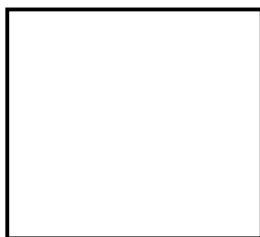


Company Registration Number - 09600079

The Charity Registration Number is :- 1166552

University Design Forum
Report and Accounts
period ended 31 August 2024



University Design Forum

Report and accounts for the period ended 31 August 2024

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University Design Forum

Company Registration Number - 09600079

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

The Trustees present their Report and Accounts for the period ended 31 August 2024, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is:- University Design Forum.

The charity is also known by its operating name, UDF

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1166552

Legal structure of the charity

UDF was established around thirty years ago as an initiative of the Royal Institute of British Architects (RIBA) in order to promote a stronger understanding of issues affecting its clients and to promote good design in a fast-changing sector with high public visibility and impact.

In 2014 the Forum decided, with the encouragement of the RIBA, to become independent, though with strong support for particular projects and initiatives.

UDF registered as a limited company on 20th May 2015 and became a charity on 14th April 2016.

The charity is constituted as a company limited by guarantee, registered under the Companies Acts . The governing document of the charity is the Memorandum and Articles of Association establishing the company under company legislation.

There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

By operation of law all, trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The trustees are all individuals.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

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

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

The registered office of the charity for Companies Act purposes is:-

Crews Hill Golf Club, Cattlegate Road, Enfield, EN2 8AZ

The Trustees in office on the date the report was approved were:-

Trevor Wills (Chair)	Steven Jenkins
Tom Alexander	Emma Keyse
Ian Caldwell	Cora Kwiatkowski (appointed 13th Feb 2025)
Rupert Cook	Eleanor Magennis (Deputy Chair)
Heidi Corbet	Tracy Mellor
Simon Fraser	Hiral Patel
Ian Goodfellow (Deputy Chair)	Julian Robinson
Alexander Grigull	Lars Wiegand (appointed 8th Feb 2024)
Helen Groves (appointed 12th Oct 2023)	Sean Woulfe
Matt Hill (appointed 8th February 2024)	

The following persons served as Trustees during the period ended 31 August 2024 :-

The trustees who served as a trustee in the reporting period were as shown above, and there were no changes during the year, or in the period between the year end and the approval of the accounts.

Trevor Wills (Chair)	Emma Keyse
Tom Alexander	Aleksandra Krstanovic (resigned 1st Nov 2024)
Ian Caldwell	Roderick McAllister (resigned 7th July 2023)
Rupert Cook	Eleanor Magennis
Heidi Corbet	Tracy Mellor
Harvey Dowdy (resigned 7th July 2023)	Dr Caroline Paradise (resigned 7th July 2023)
Simon Fraser	Hiral Patel
Ian Goodfellow (Deputy Chair)	John Plumridge (resigned 28th March 2025)
Alexander Grigull	Julian Robinson
Helen Groves	Lars Wiegand
Matt Hill	Sean Woulfe
Steven Jenkins	

One-third (or the number nearest one-third) of the Trustees must retire at each AGM those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee shall be eligible for re-election for consecutive periods not exceeding in aggregate nine years from the date of his or her original appointment but thereafter a Trustee shall not be eligible for re-appointment until one year after his or her retirement.

All the trustees are also members of the charity.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

The Objects of the Charity are for the public benefit, the advancement of design in architecture in the Higher Education sector, including but not limited by:

- (I) The promotion of high standards of architecture and design in the higher education built environment; and
- (II) Raising awareness and appreciation of the importance of high standards of higher education architecture and design.

The main activities undertaken in relation to those purposes during the period.

UDF exists to promote high-quality design in university campuses, buildings and facilities, in the knowledge that the quality of the estate enhances the student experience of teaching and learning, the effective pursuit of research and the process of public engagement.

The principal activities of the charity during the year focused on:

- Membership;
- Educational Research;
- Conferences & Events; and
- Publications.

The main activities undertaken during the period to further the charity's purpose for the public benefit and plans for the future.

