

REGISTERED CHARITY NUMBER: 1201895

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR

THE PERIOD 1 DECEMBER 2023 TO 30 NOVEMBER 2024

FOR

YORK UNLOCKED CIO



### **Foreword from Chair**

Since 2022 York Unlocked has rapidly established itself as a key event in the cultural landscape of York, fostering public appreciation of the city's architecture. It has unlocked the doors of numerous buildings of architectural and historical merit, providing free access to the public and allowing both locals and visitors to discover hidden gems and view familiar places through fresh eyes.

The first three years of York Unlocked have been dedicated to the birth and proof of concept of this ambitious project. During this foundational phase, significant achievements have been realised, including the successful opening of many historically and architecturally significant buildings, as well as the engagement of a diverse audience, evidenced by thousands of visits and substantial media coverage.

As is often the case, the success of York Unlocked has had many parents: dozens of passionate volunteers, supportive and enthusiastic building owners, fantastic friends across the city, and of course the thousands from in and outside of York that appreciate the annual festival and have benefitted from our education programme. However, for much of its life, it has been the passion, drive, and energy of a small but committed group that has made York Unlocked possible, none more so than its inspirational Founder and former Chair, Kathy King.

Whilst Kathy remains involved in York Unlocked, as the new Chair, I speak on behalf of the Board in giving our thanks to Kathy for her leadership, dedication, and tenacity - all of which have been instrumental in what York Unlocked has been able to achieve in such a short time. These achievements have laid both a robust foundation for future growth and continued success and will continue to be a source of inspiration in the next period of York Unlocked's existence.

As we look ahead, the next three years will be a critical phase for York Unlocked, focusing on financial sustainability, operational and governance development, and the refinement of our offer. We plan to ensure the financial sustainability of York Unlocked by diversifying our revenue streams and reducing our dependency on grants and foundations over time. This is a work in progress, but is a priority given it is essential to realising both a sustainable future and a secure basis from which to expand and develop our activities and offer.

Operational and governance development is another key focus area, as we strive to enhance our efficiency and effectiveness. This involves optimising our team and ways of working (both operational and non-executive), establishing strong collaborative relationships with stakeholders and partners across the City, and developing our marketing and engagement strategies to attract a wider audience, including those who are typically harder to reach.

Finally, we will continue to refine our offer by curating a diverse and engaging programme of events that highlight York's architectural wonders. This will include continuing to develop our education programme for educators and young people. We aim to illustrate the value of York's built environment and foster a deeper appreciation for its design and heritage through innovative and inclusive events and activities.

Matt McCormack Evans

**Chair**

## **TRUSTEES REPORT**

The Trustees are pleased to present their Annual Report together with the Financial Statements of the Charity for the period from the date of registration as a Charitable Incorporated Organisation (CIO), 1 December 2023, to 30 November 2024.

The Financial Statements comply with the Charities Act 2011, the constitution, and 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) (effective 1 January 2019).

The Charity is a Public Benefit Entity.

### **Objectives and Activities**

The charity's objectives are to advance the education of the public in the subject of architecture by organising the opening of buildings of architectural merit in and around the city of York. Activities include showcasing buildings, open spaces, and monuments of merit over a weekend in autumn and via various ad hoc events throughout the year. Visitors experience familiar places through fresh eyes and uncover hidden gems.

### **Beneficiaries of our Activities**

The beneficiaries of York Unlocked's activities are the people of York and visitors to York, plus local schools via a range of targeted events, activities and workbooks. Local businesses also benefit due to the increased visitor presence throughout our autumn weekend event.

### **Achievements and Performance**

In 2024 we completed our third successful year with people making 22,000 visits to our October weekend across 50 venues, with an estimated 7,000 individual visitors. A fabulous range of sites and the fine weather ensured a lively weekend. Our buildings partners were very active in supporting us too and whole-heartedly entered into the spirit of showcasing unusual aspects of buildings and architectural detail.

As with other years, we featured several favourite sites, such as Bishopthorpe Palace, Terry's Clock Tower, Herbert House and the Guildhall, and added some interesting new ones, such as Thin Ice Press, The Hospitium and Friends of York Art Gallery Fine Arts Store. We had a mix of buildings, new and old, and several tours including "Architecture of the Ouse" cruise, an architect-led tour of the proposed Coney St Riverside Development, plus conservation crafts demonstrations from Pinnacle Conservation Ltd.

Our research and partners tell us we have an "enviable demographic" as our activities engage people of all ages. Visitors attending the York Unlocked weekend event come from far and wide and add significantly to York's local economy (with an estimated expenditure of over £250,000 on food and drink alone).

