

# ARCHITECTS BENEVOLENT SOCIETY

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## AGENDA

### ABS Board of Trustees

Meeting to be held **in person** on Wednesday, 25<sup>th</sup> September 2024 from 10.30am - 2.00pm at 6 Brewery Square, Copper Row, London SE1 2LF

Agenda Item #	Agenda Item	Annex	Main Speaker
1	<b>Welcome and Apologies</b> To <b>welcome</b> and <b>note</b> apologies for absence	Verbal	Chair
2	<b>Declaration of Interest</b> To <b>declare</b> any prejudicial interests in items on the agenda and their nature	Verbal	All
3	<b>Minutes of the last meeting held on Wednesday 5<sup>th</sup> June 2024</b> 3.1 To <b>approve</b> the minutes of the last meeting 3.2 To <b>update</b> on matters arising from the minutes of the last meeting	Annex A Verbal	All
4	<b>Indirect Service User Number (Hoaresbank current account)</b> To <b>request</b> Board <b>approval</b> to set up Indirect Service User number on our Hoaresbank current account to enable payroll to be processed via a third party	Verbal	CFO
5	<b>Bank Mandate</b> To <b>approve</b> proposed changes to ABS bank mandates	Annex B	CFO
6	<b>Management Accounts</b> To <b>review</b> the July 2024 Management Accounts	Annex C	CFO
7	<b>2024-2025 Budget</b> 7.1 To <b>receive a report</b> on the 2024-25 Budget 7.2 To <b>receive a report</b> on the 2024-25 Alternative Budget Scenario	Annex D Annex E	Honorary Treasurer
8	<b>Potential Beneficiary Fraud</b> To <b>receive a report</b> on the potential beneficiary fraud	Annex F (to follow)	CFO
9	<b>Capitalisation Policy</b> To <b>receive a report</b> on the Capitalisation Policy	Verbal	

	- Recommendation from FAR Committee to increase level at which assets are capitalised from £500 to £2,500		Honorary Treasurer
10	<b>Property Lease Status</b> To <b>receive a report</b> on the Property Lease Status	Verbal	Honorary Treasurer
11	<b>Grant Giving Policy</b> To <b>receive a report</b> on the Grant Giving Policy	Annex G	Chair of Welfare Committee
12	<b>Membership of Committees</b> To <b>receive an update</b> on Committee membership	Verbal	Acting CEO
13	<b>Reports from Committees</b> To <b>note</b> draft Committee Minutes and <b>receive</b> Chairs' verbal updates. 13.1 Development & Engagement Committee 13.2 Finance Audit & Risk Committee 13.3 Nominations & Remuneration Committee 13.4 Welfare Committee – <b>draft minutes not yet available</b>	Annex H Annex I Annex J	Committee Chairs
14	<b>Meeting Dates</b> To <b>receive</b> a schedule of Committee meeting dates for approval.	Verbal	Acting CEO
15	<b>AOB</b> To <b>note</b> any other business.	Verbal	All

**Date of next Board meeting: tbc**

# ARCHITECTS BENEVOLENT SOCIETY

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## Minutes of the ABS Board of Trustees meeting held at 6 Brewery Square, Copper Row, London SE1 2LF and online (Zoom) on Wednesday, 5<sup>th</sup> June 2024 at 2.00pm.

A Trustees only meeting was held after the Board Meeting.

**Present:** Karen Rogers (KR), June Board meeting co-chair  
 Nigel Thorne (NT), Honorary Treasurer and June Board meeting co-chair  
 Richard Brindley (RB), Trustee  
 Mark Hodgkinson (MH), Trustee  
 Rick McCluggage (RM), Trustee (online)  
 Andy McLeish (AM), Trustee (online)  
 John Moakes (JM), Trustee  
 Aled Rees (AR), Trustee (online) (left meeting after discussion of item 13.1)  
 Sangeeta Shenoy (SSh), Trustee  
 Sumita Singha (SS), Trustee  
 Alison Thornton-Sykes (ATS), Trustee (online)

**In Attendance:** Katie Vivian (KV), Acting CEO  
 Richard Beer (RB), Development Manager  
 Tricia Johnstone (TJ), Chief Finance Officer  
 Helen Stanley (HS), Welfare Lead  
 John Hildebrand and Sabina Khan (Investec) – for agenda item 5.1  
 Rory Flemming (Cazenove) – for agenda item 5.2  
 Sue Powell - minutes

**Apologies:** Mark Grzegorzcyk

Agenda Item
<p><b>1.Appointment of Chair for June 2024 Board Meeting</b></p> <p>1.1 KR and NT were appointed as co-chairs for the June 2024 Board meeting.</p>
<p><b>2. Welcome and Apologies</b></p> <p>2.1 KR and NT welcomed attendees and noted apologies from Mark Grzegorzcyk.            2.2 AR submitted apologies for the Trustees only meeting due to be held at the end of the Board meeting. All other Trustees confirmed that they would be available to attend.</p>
<p><b>3.Declaration of Interest</b></p> <p>3.1 No declarations of interest noted for this meeting.</p>
<p><b>4.Minutes of the last meeting and Matters Arising</b></p> <p>4.1 Minutes of the last meeting held on Wednesday 28th February 2024 were approved as an accurate record.</p>

