

**Council on Training in Architectural
Conservation**

**Report and Unaudited Financial
Statements**

31 March 2023

Council on Training in Architectural Conservation

Reference and administrative details

For the year ended 31 March 2023

Charity number	1162750
Registered office and operational address	The Building Crafts College Kennard Road London E15 1AH
Trustees	<p>The trustees who served during the year and up to the date of this report were as follows:</p> <p>David Gundry Steven Houchin Fred Markland David McDonald Paul McMahon Michael Netter John Taylor Tim Yates</p> <p>Chair</p>
Hon. Secretary	Michael Netter
Bankers	NatWest Piccadilly and New Bond Street 63-65 Piccadilly London W1J 0AJ
Independent examiners	Godfrey Wilson Limited Chartered accountants and statutory auditors 5th Floor Mariner House 62 Prince Street Bristol BS1 4QD

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2023

The Trustees present their report and the financial statements for the year ended 31 March 2023. Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the constitution and the Statement of Recommended Practice - Accounting and Reporting by Charities (effective from January 2019).

Name of the charity

The charity is called Council on Training in Architectural Conservation, but it is well known as "COTAC".

Charitable purpose and objectives

The Trustees have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charitable company's objectives and planning future activities.

The object of the charity is to advance the education of the public in the protection and preservation of building and structures (and their surrounding) which are of architectural or historical value, and to provide training in the arts and skills to protect and preserve such buildings and structures.

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) incorporated on 21 July 2015 (registered charity number 1162750). It was formed to convert an unincorporated charity (registered charity number 1036263, now dissolved) to CIO status.

Membership of the Council is open to all interested in furthering the purpose and who by applying for membership have indicated their agreement to accept the Duty of Members set out in the Constitution.

As required by the Constitution, one third of the Trustees retire by rotation at the AGM. New Trustees are elected from nominations put forward by the Nominations Committee.

Trustees and meetings

The Trustees in office during the year and as at the date of this report are set out on page 1.

Trustees are appreciative of the continuing and welcomed support offered to COTAC by The Building Crafts College, Stratford, London. The relationship between IHBC and COTAC remains in place but without a formal MoU and the trustees would like to thank IHBC for their extensive support for the COTAC during the year.

During the period COTAC Trustee meetings were held on 24 June 2022, 23 September 2022, and 1 December 2022 in advance of the AGM which was held later on 01 December 2022. All the meetings were held remotely using Zoom. Subsequent agreed Minutes and actions were prepared and issued.

COTAC's Annual Return and Trustees Annual Report and Accounts for the period ending 31/03/22 was submitted to the Charity Commission on 02 December 2022.

The 5-year COTAC Corporate Plan 2019-2024, endorsed by Trustees and launched on the www.cotac.global website in January 2019, remains the framework within which COTAC is working.

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2023

COTAC Management Group

The trustees have agreed that at present the Management Group will be dormant and that Project groups will be formed as and when needed. Responsibility for the direction of COTAC and the projects supported will lie with the Trustees.

Project Groups

Steps to sustainability - VLE

During the 2021-22 year COTAC engaged with the National Lottery Heritage Fund (NLHG) / Social Enterprise Academy (SEA) 'Steps to Sustainability Project'. After participating in a series of workshops a proposal was made for funding to support the development of a Virtual Learning Environment (VLE) and Learning Management System (LMS). The bid was successful and a grant of £10k awarded. The project started on 01 April 2022 and is due for completion in Autumn 2023.

The main aim of the project is to integrate the existing COTAC Insight 1 content to a Virtual Learning Environment (VLE) which allows learning to be assessed and accredited.

During 2022-23 the project team met five times online to review progress. In addition, a number of informal working meetings took place.

COTAC Digital Sub-group

COTAC's Digital Sub-group was not active in 2022-2023.

Regional Studies - The Potteries and East Anglia

Work continued on these two studies with the focus on responding to potential copyright issues. In particular, by securing permission from copyright owners for the images in the Potteries study. This study is now available as Insight 3 'The Potteries and Surrounding Areas: Introductory Presentation + Presentation Support Notes. Part 1: Understanding the Region, Part 2: Appreciating the Region'.

