The Planning Exchange Foundation

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2019

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# Report of the Trustees for the Year Ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of 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 2015).

#### **OBJECTIVES AND ACTIVITIES**

#### Objectives and aims

To advance the education of the UK public and to thereby create a better understanding of economic, environmental and social planning issues and in furtherance of such objects to:

- Give lectures, conduct seminars, hold conferences, promote education and provide instruction and information on all matters connected with the objects of the company;
- Initiate and conduct research projects in connection with the company's objects with power if required to employ professional consultants, and to collaborate with Universities or other seats of learning in initiating or continuing such research projects and to publish and make available to the public the funding of such research projects and generally to collaborate with professional, educational, commercial and industrial organisations, trade unions, community associations, trust, groups and individuals in furthering the objects of the company; and
- Do all such things as will assist in attaining the previously stated objects of the company.

The aims and objectives of the company for this year remain unchanged from previous years, as outlined above.

#### Public benefit

The charity meets the definition of a public benefit entity under FRS 102.

#### Grantmaking

In order to qualify for a grant, the individual or organisation must be performing an activity that falls under the objects of the company. Once the Board is satisfied that this is the case and that the grant is best use of the company's resources, an award is approved.

# ACHIEVEMENT AND PERFORMANCE

#### **Annual Review of Activities**

Work proceeded during the year to distribute on the hour-long documentary film "A Symphony in Stone" about the development of Glasgow's Victorian and Edwardian architecture and town planning. The film attracted £45,000 in grants plus Gift Aid together with help in kind from Scottish Opera for orchestra time. The film was made by a Glasgow based company - Production Attic under the direction of the Foundation. It was completed in July 2018 and had its first screening in Glasgow on 30th June 2019. Details of the film can be found on the dedicated website www.asymphonyinstone.com. It is anticipated that the film will achieve revenues from royalties and licence income including streaming, DVDs and possible television rights.

No further work was carried out on the Marine Planning Exchange project, but discussion continued with Highland and Islands Enterprise with regards to their possible interest in developing the project in association with a Scottish University.

During the year Trustees decided that no further applications for funds would be considered for the time being because of the need to retain a basic reserve of at least £12,000.

### FINANCIAL REVIEW

#### Principal funding sources

The main sources of income for the year were donations from various sources and the gift aid thereon towards the funding of the film project currently being undertaken.

# Report of the Trustees for the Year Ended 31 March 2019

#### FINANCIAL REVIEW

#### Reserves policy

It is the Foundation's policy to ensure that reserves of £12,000 are retained within the charity to ensure that it can continue to meet any future liabilities.

The Foundation operates a general unrestricted fund, applicable for all activities which the Board considers may be undertaken in the future. This general fund represents accumulated funds arising from past operating results, and the Board is satisfied that the level held is sufficient to meet all anticipated liabilities. The unrestricted funds of the charity are £17,658 at 31 March 2019 (2018 - £27,944).

The Foundation also operates a restricted fund for the production of a documentary film on Glasgow's Victorian and Edwardian architecture and the restricted funds of the charity are £61,020 at 31 March 2019 (2018 - £61,500).

#### **Business Review**

The company is classed as a small company under the Companies Act 2006 thresholds and so is exempt from the requirement to prepare a business review.

#### **FUTURE PLANS**

The plans for the future comprise of the continuance of the aims and objectives stated previously and in the Memorandum and Articles of Association of the company.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The Foundation is a charitable company, limited by guarantee and governed by its Memorandum and Articles of Association. The company is registered as a charity with the Office of the Scottish Charity Register. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

#### Recruitment and appointment of new trustees

Under the Articles of Association, the number of Directors of the company shall not be less than five and more than nine. One third of the Directors retire on a three year rotation policy with retiring Directors eligible for re-election if they wish. The Board of Directors has the power to appoint any person as a Director to fill a casual vacancy. Any person appointed in this way shall hold office until the next annual general meeting of the company and shall be eligible for re-election.

