

**HRH The Duke of Edinburgh's Commonwealth
Study Conferences (UK Fund)**

Trustees' report and financial statements

Registered number 225660

For the year ended 31 December 2020

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Trustees' Report

The Trustees present their annual report and financial statements for the year ended 31 December 2020. The financial statements comply with current statutory requirements, the Trust Deed as amended, 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) (2nd edition) issued in October 2019 (the SORP).

Reference and Administrative Details

Name and charity registration number

The name of the charity is HRH The Duke of Edinburgh's Commonwealth Study Conferences (UK Fund) and is referred to in this report as either 'the Fund' or 'the Trust'. Its charity registration number is 225660.

Principal office

23 Mount Pleasant Road, London NW10 3EG

President and Trustee

HRH The Duke of Kent Resigned 11 April 2021 and succeeded as President by HRH The Princess Royal

Trustees

The other present Trustees are as follows:

Sir Alan Parker	Chair	
Mr Peter Flavel	Vice Chair	Resigned 10 February 2021
Mr Tom Burns		
Dame Julia Cleverdon		Resigned 2 August 2021
Mr Keith Cochrane		Resigned 11 April 2021
Ms Libby Gawith		
Sir Eric Thomas		Resigned 10 February 2021

There were no changes in Trustees during the year. There were subsequent resignations as shown as part of the planned transfer of activities to a new Charitable Incorporated Organisation, HRH The Duke of Edinburgh's Commonwealth Study Conferences. This is expected to replace the Trust in 2021.

Secretary

Dr Peter Moore

Bankers

Barclays Bank PLC Business Banking, Leicester, LE87 2BB

Structure, Governance and Management

Constitution

The Fund was established by a Trust Deed dated 8 February 1963 and amended by Resolutions dated 20 February 2008 and 4 September 2019.

Recruitment, Appointment and Training of new Trustees

Potential new appointments are discussed at Trustees' meetings and a short list agreed of those to be approached. Candidates are then approached to establish whether they are willing to serve and, if so, appointments are then confirmed at the next meeting of the Trustees. The policies and procedures adopted for the induction and training of new trustees are tailored to their individual needs, commensurate with their experience, ensuring that they understand their obligations and possess a sufficient knowledge as to how to discharge them.

Sir Alan Parker was appointed as Chair on 15 February 2012.

Organisation

The Trustees meet at least twice per year. More frequent meetings are called when necessary.

Risk assessment

The Trustees have identified the major risks to which the Trust is exposed, which, in their view, are the reputation and continuing value of the programmes they oversee and the ability to balance funding with costs. The Trustees keep these risks under regular review.

Objectives and Activities

The Trustees confirm that in setting the objectives and planning the activities, they have referred to the Charity Commission's general guidance on public benefit.

Charitable purpose and objectives

Advancing education, particularly but not exclusively throughout the Commonwealth, by promoting and supporting international study conferences for emerging and current leaders from all sectors, including but not limited to government, public service, public and private companies, non-governmental and community-based organisations, trade unions, educational institutions and artistic and cultural organisations.

To provide a unique, intensive, educational experience designed to broaden the understanding and decision-making ability of individuals who are likely to rise to positions of responsibility and influence within all walks of industrial and community life, for the benefit of those communities. Through a process of enquiry and discussion in study groups of about 15 members, participants have their ideas and assumptions challenged and explored as they undertake a programme of visits and discussions designed to highlight the diversity and complexity of modern industrial society.

The objectives of the Trustees are to:

- facilitate organisation of future study conferences;
- secure effective United Kingdom membership in any such conferences;
- achieve the above objectives by maintaining the interest of United Kingdom members from previous conferences and enabling them to maintain their contacts with fellow Commonwealth participants.