Edinburgh Group

The pan-professional Edinburgh Group meetings were enabled and supported by COTAC on 11 May 2022 and 09 November 2022. Both meetings were hosted online.

BIM4Heritage voluntary work

COTAC make voluntary input to the re-initiation meeting of BIM4Heritage as and when required.

Conference

There was no conference in 2022-23 but one is planned for Spring 2024.

Formal representation

COTAC interests continued to be formally represented during the period on the following organisations and bodies:

- Architects Accredited in Building Conservation Board;
- Association for Studies in the Conservation of Historic Buildings;
- Chartered Institute of Architectural Technologists;
- Heritage Alliance Learning and Skills Advisory Group;
- Historic Environment Forum 2020 Capacity Building Group;
- Historic Environment Forum Client Demand Task Group;
- Historic Environment Scotland;
- Historic Houses Association;

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2023

- Institute of Historic Buildings Conservation Education Group;
- Royal Institute of British Architects Conservation Group;
- The Building Crafts College; and
- Wiltshire Building Preservation Trust.

Financial review

Unrestricted income for the year was £2,400 compared to £3,120 for 2021-22 due to the lack of hosting of a conference during the year. Expenditure decreased to £2,500 from £3,112 in 2022 due to no conference costs arising. Restricted funds at the end of the year stand at £34,692 (2022: £30,004) being the HBCG funds brought forward and held to be applied solely in support of education and training in traditional building skills as well as the £5,000 grant fund from the NLHF/SEA.

Total funds held at 31 March 2023 stand at £50,674 (£45,774 in 2022).

Reserves policy

The Trustee's policy is to maintain a reserve of £1,000, being the estimated costs should it be necessary to wind up the charity, based on the level of unrestricted free reserves held at the end of the year of £15,982 (2021-22: £15,771), the reserve policy is exceeded. The Trustees are mindful that it will take years for the CIO to build up unrestricted income from membership fees and other such sources to the point where core activities will become self-sustaining. In the interim, the balance of unrestricted funds will be applied to the charitable objects in accordance with the future developments of the charity, as detailed below.

Future developments

The 5-year COTAC Corporate Plan covering the period 2019-2024 was endorsed by Trustees and formally launched on the www.cotac.global website in January 2019.

With the aim of supporting and influencing the Conservation, Repair and Maintenance (CRM) industry sector, COTAC's priorities over the 2019-2024 Plan period include:

- Education and training: Developing, producing and promoting education and training and CPD materials through the COTAC website www.cotac.global;
- Standards: Proposing, maintaining and promoting standards for technical conservation education and training, particularly through conservation accreditation initiatives and awareness raising through its self-learning sister website www.understandingconservation.org;
- Advocacy: Collaborating with supporters, other organisations, voluntary bodies and agencies with interests in conservation; this with a view to influencing and promoting relevant issues, including responding to consultations;
- Digital resources: Maintaining and developing the Council's digital resources to ensure their relevance for the sector;
- Publication: Publishing relevant material online;
- Courses: Promoting relevant courses in the conservation of the historic environment;
- News: Promoting online relevant national and international information of value to the sector;
- Events: Resources permitting, arrange seminars and conferences along with participation in exhibitions/events relating to relevant heritage issues; and
- Bursaries: Resources permitting, provide small bursaries and other support for relevant studies, including reduced fee student sponsorship attendance at COTAC conferences and events.

It is anticipated that a plan for 2024-2029 will be developed during 2023-2024.

Council on Training in Architectural Conservation

Report of the trustees

For the year ended 31 March 2023

Statement of responsibilities of the trustees

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales 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 charity and the incoming resources and application of resources, including the net income or expenditure, of the charity for the year. In preparing those 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 judgements and accounting estimates that are reasonable and prudent;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. The trustees 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 responsible for the maintenance and integrity of the corporate and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity have no liability to contribute to the assets of the charity in the event of winding up. The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Independent examiners

Godfrey Wilson Limited were re-appointed as independent examiners to the charity during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 4 December 2023 and signed on their behalf by



Tim Yates - Chairman

Independent examiner's report

To the trustees of

Council on Training in Architectural Conservation

I report to the trustees on my examination of the accounts of Council on Training in Architectural Conservation (the CIO) for the year ended 31 March 2023, which are set out on pages 7 to 14.

