

**REGISTERED COMPANY NUMBER: 05608022 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1112621**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2009  
FOR  
ARTICLE 25**

Wilkins Kennedy  
Unit B2  
Boughton Business Park  
Bell Lane  
Little Chalfont  
Buckinghamshire  
HP6 6GL

ARTICLE 25

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FOR THE YEAR ENDED 31 MAY 2009

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## ARTICLE 25

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2009

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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 May 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**

05608022 (England and Wales)

**Registered Charity number**

1112621

**Registered office**

13-19 Curtain Road  
London  
EC2A 3LU

**Trustees**

J Brown Pringle	Architect	
S McColl	Architect	
P Murray	Architect	
Lord Foster of Thames Bank	Director	
Sunand Prasad	Director	
Dr J Giordano	Director	- appointed 2.9.2008
R G Cross	Architect	- appointed 2.6.2009
M Starling	Architect	- appointed 15.1.2009 - resigned 24.3.2009

**Company Secretary**

Dr V Harris

**Directors**

J B Pringle  
Dr V Harris  
R G Cross - appointed 2.6.2009

**Chief Executive Officer**

Dr V Harris

**STRUCTURE, GOVERNANCE AND MANAGEMENT****Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Memorandum of Association and the Articles of Association are the charity's governing document.

**Recruitment and appointment of new trustees**

Trustees are nominated by the senior management team, directors or Trustees and appointed by the existing Trustees as considered necessary by them. Only those Trustees noted as directors are directors of the charitable company.

Dr Victoria Harris is Company Secretary and also a Director of the charitable company.

## ARTICLE 25

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2009

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#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Organisational structure**

Article 25 was founded under the name Architects for Aid (Article 25) and was set up to provide better shelter and housing for those in need and to support and work with partner NGOs providing built solutions wherever there is disaster, poverty or need. Article 25 aims to promote dignified, adequate shelter as a human right and is named after the 25th Article of the Universal Declaration of human Rights which is the only article of the declaration relating to the built environment.

##### **Related parties**

Article 25 works with international and local NGOs, charities and aid agencies. We deploy architectural and built environment expertise in the field wherever there is poverty or need. We provide educational courses to architecture firms and individuals in the UK under our accredited Continuing Professional Development (CPD) programme to bring the issues and work surrounding Article 25 to the attention of the architectural and built environment professions. We work directly with academic and professional collaborators on research relating to shelter and reconstruction for development disaster relief. This business area is managed by Emily Reilly who heads the Education and Communications Department. This department was formed under a grant from the Department for International Development.

We also liaise in our work with international or governmental organisations such as UN departments, relevant government departments in country, and the International federation of the Red Cross and Red Crescent Societies.

##### **Risk management**

Article 25 has public liability and professional indemnity insurance to offset any risk incurred in the course of conducting our business at home and overseas. Article 25 has NGO appropriate insurance for personnel for individuals in the field. Our legal advisors have assessed that we have, through the training and documentation we use, achieved effective limitation for our liability regarding risks in sending participants on overseas projects and that they have sufficient information to meet standards of informed consent to participate as staff or volunteers for Article 25. Article 25 staff and volunteers working overseas or in the UK (as appropriate) are required to sign waivers of liability for any activities they may undertake that are undertaken outside the scope of their Article 25 remit and to indemnify Article 25 against any liability incurred by them in such a situation. They are also required to state in writing that they are travelling with sufficient information and have taken necessary steps to ensure they have complied with vaccination requirements and immigration laws and requirements, amongst other contingencies. Taking these measures into account, our legal advisers concurred that we are providing adequate information to staff and volunteers to comply with conditions of their providing informed consent.

Article 25 is inherently exposed to some financial and operational risks in the course of conducting business; the trustees understand these and the chief executive has overseen appropriate steps to cope with these risks to best ensure the future success of the charity through such adversity. This includes, but is not limited to, ensuring that the charity has the advice of expert legal and accounting advisers when administering its charitable activities.