The Forum pursues its aims through several means: visits to university buildings of particular interest in the UK and overseas; dissemination of information on best practice and latest thinking through workshops, films, seminars and debates; and an annual conference on a specific topic.

The Forum also undertakes and publishes research relevant to promoting high-quality design in higher education. Research focuses both on innovation (looking forward) and lessons to be learnt (looking back) from projects in terms of student satisfaction, research and teaching outcomes, and operational success over time.

The Trustees have considered UDF activities and achievements for 2022/23 and its plans for 2023/24 against the Public Benefit Guidance issued by the Charity Commission.

The Trustees are satisfied that this report on UDF's activities in 2022/23, and its plans for the future, demonstrate that, in fulfilling of its objects, the charity is exercising diligence in the discharge of its public obligations.

The trustees have had regard to the Charity Commission's guidance on public benefit in managing the activities of the charity.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

The main achievements and performance of the charity during the period.

The main objectives of the charity are four-fold:

- Membership;
- Educational Research;
- Conferences & Events; and
- Publications.

UDF Membership Update

Forty-one new members joined since the last annual report with interest from both HEI's and consultant / contractors through event activities, our new website, social media activity increases, recommendations and word of mouth.

A summary of current membership is 205 Member Organisations (70 HEI's - 34%, 135 Consultants/Contractors 66%). There is no significant change in the proportional percentage between organisation types since November 2018.

Existing memberships continue to be reviewed with longstanding debtors being withdrawn from membership.

A total of 15 members' benefit from honorary/complimentary membership. There are 14 international members, mainly comprised of hosts from our international visits.

A membership campaign is being planned to attract more student members and HEI's.

Educational Research

The Research Group (RG) is now co-chaired by Trustees Alex Grigull, and since Autumn 2023 supported Cora Kwiatkowski. Rupert Cook stepped down from the role of co-chair, however remains engaged in UDF in his capacity as Trustee.

As the RG continues to initiate research projects which focus on promoting positive outcomes of design on building users and exploring the success of completed built environment projects in use, we summarise the findings of the annual sector survey below.

Involvement with RG is open to all University Design Forum members with an interest in research, promoting a mixture of representatives from higher education institutions as well as design and construction consultancies. The group has the specific objective to review Educational and Research themes appropriate to the charity. In the last 12 months, the focus of the group has been to develop the research into the design and potential impact of future learning environments tangible as well as a method to capture the student voice, through consumer research techniques.

The RG meets once a quarter to review current activities and plan upcoming projects. In addition, there are dedicated working groups that meet more regularly to progress activities associated to their given project.

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

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Topics of research and the annual survey

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

We surveyed the university sector in 2016, 2019, 2021, 2022, 2023 and 2024 aiming to set the direction for our research in the period following the survey.

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

Our recent survey in the quarters 3 of 2024, highlighted the top 4:

- Post Occupancy review and lessons learnt that support better learning environments (36%)
- Building optimisation through retro-fit and meeting net zero targets (36%)
- Improving student experience across the estate (32%)
- Designing and agile, adaptable estate for changing needs (32%)

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

- RG007 Campus spaces and places: Impact on student outcomes, now titled: Social Learning Guide
- RG009 Net Zero Carbon
- RG013 Adaptable Large Learning Spaces
- RG014 Data and AI

Emerging new themes to focus on themes raised in the survey and from the annual workshop, – currently being scoped for 2024-25 include:

- Post Occupancy Studies and Lessons learnt.

Key events and dissemination

- April 2023: AUDE Annual Conference Social Learning Commons Guide
- June 2023: UDF Annual Conference 2023 overview of completed and ongoing initiatives as well as a panel debate around RG009 – Sustainability debating the initial findings and contrasting those with input from university estates, maintenance and academic sustainability experts.
- April 2024: AUDE Annual Conference Social Learning Commons Guide with a panel discussion held at AUDE conference
- June 2024: UDF Annual Conference 2024 overview of completed and ongoing initiatives as well as Social Learn Commons Guide

Completed research in the period.