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and 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.

Independent examiner's statement

I have completed my examination. I confirm that no material 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 CIO as required by section 130 of the Act; or
- (2) the accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

William Guy Blake

Date: 4 December 2023

William Guy Blake ACA

Member of the ICAEW

For and on behalf of:

Godfrey Wilson Limited

Chartered accountants and statutory auditors

5th Floor Mariner House

62 Prince Street

Bristol

BS1 4QD

Council on Training in Architectural Conservation

Statement of financial activities

For the year ended 31 March 2023

	Note	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Income from:					
Donations	3	-	2,200	2,200	1,850
Charitable activities	4	5,000	-	5,000	6,080
Investments		-	200	200	190
Total income		<u>5,000</u>	<u>2,400</u>	<u>7,400</u>	<u>8,120</u>
Expenditure on:					
Charitable activities		<u>312</u>	<u>2,188</u>	<u>2,500</u>	<u>3,112</u>
Total expenditure	5	<u>312</u>	<u>2,188</u>	<u>2,500</u>	<u>3,112</u>
Net income and net movement in funds		4,688	212	4,900	5,008
Reconciliation of funds:					
Total funds brought forward		<u>30,004</u>	<u>15,770</u>	<u>45,774</u>	<u>40,766</u>
Total funds carried forward	11	<u><u>34,692</u></u>	<u><u>15,982</u></u>	<u><u>50,674</u></u>	<u><u>45,774</u></u>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 11 to the accounts.

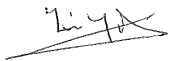
Council on Training in Architectural Conservation

Balance sheet

As at 31 March 2023

	Note	£	2023 £	2022 £
Current assets				
Cash at bank and in hand		<u>52,174</u>		<u>46,734</u>
		52,174		46,734
Liabilities				
Creditors: amounts falling due within 1 year	9	<u>1,500</u>		<u>960</u>
Net current assets			<u>50,674</u>	<u>45,774</u>
Net assets	10		<u>50,674</u>	<u>45,774</u>
Funds	11			
Restricted funds			34,692	30,004
Unrestricted funds				
General funds			<u>15,982</u>	<u>15,770</u>
Total charity funds			<u>50,674</u>	<u>45,774</u>

Approved by the trustees on 4 December 2023 and signed on their behalf by



Tim Yates - Chairman

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2023

1. Accounting policies

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in 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).

Council on Training in Architectural Conservation 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.

b) Going concern basis of accounting

The accounts have been prepared on the assumption that the charity is able to continue as a going concern, which the trustees consider appropriate having regard to the current level of unrestricted reserves of £15,982 and a cash balance held of £52,174. There are no material uncertainties about the charity's ability to continue as a going concern.

c) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from the government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

d) Donated services and facilities

Donated professional 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 the economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised.

On receipt, donated professional 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.

e) Interest receivable

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.

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2023

f) Funds accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

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.

h) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

i) Creditors

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.

j) 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 recognised at amortised cost using the effective interest method.

2. Prior period comparatives: statement of financial activities

	Restricted	Unrestricted	2022 Total
	£	£	£
Income from:			
Donations	-	1,850	1,850
Charitable activities	5,000	1,080	6,080
Investments	-	190	190
Total income	5,000	3,120	8,120
Expenditure on:			
Charitable activities	-	3,112	3,112
Total expenditure	-	3,112	3,112
Net income and net movement in funds	5,000	8	5,008

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2023

3. Income from donations

	Restricted £	Unrestricted £	2023 Total £	2022 Total £
Donations	-	2,000	2,000	1,650
Donated facilities	-	200	200	200
Total income from donations	-	2,200	2,200	1,850

In the prior period all income from donations was unrestricted.