#### Organisational structure

The Board of Directors currently has seven members and is charged with the administration of the company. The Board meets once a year to discuss the progress of the company. The Company Secretary is appointed by the Directors to manage the day to day operations of the company.

### Induction and training of new trustees

The policies of the company for the induction and training of new Directors are tailored to suit the knowledge and experience of the appointee.

# REFERENCE AND ADMINISTRATIVE DETAILS

#### Registered Company number

SC073119 (Scotland)

# Registered Charity number

SC010929

### Registered office

9 Marchmont Terrace Glasgow G12 9LS

# Report of the Trustees for the Year Ended 31 March 2019

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Trustees** 

Professor P W Roberts OBE FRSA

Chairman

R Taylor

J Hartley

Professor G Lloyd

A Lean

A W Burton OBE

D Grimson

#### **Company Secretary**

A W Burton OBE

#### Independent examiner

Gillespie & Anderson 147 Bath Street Glasgow G2 4SN

#### **Bankers**

Santander 301 St Vincent Street Glasgow G2 5NT

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The Planning Exchange Foundation for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website.

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

Approved by order of the board of trustees on 4 October 2019 and signed on its behalf by:

Professor P W Roberts OBE FRSA - Trustee

# Independent Examiner's Report to the Trustees of The Planning Exchange Foundation (Registered number: SC073119)

I report on the accounts for the year ended 31 March 2019 set out on pages five to fourteen.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

### Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Alastair Stewart BA(Hons) CA Gillespie & Anderson

147 Bath Street

Glasgow G2 4SN

4 October 2019

# Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2019

				2019	2018
	Ţ	Inrestricted	Restricted	Total	Total
		fund	fund	funds	funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies			6,250	6,250	21.250
Donations and regactes		-	0,230	6,230	21,250
Investment income	2	64		64	44
Total		64	6,250	6,314	21,294
EXPENDITURE ON					
Charitable activities	3				
Main charitable activities		1,886	15,194	17,080	17,071
NET INCOME/(EXPENDITURE)		(1,822)	(8,944)	(10,766)	4,223
Transfers between funds	11	(8,464)	8,464		
Net movement in funds	•	(10,286)	(480)	(10,766)	4,223
RECONCILIATION OF FUNDS	,				
Total funds brought forward		27,944	61,500	89,444	85,221
TOTAL FUNDS CARRIED FORWARD		17,658	61,020	78,678	<del></del> 89,444
TOTAL FUNDS CARRIED FORWARD		=====	=====		<del></del>

# Balance Sheet At 31 March 2019

	Notes	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
FIXED ASSETS Intangible assets	8	-	61,020	61,020	66,500
CURRENT ASSETS Debtors Cash at bank	9	40 19,159 19,199	541 1,490 	581 20,649 21,230	29,748 29,829
CREDITORS Amounts falling due within one year	10	(1,541)	(2,031)	(3,572)	(6,885)
NET CURRENT ASSETS		17,658	-	17,658	22,944
TOTAL ASSETS LESS CURRENT LIABILITIES		17,658	61,020	78,678	89,444
NET ASSETS		17,658	61,020	78,678	89,444
FUNDS Unrestricted funds Restricted funds	11			17,658 61,020	27,944 61,500
TOTAL FUNDS				78,678	89,444

# Balance Sheet - continued At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 4 October 2019 and were signed on its behalf by:

Professor P W Roberts OBE FRSA -Trustee

# Notes to the Financial Statements for the Year Ended 31 March 2019

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Presentation currency

The presentation currency of the financial statements is the Pound Sterling (£).

#### Going concern

The trustees are aware of the losses incurred in the year to 31 March 2019 and consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

the requirements of Section 7 Statement of Cash Flows.