<p>4.2 Matters Arising: outstanding Skills Audit forms have been requested. A report on the outcome of the audit will be presented to the Nominations and Remunerations Committee.</p>
<p><b>5. Investment Manager Reports</b></p> <p><b>5.1 Investec</b></p> <p>5.1.1 John Hildebrand (JH) and Sabina Khan (SK) <b>reported</b> on behalf of Investec. Presentation slides will be circulated.</p> <p>5.1.2 The Board was informed that Investec has combined with Rathbones and is now known as Rathbones. ABS will receive a Letter of Bid outlining the changes.</p> <p>5.1.3 JH outlined how the combination with Rathbones will enhance ABS's experience. It was noted that this will include opportunities for enhanced and bespoke trustee training in addition to the current NCVO (National Council for Voluntary Organisations) training.</p> <p>5.1.4 JH highlighted four portfolio areas requiring decisions from ABS:</p> <ul style="list-style-type: none"> <li>▪ Benchmarks (main and Sawyer funds)</li> <li>▪ Cashflow (outflows and raising money for these)</li> <li>▪ Ethical constraints strategy (clarification of ABS's position on acceptable investments)</li> <li>▪ Signatories (review number of signatories and current £100, 000 second signatory threshold)</li> </ul> <p>5.1.5 The Finance, Audit and Risk Committee will discuss the points outlined in 5.1.4 and present recommendations to the Board for consideration/approval.</p> <p>5.1.6 ABS will check the accuracy of administrative data that Investec holds for ABS and will report back to Investec (see Investec presentation p.18).</p> <p><b>5.2 Cazenove</b></p> <p>5.2.1 Rory Flemming (RF) <b>reported</b> on behalf of Cazenove. Presentation slides will be circulated.</p> <p>5.2.2 The legacy private equity portfolio will be reviewed by the Finance, Audit and Risk Committee.</p> <p>5.2.3 The benefit of forecasting drawdown expectations was discussed. The Finance, Audit and Risk Committee will consider potential need for an ABS drawdown strategy.</p> <p>5.2.4 The ABS Q1 2024 Ethical Screening report was reviewed.</p> <p>5.2.5 ABS investments are being transitioned to ethically compliant holdings that align with ABS's Ethical Investment (ESG) Policy. Full transition to a sustainable, balanced and fully compliant portfolio is expected within the next 12 to 18 months.</p> <p>5.3 The Board suggested that it would be timely to review ABS's ESG (ethical restrictions) strategy. It was agreed that the Finance, Audit and Risk Committee would conduct a review and report back to the Board.</p>
<p><b>6. Annual Business</b></p> <p><b>6.1 Charity Commission and Companies House Annual Return</b></p> <p>6.1.1 The Board <b>agreed</b> that the Charity Commission and Companies House annual returns can be submitted on behalf of the Board by ABS's CEO and CFO, subject to the Honorary Treasurer approving the final versions prior to submission.</p> <p>6.1.2 NT will review and approve the final versions by Thursday 6 June 2024.</p> <p><b>6.2 Appointment of the Auditors</b></p> <p>6.2.1 By majority vote, the Board <b>approved</b> the recommendation of the Finance, Audit and Risk Committee to reappoint Moore Kingston Smith (MKS) as ABS's auditors for the financial year ending 30<sup>th</sup> September 2024.</p> <p>6.2.2 The Board was informed that ABS's MKS Partner will remain unchanged, but a new Audit Manager has been assigned.</p>
<p><b>7. Trustee Officers</b></p> <p><b>7.1 ABS Chair</b></p>

<p>7.1.1 The Board unanimously <b>approved</b> the reappointment of Mark Grzegorzczuk as ABS Chair of Board of Trustees for a further 12 months.</p> <p>7.2 <b>Honorary Treasurer</b></p> <p>7.2.1 The Board unanimously <b>approved</b> the appointment of Mark Hodgkinson as Honorary Treasurer.</p>
<p><b>8. Board</b></p> <p>8.1 <b>Acting Chair</b></p> <p>8.1.1 The Board unanimously approved the appointment of Nigel Thorne as ABS Acting Chair until the return of Mark Grzegorzczuk on 20<sup>th</sup> June 2024.</p> <p>8.1.2 NT notified the Board of his intention to step down from his role as an ABS trustee in June 2025.</p> <p>8.2 <b>Trustee Appointment</b></p> <p>8.2.1 The Board unanimously <b>approved</b> the reappointment of Aled Rees as Trustee for a further 12 months.</p> <p>8.3 <b>Trustee Retirement</b></p> <p>8.3.1 The Board <b>noted</b> the retirement of Karen Rogers from the Board of Trustees effective from 6 June 2024.</p> <p>8.4 <b>ABS President</b></p> <p>8.4.1 The Board unanimously <b>approved</b> the reappointment of Eddie Weir (PPCIAT) as ABS president for a further 12 months.</p>
<p><b>9. Management Accounts</b></p> <p>9.1 The Board <b>reviewed</b> the April 2024 Management Accounts [Annex D].</p> <p>9.2 Income for the year to date shows a negative variance of £80k.</p> <p>9.3 Commercial rent is showing as over budget in April due to prepaid rent for May and June being included this month.</p> <p>9.4 The commercial rent year end forecast has been reduced to £550k (a negative variance of £135k) to take account of a 2022 accounting error when a rent-free period was entered as a prepayment but never released. ABS auditors are aware.</p> <p>9.5 Expenditure is over budget by about £114k, mainly due to the welfare beneficiary overspend. The year end forecast for welfare spend show a negative variance against budget of £340k. A forecasting model is being built for future use.</p> <p>9.6 The revised Grant Giving Policy (GGP) came into effect in October 2023 and the assumption in the budget was that monthly grants would reduce significantly from March onward. This, however, is not the case as the changes that were made have taken longer to take effect than allowed in the budget.</p> <p>9.7 It was noted that the full year budget net deficit figure forecast has changed since the last quarterly Board meeting. After a discussion it was agreed that the frequency of management accounts being sent to the Board would be considered.</p>
<p><b>10. Welfare Budget Review</b></p> <p>10.1 The Board <b>received</b> a report on the Welfare Budget review.</p> <p>10.2 KV made the Board aware of the forecasted year end welfare beneficiary spend deficit of £340K, outlining the challenging socio-economic context and resulting unprecedented level of demand for support from beneficiaries.</p> <p>10.3 Monthly grants comprise the greatest monthly outgoing. In March 2024, the spend was £117k, however, this spend is reducing with June 2024 spend forecast to be circa £75k. This is mainly due to:</p> <ul style="list-style-type: none"> <li>▪ a slowdown in the number of new beneficiary requests</li> <li>▪ October 2023 changes to the Grant Giving Policy now taking effect</li> </ul>

