REGISTERED COMPANY NUMBER: SC401016 (Scotland) REGISTERED CHARITY NUMBER: SC031694

Report of the Trustees and
Unaudited Financial Statements for the Year ended 30 June 2019

for

The Design Society
(A Company Limited by Guarantee)

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Report of the Trustees For the Year ending 30 June 2019

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, are pleased to present their report together with the financial statements of the charity for the year ended 30 June 2019.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, 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).

OBJECTIVES AND ACTIVITIES

Objects

The objects of the charity are, within the context of design education, research, and practice, the following:

- a) the advancement of design research, education, and practice;
- b) the advancement of environmental protection or improvement;
- c) the advancement of good citizenship and community development; and
- d) the advancement of the arts, heritage, culture or science as it relates to design;

Activities

The Charity's principal activities as a membership organisation are: to run a series of international events, conferences and meetings, in order to create and evolve a formal body of knowledge about design; to actively promote cooperation between those actively involved in design research, practice, management and education; to produce and disseminate publications, such as scientific journals and conference proceedings; and to host a body of knowledge that is available to its members and to the general public.

ACHIEVEMENTS AND PERFORMANCE

- The 2019 International Conference on Engineering Design ("ICED") hosted by the Society in partnership with TU Delft with a Programme Committee made up of a wide spread of university partners. The E&PDE 2018 Conference, co-owned by the Society, The Institution of Engineering Designers and Imperial University London took place in London, UK.
- The Special Interest Groups ("SIGs") of The Design Society have been very active, running various conferences and workshops linked to design education, design theory and design management to name a few. In 2019 there were 15 active SIG groups working on specialist topics.
- The Committees of the Society work to improve networking, awareness and dissemination of knowledge in the field of design. In 2019 there were 15 active committees.
- The Design Society endorsed several conferences, workshops, seminars, webinars and 'schools' (short courses) for younger members, hosted by members of the Society. These were promoted on our website, newsletter and social media.
- The Society has continued to improve its website, offering its members an improved user experience and easier access of papers, including DOI to promote the dissemination of knowledge.
- The Society has continued to publish successfully the in the *Design Science Journal*, in collaboration with Cambridge University Press and this partnership has been extended to cover the publishing of ICED papers as Open Access Proceedings publications.

Report of the Trustees
For the Year ending 30 June 2019

FINANCIAL REVIEW

Financial position

In the period of this report The Design Society organised and supported several events.

There was a considerable increase in membership fees income during this period, compared with the prior period, as a result of the expansion and popularity of "membership alongside event registration". Over and above the direct knowledge and networking benefits of the Design Society, membership provides a discount on other owned, co-owned and endorsed events, journal publication fees, plus a particularly strong access to the membership network to assist personal development (especially for younger members). A larger membership base also contributes to the opportunities that The Design Society can offer in terms of subsidies and support.

Although conference income was lower in this period due to this being a "non-ICED" year, conference costs, marketing and merchandise costs were lower. Special interest group development fund was not used in this period.

The Engineering & Product Design Education ("E&PDE") 2018 conference donated a proportion of its profits to continue its support and recognise the expertise and network of The Design Society.

The Design Society holds all its financial reserves with HSBC, on which it receives interest. The Design Society does not hold any investments.

The Design Society does not typically have any risks associated with its activities or finances but has considered its strategy in terms of Brexit, since many of its activities take place in Europe and around the world. To manage those risks, it is investigating use of Euro currency accounts and the best way to support its European members. In addition, The Design Society has expanded its collaboration with Cambridge University Press, an established publisher, to help streamline publications of conference proceedings and journals and mitigate financial risks associated with self-publishing.

Reserves policy

The Design Society has reserves of £115,313 as at 30 June 2019 (2018: £91,698). All are unrestricted and a total of £29,449.88 is designated for Special Interest Groups (2018: £27,243). Reserves are kept, covering forecasted running costs for at least two years. This is to ensure the successful organisation of events, which take place biennially. Estimated costs to reserve venues, deposits and administration costs are £40,000 per year.

The purpose of these reserves is to secure the daily running of the Society, to fund development and importantly to support the running of owned, co-owned and endorsed events. The Society Trustees are always considering how to use the funds to support younger members, recognition of performance through awards, and wider dissemination of the Society's publications and online presence to support its members.