The charity also works closely with the Charities Commission and local and international bodies (for example the High Commission or Embassy departments appropriate) when undertaking the management of work overseas and dealing with any issues of controversy or potential controversy when working alone, or with any collaborating entity. Article 25 operates a current child protection policy. Article 25's practical and logistical risk management systems in place include the work redundancy and data backup systems within the management and office administration our physical office address at 13 Curtain Road EC2A 3LU.

Under our overseas personnel policies for personnel related risk management, our volunteers and staff have undergone hostile environment and first aid briefings prior to going abroad, where appropriate. All travel under an Article 25 insurance policy, specifically provided for NGO workers, all are briefed on the pertinent local and social issues, and are instructed to carry emergency contact details, communication devices and information at all times. Various other steps are and have been taken to appropriately minimise and manage relative risk to Article 25 including conferring with UN-OCHA and the Foreign and Commonwealth Offices of the locations being visited by personnel and to the organisation itself.

## ARTICLE 25

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MAY 2009

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#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

Article 25 is rarely a direct funder of the capital projects we work on - our fundraising concentrates therefore on funding the technical skill-base that we deploy for the benefit of such projects.

Article 25's new strategic objectives include maintaining a database of humanitarian built environment professionals who can work on and contribute to our projects worldwide; training and enhancing the skills of specific volunteers who work in house to the organisation at the London office and overseas on projects with a view to retaining them as paid staff under full cost recovery funding of projects or core funding as necessary. A front end to the "Built Environment Action Register" or "Bear" was successfully launched in 2007 and currently has more than 650 members.

We are working with the new award of DFID (UKAID) funding of £300,000 over three years to create further accredited CPD courses and lectures on humanitarian built environment issues and establish a programme of Student Chapters in UK Universities.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

Article 25 aims to ensure that its work is directed at well monitored and is on internationally recognised projects and with internationally approved methods where available. Projects are scrutinised before approval in the same way any donor agency would assess a donation or funding. Issues such as land title security and the financial viability of the ongoing project are considered and the legal status of the partner NGO and their ability to act as a client.

#### **FINANCIAL REVIEW**

##### **Financial Review**

The trustees remain pleased with the financial development and positive growth of the charity over a difficult period for the global economy. Staff numbers have increased to 7 paid full time staff and 20 full time volunteers in total. A new office has been opened at 13 Curtain Road, London EC2A 3LU. Moreover, the trustees remain pleased with the charity's management regarding overall fiscal accountability and transparency. The charity aims to set a sustainable reserves policy once the scope and level of its activities has become more settled into 2010.

#### **FUTURE DEVELOPMENTS**

Due to poorer than anticipated fundraising performance in the first quarter of 2009 the organisation was forced to make a difficult but swift reassertion of the fundraising strategy after a change of personnel. A new staff investment and an investment in training and expansion of the existing team was made to achieve this target over this financial year is already complete; and at the time of writing the fundraising function has successfully achieved a major increase in funding flows for Article 25 and, we anticipate, will continue to do so into the economic upturn.

Article 25 plans to continue to develop strategic alliances with large NGOs in 2008/9 and to focus on acquiring new contract business on a not for profit, full cost recovery model headed by Robin Cross who is responsible for spearheading this revenue and business growth. Relationships with other organisations established both in the field and at an organisational level will continue to thrive.

To ensure institutional knowledge retention, Article 25 intends to fund 3 new members of staff who are currently volunteers so that we do not lose lessons learned and benefit from the experience they have gained and retain it within the organisation. This will better serve our beneficiary groups and partner NGOs.

During 2010, Article 25 will further consolidate its growth to date and institutionalise the considerable knowledge and experience gained in the past year through 3 new permanent appointments. This will ensure the most professional and proficient delivery of our projects.