- RG005 PHASE 2 - Sustainable student residential design and development. Taking the insights of the work published last year, Phase 2 tests the findings through conducting a series of interviews with universities and student housing providers. Findings have been compiled and presented in an updated issue of the original published research paper.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Ongoing Research

•**RG007 Campus spaces & places - Impact on student outcomes** (commissioned research). The analysis of the literature review and following discussions above suggested next stages of the project could focus on one of two potential themes, the Curation of external/internal space for social learning experiences or Typologies of informality of internal/external space use

•**RG009 Nett Zero.** The working group has been in contact with the AUDE sustainability group and has been supported by several universities, who have provided example briefs and best practice guides. The aim of this work is to collate and make recommendations on: briefing and design requirements for achieving a target of zero carbon; net zero design targets and design guidance; examples of best practice.

•**RG011 Inclusivity in Higher Education.** To increase capacity of the University Design Forum Research Group, we have developed a working methodology to support and advise others undertaking research relevant to our aims and objectives. This work started in January 2022, with RG supporting the development of the topic and formation of the steering/ advisory group.

•**RG012 Social Value (Civic Mission).** This research aims to understand the breadth and type of social impact work undertaken by universities from a management and operational perspective. Additionally, it will consider the design impact, specifically how the quality of the built environment affects mental health and the resulting social impacts, and how these factors can be integrated within university estates.

•**RG013 Adaptable Large Learning Spaces.** Universities are facing stagnant income, rising operational energy costs, and reduced occupancy due to the shift to blended learning, prompting many to consider evaluating their current spaces. In this context, RG013 is identifying the design qualities of large, flexible learning spaces and what may contribute to their long-term success, making them worth preserving or incorporating into adapted campus buildings.

•**RG14 Data and AI.** Linked to the annual UDF conference theme, this research explores how universities are adopting data-driven strategies to enhance student retention and success. Institutions are integrating AI to personalise learning experiences and utilising analytics to align academic offerings with employer demands and student interests. Findings indicate that creating more suitable spaces for innovation could significantly boost productivity and learning.

Conferences & Events

A working group chaired by Ian Caldwell is focused on developing a programme of events and conferences. This group is well represented and is developing good relationships with HE institutions and other bodies.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Events

Reference Visits during the year were constrained by a number of factors including threats of industrial action on public transport, and several events were postponed into 2024/5.

Reference visits in the year included:

- 7th February 2024: Reference Visit to the University of Peterborough with a discussion on Higher Education design and the levelling-up agenda.
- 14th-15th May 2024: International Study Tour to university projects in Rome on the broad theme of 'creative adaptation', including visits to Roma Tre University's new Rettorato building and Mattatoio regeneration and three projects at Luiss University, along with a presentation of the proposed new library at La Sapienza University.

Two discussion sessions were held, one on '20th Century Buildings – Refurbish or Replace', held as part of a Reference Visit to the new Quadrangle Building at King's College London in December 2023; the other at Make's offices showcasing the outcomes of a recent three-year project by the Education Design Unit (EDU) in response to AUDE's request for insights to optimise higher education estates, held in February 2024.

In October 2023, the first of a new series of round-table meetings was held on the theme of 'How to be a great university client', followed by the publication of a best practice note.

In addition, the Forum also contributed to other events including the Annual Conference of the Association of University Directors of Estates, SAUDE, and Education Estates' annual conference in Manchester.

University Design Forum Annual Conference 2023

A very successful Annual Conference was held at Queen Mary University of London (QMUL) on the 29th and 30th of June 2023 on the theme of 'The Learning City'. The conference included tours and building visits and a review of the Blizzard Building, the iconic new building at the university from 20 years ago.

University Design Forum Annual Conference 2024

A very successful Annual Conference was held at University of Glasgow on the 4th and 5th June 2024 on the theme of 'Data Driven Design'. The conference included tours and building visits across the new Gilmore Hill Campus.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

The difference the charity's performance during the period has made to the beneficiaries of the charity.

The Trustees agreed that the public benefit from UDF's work through the Charity's promotion of high quality design and planning in buildings and facilities used for higher education.

Structure, governance and management of the charity

The methods used to recruit and appoint new charity trustees.

