

Company number: 10685375
Charity number: 1177022

**ACADEMY OF PROFESSIONAL DIALOGUE
(A Company Limited by Guarentee)**

TRUSTEE'S REPORT AND FINANCIAL STATEMENTS

For The Year Ended 31 March 2024

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ACADEMY OF PROFESSIONAL DIALOGUE
TRUSTEE'S REPORT AND FINANCIAL STATEMENTS
For The Year Ended 31 March 2024

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ACADEMY OF PROFESSIONAL DIALOGUE

REPORT OF THE TRUSTEES For The Year Ended 31 March 2024

The Trustees present their report and the financial statements for the year ended 31 March 2024. 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

Wiggin Osborne Fullerlove
95 The Promenade
Cheltenham
GL50 1HH

Registered Office

Staverton Court
Staverton
Cheltenham
GL51 AUX

Bankers

Nat West Bank
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 T Kottner
Harold Clarke (appointed 3rd October 2023)
Bernhard Fiebo Holtrop (appointed 1st October 2024)

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 2024

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, Argentina and Sweden. 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.

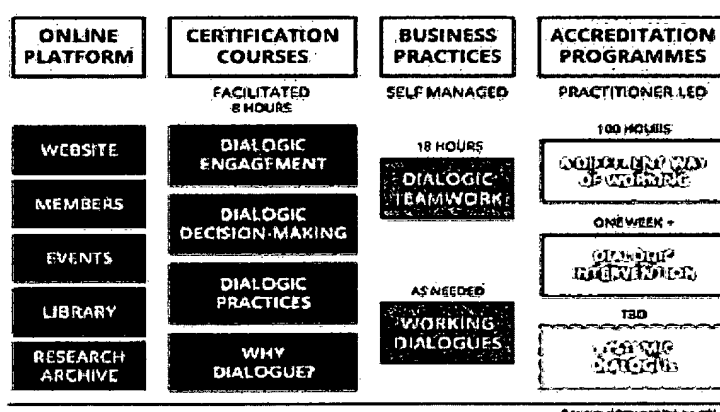
4. Review of activities

Chairman's report

Purpose

The Academy is a non-profit educational charity that was founded to make Professional Dialogue available for the benefit of the society. We have developed an Integrated Dialogue curriculum, along with a range of educational courses and accreditation programmes that can be delivered by Accredited Professional Dialogue Practitioners. We are committed to research, and we are supporting an international dialogic research project to take Professional Dialogue into the primary school classroom. Our primary outreach activity is our annual conference to promote the use of dialogue in people's professional work and publish the publication of the proceedings.

Education



The Academy has an online platform for the public and Members, various certification courses, business practices and several accreditation programmes. The introductory six-month accreditation programme (100 hrs) called *A Different Way of Working* is now in its fourth year.

ACADEMY OF PROFESSIONAL DIALOGUE

REPORT OF THE TRUSTEES (CONTINUED)

For The Year Ended 31 March 2024

4. Review of activities (continued)

Chairman's report (continued)

Education (continued)

During 2024 it was delivered online by Dialogue Associates and in-person by the Endless Path of Dialogue in Tehran. Graduates of this programme are entitled to use the post-nominal initials APDP (Accredited Professional Dialogue Practitioner) and are authorised to deliver the Academy's various certificated courses including *Dialogic Engagement*, *Dialogic Decision-Making*, *Dialogue as a Practice* and *Why Dialogue?* There are now 50 APDPs at the heart of the Academy (from Argentina, Belgium, Canada, Germany, Iran, South Africa, The Netherlands, UK and USA). Scholarships offered by the Academy have proven particularly effective in supporting the thriving dialogue work in Iran, under the guidance of Parveen Daeipour.