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

**ARTICLE 25**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MAY 2009**

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**ON BEHALF OF THE BOARD :**

Chief Executive Officer  
Dr V Harris - Secretary

22 December 2009

## ARTICLE 25

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MAY 2009**

	Notes	2009 Unrestricted funds £	2008 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		168,688	180,765
Activities for generating funds	2	18,107	35,950
Investment income	3	624	633
<b>Incoming resources from charitable activities</b>			
Mission		4,226	-
<b>Total incoming resources</b>		<b>191,645</b>	217,348
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income		83,823	95,722
Fundraising trading: cost of goods sold and other costs		1,827	4,626
		<b>85,650</b>	100,348
<b>Net incoming/(outgoing) resources available for charitable application</b>		<b>105,995</b>	117,000
<b>Charitable activities</b>			
Mission		146,023	122,185
<b>Governance costs</b>		<b>2,778</b>	(2,483)
<b>Total resources expended</b>		<b>234,451</b>	220,050
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>(42,806)</b>	(2,702)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>70,524</b>	73,226
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>27,718</b>	70,524

The notes form part of these financial statements

**ARTICLE 25**  
**BALANCE SHEET**  
**AT 31 MAY 2009**

	Notes	2009 Unrestricted funds £	2008 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	7	6,132	6,485
<b>CURRENT ASSETS</b>			
Debtors	8	-	2,984
Cash at bank and in hand		<b>23,526</b>	65,316
		<b>23,526</b>	68,300
<b>CREDITORS</b>			
Amounts falling due within one year	9	<b>(1,940)</b>	(4,261)
<b>NET CURRENT ASSETS</b>		<b>21,586</b>	64,039
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>27,718</b>	70,524
<b>NET ASSETS</b>		<b>27,718</b>	70,524
<b>FUNDS</b>			
Unrestricted funds	10	<b>27,718</b>	70,524
<b>TOTAL FUNDS</b>		<b>27,718</b>	70,524

The notes form part of these financial statements



**ARTICLE 25**

**BALANCE SHEET - CONTINUED  
AT 31 MAY 2009**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 May 2009.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 May 2009 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 special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 22 December 2009 and were signed on its behalf by:

M Hutchinson -Trustee

The notes form part of these financial statements

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## ARTICLE 25

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MAY 2009

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#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice, Accounting and Reporting Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **Resources expended**

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.

##### **Governance costs**

Governance costs relate to compliance with constitutional and statutory requirements of the charity.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on reducing balance

##### **Taxation**

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

##### **Fund accounting**

Funds held by the charity are unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

##### **Volunteers and donated services and facilities**

The value of services provided by volunteers are not incorporated into these financial statements.

Where services are provided to the charity as a donation that would normally be purchased from our suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity. Donated services and facilities are analysed in note 13.

#### 2. ACTIVITIES FOR GENERATING FUNDS

	2009	2008
	£	£
Fundraising events	18,107	29,596
Sponsorships	-	6,354
	<u>18,107</u>	<u>35,950</u>

ARTICLE 25

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MAY 2009

3. INVESTMENT INCOME

	2009	2008
	£	£
Deposit account interest	<u>624</u>	<u>633</u>

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2009	2008
	£	£
Depreciation - owned assets	<u>1,725</u>	<u>2,163</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 May 2009 nor for the year ended 31 May 2008.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 May 2009 nor for the year ended 31 May 2008.

6. STAFF COSTS

	2009	2008
	£	£
Wages and salaries	<u>97,139</u>	<u>80,673</u>
Social security costs	<u>9,894</u>	<u>8,585</u>
	<u>107,033</u>	<u>89,258</u>

ARTICLE 25

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MAY 2009

7. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
<b>COST</b>	
At 1 June 2008	9,968
Additions	1,372
At 31 May 2009	<u>11,340</u>
<b>DEPRECIATION</b>	
At 1 June 2008	3,483
Charge for year	1,725
At 31 May 2009	<u>5,208</u>
<b>NET BOOK VALUE</b>	
At 31 May 2009	<u>6,132</u>
At 31 May 2008	<u>6,485</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	2008 £
Other debtors	-	2,984
	<u>-</u>	<u>2,984</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	2008 £
Trade creditors	-	(1)
Taxation and social security	759	3,333
Other creditors	1,181	929
	<u>1,940</u>	<u>4,261</u>

10. MOVEMENT IN FUNDS

	At 1.6.08 £	Net movement in funds £	At 31.5.09 £
<b>Unrestricted funds</b>			
General fund	70,524	(42,806)	27,718
<b>TOTAL FUNDS</b>	<u>70,524</u>	<u>(42,806)</u>	<u>27,718</u>

**ARTICLE 25**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MAY 2009**

**10. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	191,645	(234,451)	(42,806)
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<b>191,645</b>	<b>(234,451)</b>	<b>(42,806)</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions in the year, nor were any monies owing to or from any related party at the year ended 31 March 2009 nor as at 31 March 2008.