4. Income from charitable activities

	Restricted £	Unrestricted £	2023 Total £
Sponsorship:			
Steps to Sustainability	5,000	-	5,000
Total income from charitable activities	5,000	-	5,000
 Prior period comparative			
	Restricted £	Unrestricted £	2022 Total £
Conference: delegate fees	-	1,080	1,080
Sponsorship:			
Steps to Sustainability	5,000	-	5,000
Total income from charitable activities	5,000	1,080	6,080

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2023

5. Total expenditure

	Charitable activities £	Support and governance costs £	2023 Total £
BIM4H/other projects	190	-	190
Management / office / administrative	298	-	298
Accountancy and independent examiner's fee	-	1,500	1,500
Rent	200	-	200
Consultancy	312	-	312
Sub-total	1,000	1,500	2,500
Allocation of support and governance costs	1,500	(1,500)	-
Total expenditure	2,500	-	2,500

Total governance costs were £1,500 (2022: £960)

Prior year comparative

	Charitable activities £	Support and governance costs £	2022 Total £
Conference expenses	500	-	500
UC School / website	734	-	734
BIM4H/other projects	325	-	325
Management / office / administrative	393	-	393
Independent examiner's fee	-	960	960
Rent	200	-	200
Sub-total	2,152	960	3,112
Allocation of support and governance costs	960	(960)	-
Total expenditure	3,112	-	3,112

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2023

6. Net movement in funds

This is stated after charging:

	2023 £	2022 £
Trustees' remuneration	Nil	Nil
Trustees' reimbursed expenses	Nil	830
Independent examination remuneration:		
▪ Independent examination (VAT exclusive)	900	800
▪ Other services (VAT exclusive)	350	-
	<u>350</u>	<u>-</u>

In the prior year one trustee was reimbursed £787 for travel expenses and operational costs and one trustee was reimbursed £43 for travel expenses.

7. Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

8. Staff costs

The charity has no employees. Key management personnel comprise the trustees, who received no remuneration during the year (2022: none).

9. Creditors : amounts due within 1 year

	2023 £	2022 £
Accruals	<u>1,500</u>	<u>960</u>

10. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	34,692	17,482	52,174
Current liabilities	<u>-</u>	<u>(1,500)</u>	<u>(1,500)</u>
Net assets at 31 March 2023	<u>34,692</u>	<u>15,982</u>	<u>50,674</u>
Prior year comparative			
	Restricted funds £	Unrestricted funds £	Total funds £
Current assets	30,004	16,730	46,734
Current liabilities	<u>-</u>	<u>(960)</u>	<u>(960)</u>
Net assets at 31 March 2022	<u>30,004</u>	<u>15,770</u>	<u>45,774</u>

Council on Training in Architectural Conservation

Notes to the financial statements

For the year ended 31 March 2023

11. Movements in funds

	At 1 April 2022 £	Income £	Expenditure £	At 31 March 2023 £
Restricted funds				
Steps to Sustainability	5,000	5,000	(312)	9,688
Heritage Building Contractors Group	<u>25,004</u>	<u>-</u>	<u>-</u>	25,004
Total restricted funds	<u>30,004</u>	<u>5,000</u>	<u>(312)</u>	34,692
Unrestricted funds				
General funds	<u>15,770</u>	<u>2,400</u>	<u>(2,188)</u>	15,982
Total unrestricted funds	<u>15,770</u>	<u>2,400</u>	<u>(2,188)</u>	15,982
Total funds	<u>45,774</u>	<u>7,400</u>	<u>(2,500)</u>	<u>50,674</u>

Purposes of restricted funds

The Heritage Building Contractors Group fund is held to be applied solely in support of education and training in traditional building skills.

The Steps to Sustainability fund is held to be applied to support the development of a Virtual Learning Environment and a Learning Management System.

Prior year comparative:

	At 1 April 2021 £	Income £	Expenditure £	At 31 March 2022 £
Restricted funds				
Steps to Sustainability	-	5,000	-	5,000
Heritage Building Contractors Group	<u>25,004</u>	<u>-</u>	<u>-</u>	25,004
Total restricted funds	<u>25,004</u>	<u>5,000</u>	<u>-</u>	30,004
Unrestricted funds				
General funds	<u>15,762</u>	<u>3,120</u>	<u>(3,112)</u>	15,770
Total unrestricted funds	<u>15,762</u>	<u>3,120</u>	<u>(3,112)</u>	15,770
Total funds	<u>40,766</u>	<u>8,120</u>	<u>(3,112)</u>	<u>45,774</u>

12. Related party transactions

The trustees are not aware of any related party transactions in the current or prior year.