<p>10.4 KV highlighted the importance of swift implementation of operationally robust budget monitoring tools and control mechanisms. Recommendations will be presented to the Welfare Committee and submitted to the Board for approval.</p> <p>10.5 A forecasting model to more accurately assess committed Welfare beneficiary spend is currently being developed. This should be ready for deployment by July 2024.</p>
<p><b>11. Strategic Plan</b></p> <p>11.1 The Business Planning Working Group (BPWG) met on 4<sup>th</sup> June 2024 to begin discussing ABS's 2024-2027 business planning and strategy.</p> <p>11.2 The new business plan is expected to be implemented from 1<sup>st</sup> October 2024, subject to Board approval.</p> <p>11.3 KV presented the Executive team's 2024-2025 planning and strategy proposals. The points raised would be considered further by the Board at the Trustee only post-Board meeting and KV would be informed of the outcome. KV confirmed that the presentation slides would be circulated.</p> <p>11.4 NT noted that ABS Trustees and Staff have recently been operating under challenging circumstances. However, progressing strategic and business planning signals transition to a more positive future period.</p> <p>11.5 It was agreed that it would be useful to clarify the relationship between ABS strategic and operational roles - and communications between the Board and ABS's Executive team - as part of the future planning process.</p> <p>11.6 KV informed the Board that development of a sustainable and effective long-term model of welfare support is a key strategic priority. The revised model must provide a framework that supports financial stability, but it is also important that it enables ABS to meet its charitable objectives.</p> <p>11.7 It was noted that fundraising targets are being met, and are already 25% up on last year.</p> <p>11.8 Preventative models of welfare support based around beneficiaries' holistic needs will be explored, but it was stressed that direct grant giving is essential in the relief of poverty and must form part of the revised framework.</p> <p>11.9 It is vital that welfare spend financial commitments are trackable, therefore establishing robust budget monitoring systems and controls measures are priorities.</p> <p>11.10 To aid planning, the Board was asked to support the following proposals:</p> <ul style="list-style-type: none"> <li>▪ 2024-2025 to serve as a transitional year. This would allow for a comprehensive review of welfare support and the Grant Giving Policy (GGP) with full implementation of new welfare support model by October 2025, subject to Board approval.</li> <li>▪ Freeze Minimum Income Standard (MIS) levels for 2024-2025.</li> </ul>
<p><b>12. Risk Register</b></p> <p>12.1 The Board noted the revised version of the Risk Register [Annex E] which now reflects circumstances encountered over the previous 6 months.</p> <p>12.2 KV confirmed that the Risk Register Revision log would be updated.</p> <p>12.3 A query was raised concerning why risk S5 does not refer to the Executive. It was clarified that this is because the risk is strategy focused.</p> <p>12.4 Following a general discussion about the content of Risk Register, it was agreed that the Finance, Audit and Risk Committee would conduct a general review of the Register's content (to include checking that associated policies and procedures are in place) and report back to the Board.</p>
<p><b>13. Committee Reports</b></p> <p><b>13.1 Development &amp; Engagement Committee</b></p> <p>13.1.1 Concerns about Ambassador engagement continues. The programme's administrative processes are being reviewed internally with the revised process expected to be implemented for the 2024-2025 financial year.</p>