Report of the Trustees (continued) For the Year ending 30 June 2019

PLANS FOR FUTURE PERIODS

The Trustees' plan for the next year align with the aims and objectives of the charity. The Trustees will continue to support the SIG's to organise conferences and workshops, towards the objective of supporting the advancement of design research, education, and practice. They will also consider establishing new SIG's in emerging scientific areas.

The Design Science Journal, in partnership with The Design Society, also acts as encouragement to publish the 'state of the art' within the field. Both support the advancement of environmental protection or improvement. The advancement of good citizenship or community development will be supported through the Society committees including the new "code of conduct" and "who we are" committees.

Finally, to achieve its objective of the advancement of the arts, heritage, culture or science as it relates to design, The Design Society is committed to the promotion of events over the next year, including the Human Behaviour in Design Conference, Academy for Design Innovation Management, International Conference on Human-Systems Integration and the Engineering and Product Design Education conference. To best support these aims, The Design Society will move into phase two of its website development, which focuses on supporting networking of its members and promoting opportunities for these members.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document and Charitable Purpose

The Design Society is a Company Limited by Guarantee and is governed by its Memorandum and Articles of Association, dated 29^h July 2015. The Design Society is a charity registered in Scotland with OSCR and has been a charity since 2001.

Appointment, Retirement and re-election of Trustees

Trustees (Board of Management) are elected by the members of the charitable company at the General Meeting, which is held every two years. The Board of Management candidates are proposed by the advisory board and voted for by members.

Trustees are nominated from the membership by the Advisory Board of the Design Society, prior to the General Meeting. The Advisory Board comprises 27 elected members of the Design Society, but these members are not Trustees. The Advisory Board is informed of the retiring Trustees and isrequested to nominate new Trustees, before the General Meeting. All members of the Society are invited to nominate other members to the Advisory Board or other notable names within the academic category, and later elect the Advisory Board at the General Meeting.

Trustee Induction and Training

New Trustees are inducted into the Board of Management through a series of preliminary meetings and through use of the Design Society Handbook.

Report of the Trustees (continued) For the Year ending 30 June 2019

Organisation

The Trustees meet regularly to administer the charity. Responsibility for the day-to-day activities of the charity is shared by the Board of Management and its administrators.

Risk management

The Trustees have a risk management strategy, which comprises an on-going review of the risks the charity may face, the establishment of systems and procedures to mitigate the identified risk, and the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

Safeguarding

The charity does not work with vulnerable adults or children but has taken steps to understand the risks to support any members or partners who may do in the future. The charity has established committees to oversee any issues of its members and beneficiaries to ensure fairness in line with the general duties of care outlined in the 2005 Act.

Trustees' responsibilities in relation to the financial statements

The charity Trustees (who are also the directors of The Design Society for the purposes of company law) are responsible for preparing a Trustees' annual report and financial statements, in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity Trustees to prepare financial statements for each year, which give a true and fair view of the state of affairs of The Design Society, of the incoming resources and application of resources, including the income and expenditure, of The Design Society for that period.

In preparing the financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, 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 charity will continue in business.

The Trustees are responsible for keeping proper accounting records that 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 Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence 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. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Report of the Trustees (continued) For the Year ending 30 June 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC401016

Registered Charity number

SC031694

Registered office

DMEM
University of Strathclyde
75 Montrose Street
Glasgow
United Kingdom
G1 1XJ

Trustees

Prof Tim McAloone President
Prof Georges Fadel Vice President

Prof Gaetano Cascini Trustee Prof Claudia M. Eckert Trustee

Prof Panos Papalambros Trustee - resigned 7th August 2019 Prof Kristin Paetzold Trustee - joined 7th August 2019

Independent examiner

Gillian Caughey, CA Fearless Financials Limited 674 Pollokshaws Road Glasgow G41 2QE

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 10 March 2020 and signed on its behalf by:

Prof Tim McAloone

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President

<u>Independent Examiner's Report to the Trustees of The Design Society</u>

I report on the accounts for the year ended 30 June 2019, set out on pages seven to sixteen.

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. 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. 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 connection with 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.