The Board consists of:

- a minimum of four Trustees and the maximum number of Trustees shall be twenty-two. There is a desire to balance the trustees in equal proportion to HEI and other members
- One-third (or the number nearest one-third) of the Trustees must retire at each AGM

Eligibility

- Elected trustees must be Subscribing Members of the Association. Co-opted trustees may, but are not required to, be Subscribing Members of the Charity.

The charity's organisational structure.

The Trustees normally meet four times per year to consider the business of the Charity. One of these meetings is the AGM. If appropriate, meetings may be held by means of a telephone conference.

Trustees also participate in the following committees that meet regularly as required:

- *Research Committee
- *Events & Conference Committee
- *Membership Committee

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

The Charity's professional advisors.

Bankers	HSBC Bank Plc, 60 Queen Victoria Street , London, EC4N 4TR
Solicitors	Reema Mathur, Senior Associate, Charity & Social Enterprise Team Stone King, Boundary House, 91 Charterhouse Street London EC1M 6HR
Accountants	Christie & Co, Crews Hill Golf Club, Cattlegate Road, Enfield, EN2 8AZ

Financial review

The charity's financial position at the end of the period ended 31 August 2024

The financial position of the charity at 31 August 2024 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:-

	2024	2023
	£	£
Net income	(15,731)	17,966
Unrestricted Revenue Funds available for the general purposes of the charity	99,049	114,780
Total Funds	99,049	114,780

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Financial review of the position at the reporting date, 31 August 2024 .

All income received and expenditure incurred by the University Design Forum has been in connection with the objects of the charity; "to advance higher education through high-quality design and planning of buildings and facilities."

The University Design Forum receives income from annual membership fees along with ticket sales and sponsorship for events and conferences held throughout the year. In some years, income has been received from publications sales, from research papers or conference literature.

In 2024 membership income increase over the previous year due to additional members and receiving payment against previous years that had been unpaid. In June 2024, we held our annual conference In Glasgow (Titled Data-Driven Design), with increased attendance and programme over previous years. There was also a small increase in associated hosting expenditure. External organizations sponsored the conference, providing additional income for the Forum.

Non-event expenditure during the year related to administration, and consultancy (legal and accountancy) fees associated with the day-to-day administration of the charity and costs relating to hosting and servicing events, as well as financing the research programme. Funds were also used this year in updating the website to improve accessibility, especially in relation to the groups research papers. There are several strands of research underway, with some papers nearing completion, and some which are in draft format which would require additional grant funding/sponsorship to complete.

During 2024, it was agreed by the Board to change the annual accounting period to 1st September to 31st August. This means the 2023-2024 year has been an extended period (previously ending 31st May) of 15th months. As such, reported income and expenditure is higher than normal reporting years. The reason for year-end change is to improve its relationship with the academic year (starts in Sept), invoicing period (Sept/Oct each year), and allows both the revenue and expenditure for the conference to be reported in a single year. This will make it easier for the Board to see income and expenditure as it has often been split over two reporting periods – especially in the case of the conference which is in early June.

The aim of the Board of Trustees is that annual membership fees will cover the costs of the charity's core objectives and that all conferences and events organized will be at least self-financing. The trustees met periodically throughout the year to review management accounts and consider the financial performance of the charity during the year to have been satisfactory.

The charity has no fixed assets.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Policies on reserves.

The Board of Trustees regularly reviews the accounts of the charity including the use of surplus funds. At the end of 2024 surplus funds total £99,049. This is a decrease over the previous year.

All surplus funds have an identified future use either as working capital to service costs over the next year (£45K), during which income will reduce because of accrued subscription fees; for servicing conference and events including planning for a future 30th year anniversary of the group (£10K) and to finance future research and development projects in development (£50K).

Availability and adequacy of assets of each of the funds

The board of trustees is satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

Details of The Independent Examiner

Robert Woolley FCCA, CTA
Chartered Certified Accountant
Crown House
York Road
Shiptonthorpe
York

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that , on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Trustees' Annual Report for the period from 1 June 2023 to 31 August 2024

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 15 to 27.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016)

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 10 June 2025.