<p>13.1.2 Although there are concerns about Ambassador engagement, returns for this year are already 16% ahead of the result for the whole of last year.</p> <p>13.1.3 AR thanked KR for her contributions to the Development and Engagement Committee.</p> <p><b>13.2 Finance Audit &amp; Risk Committee (FAR)</b></p> <p>13.2.1 An agreement has been reached to let the third floor of 43 Portland Place to the current ground floor tenants. The lease should be in place shortly.</p> <p>13.2.2 ABS staff will move back to 43 Portland Place (4<sup>th</sup> floor) when the 6 Brewery Square tenancy expires in December 2024.</p> <p>13.2.3 The Finance Contractor (Simon Still) was being paid for his services as a FAR committee member, however, as this is not in line with ABS policy, it had been suggested that any payments made should be retainers for consultancy. Further to this, Simon has submitted an initial draft proposal to be considered after the return of Mark Grzegorzczuk. The FAR Committee has not yet discussed this item.</p> <p><b>13.3 Nominations &amp; Remuneration Committee</b></p> <p>13.3.1 Further to KR's retirement as an ABS Trustee and co-chair of the Nomination and Remuneration Committee, SSh and ATS were appointed as the Committee's co-chairs. KR will remain on the Committee as member for one more year to support a smooth handover.</p> <p>13.3.2 Development and Engagement Committee review is currently for discussion only.</p> <p>13.3.3 The Board approved continuation of temporary roles for a further three months effective from the 1<sup>st</sup> June 2024.</p> <p>13.3.4 It was confirmed that the Board will receive the first Quarterly Operational Board Report at start of July 2024.</p> <p>13.3.5 Outgoing CEO: The Insurance Claim was rejected. There is an option to appeal the decision, but this would rely on Rob providing additional medical evidence, and the appeal being supported by ABS, as the policy holder. Rob is aware.</p> <p>13.3.6 KV noted that consideration is being given to succession planning for the Board and clarified that the priority is to recruit a trustee with welfare experience.</p> <p>13.3.7 The Board discussed the Trustee/Committee member recruitment process. It was agreed that investing in recruitment and ensuring that ABS operates a compliant recruitment policy and fair selection process is important. This will support effective governance and diversity.</p> <p><b>13.4 Welfare Committee</b></p> <p>13.4.1 The Welfare Committee Chair confirmed that the main items had been covered during the Board discussions. No further comments or questions were raised.</p>
<p><b>14. AOB</b></p> <p>14.1 November 2025 will mark ABS 175<sup>th</sup> Anniversary. Consideration will be given to potential celebration plans in due course.</p> <p>14.2 Karen Rogers was thanked for her time and commitment during her 10-year term as an ABS Trustee and gratitude was expressed for her support through substantial organisational change.</p> <p>14.2.1 Thanks was also extended to Karen on behalf of ABS staff.</p> <p>14.2.2 The Board presented Karen with a thank you/farewell gift.</p>
<p>15. A trustees only session was held directly after the Board meeting.</p>
<p>Date of next Board meeting: Wednesday 25<sup>th</sup> September 2024</p>

## ACTIONS AGREED

5.1.1 5.2.1	Share Investec and Cazenove presentation slides with Board.	KV/SP
5.1.5	Review Investec requirements.	FAR Committee
5.1.6	Check accuracy of ABS admin data held by Investec and report back to Investec. Presentation p.18.	TJ/FAR Committee
5.2.2	Review Cazenove legacy private equity portfolio and report to Board.	FAR Committee
5.2.3	Consider need for ABS cash drawdown policy and report to Board.	FAR Committee
5.3	Review ABS ESG (ethical restrictions policy) and report to Board.	FAR Committee
6.1.2	Acting Chair to review and approve Charity Commission and Companies House annual returns before submission by CFO/Acting CFO.	NT
9.7	Consider frequency of Management Account reporting to Board.	Board
10.4	Develop budget monitoring tools and control mechanisms. Present to Welfare Committee for recommendation to the Board.	KV/HS/TJ
10.5	Develop grants expenditure forecasting model for deployment by end July 2024.	KV/HS/TJ
11.3	Circulate Exec Teams' 2024-2025 Planning and Strategy presentation slides.	KV
11.5	Clarify the relationship between ABS strategic and operational roles - and communications between the Board and ABS's Executive team - as part of the future planning process	SMT/NR Committee/ABS Chair
12.2	Update Risk Register revision log.	KV
12.4	Complete general review of Risk Register content, including check for associated policies/procedures.	FAR Committee
13.3.4	Submit first quarterly operational reports to the Board from July 2024.	Acting CEO



Proposal to update bank mandates.  
Tricia Johnstone, CFO

**The Board is asked to agree who will be on each mandate. My suggested changes, pending approval of financial procedures is to add Mark Hodgkinson to each bank mandate and, otherwise, leave as is. (Although Nigel had mentioned that he would want to be removed, so subject to this confirmation).**

The following mandates are currently in place for ABS bank accounts.

C.Hoare & Co:

**Signing rules as per mandate:**

- **Any One authorized signatory can give instructions for a principal value up to and including £10,000.**
- **Any Two of the authorized signatories can give instructions for a principal value exceeding £10,000.**

**NB – internal rule is in place for one signatory up to £2k and two signatories about this amount.**

**Architects Benevolent Society Ltd.**

**1. Architects Ben Soc – C. Hoare & Co. current a/c (main account):**

Account no. 02254600 Sort Code. 15-99-00

<b>Name</b>	<b>Role</b>	<b>Authority</b>
Nigel Thorne	Honorary Treasurer	Authorised signatory
Mark Grzegorzczuk	Chairperson	Authorised signatory
Richard Brindley	Trustee	Authorised signatory
John Moakes	Trustee	Authorised signatory
Katie Vivian	Acting CEO	Authorised signatory
Patricia Johnstone	CFO	Authorised signatory
Richard Beer	Development Manager	Authorised signatory

**2. Architects Ben Soc Ptland Pl. – C. Hoare & Co. current a/c (service charge account):**

Account no. 02254790 Sort Code. 15-99-00

<b>Name</b>	<b>Role</b>	<b>Authority</b>
Nigel Thorne	Honorary Treasurer	Authorised signatory
Mark Grzegorzczuk	Chairperson	Authorised signatory
Richard Brindley	Trustee	Authorised signatory
John Moakes	Trustee	Authorised signatory
Katie Vivian	Acting CEO	Authorised signatory
Patricia Johnstone	CFO	Authorised signatory
Richard Beer	Development Manager	Authorised signatory

### 3. Architects Benevolent Society – Lloyds current account Signing Instructions

Non-Payment Instruction: TWO Full Power Signatories to sign.

Payment Instruction: TWO to sign, no payment limit.