Gillian Caughey, CA Member of the Institute of Chartered Accountants in Scotland (ICAS) Fearless Financials Limited

Date: 10 March 2020

Statement of Financial Activities for the Year Ended 30 June 2019

		Total funds	Total funds
		2019	2018
	Notes	£	£
INCOME AND ENDOWMENTS FROM	:		
Donations and legacies	2	13,041	4,524
Charitable activities		48,765	54,220
Investments		197	32
Total		62,003	58,776
EXPENDITURE ON:			
Charitable activities		38,388	43,744
NET INCOME/ (EXPENDITURE)		<u>23,615</u>	<u>15,032</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		91,698	76,666
Total		115,313	91,698

Funds

All funds are unrestricted.

Continuing Operations

All income and expenditure has arisen from continuing operations.

The notes form part of these financial statements

Balance Sheet At 30 June 2019

		Total funds	Total funds
		2019	2018
	Notes	£	£
CURRENT ASSETS			
Cash in hand		137,055	118,506
		137,055	118,506
CREDITORS			
Amounts falling due within one year:	7		
Accruals and Deferred Income		(21,742)	(26,808)
		115,313	91,698
NET CURRENT ASSETS		115,313	91,698
TOTAL ASSETS LESS CURRENT LIABILITIES		115,313	91,698
NET ASSETS		115,313	91,698
THE FUNDS OF THE CHARITY			
Unrestricted funds		115,313	91,698
Restricted funds		-	-
TOTAL FUNDS		115,313	91,698

The notes form part of these financial statements

Balance Sheet At 30 June 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small charitable companies for the period ended 30 June 2019.

The members have not required the company to obtain an audit of its financial statements for the period ended 30 June 2019, in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibility for complying with the requirements of the Act, with respect to accounting records and for the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 10 March 2020 and were signed on its behalf by:

Prof Tim McAloone

President

Notes to the Financial Statements for the year ended 30 June 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), the Charities and Trustee Investment (Scotland) Act 2005 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The most significant areas of key assumptions that affect the accounts are to do with the allocation of membership fees between the time period of membership i.e. between recognition in the current year and treatment as Income in Advance.

The comparative balances in these accounts have been restated in accordance with the Charities SORP (FRS 102). This is due to the prior year accounts being prepared under the FRSSE in error. The restatement solely affects what information is disclosed rather than amending any figures.

Going Concern

The Directors consider that there are no material uncertainties about The Design Society's ability to continue as a going concern for the next financial year whilst it seeks funding for further development.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

The following policies are applied to particular categories of income:

- Incoming resources from charitable trading activity are accounted for when earned. Charitable income is received by way of membership subscriptions and conference fee income as well as the income from publications and other resources for sale;
- Donations and gifts are included in full in the Statement of Financial Activities when receivable;
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts:
- Investment income is included when receivable; and
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Notes to the Financial Statements for the year ended 30 June 2019 (continued)

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:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Support costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy fees and costs linked to the strategic management of the charity. These have been allocated to charitable activities.

Taxation

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

Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1,000 are not capitalised.

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years. Impairment reviews are carried out as and when evidence comes to light that that the recoverable amount of a functional fixed asset is below its net book value due to damage, obsolescence or other relevant factors.

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

Stocks and work in progress

These are accounted for at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving items. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

Notes to the Financial Statements for the year ended 30 June 2019 (continued)

2 Sources of Income

The following income was recognised in the year to 30 June 2019

	Unrestricted fund	Restricted fund	Total funds	Total funds
	2019	2019	2019	2018
	£	£	£	£
Donations				
EPDE (unrestricted)	13,041	-	13,041	4,524
Charitable activities				
Membership Income	48,334	-	48,334	53,259
Publication Income	431	-	431	961
	48,765	-	48,765	54,220
Investment Income				
Deposit account interest	197	-	197	32
Total	62,003	-	62,003	58,776

EPDE (unrestricted): These donations are surplus donations from the EPDE conference organisers.

3. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs	Support costs	Totals
	(5	See note 4)	
	£	£	£
Charitable Activities	11,125	27,263	38,388

Notes to the Financial Statements for the year ended 30 June 2019

4. SUPPORT COSTS

	Support Costs	Governance costs	Totals
	£	£	£
Charitable Activities	26,913	350	27,263

Governance costs include Independent Examiner Fees of £350 (2018: £350). There were no other fees paid to the Independent Examiner.

There were no employees or staff costs during the period.