The PSAB (Professional Standards and Accreditation Board) is a sub-committee of the Board of Trustees that manages the professional standards for the Academy, and the ongoing development and codification of the Academy's professional curriculum. It is chaired by Harold Clarke with support from Jane Ball, Peter Garrett, Glenna Gerrard, Tzofnat Peleg-Baker and Jim Tebbe. In April the PSAB completed its third consultation, to determine criteria for Dialogic Intervention (drafted by Jim Tebbe, Jane Ball, Bill Isaacs, Lars-Ake Almqvist and Peter Garrett). That led to the first intermediate accreditation programme *Dialogic Intervention*, delivered by Dialogue Associates in the UK in September 2024. The PSAB has recently initiated its fourth consultation to determine Professional Standards for the Academy.

Outreach

The primary outreach activity to engage the public is the Academy's international online conference, reinforced by publishing, podcasts and a research programme. The series of annual conferences carry the title *Your Organization Needs Dialogue!* The 2023 conference theme *Your Organization Needs Dialogue!* was followed by the seventh annual international conference in 2024 *Your Team Needs Dialogue!* The eight Case Studies in 2024 featured Professional Dialogue work undertaken during the past couple of years by Accredited Professional Dialogue Practitioners (APDPs), and there were 22 Participatory Dialogues co-facilitated by the APDPs as well as plenary sessions each day hosted by Bill Isaacs, Jane Ball, Peter Garrett and Harold Clarke. All sessions in this year's week-long conference were facilitated by APDPs or senior Associates of the Academy.

The most recent publication *The World Needs Dialogue! Six: Your Organization Needs Dialogue* (covering last year's conference proceedings) was published by Dialogue Publications on the second day of the conference. The volume was edited by Peter Garrett with support from Helena Wagener. On the last day of the conference APDPs Jane Ball (UK), Andrea Dumas (Argentina), Parvin Daeipour (Iran), Fatemah Sadr (Iran) and Helena Wagener (South Africa) were joined by teaching staff from various primary schools around the world to describe and consider their introduction of the Academy's dialogue curriculum in the classroom. Earlier in 2024 an eleven-episode podcast was released of Jane Ball interviewing Peter about his book *A New Kind of Dialogue* describing the journey that led to the formation of the Academy of Professional Dialogue.

Dialogic Research

The Dialogic Classroom research project, that was initiated in January 2024 with a grant from the Flux Foundation in Norway, is exploring ways to introduce the Academy's Dialogue Curriculum into the way teaching is undertaken in primary schools. The initial sites are in Argentina, Iran, South Africa and the UK, where each location is supported by at least one APDP coach working with the primary school teachers. The project is led by Jane Ball APDPI.

ACADEMY OF PROFESSIONAL DIALOGUE

REPORT OF THE TRUSTEES (CONTINUED) For The Year Ended 31 March 2024

4. Review of activities (continued)

Chairman's report (continued)

Finances

With the advent of Covid the Academy built an online conference centre and benefitted from larger numbers of participants and greater income. In the past couple of years, it has proven far harder to maintain people's involvement online, income has fallen, and it has not been possible to offer educational scholarships as we did in previous years. At the time of the AGM, the Academy held just six month's financial reserves at its current level of operations. The Trustees are actively exploring what business model may be best to achieve sustainable growth for the Academy and its influence in society.

Governance

The Trustees are the executive officers of the charity. It is their responsibility to set the direction of the organisation, to realise its purpose, and to ensure this is done in a legally and financially responsible way. They meet monthly, and to ensure transparency the records of all their meetings are posted in the Members' Website. The Trustees are Lars-Åke Almqvist (Sweden), Jane Ball and Peter Garrett (UK), Thomas Kottner (Argentina), Harold Clarke (USA) and Bernhard Holtrop (Sweden from 2024). Our thanks to Marcus Elam (USA) who left the board in late 2023. There are around 15 Voting Members, appointed by the Board of Trustees, whose formal role is to ensure that the Trustees are acting to further the purposes of the charity. They are encouraged to broaden the thinking of the Trustees, have voting rights at the Annual General Meetings, and are a pool from which Trustees may be selected. The Board is supported in its strategic thinking by the Strategic Advisory Group led by Thomas Kottner.

