

**COMMONWEALTH HERITAGE FORUM**

**Charity Commission Registered No. 1183762**

**ANNUAL REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

MYRUS SMITH  
Chartered Accountants

Norman House,  
8 Burnell Road,  
Sutton, Surrey.  
SM1 4BW

**COMMONWEALTH HERITAGE FORUM**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2022**

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## **COMMONWEALTH HERITAGE FORUM**

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### **TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

#### **REFERENCE AND ADMINISTRATION DETAILS**

##### **PRINCIPAL OFFICE**

12 Devonshire Street  
London  
W1G 7AB

##### **CHARITY NUMBER**

1183762

##### **Patron**

H.E. Sir Rodney Williams KCMG

##### **TRUSTEES**

Prince Henry Ajene	Appointed 02 March 2022
Peregrine Bryant	
Philip Davies	Chair and Trustee to 12 September 2022
Lucy Denton	
Nicolette Duckham	
Robert Kerr	
Francis Maude	Chair from 12 September 2022
Giles Quarme	To 02 March 2022
Karin Taylor	Appointed 31 May 2022
Rachel Tranter-Needham	
Rowenna Wood	

##### **Secretary**

Francis Maude

##### **Honorary Treasurer**

Geoffrey Rice

##### **BANKERS**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent, ME19 4JG

##### **INDEPENDENT EXAMINER**

Stephen Jones FCA  
c/o Myrus Smith  
Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton  
Surrey, SM1 4BW

##### **Website**

[www.commonwealthheritage.org](http://www.commonwealthheritage.org)

## COMMONWEALTH HERITAGE FORUM

(Charity Commission Registered No.: 1183762)

### TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 /contd...

The Trustees present their report and the accounts of the Charitable Incorporated Organisation (CIO) for the period from 1 April 2021 to 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" in preparing the annual report and financial statements of the charity.

#### **Governing document**

Commonwealth Heritage Forum is a CIO. On 6 June 2019 it was entered on the Register of Charities by the Charity Commission for England and Wales with the registered charity number 1183762. It is governed by a constitution that was adopted on formation.

#### **Trustees**

The first Trustees were appointed on 12 September 2018 to serve for specified periods of between two and four years from the formation of the CIO. Other Trustees are appointed for an initial term of three years. New Trustees are selected with regard to the skills, knowledge and experience needed for the effective administration of the CIO. All appointments and re-appointments are made by resolution of the Trustees, with the expectation that service will be limited to three consecutive terms of three years.

#### **Membership**

The members of the CIO are the Trustees for the time being. Trustees become members on appointment and cease to be members when they stand down as Trustees.

The Trustees are empowered to create associate or other classes of non-voting membership and to determine the rights and obligations of such members. This they have done by establishing three categories of membership with varying rates of subscription: Individual, Institution and Corporate. Membership is open to all those interested in sharing in the built heritage of the Commonwealth.

#### **Risk management**

The Trustees have a duty to identify and review the risks to which the CIO is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees have assessed the major risks to which the CIO is exposed, in particular those related to the operations and finances of the Trust, and have established systems to mitigate exposure to the major risks.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The objects of the CIO are to advance the education of the public in the conservation, protection and preservation of sites and buildings of cultural and/or historical significance. It seeks to do this in four principal ways:

##### *Communication*

To increase understanding and individual and collective knowledge of all the built heritage of the Commonwealth and between its peoples and institutions.

##### *Education*

To advance research, education and scholarship of the architectural, designed landscapes and engineering heritage of Commonwealth countries.

##### *Inspiration*

To encourage the conservation of all buildings and places of heritage interest by exchanging professional knowledge and expertise.

##### *Conservation*

To facilitate the conservation of all the historic built environment by providing opportunities for learning, research, understanding, skills development and capabilities for all.

## **COMMONWEALTH HERITAGE FORUM**

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### **TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 /contd...**

#### **Public benefit**

The Trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the CIO's objectives and aims and in planning future activities.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

During the year under review the Trustees continued to meet regularly to progress the objectives and aims of the CIO. The website was enhanced, further sponsorship was sought and received, some new members were recruited and links with potential partners for some of the intended projects continued to be developed. The Forum's International Advisory Committee met regularly, and efforts continue to broaden its membership further. Regular newsletters were published, and social media used to raise interest in the common heritage of the Commonwealth and the need to conserve and protect it, to the benefit of all the peoples of the member countries.