This year, Boon and Moil donated their expertise to create an app which was the third most used education app in the UK over the weekend of our key event. Our app has been longlisted for the Arts Councils' Digital Culture Awards for innovative use of data by a cultural organisation.



For the third year we ran our education programme and added a fabulous architecture trail booklet which was very popular. Our Education Manager ran nine events throughout the year with local schools, universities and volunteers.

Our volunteer programme goes from strength to strength, led by our Volunteer Manager, one of York Unlocked's founding members. Each year we engage around 64 weekend volunteers plus others who help with planning and delivering the weekend. The Volunteer Engagement Programme ensures that many volunteers return year after year. York Unlocked volunteering supports skills development and offers the opportunity to gain experience within the heritage, architecture and events sectors. In turn, these factors support routes into paid employment.

In response to learning from the first two years of York Unlocked, this year we engaged contractors, who made up much of the Core Team who, along with wider support, take on tasks such as research, writing, social media, fundraising and photography. Many building partners commented on the professionalism of our event and programme. Although our event may look effortless, a massive amount of time and planning goes into it. But we are aiming to offer more ad hoc events and opportunities throughout the year when possible.

In 2024 we added significant expertise to our board of trustee who share their experience in architecture, town planning, education and conservation crafts to make York Unlocked relevant and contemporary. We also enhanced the board's compliance and financial activities.

As always, generating funds to do this work remains a challenge and will be a key focus for us if we are to survive into the future. We were generously supported in 2024 by UK Govt/City of York Council, RIBA Yorkshire/YAA, plus a number of grant-making organisations. York Unlocked remains free to all visitors.

### **Future Plans**

Our plans in this next phase of York Unlocked's development are guided by a focus on financial sustainability, operational and governance development, partnerships, and development of our offer and visitor experience. Below are our key areas of focus for the 2025-27 period:

#### **1. Enhanced Offer and Visitor Experience**

We are committed to broadening the range of buildings and spaces included in York Unlocked events, showcasing a diverse mix of modern, industrial, domestic, and environmental architecture. Continued investment in enhancing the visitor experience will ensure that our programmes remain engaging and memorable. Additionally, we plan to expand our educational services and introduce events beyond the annual festival, creating more opportunities for people to connect with York's rich heritage and architecture throughout the year.

#### **2. Stakeholder Engagement and Partnerships**

Collaboration is at the heart of York Unlocked's future. We aim to explore new partnership opportunities with organisations, building owners, and communities across the city. Investing in our volunteer programme will also remain a key focus, as we recognise the vital role that volunteers play in delivering our initiatives. We will develop our approach to community engagement, including supporting pathways into volunteering and further diversifying our audiences. Expanding our marketing and



awareness efforts will allow us to reach wider audiences and strengthen connections within the community and beyond.

**3. Financial Sustainability**

To ensure long-term viability, we aim to diversify our income streams and reduce reliance on any single source of funding. Efforts will be directed toward creating a compelling value proposition for grant funding, exploring sponsorship and other commercial opportunities, while maintaining a focus on effective budget management and cost control. By achieving financial resilience, we can continue to deliver impactful programmes and events.

**4. Operational and Governance Development**

We plan to enhance board and core team skills and performance, fostering a culture of continuous improvement and strengthening how we operate. A robust approach to operational planning, delivery, and reporting will help to ensure transparency and efficiency. Furthermore, we will work to further develop our roles, responsibilities, and organisational culture, providing a strong framework to guide our activities.

Through these initiatives, York Unlocked is poised to grow and evolve, ensuring we continue to celebrate and share the unique architectural stories of York with residents (helping them to feel ownership and belonging) and visitors alike.

**Volunteers**

York Unlocked is reliant upon volunteers for the planning and delivery of its activities. In addition to a small central team who are involved throughout the year the charity also engages with a larger group who help on the annual York Unlocked weekend. The charity is immensely grateful to the 64 volunteers who contributed to the success of 2024.

**Financial Review**

York Unlocked is entirely dependent upon voluntary income mostly in the form of grants from trusts and foundations, and other grant awarding bodies. During the reported period donations amounted to £33,867 (2023: £13,475). As well as donations, income from charitable activities amounted to £909 (2023: £810), which is payment for postage on programmes posted out. Total income for the reported period was £34,776 (2023: £14,285).

Expenditure was £27,010 (2023: £11,048). Expenditure on fundraising was £929 (2023: £Nil) and £26,081 (2023: £11,048) was spent on delivering the charitable activities. The higher expenditure reflects the increased scope of the main York Unlocked weekend in October and the engagement of contractors to manage planning of the event during the preceding months.