STEVEN JENKINS
Director and Trustee

University Design Forum

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the period ended 31 August 2024

I report to the Trustees on my examination of the financial statements of the charitable company on pages 15 to 27 for the period ended 31 August 2024 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW), and under the historical cost convention and the accounting policies set out on page 19.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 10, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

University Design Forum

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Independent Examiner's Statement, Report and Opinion

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination: and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006;

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view, which is not a matter considered as part of an independent examination;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP).

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

Signed:-

Robert Woolley FCCA, CTA - Independent Examiner

Chartered Certified Accountant

Crown House

York Road

Shiptonthorpe

York

This report was signed on 10 June 2025

University Design Forum - Statement of Financial Activities for the period ended 31 August 2024

Statement of Financial Activities (including the Income and Expenditure Account for the period from 1 June 2023 to 31 August 2024, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2024 £	2024 £	2024 £	2023 £
Income & Endowments from:					
Donations & Legacies	A1	94,375	-	94,375	72,350
Charitable activities	A2	92,560	-	92,560	32,895
Other trading activities	A3	-	-	-	-
Investments	A4	2,493	-	2,493	522
Other	A5	-	-	-	-
Total income	A	189,428	-	189,428	105,767
Expenditure on:					
Charitable activities	B2	205,159	-	205,159	87,801
Total expenditure	B	205,159	-	205,159	87,801
Net income for the year		(15,731)	-	(15,731)	17,966
Net income after transfers	A-B-C	(15,731)	-	(15,731)	17,966
Net movement in funds		(15,731)	-	(15,731)	17,966
Reconciliation of funds:-	E				
Total funds brought forward		108,646	-	108,646	90,680
Total funds carried forward		92,915	-	92,915	108,646

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

The notes attached on pages 19 to 27 form an integral part of these accounts.

University Design Forum - Statement of Financial Activities for the period ended 31 August 2024

University Design Forum - Resources applied in the period ended 31 August 2024 towards fixed assets for Charity use:-

	2024 £	2023 £
Funds generated in the year as detailed in the SOFA	(15,731)	17,966
Net resources available to fund charitable activities	(15,731)	17,966

Movements in revenue and capital funds for the period from 1 June 2023 to 31 August 2

Revenue accumulated funds

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Last year Total Funds 2023 £
Accumulated funds brought forward	108,646	-	108,646	90,680
Recognised gains and losses before transfers	(15,731)	-	(15,731)	17,966
	92,915	-	92,915	108,646
Closing revenue funds	92,915	-	92,915	108,646

Summary of funds

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Last Year Total Funds 2023 £
Revenue accumulated funds	92,915	-	92,915	108,646

The notes attached on pages 19 to 27 form an integral part of these accounts.

University Design Forum - Statement of Financial Activities for the period ended 31 August 2024

**University Design Forum
Income and Expenditure Account for the period from 1 June 2023 to 31 August 2024
as required by the Companies Act 2006**

	2024 £	2023 £
<i>Income</i>		
Income from operations	186,935	105,245
Investment income		
Interest receivable	2,493	522
Other operating income	-	-
Gross income in the period before exceptional items	189,428	105,767
Gross income in the period including exceptional items	189,428	105,767
<i>Expenditure</i>		
Charitable expenditure, excluding depreciation and amortisation	204,469	87,141
Governance costs	690	660
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the period	205,159	87,801
Net income before tax in the financial year	(15,731)	17,966
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(15,731)	17,966
Retained surplus for the year	(15,731)	17,966

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 19 to 27 form an integral part of these accounts.

University Design Forum - Balance Sheet as at 31 August 2024

	Note	SORP Ref	2024 £	2023 £
Current assets		B		
Debtors	8	B2	5,075	36,950
Cash at bank and in hand		B4	98,864	82,090
Total current assets			<u>103,939</u>	<u>119,040</u>
Creditors: amounts falling due within one year	9	C1	<u>(4,890)</u>	<u>(4,260)</u>
Net current assets			99,049	114,780
The total net assets of the charity			<u>99,049</u>	<u>114,780</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Unrestricted Funds

Unrestricted Revenue Funds	12	D3	99,049	114,780
Total charity funds			<u>99,049</u>	<u>114,780</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

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

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 14.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

STEVEN JENKINS

Trustee

Approved by the board of trustees on 10 June 2025

The notes attached on pages 19 to 27 form an integral part of these accounts.