Under its Commonwealth Heritage at Risk initiative, and in conjunction with local partners, the Forum is developing pilot projects in a wide range of Commonwealth countries to train local people to prepare registers of historic buildings at risk and identify priorities for heritage skills training and on-site projects. In February 2022 the Forum led the organisation of a conference in Barbados, entitled The Conference of the Islands, to develop, by listening to local people, a better understanding of the needs and priorities of the Caribbean region, to identify potential conservation projects and to highlight local skill gaps in respect such work. Key issues covered included managing change in historic areas, tourism and climate change.

The Forum has sought to develop links with other organisations that share its commitment to the built heritage of Commonwealth countries and to the development of the skills base needed, across the Commonwealth, to deepen the understanding of and the maintenance of that heritage. The Forum has been most fortunate to secure the support of the Hamish Ogston Foundation, which, in February 2022, agreed to fund (a) a scoping study and (b) a pilot project in Hyderabad, India, to enable restoration work on three monumental gateways and the central mall at the former Osmania University College for Women to be undertaken in conjunction with the training of young craftspeople from both the UK and India on site. This work has been undertaken in collaboration with the Prince's Foundation and the World Monuments Fund, which has an operation in India.

Following the year end, in May 2022, a programme and funding was agreed for the first year of what will become a five-year project. The Cabinet Office granted the Forum the unique honour of being able to badge its training initiative as The Queen Elizabeth II Platinum Jubilee Commonwealth Heritage Skills Training Programme. Funded by the Hamish Ogston Foundation, it involves various training and restoration projects across the Commonwealth. The initiative was launched at the Commonwealth Secretariat by the Commonwealth Secretary-General, Baroness Scotland, and our patron, Sir Rodney Williams, on 19 May 2022.

The Forum subscribes to the principles and core values of the Commonwealth, while working with partners to raise awareness through education and to improve livelihoods by the sharing of skills and expertise. It has an important role to play in meeting certain Sustainable Development Goals, in particular those addressing education, sustainable cities and communities, and climate action. By reusing and adapting the legacy of the past to meet 21<sup>st</sup> century requirements, best use can be made of the embodied energy that buildings contain, reducing the carbon footprint of new development while revitalising historic neighbourhoods and existing communities.

## **COMMONWEALTH HERITAGE FORUM**

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In the spring of 2021, the Forum developed and delivered a series of webinars on issues relating to Commonwealth heritage which have attracted a wide global audience. A further series of five talks was held in the autumn and the webinars have become an important part of the Forum's educational programme, with recordings of past talks available to all on the website. In addition, in conjunction with the Commonwealth Association of Architects, the Commonwealth Association of Planners, the Commonwealth Engineers Council and the Commonwealth Association of Universities, the Forum helped to plan and deliver a separate series of five online CPD lectures on issues relating to sustainable development, climate change, conservation-led regeneration and post-Covid recovery.

#### **Donors**

The charity does not receive any core funding from government or other public sources; it depends entirely on its own fundraising, from individual, institutional and corporate donors and from membership subscriptions. During the year the Forum received a grant from the Foreign, Commonwealth and Development Office of the United Kingdom to fund the conference held in Barbados, and grants from the Hamish Ogston Foundation. The Forum is very grateful for this support and the ongoing generosity of its other sponsors.

#### **FINANCIAL REVIEW**

In the year ended 31 March 2022 the charity generated income of £82,100 and incurred expenditure of £32,528 leaving net income of £49,572.

Net assets at 31 March 2022 amounted to £60,113 compared to £10,541 at the start of the year. Unrestricted funds as at 31 March 2022 amounted to £10,113 (2021 : £10,541).

Following the establishment and launch of the CIO in 2019 and 2020 respectively, much of the work was undertaken by the Trustees as volunteers. The funding from the Hamish Ogston Foundation, outlined above, will enable the Forum to undertake a range of agreed projects from a secure financial base; it includes provision for the appointment of consultants to undertake various aspects of what will be a much-increased workload. The Forum expects to raise some further funds from other donors, and to widen its membership base, so as to broaden support for all aspects of its work.

#### **FUTURE DEVELOPMENTS**

The Trustees believe that the CIO can fulfil a vital role in supporting and promoting the appreciation, conservation and imaginative use of the built heritage of the Commonwealth and that the initiatives outlined above will enable it to contribute effectively to this in the coming years.

