

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

Report of the Trustees and
Unaudited Financial Statements for the Year ended 30 June 2018
for

The Design Society
(A Company Limited by Guarantee)

The Design Society

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for the Year ended 30 June 2018

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The Design Society

Report of the Trustees **For the Year ending 30 June 2018**

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 2018.

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 or 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

- Planning for the next International Conference of Engineering Design ("ICED") conference in the Netherlands in 2019 is now underway following a very successful ICED 17 in Vancouver, Canada which attracted 548 attendees from 35 different countries.
- 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.
- The Design Society endorsed several spring/summer schools for young members run by members of the society.
- The society has been working on a new website which launched this year offering our members a much-improved user experience and easier access and searching if papers promoting the dissemination of knowledge.
- The society has continued to publish successfully the journal *Design Science* in collaboration with Cambridge University Press and this partnership has been extended to cover conferences where all papers will be open access for the first time.

The Design Society

Report of the Trustees **For the Year ending 30 June 2018**

FINANCIAL REVIEW

Financial position

In the period of this report The Design Society organised and supported several events. The main owned event of The Design Society, the ICED 2017, took place in Vancouver, Canada. The event made a slight profit of around £2000 compared to expenditure over the past two years. This contributed significantly in terms of societal contributions.

In addition, the Engineering & Product Design Education (“E&PDE”) conference donated a proportion of its profits to continue its support and recognise the expertise and network of The Design Society.

There was a considerable increase in membership fee income during this period compared with the prior period as a result of the society starting to offer membership alongside event registration. Membership provides members with a discount on other owned, co-owned and endorsed events plus access to the network to assist personal development (especially for younger members). A larger membership also contributes to the opportunities that The Design Society can offer in terms of subsidies and support.

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 been consulting with Cambridge University Press, an established publisher to help streamline publications and mitigate financial risks.

Reserves policy

The Design Society has reserves of £91,698 as at 30 June 2018 (2017: £76,666). All are unrestricted and a total of £27,243 is designated for Special Interest Groups (2017: £29,258). 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 is £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 its publications and online presence to support its members.

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 Society

Report of the Trustees (continued) **For the Year ending 30 June 2018**

PLANS FOR FUTURE PERIODS (CONTINUED)

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 supports the advancement of environmental protection or improvement plus the special track introduced to the ICED conference.

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 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 are proposed by the advisory board and votes 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 advised of the retiring trustees and is requested to nominate new trustees before the General Meeting. All members 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.

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.

The Design Society

Report of the Trustees (continued) **For the Year ending 30 June 2018**

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 and 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 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 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 the group 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.

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Report of the Trustees (continued)
For the Year ending 30 June 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC401016

Registered Charity number

SC031694

Registered office

DMEM

University of Strathclyde

75 Montrose Street

Glasgow

G1 1XJ

United Kingdom

Trustees

Prof Panos Papalambros President

Prof Tim McAloone Vice President

Prof Georges Fadel Trustee

Prof Gaetano Cascini Trustee - appointed 23 August 2017

Prof Amaresh Chakrabarti Trustee - resigned 23 August 2017

Prof Dorian Marjanovic Trustee - resigned 23 August 2017

Prof Claudia M. Eckert Trustee

Bankers

HSBC

45 Milsom Street

Bath

BA1 1DU

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 2019 and signed on its behalf by:

.....

Prof Panos Papalambros

President

Independent Examiner's Report to the Trustees of The Design Society

I report on the accounts for the year ended 30 June 2018 set out on pages seven 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. 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 2019

The Design Society

Statement of Financial Activities for the Year Ended 30 June 2018

		Total funds 2018 £	Total funds 2017 Restated £
	Notes		
INCOME AND ENDOWMENTS FROM:	2		
Donations and legacies		4,524	4,958
Charitable activities		54,220	38,132
Investments		32	26
Total		<u>58,776</u>	<u>43,116</u>
EXPENDITURE ON:	3		
Charitable activities		43,744	42,405
NET INCOME/ (EXPENDITURE)		<u>15,032</u>	<u>711</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		76,666	75,955
Total		<u>91,698</u>	<u>76,666</u>

Funds

All funds are unrestricted.

Continuing Operations

All income and expenditure has arisen from continuing operations.

The notes form part of these financial statements

The Design Society

Balance Sheet
At 30 June 2018

	Notes	Total funds 2018 £	Total funds 2017 £
CURRENT ASSETS			
Debtors		-	-
Cash in hand		<u>118,506</u>	<u>99,040</u>
		118,506	99,040
CREDITORS			
Amounts falling due within one year:	7		
Accruals and Deferred Income		(26,808)	(22,374)
		<u>91,698</u>	<u>76,666</u>
NET CURRENT ASSETS		<u>91,698</u>	<u>76,666</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		91,698	76,666
NET ASSETS		<u>91,698</u>	<u>76,666</u>
THE FUNDS OF THE CHARITY			
Unrestricted funds		91,698	76,666
Restricted funds		-	-
TOTAL FUNDS		<u>91,698</u>	<u>76,666</u>

The notes form part of these financial statements

The Design Society

Balance Sheet
At 30 June 2018

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 2018.