Activities during the year

Activities in 2020 included forming a partnership with the Association of Commonwealth Universities to deliver new programmes. These plans were then delayed by the covid-19 pandemic. On 28 October 2020 a successful Audience with HRH The Princess Royal was held online, bringing together Commonwealth Study Conference organisations and alumni from around the world to share updates on plans and to consider key features of future programmes.

On 9 December 2019 the Trust registered a new Charitable Incorporated Organisation, HRH The Duke of Edinburgh's Commonwealth Study Conferences. This is expected to replace the Trust in 2021, implementing the vision of HRH The Princess Royal of a new charity with wide Commonwealth representation and a remit to include coordination of related organisations around the world.

Financial review

Reserves and investment policy

Historically the reserves and investment policy has been based on the financial demands made upon the Trust at regular intervals, over six yearly and four yearly conference cycles. The current reserves and investment policy is focused on the income and expenditure of an annual programme.

The Trust Deed allows investment in a wide range of instruments and types of investments. Current policy is to invest funds in interest bearing accounts and short-term money market deposits.

Results

The Trust's income is composed of donations and income from investments.

In 2020, the Trust's main expenditure was a payment of £50,000 to the Association of Commonwealth Universities to fund initial work on developing new programmes.

Plans for Future Activities

The Trustees plan to support the development and funding of the new Charitable Incorporated Organisation which will create a new leadership programme in partnership with other organisations.

Signed on behalf of the Trustees on

11 October

2021



Sir Alan Parker
Chair

Charity address

23 Mount Pleasant Road
London
NW10 3EG

Statement of Trustees' Responsibilities in respect of the Trustees' Report and the Financial Statements

Under the Trust Deed of the Fund and charity law, the trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the trustees to prepare financial statements for each financial year.

The financial statements are required by law to give a true and fair view of the state of affairs of the Fund at the end of the year and of its incoming resources and application of resources for the year then ended.

In preparing these financial statements, generally accepted accounting practice entails that the trustees:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- state whether the financial statements comply with the trust deed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Fund will continue in business.

The trustees are required to act in accordance with the Trust Deed of the Fund, within the framework of trust law. They are responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the Fund at that time, and to enable the trustees to ensure that, where any statements of accounts are prepared by them under the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Fund and to prevent and detect fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the financial and other information provided to the Charity Commission. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement of financial activities (incorporating the Income and Expenditure account)
for the year ended 31 December 2020

	<i>Note</i>	2020	2019
		£	£
Incoming resources			
Incoming resources from generated funds			
Voluntary income			
Donations from members		69,149	77,849
Other donations			
Commonwealth events		-	-
Investment income			
Interest from deposit accounts		5	11
Total incoming resources		<u>69,154</u>	<u>77,860</u>
Resources expended			
Charitable activities	<i>2</i>		
Commonwealth events		68,800	120,355
Publications and communications		-	1,500
		<u>68,800</u>	<u>121,855</u>
Governance costs	<i>3</i>	2,430	19,823
Total resources expended		<u>(71,230)</u>	<u>(141,678)</u>
Net movement in funds		<u>(2,076)</u>	<u>(63,818)</u>
Fund balances brought forward at 1 January 2020		9,405	73,223
Fund balances carried forward at 31 December 2020		<u><u>7,329</u></u>	<u><u>9,405</u></u>

All funds are unrestricted income funds.

The incoming/(outgoing) resources and resulting net movement in funds arise from continuing operations.

The Trust has no recognised gains or losses other than the net movement in funds for the year.