## **COMMONWEALTH HERITAGE FORUM**

**(Charity Commission Registered No.: 1183762)**

### **TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 /contd...**

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

Approved by the Trustees on     January 2023 and signed on their behalf by:

Peregrine Bryant  
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
COMMONWEALTH HERITAGE FORUM  
FOR THE YEAR ENDED 31 MARCH 2022  
(Charity Commission Registered No.: 1183762)**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2022 which are set out on pages 7 to 13.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Stephen Jones FCA  
% Myrus Smith  
Chartered Accountants  
Norman House  
8 Burnell Road  
Sutton,  
Surrey  
SM1 4BW

January 2023



**COMMONWEALTH HERITAGE FORUM**  
**(Charity Commission Registered No.: 1183762)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Incorporating Income and Expenditure Account)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

		Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
<b>INCOME FROM:</b>					
Donations and legacies	2	-	-	-	7,980
Charitable activities	3	100	82,000	82,100	2,500
		<u>100</u>	<u>82,000</u>	<u>82,100</u>	<u>10,480</u>
<b>TOTAL INCOME</b>		<u>100</u>	<u>82,000</u>	<u>82,100</u>	<u>10,480</u>
<b>EXPENDITURE ON:</b>					
Raising funds		-	-	-	-
Charitable activities	4	2,736	29,792	32,528	2,514
		<u>2,736</u>	<u>29,792</u>	<u>32,528</u>	<u>2,514</u>
<b>TOTAL EXPENDITURE</b>		<u>2,736</u>	<u>29,792</u>	<u>32,528</u>	<u>2,514</u>
<b>Net Income/(expenditure)</b>		(2,636)	52,208	49,572	7,966
Transfers between funds	9	2,208	(2,208)	-	-
		<u>(428)</u>	<u>50,000</u>	<u>49,572</u>	<u>7,966</u>
<b>Net movement in funds</b>		<u>(428)</u>	<u>50,000</u>	<u>49,572</u>	<u>7,966</u>
<b>Reconciliation of funds</b>					
Total funds brought forward	9	10,541	-	10,541	2,575
		<u>10,541</u>	<u>-</u>	<u>10,541</u>	<u>2,575</u>
<b>Total funds carried forward</b>	9	<u>£10,113</u>	<u>£50,000</u>	<u>£60,113</u>	<u>£10,541</u>

All income and expenditure derives from continuing activities.

The Statement of Financial Activities includes all recognised gains and losses.

The notes on pages 9 to 13 form part of these financial statements.

**COMMONWEALTH HERITAGE FORUM**  
**(Charity Commission Registered No.: 1183762)**

**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

		2022		2021	
		£	£	£	£
<b>CURRENT ASSETS</b>					
Cash at bank and in hand		79,308		10,541	
<b>CREDITORS:</b>					
Amounts falling due within one year	8	<u>19,195</u>		<u>-</u>	
<b>NET CURRENT ASSETS</b>			<u>60,113</u>		<u>10,541</u>
<b>NET ASSETS</b>			<u>£60,113</u>		<u>£10,541</u>
<b>CHARITY FUNDS:</b>					
Unrestricted Funds -					
General	9		10,113		10,541
Restricted Funds	9		<u>50,000</u>		<u>-</u>
	9		<u>£60,113</u>		<u>£10,541</u>

The financial statements were approved by the Trustees on      January 2023 and signed on their behalf by:

Peregrine Bryant  
Trustee

The notes on pages 9 to 13 form part of these financial statements.

## COMMONWEALTH HERITAGE FORUM

(Charity Commission Registered No.: 1183762)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

#### 1. ACCOUNTING POLICIES

a) General information and basis of preparation

Commonwealth Heritage Forum is a Charitable Incorporated Organisation (CIO) registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The principal office is given in the Reference and Administration details on page 1.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The Charity constitutes a public benefit entity as defined by FRS 102.

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

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

b) Funds structure

The charitable funds of the charity comprise of restricted and unrestricted balances. Where there is a legal restriction on the purpose to which a receipt may be applied, the fund is classified in the accounts as a restricted fund. All unrestricted funds can be spent at the Trustees' discretion. Designated funds are unrestricted funds set aside by the trustees for specific purposes. The Charity has no endowment funds.

c) Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

d) Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably.

Costs of raising funds comprises the costs associated with attracting voluntary income.

Expenditure on charitable activities comprises those costs incurred in the delivery of the charity's activities and services for its beneficiaries.

Expenditure is allocated to each activity where the costs relate directly to that activity. Support costs, including governance costs, that do not relate directly to any activity are apportioned on the basis of staff time.

f) Charitable activities

Expenditure on activities which are for the ongoing benefit of recipients of donations and grants are charged directly to Charitable Activities.

g) Debtors and creditors

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.

# COMMONWEALTH HERITAGE FORUM

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## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022 ...(cont'd)

### 2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Donations	-	-	-	6,025
Gift Aid	-	-	-	1,955
	<u>£Nil</u>	<u>£Nil</u>	<u>£Nil</u>	<u>£7,980</u>

All of the £7,980 recognised in 2021 was unrestricted funds.