Account no. 00071635 Sort Code. 30-00-08

<b>Name</b>	<b>Role</b>	<b>Authority</b>
Nigel Thorne	Honorary Treasurer	Authorised signatory
Mark Grzegorzczuk	Chairperson	Authorised signatory
Patricia Johnstone	CFO	Authorised signatory

## ABS Management Accounts 31 July 2024

### Year to date analysis

#### Income

**Overall:** Income for the year to date is £810k v budget income of £1.1mk. The negative variance of £310k is mainly due to:

**Legacies:** Actual income to date is £200k under budget (following adjustments to in-year income recognition). We have reduced the full year forecast to £30k.

**Commercial rent:** Is under budget by £90k but includes prepaid amounts of £36k (a negative net variance of £126k to date). We have reduced the full year forecast to £550k (a negative variance of £135k), further to a CFO review of all balance sheet items identifying an accounting error in 2022 that was never corrected and also to recognise rental income this year in line with the Charity SORP

**Investment income:** Is close to budget.

**Wellbeing programme income:** Is under budget by £27k due to lower than predicted delivery of workshops and we have revised the expenditure forecast to year-end downwards to reflect this.

**Gains on Investment:** Nothing was included in the budget for realised and unrealised gains on the financial investments. At year-to-date, this total is £800k

#### Expenditure

**Overall:** Expenditure for the year to date is £2.1m v budget expenditure of £1.9m The negative variance of £310k is mainly due to:

**Welfare beneficiary spend:** Is YTD £214k over budget due to continuing unexpectedly high need for financial support.

**Student hardship fund:** Nothing was included in the budget for this expenditure. As it is from a restricted fund, it does not impact on the general reserves of the Society.

**Wellbeing programme costs:** Are £25k under budget due to less activity than planned.

**Commercial property costs:** Are £10k over budget at year-to-date.

**Marketing Costs:** Are £29k under budget.

#### **Full Year Forecast:**

We have included forecasts to year-end based on the current position and what we now know about any future activity up to year-end.

**The main changes to the full year income forecast are:**

- the reduction of legacy income from £250k to £30k as legacies are difficult to predict and it is prudent to not overestimate the year-end result;
- the reduction in rental income as detailed above;
- the inclusion of £1m gain on investments not included in the budget.

**The main change to the year-end expenditure forecast** is the welfare beneficiary spend. We have reviewed the forecast on grants payable to year end and predict a year-end negative variance on budget of £290k based on continuing high levels of need.

**Architects Benevolent Society**  
**Draft Management Accounts**  
**31 July 2024**  
**Month 10**

INCOME & EXPENDITURE	MTH			MTD			YTD			YTD			Full Year			Full Year			YTD			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Forecast	Budget	Variance	Actual	Prior	Variance	Actual	Prior	Variance	Actual	Prior	Variance	Actual	Prior	Variance
<b>Income</b>																								
Fundraising	5,777	15,761	(9,985)	155,145	155,747	(603)	196,600	196,600	-	155,145	120,281	34,864												
Legacies	-	20,833	(20,833)	7,861	208,333	(200,472)	30,000	250,000	(220,000)	7,861	77,500	(69,639)												
Commercial rent	6,380	61,797	(55,416)	471,139	560,882	(89,743)	549,645	684,475	(134,830)	471,139	573,189	(102,050)												
