

Company number: 10685375
Charity number: 1177022

ACADEMY OF PROFESSIONAL DIALOGUE
(A Company Limited by Guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS

For the year ended 31 March 2021

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ACADEMY OF PROGESSIONAL DIALOGUE

REPORT OF THE TRUSTEES

For the year ended 31 March 2021

The Trustees present their report and the financial statements for the year ended 31 March 2021. The Trustees, who are also directors for the purposes of company law and who have served during the year and up to the date of this report, are set below.

1 LEGAL AND ADMINISTRATIVE INFORMATION

Academy of Professional Dialogue was incorporated on 22 March 2017. The Charity is a Company Limited by Guarantee and is registered with the Charities Commission.

Accountants

Hazlewoods LLP
Staverton Court
Staverton
Cheltenham
GL51 0UX

Registered Office

The Firs
The Square
Chipping Campden
Gloucestershire
GL55 6AL

Bankers

NatWest Bank plc
31 Rother Street
Stratford-upon-Avon
Warwickshire
CV37 6ZS

2 GOVERNANCE AND MANAGEMENT

Governing document

The Charity's governing document is the Charity Commission's model Memorandum & Articles of Association.

The Trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Trustees

The trustees serving during the year and since the year end were as follows:

Mr P Garrett
Mr L Almqvist
Ms J Ball
Mr R Sarly
Mr T Nevalainen
Dr M Seneschall

Company Secretary

Mr P Garrett

The procedures for the appointment and removal of trustees are set out in the charity's Articles of Association.

ACADEMY OF PROFESSIONAL DIALOGUE

REPORT OF THE TRUSTEES (continued)

For the year ended 31 March 2021

2 GOVERNANCE AND MANAGEMENT (Continued)

Organisational structure

The charity's affairs are managed by a Board of Trustees with appropriate professional and business backgrounds from the UK, Sweden, USA and Finland. Day-to-day responsibility for the operation of the charity is delegated to Peter Garrett and Jane Ball who are resident in the UK.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have implemented and maintained an active risk register.

3 PRINCIPAL ACTIVITY AND OBJECTIVES

Objectives and aims

The objectives of the charity are for the public benefit and advancement of education including by promotion and providing education and training in professional dialogue and undertaking and publishing the useful results of studies and research work in professional dialogue and related subjects.

4 REVIEW OF ACTIVITIES

Chairman's report

This has been another calendar year of steady progress for the Academy. Our membership has expanded in scope and is stable in numbers, the annual conferences have a wider reach and are recognised for providing continuing professional development, our publications add weight to the international literature on Professional Dialogue, our Professional Standards and Accreditation Board (PSAB) has completed a further consultation and based on that work we have launched our accredited educational programme and certified introductory courses. The finances have been managed prudently and we have adequate reserves for our current level of activities.

My thanks go to Lars-Åke Almqvist (Sweden), Timo Nevalainen (Finland), Jane Ball (UK) and Mark Seneschall (UK) who continue to serve with me as Trustees on the Board of the non-profit charity. Robert Sarly has departed to be replaced by Nancy Dixon as the new President of the US Academy. The Trustees are responsible for setting the direction and realising the purpose of the Academy and ensuring the Academy and its finances are handled in a professional way. One third of the Trustees retire by rotation at each Annual General Meeting, with the option of standing for re-election by the Voting Members. Our Voting Members provide a wide representation of interests from Europe, Africa, North and South America. The administration of the Academy continues to be managed in competent and friendly manner by Bobby Frazier.

ACADEMY OF PROFESSIONAL DIALOGUE

REPORT OF THE TRUSTEES (continued) For the year ended 31 March 2021

The Professional Standards and Accreditation Board (PSAB) is a standing committee appointed by the Trustees to determine the accreditation of individual members, organizational members and educational courses and programmes. It is also responsible for determining the Professional Standards of those who represent the Academy. The first 18-month consultation defined the accreditation standards for individual members at the first level (Bringing Dialogue into the Room) resulting in the First Generation of Accredited Professional Dialogue Practitioners Programme. The second 15-month consultation was completed in September and determined criteria for organizational members, resulting in the recognition of Virginia Department of Corrections as a Dialogic Organization. The third consultation will begin early in 2021 to determine the accreditation criteria for individual members at the second level (Dialogic Intervention).

The Academy's public educational programme was launched on the third day of the Academy's October Conference, in anticipation of the Accredited Professional Dialogue Practitioners who will graduate from the First Generation of Accredited Professional Dialogue Practitioners Programme at the end of the year. The Academy aims to build a community of competent and confident Professional Dialogue Practitioners who can make Professional Dialogue available to society through educational courses, programmes and consultancy work. The Next Generation programme starts in late February 2022.