University Design Forum

Notes to the Accounts for the period from 1 June 2023 to 31 August 2024

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Risks and future assumptions

The trustees are not aware of any material financial, economic, political or reputational risks to which the charity would be exposed. As a Registered Charity, the charity is working for the public benefit. The ways in which it benefits the public are set out in more detail in the Trustees Annual Report.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

University Design Forum

Notes to the Accounts for the period from 1 June 2023 to 31 August 2024

Accounting for deferred income and income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Where time related conditions are imposed or implied by a funder, then the income is apportioned to the time periods concerned, and, where applicable, is accounted for as a liability and shown on the balance sheet as deferred income. When grants are received in advance of the expenditure on the activity funded by them, but there are no specific time related conditions, then the income is not deferred.

Any condition that allows for the recovery by the donor of any unexpended part of a grant does not prevent recognition of the income concerned, but a liability to any repayment is recognised when repayment becomes probable.

Membership subscriptions

The income and any associated Gift Aid or other tax refund from a membership subscription received by the charity in the nature of a gift, is accounted for on the same basis as a donation.

The income from a membership subscription received by the charity where the subscription purchases the right to services or benefits is recognised as income from charitable activities.

Policies relating to expenditure on goods and services provided to the charity.

Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated..

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

Policies relating to assets, liabilities and provisions and other matters.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Creditors and provisions are calculated on the conventional accruals basis applicable to the accounts of this type of organisation.

Financial instruments including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

University Design Forum

Notes to the Accounts for the period from 1 June 2023 to 31 August 2024

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant implications of financial instruments in relation to the charity's financial position.

5 The contribution of volunteers

The charity is not reliant on contribution of volunteers, as it was assisted by the services of an external paid administrator.

6 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

7 Deferred income - Unrestricted funds

	Opening Deferrals	Released from prior years	Received less released in period	Deferred at year end
	£	£	£	£
Membership subscriptions received in advance	-	-	-	-
			2024	2023
			£	£
These deferrals are included in creditors			-	-

8 Debtors

	2024	2023
	£	£
Trade debtors	5,075	36,950

9 Creditors: amounts falling due within one year

	2024	2023
	£	£
Accruals	4,890	4,260
Deferred Income - Unrestricted & designated funds	-	-
Other creditors	-	-
	4,890	4,260

University Design Forum

Notes to the Accounts for the period from 1 June 2023 to 31 August 2024

10 Income and Expenditure account summary

	2024 £	2023 £
At 1 June 2023	114,780	96,815
Surplus after tax for the year	(15,731)	17,966
At 31 August 2024	99,049	114,781

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

At 31 August 2024	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	103,939		-	103,939
Current Liabilities	(4,890)	-	-	(4,890)
	99,049	-	-	99,049
At 1 June 2023	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	119,040	-	-	119,040
Current Liabilities	(4,260)	-	-	(4,260)
	114,780	-	-	114,780

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

	Funds brought forward from 2023 £	Movement in funds in 2024 See Note 13 £	Transfers between funds in 2024 £	Funds carried forward to 2025 £
Unrestricted funds:-				
Unrestricted Revenue Funds	114,780	(15,731)	-	99,049
Total unrestricted funds	114,780	(15,731)	-	99,049
Total charity funds	114,780	(15,731)	-	99,049

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

	Income 2024 £	Expenditure 2024 £	Other Gains & Losses 2024 £	Movement in funds 2024 £
Unrestricted funds:-				
Unrestricted Revenue Funds	189,428	(205,159)	-	(15,731)

University Design Forum

Notes to the Accounts for the period from 1 June 2023 to 31 August 2024

14 The purposes for which the funds as detailed in note 12 are held by the charity are:-

Unrestricted funds:-

Unrestricted Revenue Funds

These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

15 Ultimate controlling party

The charity is under the control of its legal members.