Investment income	-	15,705	(15,705)	164,745	157,053	7,692	188,463	188,463	-	164,745	209,043	(44,298)												
Wellbeing programme income	1,358	2,235	(877)	11,307	38,350	(27,044)	11,400	42,820	(31,420)	11,307	5,000	6,307												
Student hardship fund income	-	-	-	-	-	-	-	-	-	-	71,090	(71,090)												
<b>Total Income</b>	<b>13,515</b>	<b>116,331</b>	<b>(102,816)</b>	<b>810,195</b>	<b>1,120,365</b>	<b>(310,170)</b>	<b>976,108</b>	<b>1,362,358</b>	<b>(386,250)</b>	<b>810,195</b>	<b>1,056,103</b>	<b>(245,908)</b>												
<b>Expenditure</b>																								
Welfare beneficiary spend	(91,526)	(67,377)	(24,150)	(1,101,831)	(887,774)	(214,057)	(1,317,000)	(1,027,282)	(289,718)	(1,101,831)	(1,104,304)	2,473												
Student hardship fund	-	-	-	(38,500)	-	(38,500)	(40,000)	-	(40,000)	(38,500)	-	(38,500)												
Wellbeing programme costs	(3,414)	(5,597)	2,183	(36,959)	(61,881)	24,922	(42,000)	(73,074)	31,074	(36,959)	(17,151)	(19,808)												
Staff costs	(50,393)	(56,685)	6,291	(575,817)	(577,220)	1,403	(690,590)	(690,590)	(0)	(575,817)	(555,887)	(19,930)												
Office costs	(20,697)	(22,706)	2,009	(106,973)	(113,852)	6,879	(119,828)	(119,828)	-	(106,973)	(107,750)	777												
Insurance	-	-	-	(10,909)	(11,348)	439	(11,348)	(11,348)	(0)	(10,909)	(12,664)	1,755												
Commercial property costs	(2,449)	(833)	(1,616)	(79,578)	(69,214)	(10,364)	(90,000)	(70,880)	(19,120)	(79,578)	5,989	(85,567)												
Service charge rebate	-	-	-	-	-	-	-	-	-	-	-	-												
Governance costs	(15)	(170)	155	(716)	(6,660)	5,944	(2,000)	(7,000)	5,000	(716)	(783)	67												
Marketing costs	(228)	(3,234)	3,006	(3,199)	(32,337)	29,138	(7,000)	(38,804)	31,804	(3,199)	(13,424)	10,225												
Event costs	(2,156)	(146)	(2,010)	(9,230)	(1,458)	(7,772)	(12,000)	(1,750)	(10,250)	(9,230)	(3,902)	(5,328)												
IT costs	(3,907)	(4,079)	172	(46,698)	(49,646)	2,948	(57,804)	(57,804)	(0)	(46,698)	(44,045)	(2,653)												
Professional fees	(8,457)	(1,117)	(7,340)	(54,199)	(44,431)	(9,768)	(70,000)	(46,664)	(23,336)	(54,199)	(36,700)	(17,499)												
Investment management fees	-	(5,262)	5,262	(47,879)	(52,627)	4,748	(63,151)	(63,151)	-	(47,879)	(53,138)	5,259												
Loan interest & Bank charges	(106)	(30)	(76)	(1,812)	(300)	(1,512)	(2,200)	(360)	(1,840)	(1,812)	(78,927)	77,115												
Property Amortisation	-	-	-	-	-	-	-	-	-	-	-	-												
Depreciation	-	-	-	-	-	-	(5,000)	-	(5,000)	-	-	-												
<b>Total expenditure</b>	<b>(183,349)</b>	<b>(167,234)</b>	<b>(16,114)</b>	<b>(2,114,299)</b>	<b>(1,908,747)</b>	<b>(205,552)</b>	<b>(2,529,921)</b>	<b>(2,208,535)</b>	<b>(321,386)</b>	<b>(2,114,299)</b>	<b>(2,022,686)</b>	<b>(91,613)</b>												
<b>Net profit / (loss) before investment gains / (losses)</b>	<b>(169,834)</b>	<b>(50,903)</b>	<b>(118,931)</b>	<b>(1,304,104)</b>	<b>(788,382)</b>	<b>(515,722)</b>	<b>(1,553,813)</b>	<b>(846,177)</b>	<b>(707,636)</b>	<b>(1,304,104)</b>	<b>(966,583)</b>	<b>(337,521)</b>												
Realised gain/(loss) on investments	-	-	-	283,447	-	283,447	500,000	-	500,000	283,447	(72,406)	355,853												
Unrealised gain on investments	-	-	-	515,709	-	515,709	500,000	-	500,000	515,709	276,630	239,079												
Gain on sale of assets	-	-	-	-	-	-	-	-	-	-	13,700	-												
<b>Net profit / (loss) after investment gains / (losses)</b>	<b>(169,834)</b>	<b>(50,903)</b>	<b>(118,931)</b>	<b>(504,947)</b>	<b>(788,382)</b>	<b>283,434</b>	<b>(553,813)</b>	<b>(846,177)</b>	<b>292,364</b>	<b>(504,947)</b>	<b>(748,659)</b>	<b>257,412</b>												