### 3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
Membership subscriptions	100	-	100	2,500
Grants receivable	-	82,000	82,000	-
	<u>£100</u>	<u>£82,000</u>	<u>£82,100</u>	<u>£2,500</u>

All of the £2,500 recognised in 2021 was unrestricted funds.

### 4. COST OF CHARITABLE ACTIVITIES

	Direct Costs £	Support Costs £	Total 2022 £	Total 2021 £
Consultancy fees	19,779	-	19,779	300
Travel and accommodation	8,862	-	8,862	-
Venue hire	1,140	-	1,140	-
IT cost	-	1,637	1,637	2,065
Printing, postage and stationery	-	-	-	40
Bank charges	-	99	99	109
Miscellaneous	11	100	111	-
Governance costs (note 5)	-	900	900	-
	<u>£29,792</u>	<u>£2,736</u>	<u>£32,528</u>	<u>£2,514</u>

Of the £32,528 expenditure recognised in 2022 (2021 : £2,514), £2,736 (2021 : 2,514) was charged to unrestricted funds and £29,792 (2021 : £Nil) was charged to restricted funds.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
.../(cont'd)

**5. GOVERNANCE COSTS**

	<b>2022</b>	<b>2021</b>
	£	£
Independent Examination Fees	<u>£900</u>	<u>£Nil</u>

**6. STAFFING**

The average number of employees during the year was Nil (2021 - Nil).

No employees received employee benefits (excluding employer pension costs) of more than £60,000 (2021 : Nil)

**7. TRUSTEES' REMUNERATION AND EXPENSES**

Two trustees attended the Conference of the Islands in Barbados in February 2022, at which the Patron was also present. Travelling, accommodation and other expenses of the Conference totalling £7,127 were reimbursed to them during the year (2021 : £Nil).

One trustee was also reimbursed £100 for attending a different event (2021 : £Nil).

**8. CREDITORS:** Amounts falling due within one year

	<b>2022</b>	<b>2021</b>
	£	£
Accruals	<u>£19,195</u>	<u>£Nil</u>

**9. MOVEMENT IN FUNDS**

	<b>On 1 April 2021</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfers</b>	<b>At 31 March 2022</b>
	£	£	£	£	£
<b>Unrestricted Funds:</b>					
General funds	<u>10,541</u>	<u>100</u>	<u>2,736</u>	<u>2,208</u>	<u>10,113</u>
<b>Restricted funds:</b>					
Scoping study	-	25,000	22,617	(2,383)	-
Demonstration project	-	50,000	-	-	50,000
Conference of the Islands	-	7,000	7,175	175	-
	<u>-</u>	<u>82,000</u>	<u>29,792</u>	<u>(2,208)</u>	<u>50,000</u>
	<u>£10,541</u>	<u>£82,100</u>	<u>£32,528</u>	<u>£Nil</u>	<u>£60,113</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
.../(cont'd)

**9. MOVEMENT IN FUNDS** /(cont'd)

Comparative information for the movement in funds in the previous year is as follows:

<b>2021</b>	<b>At 1 April 2020 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>At 31 March 2021 £</b>
<b>Unrestricted funds:</b>					
General	2,575	10,480	2,514	-	10,541
<b>Restricted funds</b>	-	-	-	-	-
	<u>£2,575</u>	<u>£10,480</u>	<u>£2,514</u>	<u>£Nil</u>	<u>£10,541</u>

Details of the Restricted Funds are set out in the Trustees' Report.

**10. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds 2022 £</b>	<b>Restricted Funds 2022 £</b>	<b>Total Funds 2022 £</b>
<b>2022</b>			
Current assets	11,013	68,295	79,308
Current liabilities	(900)	(18,295)	(19,195)
As at 31 March 2022	<u>£10,113</u>	<u>£50,000</u>	<u>£60,113</u>

Comparative information for the analysis of net assets between funds in the previous year is as follows:

	<b>Unrestricted Funds 2021 £</b>	<b>Restricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>
<b>2021</b>			
Current assets	10,541	-	10,541
Current liabilities	-	-	-
As at 31 March 2021	<u>£10,541</u>	<u>£Nil</u>	<u>£10,541</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
.../(cont'd)

**11. CONTINGENT ASSETS**

Total grant funding awarded as at 31 March 2022 but not yet received and recognised as income due to the recognition criteria not being met amounts to £101,600 (2021 : £Nil).

**12. RELATED PARTY TRANSACTIONS**

Travelling, accommodation and other expenses totalling £7,227 were reimbursed in respect of the Patron and two trustees during the year. No related party transactions occurred in the year ended 2021.