The members have not required the company to obtain an audit of its financial statements for the period ended 30 June 2018 in accordance with Section 476 of the Companies Act 2006.

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 2019 and were signed on its behalf by:

.....
Prof Panos Papalambros
President

The Design Society

Notes to the Financial Statements for the year ended 30 June 2018

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.

The Design Society

Notes to the Financial Statements **for the year ended 30 June 2018 (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 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.

The Design Society

Notes to the Financial Statements for the year ended 30 June 2018 (continued)

2 Sources of Income

The following income was recognised in the year to 30 June 2018

	Unrestricted fund 2018 £	Restricted fund 2018 £	Total funds 2018 £	Total funds 2017 Restated £
Donations				
EPDE (unrestricted)	4,524	-	4,524	4,958
Charitable activities				
Membership Income	53,259	-	53,259	33,731
Publication Income	961	-	961	4,401
	54,220	-	54,220	38,132
Investment Income				
Deposit account interest	32	-	32	26
Total	<u>58,776</u>	<u>-</u>	<u>58,776</u>	<u>43,116</u>

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

3. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Direct costs £	Support costs (See note 4) £	Totals £
Charitable Activities	<u>19,706</u>	<u>24,038</u>	<u>43,744</u>

4. SUPPORT COSTS

	Support	Governance costs	Totals
	£	£	£
Charitable Activities	<u>23,350</u>	<u>688</u>	<u>24,038</u>

Governance costs include Independent Examiner Fees of £350 (2017: £338). There were no other fees paid to the Independent Examiner.

There were no employees or staff costs during the period.

During this period The Design Society hired one administrative support on a contract basis. The role of the administrator is to support meeting of the trustees, support the organisation of events as directed by the trustees (including the AGM) and prepare documents as requested by the trustees including election preparation and accounts. The tasks of the administrator are assigned once a month at a monthly meeting of the trustees. This role was reconsidered towards the end of the reported period as the current administrator decided to leave the position. The decision was made to mitigate risk of losing the skills of the administrator by hiring two new administrators to the position with a reduced role.

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

	2018	2017
	£	£
Accruals	350	500
Deferred Income	<u>26,478</u>	<u>21,874</u>
	26,828	22,374

7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Non- Designated fund £	Unrestricted Designated SIG fund £	2018 Total funds £	2017 Total funds £
Current assets	91,262	27,244	118,506	99,040
Current liabilities	<u>(26,808)</u>	-	<u>(26,808)</u>	<u>(22,374)</u>
	64,454	27,244	91,698	76,666

8. 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	<u>76,666</u>	<u>58,776</u>	<u>43,744</u>	<u>91,698</u>

	At 1 July 2016 £	Incoming Resources £	Resources Expended £	At 30 June 2017 £
Unrestricted funds				
General Fund	40,883	43,117	36,592	47,408
Designated Special Interest Group Fund	35,072	-	5,814	29,258
TOTAL FUNDS	<u>75,955</u>	<u>43,116</u>	<u>42,405</u>	<u>76,666</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions.

10. 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.

11. 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.

The Design Society

Detailed Statement of Financial Activities
for the year ended 30 June 2018

	2018 £	2017 £ restated
INCOME AND ENDOWMENTS		
Donations	4,524	4,958
Charitable Activities		
Membership Fee Income	33,491	33,731
Conference Income	19,768	-
Publication Income	961	4,401
	54,220	38,132
Investment income		
Deposit account interest	32	26
Total Incoming Resources	58,776	43,116
EXPENDITURE		
Charitable activities		
Conference Costs	9,683	12,715
Publication Costs	574	996
Special Interest Groups Development	1,948	4,960
Website Costs	4,111	3,536
Marketing and Merchandising	3,105	406
Gifts	285	311
Total	19,706	22,924
Support Costs		
Administration	19,345	17,141
Travel and Subsistence	2,616	830
Insurance	378	371
Bank Fees	1,011	796
Corporation Tax	-	5
Total	23,350	19,143
Governance Costs		
Election and Governance Costs	338	-
Accountancy Fees and Annual Report	350	338
Total	688	338
Total Support Costs	24,038	19,481
Total Resources Expended	43,744	42,405
Net Income / (Expenditure)	15,032	711

This page does not form part of the statutory financial statements