Administration

Bobby Frazier is the Academy's Director of Operations. She plays an effective role helping to develop the Charity, supporting the APDP community, managing the annual conference and building the Academy's online presence. During 2024 she has been designing and building the Academy's new web site. Jane Ball has held the Trustee's oversight of Administration by providing a strong presence and contributing substantial time and attention to ensure the operations perform well. She also chairs the Finance Board with support from Bobby Frazier.

Peter Garrett
Chair of the Board of Trustees
November 2024



ACADEMY OF PROFESSIONAL DIALOGUE
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES ON
THE UNAUDITED FINANCIAL STATEMENTS
For The Year Ended 31 March 2024

I report to the Charity trustees on my examination of the financial statements of Academy of Professional Dialogue for the year ended 31 March 2024, 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.

Still 10/12/2024

SIMON JAMES GILL - FCCA
WIGGIN OSBORNE FULLERLOVE
95 THE PROMENADE
CHELETNHAM
GL50 1HH

ACADEMY OF PROFESSIONAL DIALOGUE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
For The Year Ended 31 March 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
INCOME AND EXPENDITURE					
Incoming Resources					
Charitable activities	2	47,816	-	47,816	40,770
TOTAL INCOMING RESOURCES		<u>47,816</u>	<u>-</u>	<u>47,816</u>	<u>40,770</u>
Resources Expended					
Charitable activities	3	56,427	1,543	57,970	110,582
TOTAL RESOURCES EXPANDED		<u>56,427</u>	<u>1,543</u>	<u>57,970</u>	<u>110,582</u>
Net (outgoing)/Incoming resources		(8,611)	(1,543)	(10,154)	(69,812)
Transfer between funds		-	-	-	-
Net movement in funds		(8,611)	(1,543)	(10,154)	(69,812)
ACCUMULATED FUND BROUGHT FORWARD AT BEGINNING OF YEAR		<u>26,484</u>	<u>1,543</u>	<u>28,027</u>	<u>97,839</u>
ACCUMULATED FUND CARRIED FORWARD AT END OF YEAR		<u>17,873</u>	<u>-</u>	<u>17,873</u>	<u>28,027</u>

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 March 31, 2024

Notes	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
CURRENT ASSETS				
Cash at bank and in hand	21,912	-	21,912	31,977
Creditors				
Due within one year	5 (4,039)	-	(4,039)	(3,950)
NET CURRENT ASSETS	<u>17,873</u>	<u>-</u>	<u>17,873</u>	<u>28,027</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>17,873</u>	<u>-</u>	<u>17,873</u>	<u>28,027</u>
NET ASSETS	<u>17,873</u>	<u>-</u>	<u>17,873</u>	<u>28,027</u>
REPRESENTED BY				
Accumulated fund	<u>17,873</u>	<u>-</u>	<u>17,873</u>	<u>28,027</u>

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 2024, 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 financial statements.

These financial statements 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 10.12.2024 and signed on its behalf by:

Phil Garrett

Mr P Garrett

ACADEMY OF PROFESSIONAL DIALOGUE

Notes to the Financial Statements For The Year Ended 31 March 2024

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 financial statements 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 financial statements is UK£, being the functional currency of the primary economic environment in which the company operates. Monetary amounts in these financial statements 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.

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.

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.

ACADEMY OF PROFESSIONAL DIALOGUE

Notes to the Financial Statements (continued) For The Year Ended 31 March 2024

1. Accounting policies (continued)

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. The Trustees have taken steps to manage the reserves of the charity, by reducing costs since the year end. 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. Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Membership fees	8,102	-	8,102	12,607
Conference fees	12,114	-	12,114	22,170
Education programmes	27,600	-	27,600	5,993
	<u>47,816</u>	<u>-</u>	<u>47,816</u>	<u>40,770</u>

Of the income received of £48,363 in 2024 (2023: £40,770), £48,363 was unrestricted funds (2023: £39,082) and £nil (2023: £1,688) was restricted funds.

3. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Legal and professional fees	776	-	776	5,926
Website development and computer costs	5,363	1,543	6,906	9,339
Accountancy	1,416	-	1,416	3,093
Bank charges	698	-	698	485
Printing and stationery	-	-	-	812
Conference expenses	3,343	-	3,343	5,343
Consultancy fees	44,831	-	44,831	57,784
Bursaries for education development programme	0.00	-	0	27,800
	<u>56,427</u>	<u>1,543</u>	<u>57,970</u>	<u>110,582</u>

Of the expenditure of £58,517 in 2024 (2023: £110,582), £56,974 was unrestricted funds (2023: £ 94,278) and £1,543 (2023: £16,304) was restricted funds.

ACADEMY OF PROFESSIONAL DIALOGUE

Notes to the Financial Statements (continued) For The Year Ended 31 March 2024

3. Charitable activities (continued)

Grants payable in furtherance of the charity's objectives for the public benefit

	Total 2024 £	Total 2023 £
Made to institutions	<u>-</u>	<u>27,800</u>

During the year, £nil (2023: £27,800) of payments were made to Dialogue Associates Limited in respect of Bursaries to assist individuals to be able to attend education development programmes. The bursaries were for the benefit of individuals.

4. Taxation

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

5. Creditors due in less than one year

	Total 2024 £	Total 2023 £
Accruals	4,039	2,700
Deferred income	<u>-</u>	<u>1,250</u>
	<u>4,039</u>	<u>3,950</u>

6. Company limited by guarantee

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

7. Trustees' expenses

During the year £nil (2023 : £27,800) in relation to bursaries were paid to Dialogue Associates Limited, a company controlled by Mr P Garrett and Ms J Ball (trustees). These payments were subject to the charity's related party payments process and approved by the Board of Trustees.

During the year £nil (2023: £nil) in relation to education programme development costs and arranging the annual conference was paid to Dialogue Associates Limited, a company controlled by Mr P Garrett and Ms J Ball (trustees). These payments were subject to the charity's related party payments process and approved by the Board of Trustees.

ACADEMY OF PROFESSIONAL DIALOGUE

Notes to the Financial Statements (continued) For The Year Ended 31 March 2024

8. Analysis of net assets between funding

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund balances at 31 March 2024 as represented by	17,873	0	17,873
Current assets	21,912	0	21,912
Current liabilities	(4,039)	-	(4,039)
	<u>17,873</u>	<u>0</u>	<u>17,873</u>

9. Analysis of unrestricted fund movements

	At 1 April 2023 £	Income £	Expenditure £	Transfer from restricted £	At 31 March 2024 £
General Fund	26,484	47,816	(56,427)	-	17,873
Comparative information					
	At 1 April 2022 £	Income £	Expenditure £	Transfer from restricted £	At 31 March 2023 £
General Fund	81,680	39,082	(94,278)	-	26,484

ACADEMY OF PROFESSIONAL DIALOGUE

Notes to the Financial Statements (continued) For The Year Ended 31 March 2024

10. Analysis of unrestricted fund movements

	At 1 April 2023 £	Income £	Expenditure £	Transfer from restricted £	At 31 March 2024 £
Fund 1					
Criminal Justice Sector	-	-	-	-	-
Fund 2					
1st Generation	-	-	-	-	-
Fund 3					
US Academy	1,543	-	1,543	-	-
Fund 4					
South African Academy	-	-	-	-	-
	<u>1,543</u>	<u>-</u>	<u>1,543</u>	<u>-</u>	<u>-</u>
	At 1 April 2022 £	Income £	Expenditure £	Transfer from restricted £	At 31 March 2023 £
Fund 1					
Criminal Justice Sector	-	-	-	-	-
Fund 2					
1st Generation	15,000	-	(15,000)	-	-
Fund 3					
US Academy	443	1,688	(588)	-	1,543
Fund 4					
South African Academy	716	-	(716)	-	-
	<u>16,159</u>	<u>1,688</u>	<u>(16,304)</u>	<u>-</u>	<u>1,543</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.

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.