

**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 2018

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Trustees' Report

The Trustees present their annual report and financial statements for the year ended 31 December 2018.

The financial statements comply with current statutory requirements, the Trust Deed as amended, and the Statement of Recommended Practice – Accounting and Reporting by Charities issued in July 2014 (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

Weavers House, Sandridge Lane, Bromham, Chippenham, Wilts SN15 2JW

President and Trustee

HRH The Duke of Kent, KG

Trustees

The other present Trustees are as follows:

Sir Alan Parker	Chair
Peter Flavel	Vice Chair (appointed as Trustee and Vice Chair 22 November 2018)
Vindi Banga	
Tom Burns	
Dame Julia Cleverdon, DCVO, CBE	
Keith Cochrane	
Libby Gawith	
Sir Eric Thomas	

There were no other changes in Trustees during the year.

Secretary

Patrick Wintour DL

Bankers

Barclays Bank PLC Business Banking, Leicester, LE897 2BB

Structure, Governance and Management

Constitution

The Fund was established by a Trust Deed dated 8 February 1963 and amended by Resolution dated 20 February 2008.

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.

Alan Parker was appointed as Chair on 15th 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. A partnership agreement between the Trust and Common Purpose, which delivers the programmes, defines this key relationship along with appropriate scrutiny arrangements to mitigate operational and financial risks. 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

The holding of future conferences of a similar nature to the Duke of Edinburgh's Study Conference on the Human Problems of Industrial Communities within the Commonwealth and Empire of 1956 and of H.R.H. Duke of Edinburgh's Second Commonwealth Study Conference in 1962 and for securing an effective United Kingdom membership in any such future conferences by maintaining the interest of the United Kingdom members of the said conferences of 1956 and 1962 in the aims of the said conferences and enabling them to maintain their contacts with fellow Commonwealth members.

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

During 2018 Common Purpose delivered the sixth CSCLeaders programme on behalf of the Trust. There were 88 participants, with the first part of the programme held in London and Manchester in May. This included 24 study tours; HRH The Princess Royal accompanied four study tours in each city. The second part was held in Kuala Lumpur in Malaysia, attended by 74 participants. The theme for 2018 was "What makes a city resilient?"

In May 2018 HRH The Princess Royal spoke of her enthusiasm for the establishment of a new charity to replace the Trust with wide Commonwealth representation, with a remit to include coordination of related organisations around the world. The Trust began work to implement this vision.

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 the annual CSCLeaders 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

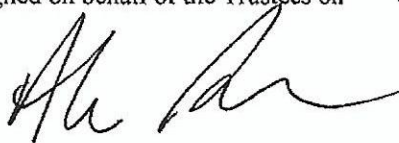
The Trust's income is composed of donations and income from investments.

In 2018, the Trust's main expenditure was to bear its 50% share of the losses of the 2017 CSCLeaders programme (2018: £36,881; 2017: nil), with the other 50% being borne by Common Purpose.

Plans for Future Activities

The Trustees planned to support the organisation of the 2019 CSCLeaders programme, to be followed by a review of the content of the programme and how it should be delivered. In parallel they will develop plans for a new charity to replace the Trust as envisioned by HRH The Princess Royal.

Signed on behalf of the Trustees on 22 OCTOBER 2019



Sir Alan Parker
Chair

Weavers House
Sandridge Lane
Bromham
Chippenham
Wilts
SN15 2JW

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 2018

	<i>Note</i>	2018	2017
		£	£
Incoming resources			
Incoming resources from generated funds			
Voluntary income			
Donations from members		30,349	364
Other donations		-	-
Commonwealth events		-	-
Investment income			
Interest from deposit accounts		1	0
		<hr/>	<hr/>
Total incoming resources		30,350	364
		<hr/>	<hr/>
Resources expended			
Charitable activities	<i>2</i>		
Commonwealth events		48,496	0
Publications and communications		1,500	0
		<hr/>	<hr/>
		49,996	0
Governance costs	<i>3</i>	2,400	0
		<hr/>	<hr/>
Total resources expended		(52,395)	0
		<hr/>	<hr/>
Net movement in funds		(22,046)	364
Fund balances brought forward at 1 January 2018		95,269	94,905
		<hr/>	<hr/>
Fund balances carried forward at 31 December 2018		73,223	95,269
		<hr/>	<hr/>

All funds are unrestricted income funds.

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

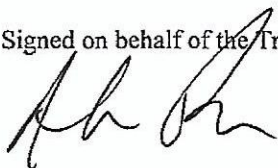
The Trust has no recognised gains or losses other than the net movement in funds for the year.

There is no material difference between the deficit for the year stated above and its historic cost equivalent.

Balance sheet
at 31 December 2018

	<i>Note</i>	2018 £	2017 £
Current assets			
Other debtors	5	109,855	146,736
Cash at bank:			
Current accounts		38,298	7,949
Deposit accounts		585	584
		<hr/>	<hr/>
		148,738	155,269
Creditors: Amounts falling due within one year	6	(75,515)	(60,000)
		<hr/>	<hr/>
Net current assets		73,223	95,269
		<hr/>	<hr/>
Net assets		73,223	95,269
		<hr/>	<hr/>
Funds			
Unrestricted funds		73,223	95,269
		<hr/>	<hr/>

Signed on behalf of the Trustees on 22 OCTOBER 2019



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 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 on 16 July 2014 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 £	2018 Total £	2017 Total £
Secretary's fees	11,615	1,500	13,115	0
Event costs	36,881	0	36,881	0
	<hr/>	<hr/>	<hr/>	<hr/>
	48,496	1,500	49,996	0
	<hr/>	<hr/>	<hr/>	<hr/>

3 Governance costs

	2018 £	2017 £
Consultancy Costs	2,400	0
	<hr/>	<hr/>
	2,400	0
	<hr/>	<hr/>

Notes (continued)

4 Staff costs

The Trust employed no staff during the year (2017: None).

Nine Trustees served during the year (2017: 8) 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 (2017: zero).

5 Other debtors

	2018 £	2017 £
Cash flow loan to Common Purpose for establishment of CSCLeaders (legal agreement)	109,855	146,736
Interest receivable	0	0
	<hr/>	<hr/>
	109,855	0
	<hr/>	<hr/>

6 Creditors: Amounts falling due within one year

	2018 £	2017 £
Accruals (payment to secretary)	13,115	0
Cash flow loan from Alan Parker, payable conditional on repayment of cash flow loan from Common Purpose	60,000	60,000
Consultancy fees	2,400	0
	<hr/>	<hr/>
	75,515	60,000
	<hr/>	<hr/>

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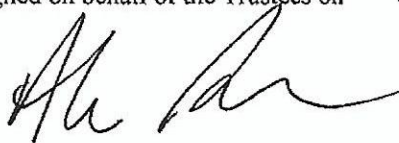
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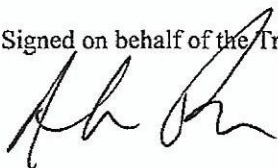
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Sir Alan Parker
Chair

Notes

(forming part of the financial statements)

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2 Charitable activities

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3 Governance costs

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	<hr/>	<hr/>
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Notes (continued)

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	<hr/>	<hr/>
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	<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 2018.

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').

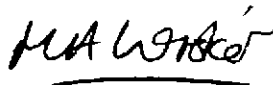
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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: Mary Wisker

Relevant professional qualification or membership of professional bodies (if any): FCA

Address: 91, Penn Hill Road, Bath, BA1 3RT

Date: 23rd October 2019