**12. ULTIMATE CONTROLLING PARTY**

The charitable company is under the control of its trustees.

**13. DONATED FACILITIES AND SERVICES**

	2009 £	2008 £
Office space	-	16,200
Project fees - Consultant Engineer	-	2,500
Printing	-	1,000
Exhibition costs	-	2,745
Fundraising expenses	-	2,720
Computers, chairs & magnetic boards	4,000	-
Advertising and Logo design	30,000	8,500
Sundry mission expenses	-	470
	<hr/>	<hr/>
	<b>34,000</b>	<b>34,135</b>

The income equivalent of the above services and facilities were recognised within incoming resources as a donation, and an equivalent charge included within resources expended.

Lord Foster donated 65 Sierra Leone prints at £200 each for the Presidents dinner and various gifts were donated to be auctioned which have not been included with incoming resources/ resources expended.

**14. EMPLOYEES**

There were four employees during the period. No employee was paid more than £60,000 per annum.

## ARTICLE 25

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MAY 2009

	2009 £	2008 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	162,766	180,479
Gift aid	5,922	286
	<u>168,688</u>	<u>180,765</u>
<b>Activities for generating funds</b>		
Fundraising events	18,107	29,596
Sponsorships	-	6,354
	<u>18,107</u>	<u>35,950</u>
<b>Investment income</b>		
Deposit account interest	624	633
<b>Incoming resources from charitable activities</b>		
CPD	4,226	-
	<u>4,226</u>	<u>-</u>
<b>Total incoming resources</b>	<b>191,645</b>	<b>217,348</b>
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Wages	66,588	80,673
Social security	6,946	8,585
Insurance	7,650	-
Telephone	-	331
Postage and stationery	-	1,667
Sundries	2,042	29
Travel	597	4,185
Entertaining	-	252
	<u>83,823</u>	<u>95,722</u>
<b>Fundraising trading: cost of goods sold and other costs</b>		
Promotion	1,827	4,626
<b>Charitable activities</b>		
Wages	30,551	-
Social security	2,948	-
Rent, rates and water	24,681	35,000
Insurance	3,866	3,503
Travel	1,439	-
Telephone	2,699	331
Carried forward	66,184	38,834

This page does not form part of the statutory financial statements

## ARTICLE 25

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MAY 2009**

	2009 £	2008 £
<b>Charitable activities</b>		
Brought forward	66,184	38,834
Postage and stationery	5,672	2,667
Advertising	30,000	11,245
Sundries	2,857	5,070
Consultancy fees -engineers	-	2,500
Volunteer travel expenses	6,840	12,063
Training & volunteers stipend	455	8,457
Foreign travel expenses	12,001	15,312
UK Travel expenses	161	2,274
Visas, vaccinations & medical	271	660
Accommodation & subsistence	349	4,221
Project sponsorship	-	6,486
General materials etc	8,734	1,939
	<u>133,524</u>	<u>111,728</u>
<b>Governance costs</b>		
Accountancy	2,778	(2,533)
Legal fees	-	50
	<u>2,778</u>	<u>(2,483)</u>
<b>Support costs</b>		
<b>Management</b>		
Light and heat	1,213	-
Staff welfare	20	400
IT and computer consumables	9,400	7,782
Depreciation of tangible and heritage assets	1,725	2,163
	<u>12,358</u>	<u>10,345</u>
<b>Finance</b>		
Bank charges	141	112
<b>Total resources expended</b>	<u>234,451</u>	<u>220,050</u>
<b>Net expenditure</b>	<u><u>(42,806)</u></u>	<u><u>(2,702)</u></u>

This page does not form part of the statutory financial statements