Architects Benevolent Society  
Draft Management Accounts  
31 July 2024  
Month 10

INCOME & EXPENDITURE	WELFARE			DEVELOPMENT			WELLBEING			PROPERTY			INVESTMENT			SALARY SPLIT			TOTAL		
	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance
<b>Income</b>																					
Fundraising	-	-	-	155,145	155,747	(603)	-	-	-	-	-	-	-	-	-	-	-	-	155,145	155,747	(603)
Legacies	-	-	-	7,861	208,333	(200,472)	-	-	-	-	-	-	-	-	-	-	-	-	7,861	208,333	(200,472)
Commercial rent	-	-	-	-	-	-	-	-	-	471,139	560,882	(89,743)	-	-	-	-	-	-	471,139	560,882	(89,743)
Investment income	-	-	-	-	-	-	-	-	-	-	-	-	162,778	157,053	5,725	1,966	-	1,966	164,745	157,053	7,692
Wellbeing programme income	-	-	-	-	-	-	11,307	38,350	(27,044)	-	-	-	-	-	-	-	-	-	11,307	38,350	(27,044)
Student hardship fund income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	<b>163,006</b>	<b>364,081</b>	<b>(201,075)</b>	<b>11,307</b>	<b>38,350</b>	<b>(27,044)</b>	<b>471,139</b>	<b>560,882</b>	<b>(89,743)</b>	<b>162,778</b>	<b>157,053</b>	<b>5,725</b>	<b>1,966</b>	<b>-</b>	<b>1,966</b>	<b>810,195</b>	<b>1,120,365</b>	<b>(310,170)</b>
<b>Expenditure</b>																					
Welfare beneficiary spend	(1,101,678)	(887,774)	(213,904)	-	-	-	(153)	-	(153)	-	-	-	-	-	-	-	-	-	(1,101,831)	(887,774)	(214,057)
Student hardship fund	(38,500)	-	(38,500)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(38,500)	-	(38,500)
Wellbeing programme costs	-	-	-	-	-	-	(36,959)	(61,881)	24,922	-	-	-	-	-	-	-	-	-	(36,959)	(61,881)	24,922
Staff costs	(1,144)	(2,083)	939	(411)	-	(411)	(1,032)	-	(1,032)	-	-	-	-	-	-	(573,230)	(575,137)	1,907	(575,817)	(577,220)	1,403
Office costs	(148)	-	(148)	(13)	-	(13)	-	-	-	(40,115)	(8,033)	(32,081)	-	-	-	(66,696)	(105,819)	39,122	(106,973)	(113,852)	6,879
Insurance	-	-	-	-	-	-	-	-	-	(7,463)	(2,948)	(4,515)	-	-	-	(3,446)	(8,400)	4,954	(10,909)	(11,348)	439
Commercial property costs	-	-	-	-	-	-	-	-	-	(79,578)	(69,214)	(10,364)	-	-	-	-	-	-	(79,578)	(69,214)	(10,364)
Service charge rebate	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Governance costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(716)	(6,660)	5,944	(716)	(6,660)	5,944
Marketing costs	-	-	-	(3,199)	(10,887)	7,689	-	-	-	-	-	-	-	-	-	-	(21,449)	21,449	(3,199)	(32,337)	29,138
Event costs	-	-	-	(9,230)	(1,458)	(7,772)	-	-	-	-	-	-	-	-	-	-	-	-	(9,230)	(1,458)	(7,772)
IT costs	(5,633)	-	(5,633)	(6,656)	(3,281)	(3,375)	-	-	-	-	-	-	-	-	-	(34,409)	(46,365)	11,956	(46,698)	(49,646)	2,948
Professional fees	(604)	-	(604)	(377)	(3,840)	3,463	-	-	-	-	(1,667)	1,667	-	-	-	(53,218)	(38,924)	(14,294)	(54,199)	(44,431)	(9,768)
Investment management fees	-	-	-	-	-	-	-	-	-	-	-	-	(47,879)	(52,627)	4,748	-	-	-	(47,879)	(52,627)	4,748
Loan interest & Bank charges	-	-	-	(1,464)	-	(1,464)	(49)	-	(49)	-	-	-	-	-	-	(300)	(300)	-	(1,812)	(300)	(1,512)
Property Amortisation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenditure</b>	<b>(1,147,707)</b>	<b>(889,857)</b>	<b>(257,849)</b>	<b>(21,350)</b>	<b>(19,467)</b>	<b>(1,883)</b>	<b>(38,193)</b>	<b>(61,881)</b>	<b>23,688</b>	<b>(127,155)</b>	<b>(81,861)</b>	<b>(45,294)</b>	<b>(47,879)</b>	<b>(52,627)</b>	<b>4,748</b>	<b>(732,015)</b>	<b>(803,054)</b>	<b>71,038</b>	<b>(2,114,299)</b>	<b>(1,908,747)</b>	<b>(205,552)</b>
<b>Net profit / (loss) before investment gains / (losses)</b>	<b>(1,147,707)</b>	<b>(889,857)</b>	<b>(257,849)</b>	<b>141,656</b>	<b>344,614</b>	<b>(202,958)</b>	<b>(26,886)</b>	<b>(23,531)</b>	<b>(3,355)</b>	<b>343,983</b>	<b>479,021</b>	<b>(135,037)</b>	<b>114,899</b>	<b>104,426</b>	<b>10,473</b>	<b>(730,049)</b>	<b>(803,054)</b>	<b>73,005</b>	<b>(1,304,104)</b>	<b>(788,382)</b>	<b>(515,722)</b>
Realised loss on investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Unrealised gain on investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gain on sale of assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Net profit / (loss) after investment gains / (losses)</b>	<b>(1,147,707)</b>	<b>(889,857)</b>	<b>(257,849)</b>	<b>141,656</b>	<b>344,614</b>	<b>(202,958)</b>	<b>(26,886)</b>	<b>(23,531)</b>	<b>(3,355)</b>	<b>343,983</b>	<b>479,021</b>	<b>(135,037)</b>	<b>114,899</b>	<b>104,426</b>	<b>10,473</b>	<b>(730,049)</b>	<b>(803,054)</b>	<b>73,005</b>	<b>(1,304,104)</b>	<b>(788,382)</b>	<b>(515,722)</b>

check

## Assumptions

## Income:

## Investments

Based on FAR Committee recommendation to assume total return on portfolio (circa £9m) at CPI (2.1%) plus 3%			
Assumptions:	Total return on portfolio	Fees	
Total portfolio £9m	5.10%	0.60%	Medium Risk
Total portfolio £15/20m	5.10%	0.40%	Medium/High Risk

Commercial Property	
Weymouth Mews	Lease renewed for one more year at £181k p.a.
Portland Place:	
Garden - One Fifty	Break clause (Feb 2025) not exercised - full year's rent
Ground - Poppins	Break clause (Aug 2025) not exercised - full year's rent
1st - Together We Are Powerful	Full year's rent (break clause Sept 2026)
2nd - Broadcast Revolution	New lease agreed
3rd - TBC	New lease agreed
4th - ABS	

Expenditure:	
<b>Welfare</b>	
Grant Giving Policy to be reviewed to reduce grant spend this year	
<b>Wellbeing</b>	
Wellbeing Programme Lead role redundant from end Oct 24	
<b>Staff Costs</b>	
Per structure document with 5% increase on existing staff member salaries	
Two temp roles (Executive Assistant and Welfare Assistant) costs not included, if included, additional salaries (including on-costs) of £45k to be added.	
<b>Office Costs</b>	
Assumes £30k costs for office move and dilapidations	
<b>Commercial Property Costs</b>	
Only include costs that cannot be recovered via service charges.	
No cost for lift works included - awaiting decision on works to be carried out.	
<b>Events Costs</b>	
Events costs have previously been included in the Marketing Costs budget line.	