The Design Society contracts with two individuals to provide administrative support. The role of the administrators is to support the meetings of the Trustees, the organisation of events as directed by the Trustees (including the AGM), respond to members enquiries on behalf of the Trustees, manage the website content as directed by the Trustees, pay and issue invoices as directed by the trustees, and prepare documents as requested by the Trustees, such as election preparation and accounts. The tasks of the administrators are assigned once per month at the monthly meeting of the Trustees. In the past period the decision was made to mitigate risk of losing the skills of one single contracted administrator by hiring two new contract administrators with a reduced role. This has resulted in increased spending on administration expenditure and travel and subsistence expenditure and is seen as a necessary expense to continue the work of The Design Society as membership numbers increases.

5. TRUSTEES' REMUNERATION AND BENEFITS

None of the Trustees received remuneration or expenses for their duties as Trustees.

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Accruals	350	350
Deferred Income	21,392	26,458
	21,742	26,808

Notes to the Financial Statements for the year ended 30 June 2019

7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted fund	Total funds	Total funds
	2019	2019	2019	2018
	£	£	£	£
Current assets	137,055	-	137,055	118,506
Current liabilities	(21,742)	-	(21,742)	(26,808)
Charitable activities	115,313	-	115,313	91,698

8. MOVEMENT IN FUNDS

	At 1 July 2018	Incoming Resources	Resources Expended	At 30 June 2019
	£	£	£	£
Unrestricted funds				
General Fund	64,455	59,731	38,322	85,864
Designated Special Interest Group Fund	27,243	2,272	66	29,449
TOTAL FUNDS	91,698	62,003	38,388	115,313

Notes to the Financial Statements for the year ended 30 June 2019

9. COMPARATIVE FOR THE MOVEMENT IN FUNDS

	At 1 July 2017	Incoming Resources	Resources Expended	At 30 June 2018
	£	£	£	£
Unrestricted funds				
General Fund	47,408	58,776	41,729	64,455
Designated Special Interest Group Fund	29,258	-	2,015	27,243
TOTAL FUNDS	76,666	58,776	43,744	91,698
	At 1 July 2017	Incoming Resources	Resources Expended	At 30 June 2019
	£	£	£	£
Unrestricted funds				
General Fund	47,408	118,507	80,051	85,864
Designated Special Interest Group Fund	29,258	2,272	2,081	29,449
TOTAL FUNDS	76,666	120,779	82,132	115,313

Notes to the Financial Statements for the year ended 30 June 2019

10. RELATED PARTY DISCLOSURES

There were no related party transactions.

11. APB ETHICAL STANDARD – PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature, we use our Independent Examiner to assist with the preparation and submission of returns to the tax authorities and assist with the preparation of the financial statements.

12. COMPANY LIMITED BY GUARANTEE

The Design Society is a company limited by guarantee in the terms of the Companies Act 2006. The liability of each member is limited to the sum of £1. In the event of the winding up or dissolution of the company, in terms of the Memorandum of Association, any surplus assets shall be transferred to some other body or bodies to be used solely for a charitable purpose or charitable purposes.

<u>Detailed Statement of Financial Activities</u> <u>for the year ended 30 June 2019</u>

tor the year ended 30 June 2015	2019	2018
	£	£
INCOME AND ENDOWMENTS		
Donations	13,041	4,524
Charitable Activities		
Membership Fee Income	41,517	33,491
Conference Income	6,817	19,768
Publication Income	431	961
	48,765	54,220
Investment income		
Deposit account interest	197	32
Total Incoming Resources	62,003	58,776
EXPENDITURE		
Charitable activities		
Conference Costs	4,150	9,683
Publication Costs	1,965	574
Special Interest Groups Development	-	1,948
Website Costs	5,010	4,111
Marketing and Merchandising	-	3,105
Gifts	-	285
Total Charitable activities	11,125	19,706

This page does not form part of the statutory financial statements

<u>Detailed Statement of Financial Activities</u> <u>for the year ended 30 June 2019</u>

Sin	nn	ort	Costs
$\mathcal{L}_{\mathbf{u}}$	PP	UIL	Costs

Administration	23,571	19,345
Travel and Subsistence	1,782	2,616
Insurance	378	378
Bank Fees	1,182	1,011
Corporation Tax	-	-
Total Support Costs	26,913	23,350
Governance Costs		
Election and Governance Costs	-	338
Accountancy Fees and Annual Report	350	350
Total Governance Costs	350	688
Total Resources Expended	38,388	43.744
Net Income / (Expenditure)	23,615	15,032