Our international conference is in October each year, and in 2020 and 2021 TWND! 3 and TWND! 4 were held in the Academy's purpose-built online conference centre, enabling a wider international participation. Numbers increased from 500 last year to 675 this year and the enhanced functions of the Academy's Conference Centre managed this number comfortably. It was a highly participatory event with over 120 facilitators or presenters in the 20 hours of online sessions. Our investment in our website and online platform is giving us an increasingly visible international profile and that is attracting enquiries and new participants. The theme for the 2021 conference TWND! 4 was 'Putting Dialogue to Work'. We explored this theme, and the levels of recognition of a Dialogic Organization, through the first-hand experiences of our first Dialogic Organization, the Virginia Department of Corrections. Their impressive video is now in the Members' Area of the Website. In a touching ceremony, David Kantor was posthumously made our second Honorary Member (joining David Bohm), an award received on his behalf by his wife Meredith.

The US Academy of Professional Dialogue has five Directors, namely Nancy Dixon (President), Whitney Barton (Vice President), David Robinson (Treasurer), Robert Corman (Secretary) and myself (International). Beyond the USA, our Membership continues to widen, with new representation as far afield as Sierra Leone, Iran and China. We are becoming a truly international organization.

Dialogue Publications released two new books on the first day of the Oct'21 conference: 'A New Kind of Dialogue' by Peter Garrett and TWND! 3: Shaping the Profession. Both books are on sale as e-books on the Academy website, as well as through commercial booksellers. Apart from the books by Marie-Eve Marchand and Peter Garrett, we have now published 43 Working Papers on Professional Dialogue in a set of three books: TWND! 1: Gathering the Field, TWND! 2 Setting the Bearings and TWND! 3 Shaping the Profession. Dialogue Publications is the substantial leader in this niche market of contemporary literature on Dialogue.

In many ways the foundations are being well laid for something of a different order to emerge within the Academy. We all acknowledge that Professional Dialogue is needed in society, and taking what we know into the world is our current challenge.

ACADEMY OF PROFESSIONAL DIALOGUE

REPORT OF THE TRUSTEES (continued)
For the year ended 31 March 2021

5 RESERVES POLICY

The charity requires a reserve equal to three months' running costs to be maintained.

6 STAFF NUMBERS

The average number of persons employed by the charity during the year was 5 (2020 – 4).

7 STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that year. In preparing these financial statements, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP (Accounting and Reporting by Charities – Statement of Recommended Practice),
- Make judgements and estimates that are reasonable and prudent; 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 have overall responsibility for ensuring that the company has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for the taking reasonable steps for the prevention and detection of fraud and other irregularities.

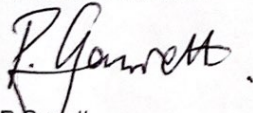
8 INDEPENDENT EXAMINERS

The Trustees recommend that Hazlewoods LLP remain in office until further notice.

9 SMALL COMPANY EXEMPTION

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

By order of the Trustees


Mr P Garrett

ACADEMY OF PROFESSIONAL DIALOGUE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON THE UNAUDITED FINANCIAL STATEMENTS For the year ended 31 March 2021

I report to the Charity trustees on my examination of the financial statements of Academy of Professional Dialogue for the year ended 31 March 2021, which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of Trustees and Examiner

As the Charity's Trustees of the Company (who are also the Directors of the company for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

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

Independent Examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the financial statements do not accord with such records; or
- the financial statements do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Charities SORP (FRS102).

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.

**S LAWRENCE FCA DChA
HAZLEWOODS LLP**

Staverton, Cheltenham

Chartered Accountants and Registered Auditors

ACADEMY OF PROFESSIONAL DIALOGUE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) For the year ended 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOME AND EXPENDITURE					
Incoming Resources					
Donations and legacies	2	-	-	-	56,625
Charitable activities	3	90,708	9,750	100,458	46,709
TOTAL INCOMING RESOURCES		90,708	9,750	100,458	103,334
Resources Expended					
Charitable activities	4	39,290	26,105	65,395	51,391
TOTAL RESOURCES EXPENDED		39,290	26,105	65,395	51,391
Net incoming/(outgoing) resources		51,418	(16,355)	35,063	51,943
Transfer between funds		(590)	590	-	-
Net movement in funds		50,828	(15,765)	35,063	51,943
ACCUMULATED FUND CARRIED FORWARD AT BEGINNING OF YEAR		5,151	63,293	68,444	16,501
ACCUMULATED FUND CARRIED FORWARD AT END OF YEAR		£ 55,979	£ 47,528	£ 103,507	£ 68,444

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All the above amounts relate to continuing activities. None of the company's activities were acquired or discontinued during this financial year.