HRH The Duke of Edinburgh's Commonwealth Study Conferences (UK Fund)
Trustees' report and financial statements
For the year ended 31 December 2020

Balance sheet
at 31 December 2020

	<i>Note</i>	2020 £	2019 £
Current assets			
Cash at bank:			
Current accounts		3,128	2,705
Deposit accounts		4,201	8,596
		<hr/> 7,329	<hr/> 11,301
Creditors: Amounts falling due within one year	5	<hr/> -	<hr/> (1,896)
Net current assets		<hr/> 7,329	<hr/> 9,405
Net assets		<hr/> 7,329	<hr/> 9,405
Funds			
Unrestricted funds		<hr/> 7,329	<hr/> 9,405

Signed on behalf of the Trustees on 11 October 2021



Sir Alan Parker
Chair

Notes

(forming part of the financial statements)

1 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements:

a) *Basis of preparation*

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with 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) (2nd edition) issued in October 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

b) *Fund accounting*

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

c) *Donations and contributions*

Donation and contribution income is recognised in the financial statements when receivable. Gifts in kind are included at valuation and recognised as income when the service has been provided.

d) *Other income and expenditure*

All other income and expenditure is recognised when receivable or payable.

e) *Expenditure*

All expenses incurred in providing or meeting the objectives of the Fund have been included as expenditure on charitable activities. Expenses relating to the governance and strategic direction of the Fund have been included as governance costs.

Expenses which are common to both charitable activities and governance costs have been apportioned on the basis of time spent by staff relating to the appropriate area of the Fund's activities.

2 Charitable activities

	Commonwealth events	Publications and communications	2020 Total	2019 Total
	£	£	£	£
Secretary's fees	18,800	0	18,800	12,000
Development of Commonwealth events	50,000	0	50,000	109,855
	<hr/>	<hr/>	<hr/>	<hr/>
	68,800	0	68,800	121,855
	<hr/>	<hr/>	<hr/>	<hr/>

3 Governance costs

	2020	2019
	£	£
Consultancy Costs	0	10,000
Legal Fees	2,430	9,823
	<hr/>	<hr/>
	2,430	19,823
	<hr/>	<hr/>

Notes *(continued)*

The legal fees were incurred for further work associated with the setting up of the new Charitable Incorporated Organisation, HRH The Duke of Edinburgh's Commonwealth Study Conferences, which will be the successor charity to this charity.

4 Staff costs

The Trust employed no staff during the year (2019: *None*).

Eight Trustees served during the year (2019: 9) and received no remuneration for their services. Where claimed, expenses for travel, subsistence and web-hosting incurred on behalf of the Trust are reimbursed. No amount was claimed in the year by any Trustee (2019: *zero*).

5 Creditors: Amounts falling due within one year

	2020 £	2019 £
Legal fees	0	1,896
	<hr/> 0	<hr/> 1,896
	<hr/>	<hr/>

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for the year ended 31 December 2020

	Note	2020		2019	
		£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income					
Donations from members		69,149		77,849	
Other donations					
Commonwealth events		-		-	
Investment income					
Interest from deposit accounts		5		11	
		<u> </u>		<u> </u>	
Total incoming resources			69,154		77,860
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Resources expended					
Charitable activities	2				
Commonwealth events		68,800		120,355	
Publications and communications		-		1,500	
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Governance costs	3		2,430		19,823
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Total resources expended			(71,230)		(141,678)
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Net movement in funds			(2,076)		(63,818)
Fund balances brought forward at 1 January 2020			9,405		73,223
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Fund balances carried forward at					
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Net assets		7,329	9,405
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Funds			
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Sir Alan Parker
Chair

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(forming part of the financial statements)

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5 Creditors: Amounts falling due within one year

	2020 £	2019 £
Legal fees	0	1,896
	<hr/> 0	<hr/> 1,896
	<hr/>	<hr/>

**Independent examiner's report to the Trustees of HRH The Duke of Edinburgh's
Commonwealth Study Conferences (UK Fund)**

I report to the Trustees on my examination of the accounts of HRH The Duke of Edinburgh's Commonwealth Study Conferences (UK Fund) (referred to in this document as the Trust) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity Trustees of the Trust 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 Trust's accounts carried out under section 145 of the 2011 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 Trust 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.

Signed: 

Name: Andrea Szalanczi

Professional qualification: ACA

Address: 3, Brooksville Avenue, London, NW6 6TH

Date: 10 September 2021