#### Critical accounting judgements and key sources of estimation uncertainty

The Trustees have made judgements, estimates and assumptions that affect the amounts reported within the financial statements during the year. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. The Trustees estimates, assumptions and judgements that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the financial statements are addressed and detail is provided in any associated notes.

#### Income

All income is recognised when the charity is entitled to the income, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income:

Donations and legacies consists of donations and donations of services. Donations are recognised when the charity is entitled to the income, receipt of the income is probable and the amount can be measured reliably. Donations of services are recognised when the charity is entitled to the service, receipt of the service is probable and the amount can be measured reliably.

Investment income is included when receivable and consists solely of bank interest.

#### Volunteers

In accordance with FRS 102 and the Charities SORP (FRS 102), the economic contribution of general volunteers is not recognised in the financial statements due to inaccurate measurement bases.

### Notes to the Financial Statements - continued for the Year Ended 31 March 2019

#### 1. ACCOUNTING POLICIES - continued

#### Expenditure

Expenditure has been classified under the headings that aggregate all costs 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 the resources.

Expenditure is recognised on an accrual basis when a legal liability is incurred, payment of the liability is probable and the amount can be measured reliably. The amount includes any VAT which cannot be fully recovered. VAT is reported as part of the expenditure to which it relates.

Charitable activities comprise all resources expended undertaking work to meet the charity's charitable objectives. Such costs include the direct costs of charitable activities approved by the charity and all support costs relating to these activities. Governance costs include direct resources expended in the general running of the charity and are primarily associated with constitutional and statutory requirements. These costs are allocated entirely to charitable activities.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### Allocation and apportionment of costs

Support costs are allocated 100% towards charitable activities which includes governance costs.

#### Intangible assets

Intangible assets include development costs and are stated in the financial statements at cost less amortisation over the useful life of the asset.

Development costs incorporate film production costs, and the rights of the film are owned by the charity. Film production was completed during the year to 31 March 2019, and amortisation has been introduced at 10% on cost. The useful life of the asset cannot be reasonably estimated, and so has been restricted to 10 years per FRS 102.

#### Taxation

The company is recognised by HMRC as a charity and is exempt from taxation.

#### Fund accounting

The company consists of an unrestricted general fund and a restricted fund in relation to the specific project of producing a film on Glasgow's architecture.

The unrestricted general fund is available at the discretion of the board of directors in furtherance of the general objectives of the company.

Restricted funds are received and expenditure is made in line with the strict specifications of the respective donors.

### Financial instruments

The company has no complex financial instruments but does hold basic financial instruments of cash at bank, debtors and creditors.

Cash and cash equivalents comprise cash at bank. A bank overdraft would be shown within current liabilities.

Debtors are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less losses for bad debts except where the effect of discounting would be immaterial. In such cases, other debtors are stated at cost less losses for bad debts.

Creditors are initially recognised at fair value and subsequently measured at amortised cost using the effective interest rate unless the effect of discounting would be immaterial. In such cases, other creditors are stated at cost.

### Notes to the Financial Statements - continued for the Year Ended 31 March 2019

#### 2. **INVESTMENT INCOME**

	2019 £	2018 £
Deposit account interest	64	44
	<del></del>	
CHARITABLE ACTIVITIES COSTS		

#### 3.

	Direct costs	Support costs	Totals
		(See note 4)	
	£	£	£
Main charitable activities	15,194	1,886	17,080

#### 4. SUPPORT COSTS

Governance		
costs	Totals	
£	£	
975	1,886	
	9/3	

#### 5. **NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2019 · £	2018 £
Development costs amortisation	6,780	-

#### 6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

### Trustees' expenses

Expenses totalling £263 were paid to two Trustees for travelling and administration costs during the year (2018 -£755).

As at 31 March 2019, the charity owed one Trustee £2,247 for charity expenditure incurred by the Trustee.

#### Trustees' donations

During the year, the aggregate amount of donations made by Trustees was £nil (2018 - £nil).