ACADEMY OF PROFESSIONAL DIALOGUE

BALANCE SHEET
As at 31 March 2021

Company number: 10685375

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
CURRENT ASSETS					
Prepayments		4,518	-	4,518	-
Cash at bank and in hand		53,851	47,528	101,379	69,584
CREDITORS					
due within one year	6	(2,390)	-	(2,390)	(1,140)
NET CURRENT ASSETS/ (LIABILITIES)					
		55,979	47,528	103,507	68,444
TOTAL ASSETS LESS CURRENT LIABILITIES					
		55,979	47,528	103,507	68,444
NET ASSETS					
		£ 55,979	£ 47,528	£ 103,507	£ 68,444
REPRESENTED BY:					
Accumulated fund		£ 55,979	£ 47,528	£ 103,507	£ 68,444

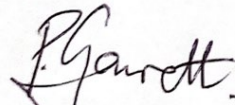
Trustees' Statements required by Section 475

In approving these financial statements as Trustees of the company, the Trustees hereby confirm:-

- (a) For the year to 31 March 2020, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies;
- (b) The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006.
- (c) 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 accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Trustees and authorised for issue on 17/12/21 and signed on its behalf by:



Mr P. Garrett

ACADEMY OF PROFESSIONAL DIALOGUE

NOTES TO THE FINANCIAL STATEMENTS

As at 31 March 2021

1 ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

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

The presentational currency of the accounts is UK £, being the functional currency of the primary economic environment in which the company operates. Monetary amounts in these accounts are rounded to the nearest £.

Academy of Professional Dialogue meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The trustees consider that there are no material uncertainties about the company's ability to continue as a going concern.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the financial statements, the Trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required and have concluded that no restatements were required.

Cash Flow

The Charity has taken advantage of the exemption in FRS102 from the requirement to produce a cash flow statement because it is a small Charity.

Incoming Resources

Donations, gifts and legacies represent amounts received during the year, together with any associated tax refund. Gifts in kind for use by the charity are recognised as incoming resources when receivable at a reasonable estimate of their value. Assets given for distribution are only recognised when distributed.

Grants receivable for specific purposes are credited to the statement of financial activities in the year to which they relate as soon as conditions for receipt have been met. Unspent balances are carried forward to subsequent years within restricted funds.

Grants for immediate financial support or received against costs previously incurred are recognised immediately in the Statement of Financial Activities. Voluntary income is shown gross before deduction of fund-raising expenditure.

Resources Expended

All expenditure is accounted for under the accruals concept. The irrecoverable element of Value Added Tax is included within the item of expense to which it relates.

ACADEMY OF PROFESSIONAL DIALOGUE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2021

1 ACCOUNTING POLICIES (Continued)

Funds

General unrestricted funds comprise accumulated surpluses and deficits on general activities. They are available for use at the discretion of the trustees in furtherance of the company's objectives. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed. There is a single restricted fund, which is restricted for use in the Criminal Justice sector.

Taxation

The Charity's activities fall within the exemptions afforded by the provision of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these financial statements. The company is not registered for VAT.

Going concern

The Trustees have reviewed the finances and believe they have adequate reserves for the current level of activities. On this basis, it will be able to continue as a going concern for at least the next twelve months and they have therefore prepared the financial statements on the going concern basis.

2 DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations and Legacies				
Donations	-	-	-	4,038
Other income				
Restricted income	-	-	-	52,587
	<hr/>	<hr/>	<hr/>	<hr/>
Total voluntary income	£ -	£ -	£ -	£ 56,625
	<hr/>	<hr/>	<hr/>	<hr/>

Of the income received of £nil in 2021 (2020: £56,625), £nil (2020: £4,038) was unrestricted funds and £nil (2020: £52,587) was restricted funds.

ACADEMY OF PROFESSIONAL DIALOGUE**NOTES TO THE FINANCIAL STATEMENTS (continued)****For the year ended 31 March 2021****3 INCOME FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Membership fees	10,922	1,250	12,172	6,883
Conference fees	70,063	-	70,063	39,826
Education programmes	9,723	8,500	18,223	-
	<u>£ 90,708</u>	<u>£ 9,750</u>	<u>£ 100,458</u>	<u>£ 46,709</u>

Of the income received of £100,458 in 2021 (2020: £46,709), £90,708 (2020: £44,007) was unrestricted funds and £9,750 (2020: £2,702) was restricted funds.