The surplus at the end of the period was £7,766 (2023: £3,236), which together with opening reserves of £4,419 (2023: £1,183) left the charity with unrestricted reserves of £12,185 (2023: £4,419). Trustees maintain a policy of not committing expenditure before funds are in place. They believe that these reserves together with good prospects for further fundraising are sufficient to ensure the continuing activities of the charity.

**Reporting requirements for charities that fundraise**

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All income generation activities are undertaken in compliance with the requirements of: the Fundraising Regulator; Charities Acts; Charity Commission regulations; HMRC regulations; the Gambling Act; local licensing laws, GDPR and Data Protection legislation. This list is not exhaustive.

We adhere to the Fundraising Code of Practice.

York Unlocked does not take part in face-to-face or telephone fundraising.

During the year ending 30 November 2024, we received no complaints relating to fundraising activity (2022-23: 0). Furthermore, we know of no failure by the charity or by a person acting on its behalf, to comply with fundraising standards.

### **Governance and Management**

#### **Governing document**

York Unlocked is a registered charity governed by a constitution. The charity was registered as a Charitable Incorporated Organisation (CIO) on 9<sup>th</sup> February 2023. Prior to that date it was constituted as a Community Interest Company.

#### **Governance**

The Charity is managed by the Board of Trustees which meets at least six times per year. During 2023-4 the trust board comprised 5 trustees, three new trustees were recruited in 2023.

In line with its governance document all appointments are made by the board. The appointment of new trustees is a transparent process which involves advertising for an individual with particular skill-set, the submission of a cv, professional discussion with the chair and nominations from the chair to the board of trustees. The board has a diverse range of skills relevant to its charitable objects.

A succession plan to recruit a new chair of trustees was drawn up in 2024.

The board has determined a scheme of delegation which includes matters reserved to the board and those delegated to the chair and core team of volunteers. The board has developed and approved a range of regulatory policies. These include financial delegations, finance policy and procedures, safeguarding, data protection, equalities, ethical fundraising, expenses and volunteer management.

The board has agreed a strategy and monitors its progress at each meeting.

The board maintains appropriate records, individuals are required to declare pecuniary and business interests at each meeting to maintain transparency of perceived or actual conflict of interest.

The board maintains an evaluation of effectiveness which includes skills audits for the current board members.

#### **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.



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The Trustees are mindful of this and put policies and controls in place to mitigate risks as appropriate.

#### Reference and Administrative Details

**Charity Name** York Unlocked CIO

**Charity Number** 1201895

#### Trustees

Matthew McCormack Evans	Chair (appointed 30 Sept. 2024, Chair 25 Nov. 2024)
Kathleen King	(resigned as Chair 25 November 2024)
Martin Jeffery	Treasurer, (appointed 17 January 2024)
Lesley Dolben	(appointed 17 January 2024)
James Grierson	(appointed 17 January 2024)
Belle Richer Hill	
Anna Hughes	
Eveth Harrison	
Danny Myers	
Olivia Sharrard	(resigned 28 May 2024)
Lorraine Farrelly	(appointed 30 September 2024)

**Registered Address** 106 Micklegate, YORK YO1 6JX

**Bankers** Co-op Bank

### **Statement of Trustees' Responsibilities**

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 at the year end and of the incoming resources and application of resources of the charity for that year. In preparing those 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;
- 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 assume that the charity will continue in operation.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Approved by order of the board of trustees on 21 July 2025 and signed on its behalf by:



Matt McCormack Evans

Chair



### **Independent Examiners Report**

In accordance with the engagement letter dated 29 May 2025, and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 30 November 2024 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

### **Independent examiner's report to the trustees of York Unlocked CIO**

I report on the charity trustees on my examination of the accounts of the York Unlocked CIO for the year ended 30 November 2024.

### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

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

### **Independent examiner's statement**

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or

4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities, applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Robin Stride FMAAT

29th May 2025

R Stride & Co LLP  
The Old Coach House  
Rear of Eastville Terrace, Ripon Road  
Harrogate  
North Yorkshire  
HG1 3HJ



**Statement of Financial Activities for 1<sup>st</sup> December 2023 to 30th November 2024**

	<b>2024</b>	<b>2023</b>	<b>Notes</b>
	<b>£</b>	<b>£</b>	
<b>INCOME from</b>			
Donations	33,867	13,475	3
<b>Charitable activities</b>			
Programmes	909	810	5
Total	<u>34,776</u>	<u>14,285</u>	
<b>EXPENDITURE on</b>			
Raising funds	929	0	
<b>Charitable activities</b>	26,081	11,048	6,7,8
Total	<u>27,010</u>	<u>11,048</u>	
<b>NET INCOME</b>	7,766	3,236	
<b>RECONCILIATION OF FUNDS</b>			
Opening reserves	4,419	1,183	16
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>12,185</u>	<u>4,419</u>	

