

**REPORT OF THE TRUSTEES AND
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024
FOR
SHEFFIELD DESIGN AWARDS**

**REGISTERED CHARITABLE INCORPORATED ORGANISATION
CHARITY NO. 1180890 ON 29/11/2018**

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Introduction

The Trustees present their report with the accounts of the charity for the year ended 31 March 2023. The Trustees have adopted the provisions of Section 133 of the Charities Act 2011 to prepare cash [receipts and payments] accounts as the gross income of the charity is below the prescribed limit of £25,000.

Registered Charity number

1180890

Principal address

100 BOLE HILL LANE
SHEFFIELD
S10 1SD

Trustees

Paul Bedwell
Michael Brown
Andrew Jackson
Jim Monach [Secretary/Treasurer]
Leanora Simmonite [Chair]

Structure, Governance and Management

Governing Document

The charity is controlled by its governing document, a constitution, and is a charitable incorporated organisation whose only voting members are its charity trustees.

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.

Objectives and activities

The Charity is established for the public benefit with the following objects in the area comprising the City of Sheffield and its region which area shall hereinafter be referred to as "the area of benefit":

- (1) To promote high standards of planning and architecture in buildings and open spaces in and around Sheffield, principally through the promotion of an Awards scheme.
- (2) To educate and inform the public in and around Sheffield about planning, design, architecture and landscape.
- (3) To promote the preservation, protection, development and improvement of features of historic or public interest in and around Sheffield

Achievements and performance

The SDA awards were not offered in 2023 resuming its biennial pattern following Covid and the decision to make the Keith Hayman Awards for Public Art in the alternating years to the SDA in future. The early part of the reported year was taken up with the necessary preparation for the KHA scheme: the administrative framework to put in place; effort to find sponsors to support the scheme; the campaign to seek appropriate entries for the awards matching the aims to support excellence; the judging and administration to make the awards at a suitable venue; finally administration of the orderly conclusion of the KHA2023. Due to the increased pressure on Trustees to manage and organise these awards, and a review of the likely costs involved, the Trustees took the decision to run this cycle with paid administrative support. It was felt that the reputation of the scheme would benefit from this professional support, ideally of an individual with relevant experience. Previous use of large event management/public relations companies had been a mixed success given their usual clientele being much larger events, with much larger budgets than we would ever have. In addition it would offer the Trustees the opportunity to evaluate the efficacy, affordability and cost effectiveness of using such support for the SDA as well in its 2024 cycle. The Trustees agreed that the cycle could and would be terminated during the year if income looked unlikely to match the required expenditure.

15 nominations were made for the Keith Hayman Awards. A panel of 2 independent judges and 2 Trustees was appointed and made final decisions about the awards from a shortlist produced by the Trustees. Considerable publicity attended the making of the awards at the Awards Ceremony held in November 2023. It was gratifying that the arts community was well represented at the Awards Event in a local noted arts space. This evening also served to advertise the SDA which would run in 2024.

Membership There is no membership of the SDA in line with its constitution. However as part of its charitable objects the Trustees maintained a high and active profile via professional contacts, its website and the use of print and social media. The membership of the constituent bodies, SCT and SSA serve as groups of professionals and members of the public with whom SDA is able to consult on a continuing basis in support of its educational objectives. No new Trustees were appointed this year nor did any resign.

Reserves policy It is the policy of the charity to maintain unrestricted funds at a level which would cover management and charitable expenditure budgeted for the next two years. This is to ensure the future stability of the charity. It is in the nature of the principal activities of the charity that significant financial commitments are only made at the start of the awards cycle. If there were insufficient funds available at the start of the financial year, our timetable is such that no commitments would need to have been made before that time. Either the SDA or KHA could reluctantly be cancelled for that cycle if they could not reasonably be expected to be financially sound. There are no permanent employees or ongoing expenses such as premises etc. Continuing expenditure is therefore minimal and managed by a modest surplus from the operation of the awards scheme. The organisation of the awards scheme is such that income from sponsorship, and for the SDA entry fees, is received during the early phases of the cycle. The Trustees see no reason for the usual approach not to be sustainable into the future, but it will be reviewed as necessary. To achieve an outcome of a net loss of £1240 in this financial year for KHA only is an acceptable result given the business model we rely on by which the following SDA year is designed to result in a modest surplus.

Trustees The SDA Trustees nominated by Sheffield Civic Trust are SCT Trustees Paul Bedwell, Jim Monach and non-SCT Trustee Andrew Jackson, whilst the Sheffield Society of Architects appointed Michael Brown and Leanora Simmonite.

**SHEFFIELD DESIGN AWARDS
RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

	2022/23	2023/24
	Unrestricted Funds ²	Unrestricted Funds ¹
	£	£
Receipts		
Grants		-
Sponsorship/Donations	4000	1487
Entry Fees ¹	5115	-
Total receipts	9115	1487
Payments		
Administration/IT ¹	-	1242
Trustee Expenses	301	479
Meeting & Event Expenses	2100	1006
Judging Expenses ¹	1173	-
Plaques/Certificates	489	-
Sundries		57
Total payments	4063	2727
Net of receipts/[payments]	5052	[1240]
Total funds carried forward @ Bank	7415	6118

¹—No awards made in this year other than Keith Hayman Awards, which are a less resource-intensive scheme but also attract no entry fees

² – There are no restricted funds in this charity; all are designated to achieve the aims of the SDA

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Accounting convention

The Trustees present their report with the accounts of the charity for the year ended 31 March 2024. The Trustees have adopted the provisions of Section 133 of the Charities Act 2011 to prepare cash [receipts and payments] accounts as permitted by the Charities Commission for CIOs with a gross income of less than £25,000 p.a.

Incoming resources

All incoming resources are included in this Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on a cash basis and has been classified under headings which then aggregate all costs related to that category.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with all and any of the charitable objectives at the discretion of the Trustees. Restricted funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. None of this applies to the funds reported here.

2. Trustees' remuneration and benefits

There were no Trustees' remunerations or other benefits for the year ended 31 March 2024 nor for the previous year ended 31 March 2023.

Trustees' expenses

Trustees received no reimbursement of expenses in the year to 31 March 2023 beyond repayment of necessary travel or accommodation for meetings etc.

No Trustees or any other person related to the charity had any personal interest in any transaction entered into by the charity during the year.

External Checks

These have not been applied in view of the income being below the limit specified by the Charities Commission of £25,000 p.a.

Dr Jim Monach Treasurer/Trustee on behalf of Board of Trustees