4 CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Legal and professional fees	2,474	1,628	4,102	4,955
Website development and computer costs	15,429	37	15,466	2,282
Accountancy	1,140	-	1,140	1,140
Bank charges	862	-	862	943
Printing and stationery	266	-	266	-
Administration services	800	-	800	13,000
Conference expenses	505	940	1,445	29,071
Consultancy fees	16,973	-	16,973	-
Education programmes development cost	841	23,500	24,341	-
	<u>£ 39,290</u>	<u>£ 26,105</u>	<u>£ 65,395</u>	<u>£ 51,391</u>

Of the expenditure of £65,395 in 2021 (2020: £51,391), £39,290 (2020: £49,395) was unrestricted funds and £26,105 (2020: £1,996) was restricted funds.

ACADEMY OF PROFESSIONAL DIALOGUE

NOTES TO THE FINANCIAL STATEMENTS (continued) For the year ended 31 March 2021

5 TAXATION

The company does not trade for profit therefore no corporation tax liability arises on its results.

6 CREDITORS DUE IN LESS THAN ONE YEAR

	2021 £	2020 £
Accruals	1,140	1,140
Deferred income	1,250	-
	<hr/>	<hr/>
	£ 2,390	£ 1,140
	<hr/>	<hr/>

7 COMPANY LIMITED BY GUARANTEE

Academy of Professional Dialogue is a company limited by guarantee and accordingly does not have a share capital.

8 TRUSTEES' EXPENSES

During the period, £200 (2020 - £13,000) in relation administration fees was paid to Dialogue Associates Limited, a company controlled by Mr P Garrett and Ms J Ball (trustees).

ACADEMY OF PROFESSIONAL DIALOGUE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2021

10 ANALYSIS OF NET ASSETS BETWEEN FUNDING

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund balances at 31 March 2021 as presented by:	55,979	47,528	103,507
Current assets	58,369	47,528	105,897
Current liabilities	(2,390)	-	(2,390)
	<u>£ 55,979</u>	<u>£ 47,528</u>	<u>£ 103,507</u>

11 ANALYSIS OF UNRESTRICTED FUND MOVEMENTS

	At 1 April 2020 £	Income £	Expenditure £	Transfer from Restricted £	At 31 March 2021 £
General Fund	5,151	90,708	(39,290)	(590)	55,979
	<u>£ 5,151</u>	<u>£ 90,708</u>	<u>£ (39,290)</u>	<u>£ (590)</u>	<u>£ 55,979</u>

Comparative information

	At 1 April 2019 £	Income £	Expenditure £	Transfer from Restricted £	At 31 March 2020 £
General Fund	6,501	48,045	(49,395)	-	5,151
	<u>£ 6,501</u>	<u>£ 48,045</u>	<u>£ (49,395)</u>	<u>£ -</u>	<u>£ 5,151</u>

ACADEMY OF PROFESSIONAL DIALOGUE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2021

12 ANALYSIS OF RESTRICTED FUND MOVEMENTS

	At 1 April 2020 £	Income £	Expenditure £	Transfer from Unrestricted £	At 31 March 2021 £
Fund 1					
Criminal Justice Sector	8,004	-	(8,537)	533	-
Fund 2					
1 st Generation	53,587	8,500	(15,000)	-	47,087
Fund 3					
US Academy	321	1,250	(1,628)	57	-
Fund 4					
South African Academy	1,381	-	(940)	-	441
	<u>£ 63,293</u>	<u>£ 9,750</u>	<u>£ (26,105)</u>	<u>£ 590</u>	<u>£ 47,528</u>

	At 1 April 2019 £	Income £	Expenditure £	Transfer from Unrestricted £	At 31 March 2020 £
Fund 1					
Criminal Justice Sector	10,000	-	(1,996)	-	8,004
Fund 2					
1 st Generation	-	53,587	-	-	53,587
Fund 3					
US Academy	-	321	-	-	321
Fund 4					
South African Academy	-	1,381	-	-	1,381
	<u>£ 10,000</u>	<u>£ 55,289</u>	<u>£ (1,996)</u>	<u>£-</u>	<u>£ 63,293</u>

Purpose of restricted funds

Fund 1

Donated by the Trustees of Prison Dialogue to promote the use of Professional Dialogue in the criminal justice sector.

Fund 2

To establish an educational programme curriculum for accredited Professional Dialogue Practitioners, and to provide bursaries to subsidise programme fees for those from low-income sectors or countries.

ACADEMY OF PROFESSIONAL DIALOGUE

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 March 2021

12 ANALYSIS OF RESTRICTED FUND MOVEMENTS (CONTINUED)

Fund 3

50% of membership fees paid by members from the US is ring-fenced for transfer to the US Academy of Professional Dialogue.

Fund 4

Income generated through activities in south Africa to support the development of Professional Dialogue in South Africa.