**Balance Sheet as at 30th November 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>		
Cash at Bank	12,575	4,419
<b>CURRENT LIABILITIES</b>		
Accruals	(390)	0
<b>NET ASSETS</b>	<u>12,185</u>	<u>4,419</u>
<b>FUNDS</b>		
Unrestricted Funds	12,185	4,419
<b>TOTAL FUNDS</b>	<u>12,185</u>	<u>4,419</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 21 July 2025 and

were signed on its behalf by:



Matt McCormack Evans – Chair



Martin Jeffery- Treasurer



## Notes to the accounts

### 1. STATUTORY INFORMATION

Prior to 9<sup>th</sup> February 2023 York Unlocked operated as a community interest company. On 9<sup>th</sup> February 2023 York Unlocked became a charitable incorporated entity, registered in England & Wales. Details of the charity's operations and principal activities are given in the Trustees' Report.

### 2. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable incorporated organisation, which is a public benefit entity under FRS102, have been prepared in accordance with the Charities SORP (FRS102) '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 (FRS102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

#### Preparation of the accounts on a going concern basis

The trustees have considered the financial position and projections of the charity, and have a reasonable expectation that it has adequate resources to support its ongoing activities for the foreseeable future. The charity therefore continues to adopt the going concern basis in preparing the financial statements.

#### Significant judgements and estimates

The preparation of the financial statements requires management to make judgement, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable in the circumstances.

Areas in which judgement has been applied in preparing these financial statements include an assessment of the appropriate expenditure to recognise against certain restricted grants, and the allocation of support costs as outlined below.

#### Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, any performance conditions attached have been met, it is probable that the income will be received and the amount can be measured reliably. When donors specify that donations and grants are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

#### Government grants

Income from government grants is recognised once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### Charitable activities

Cost of charitable activities include those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

#### Allocation and apportionment of support costs

Support costs include central functions and overheads that assist the work of the charity but which do not directly undertake charitable activities. These include back-office costs, finance, personnel, payroll and governance costs.

Support costs are allocated in proportion with the expected direct project worker time involved in each charitable activity. This estimate is considered to reasonably reflect the underlying financial activities of the charity and provide a reliable basis for allocation in the context of the charity's size and resources.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - Straight line over 3 years

Tangible fixed assets costing more than £750 are capitalised and included at cost.

#### Taxation

The charity is exempt from corporation tax on its charitable activities.

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### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Financial instruments

The charity has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception, where applicable, of bank loans which are subsequently measured at amortised cost using the effective interest method.

### 3. DONATIONS AND LEGACIES

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Community fundraising & donations	1,128	100
Grants	<u>32,739</u>	<u>13,375</u>
	<u>33,867</u>	<u>13,475</u>

### 4. INVESTMENT INCOME

During the period there was no investment income.

### 5. INCOME FROM CHARITABLE ACTIVITIES

This income relates to postage received for programmes posted out.

### 6. CHARITABLE ACTIVITIES COSTS

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Direct costs	9,347	8,115
Support costs	<u>16,734</u>	<u>2,934</u>
Total	<u>26,081</u>	<u>11,048</u>

Direct costs relate to marketing and publicity.

Support costs relate mainly to administration and insurance.



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7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2024	2023
	£	£
PR	0	3,279
Marketing	9,031	4,602
Other	<u>316</u>	<u>234</u>
Total	<u>9,347</u>	<u>8,115</u>

8. SUPPORT COSTS

	2024	2023
	£	£
Administration	14,817	889
Insurance	1,262	1,312
Other	<u>655</u>	<u>733</u>
Total	<u>16,734</u>	<u>2,934</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 30 November 2024

10. TRUSTEES' EXPENSES

Kathy King was re-imbursed expenses totalling £945, and James Grierson £339 during the period ended 30 November 2024. These relate to fundraising, administration and meeting expenses paid on behalf of York Unlocked.

11. STAFF COSTS

There were no employees during the period ended 30 November 2024.

12. TANGIBLE FIXED ASSETS

There were no fixed assets.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

There were no debtors.

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14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Accruals	390	0

Accrual relates to fee for independent examination of the accounts.

15. LEASING AGREEMENTS

The charity has no leasing arrangements.

16. RELATED PARTY DISCLOSURES

There are no related party disclosures.