#### 7. **COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES (AT 31 MARCH 2018)**

•	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	-	21,250	21,250
Investment income	44	-	44
Total	44	21,250	21,294

# Notes to the Financial Statements - continued for the Year Ended 31 March 2019

# 7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES (AT 31 MARCH 2018) -

continued	Unrestricted fund £	Restricted fund £	Total funds £
EXPENDITURE ON			
Charitable activities			
Main charitable activities	1,823	15,248	17,071
Total	1,823	15,248	17,071
NET INCOME/(EXPENDITURE)	(1,779)	6,002	4,223
Transfers between funds	(13,939)	13,939	
Net movement in funds	(15,718)	19,941	4,223
RECONCILIATION OF FUNDS			
Total funds brought forward	43,662	41,559	85,221
TOTAL FUNDS CARRIED FORWARD	27,944	61,500	89,444 ———
INTANGIBLE FIXED ASSETS	1		
			Development costs
COST			£
At 1 April 2018 Additions			66,500 1,300
At 31 March 2019			67,800
AMORTISATION Charge for year			6,780
NET BOOK VALUE At 31 March 2019			61,020
At 31 March 2018			66,500

8.

# Notes to the Financial Statements - continued for the Year Ended 31 March 2019

# 9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	VAT Prepayments				2019 £ 518 63 ————	2018 £ 26 55 —————————————————————————————————
10.	CREDITORS: AMO	OUNTS FALLING I	OUE WITHIN ONI	E YEAR		
	Accrued expenses			·	2019 £ 3,572	2018 £ 6,885
11.	MOVEMENT IN FU	JNDS				
			At 1.4.18	Net movement in funds	Transfers between funds £	At 31.3.19
	Unrestricted funds General fund	•	27,944	(1,822)		17,658
	Restricted funds Film fund	1	61,500	(8,944)	8,464	61,020
	TOTAL FUNDS		89,444 =====	(10,766) ====	<del></del>	78,678
	Net movement in fund	ls, included in the abo	ove are as follows:			
		:		Incoming resources £	Resources expended £	Movement in funds £
	Unrestricted funds General fund			64	(1,886)	(1,822)
	Restricted funds Film fund			6,250	(15,194)	(8,944)
	TOTAL FUNDS			6,314	(17,080)	(10,766)

# Notes to the Financial Statements - continued for the Year Ended 31 March 2019

# 11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds				
	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted Funds General fund	43,662	(1,779)	(13,939)	27,944
Restricted Funds Film fund	41,559	6,002	13,939	61,500
TOTAL FUNDS	85,221 ———	4,223		89,444
Comparative net movement in funds, included in	the above are a	as follows:		
		Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund		resources	expended	funds
	÷	resources £	expended £	funds £
General fund  Restricted funds		resources £	expended £ (1,823)	funds £ (1,779)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17	Net movement in funds £	Transfers between funds £	At 31.3.19
Unrestricted funds General fund	43,662	(3,601)	(22,403)	17,658
Restricted funds Film fund	41,559	(2,942)	22,403	61,020
TOTAL FUNDS	85,221 =====	(6,543)		78,678

# Notes to the Financial Statements - continued for the Year Ended 31 March 2019

#### 11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming. resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	108	(3,709)	(3,601)
Restricted funds Film fund	27,500	(30,442)	(2,942)
TOTAL FUNDS .	27,608 ======	(34,151)	(6,543)

#### Purposes of unrestricted funds

General Fund - To receive the normal income and pay general running expenses so as to achieve the general objectives of the charity.

#### Purposes of restricted funds

Film fund - To receive specific income and make appropriate expenditure with regards to the production of a documentary film on Glasgow's Victorian and Edwardian architecture.

#### Transfers between funds

A transfer of £8,464 was made from the General Fund to the Film Fund during the year to ensure that the film fund balance is sufficient to meet all future expenditure related to the film asset.

#### 12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.