>

### 4 Charitable activities

	2021 £	2020 £
Venue hire costs	1,490	20,760
Conference costs	917	1,878
Travelling costs	-	79
Bad debts	425	-
	<u>2,834</u>	<u>22,717</u>
Grant funding of activities (see note 5)	-	719
Governance costs (see note 6)	11,709	11,401
	<u>14,543</u>	<u>34,837</u>

### 5 Grants payable

	2021 £	2020 £
Grants to institutions:		
Oxford Brookes University	-	719
	<u>-</u>	<u>719</u>

# STAFF DEVELOPMENT FORUM LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2021

### 6 Governance costs

	2021 £	2020 £
Administrator fees	8,818	8,711
Insurance	259	552
Legal and professional charges	1,045	1,573
Sundry expenses	1,587	565
	<u>11,709</u>	<u>11,401</u>

Legal and professional fees includes payments for independent examination of £1,032 (2020-£1,530).

### 7 Trustees

No trustees have received any remuneration during the year.

One trustee was reimbursed a total of £129 for expenses during the year (2020- 2 were reimbursed £694).

### 8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

### 9 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	-	1,325
Prepayments and accrued income	160	240
	<u>160</u>	<u>1,565</u>

### 10 Creditors: amounts falling due within one year

	2021 £	2020 £
Payments received on account	-	375
Accruals and deferred income	1,200	1,560
	<u>1,200</u>	<u>1,935</u>

# **STAFF DEVELOPMENT FORUM LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

***FOR THE YEAR ENDED 31 JULY 2021***

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### **11 Related party transactions**

There are no related party transactions.