Every member of the charity is obliged to contribute such amount as may be required not exceeding £1 to the assets of the company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

University Design Forum

Detailed analysis of income and expenditure for the period from 1 June 2023 to 31 August 2024 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

16 Donations and Legacies

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Sponsorship income				
Trilogy Real Estate (including 2022)		-	-	13,000
WSP UK Ltd	7,000	-	7,000	-
Roger Stirk Harbour & Partners	3,500	-	3,500	-
Troup Bywater & Anders Limited	6,000	-	6,000	3,500
Reiach & Hall	7,000	-	7,000	-
Procure Partnership		-	-	3,500
Bennetts Associates	3,500	-	3,500	-
Gardiner & Theobald	2,500	-	2,500	3,500
Kendall Kingscott		-	-	3,500
Purcell		-	-	3,500
WT Partnership		-	-	3,500
Overbury PLC	3,500	-	3,500	3,500
AtkinsRealis	700	-	700	-
Multiple Construction Europe Ltd	3,500	-	3,500	-
Professional HE Services Ltd	20,000	-	20,000	-
Total sponsorship income	57,200	-	57,200	37,500
Members' Subscriptions as donations	37,175	-	37,175	34,850
Total Donations and Legacies	A1 94,375	-	94,375	72,350

17 Income from charitable activities - Trading Activities

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Primary purpose and ancillary trading				
Primary purpose trading - Sale of goods and services in accordance with the charity's objects	92,560	-	92,560	32,895
Total Primary purpose and ancillary trading	92,560	-	92,560	32,895

18 Total Income from charitable activities

Current year Unrestricted Funds £ 2024	Current year Restricted Funds £ 2024	Current year Total Funds £ 2024	Prior Year Total Funds £ 2023
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University Design Forum

Detailed analysis of income and expenditure for the period from 1 June 2023 to 31 August 2024 as required by the SORP 2015

Total income from charitable trading	92,560	-	92,560	32,895
Total from charitable activities	A2 92,560	-	92,560	32,895

19 Investment income

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Bank Interest Receivable	2,493	-	2,493	522
Total investment income	A4 2,493	-	2,493	522

20 Other income and gains

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Rogers Stirk Harbour and Partners	-	-	-	-
Troup Bywaters and Anders	-	-	-	-
Overbury PLC	-	-	-	-
Trilogy Property	-	-	-	-
Procure Partnership Framework	-	-	-	-
Total other income	A5 -	-	-	-

21 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Research costs and case studies	49,600	-	49,600	6,412
Conference and event costs	110,388	-	110,388	35,932
Professional Indemnity insurance	1,027	-	1,027	997
Total direct spending	B2a 161,015	-	161,015	43,341

University Design Forum

Detailed analysis of income and expenditure for the period from 1 June 2023 to 31 August 2024 as required by the SORP 2015

22 Expenditure on charitable activities - Charitable trading

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Cost of goods and services for primary purpose trading	-	-	-	-
Total charitable trading costs	B2b -	-	-	-

University Design Forum

Detailed analysis of income and expenditure for the period from 1 June 2023 to 31 August 2024 as required by the SORP 2015

23 Support costs for charitable activities

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
<i>Administrative overheads</i>				
Website and IT costs	14,182	-	14,182	13,253
Administration Fees	24,016	-	24,016	17,450
Information and publications	-	-	-	-
<i>Professional fees paid to advisors other than the auditor or examiner</i>				
Accountancy fees	4,500	-	4,500	3,600
Other legal and professional	334	-	334	684
<i>Financial costs</i>				
Bank charges	422	-	422	488
Bad and doubtful debts	-	-	-	8,325
Total support costs	43,454	-	43,454	43,800

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

24 Other Expenditure - Governance costs

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Independent Examiner's fees	690	-	690	660
Total Governance costs	690	-	690	660

25 Total Charitable expenditure

	Current year Unrestricted Funds 2024 £	Current year Restricted Funds 2024 £	Current year Total Funds 2024 £	Prior Year Total Funds 2023 £
Total direct spending	B2a 161,015	-	161,015	43,341
Total charitable trading costs	B2b -	-	-	-
Total support costs	B2d 43,454	-	43,454	43,800
Total Governance costs	B2e 690	-	690	660
Total charitable expenditure	B2 205,159	-	205,159	87,801