ABS Budget 2024-25

Draft V1

Comparison to budget for 24/25 originally agreed by trustees 2023

INCOME & EXPENDITURE	24/25 Budget	Budget			Cost	Comment
	Agreed 2023	24-25	Variance	% Variance	Less Extraordinary	
<b>Income</b>						
Fundraising	228,760	213,600	(15,160)	(7)	213,600	Similar assumptions
Legacies	250,000	30,000	(220,000)	(88)	30,000	Reduced to prudent forecast rather than ten year average
Commercial rent	738,440	746,750	8,310	1	746,750	Similar assumptions
Investment income	133,282	449,273	315,991	237	449,273	New assumption based on return of 5.1% per FAR Committee recommendation
Gain on Investments	-	-	-	100	-	Included in investment income above for budget purposes
Wellbeing programme income	71,110	-	(71,110)	(100)	-	Review of Wellbeing Programme
Student hardship fund income	-	-	-	-	-	
<b>Total Income</b>	<b>1,421,592</b>	<b>1,439,623</b>	<b>18,031</b>	<b>144</b>	<b>1,439,623</b>	-
<b>Expenditure</b>						
Welfare beneficiary spend	1,018,295	848,116	170,179	17	848,116	Grant giving policy to be reviewed to reduce spend
Student hardship fund	-	32,500	(32,500)	(100)	-	Student hardship income and expenditure were not included in version produced 2023
Wellbeing programme costs	78,400	12,000	66,400	85	12,000	Review of Wellbeing Programme
Staff costs	718,646	648,713	69,933	10	648,713	Similar level of spend in both versions
Office costs	72,693	79,200	(6,507)	(9)	49,200	Excluding office move costs, move to Portland Place reduces office costs
Insurance	11,915	14,380	(2,465)	(21)	14,380	New assumption based on current year spend
Commercial property costs	81,689	60,700	20,989	26	60,700	New version based on up-to-date knowledge and forecast (excludes lift work costs)
Governance costs	7,350	13,100	(5,750)	(78)	13,100	Some governance costs included in professional fees in original version
Marketing costs	40,464	8,275	32,189	80	8,275	Some costs allocated elsewhere (office costs), some not included in new version including advertising, videos, photography and annual report
Event costs	1,838	10,395	(8,557)	(466)	10,395	Due to expansion of events programme
IT costs	56,498	73,172	(16,674)	(30)	73,172	Based on up-to-date knowledge and forecast
Professional fees	45,090	59,500	(14,410)	(32)	59,500	Based on current information
Investment management fees	52,738	52,856	(118)	(0)	52,856	Based on advice from investment manager in new version
Loan interest & Bank charges	360	2,400	(2,040)	(567)	2,400	Based on this year's costs in new version
Depreciation	-	5,000	(5,000)	(100)	5,000	Not included in previous version
<b>Total expenditure</b>	<b>2,185,976</b>	<b>1,920,307</b>	<b>265,669</b>	<b>(1,185)</b>	<b>1,857,807</b>	-
<b>Net Surplus/(Deficit)</b>	<b>(764,384)</b>	<b>(480,684)</b>	<b>283,700</b>	<b>(1,042)</b>	<b>(418,184)</b>	-

Investment Return and Fees Assumptions: Income 2.8%; Capital Growth 3.5%; Fees 0.6%



INCOME & EXPENDITURE	Budget	Forecast	Budget	Variance	%	Cost Less Extraordinary	Comment
	YE 2024	YE 2024	24-25	YE 2024 act v YE 2025 budget			
<b>Income</b>							
Fundraising	196,600	196,600	213,600	17,000	9	213,600	24/25 v prior year budget: Corporates up £24k; Events up £30k; Ind giving down £18k
Legacies	250,000	30,000	30,000	-	-	30,000	To provide prudent forecast
Commercial rent	684,475	549,645	746,750	197,105	36	746,750	YE24 includes void units plus a negative adjustment to income to amend FY 22 error
Investment income	188,463	188,463	449,273	260,810	138	449,273	Budget 24/25 figure includes total return on portfolio (income, gains, interest) at 5.1%
Gain on Investments	-	1,000,000	-	(1,000,000)	(100)	-	Gains for this document included in Investment income total.
Wellbeing programme income	42,820	25,000	-	(25,000)	(100)	-	Review of Wellbeing Programme
Student hardship fund income	-	-	-	-	-	-	Restricted fund, no further income expected
<b>Total Income</b>	<b>1,362,358</b>	<b>1,989,708</b>	<b>1,439,623</b>	<b>(550,085)</b>	<b>(17)</b>	<b>1,439,623</b>	-
<b>Expenditure</b>							
Welfare beneficiary spend	1,027,282	1,317,000	848,116	468,884	36	848,116	Based on calculation of long-term grantees and estimate of future need. GGP changes: reduced maximum grant terms and reduced MIS levels.
Student hardship fund	-	40,000	32,500	7,500	19	-	Assume balance of restricted fund will be spent FY 25
Wellbeing programme costs	73,074	42,000	12,000	30,000	71	12,000	Review of Wellbeing Programme
Staff costs	690,590	690,590	648,713	41,877	6	648,713	Assumes 5% cost of living increase Oct 24; new CEO in place Jan 25; F/R vacant post refilled Jan 25; Wellbeing post redundant from end Oct 24
Office costs	119,828	119,828	79,200	40,628	34	49,200	Rent costs reduced due to moving back to Portland Place Dec 24; office relocation costs extraordinary
Insurance	11,348	11,348	14,380	(3,032)	(27)	14,380	
Commercial property costs	70,880	90,000	60,700	29,300	33	60,700	Lift refurbishment costs not yet included, awaiting quote
Governance costs	7,000	2,000	13,100	(11,100)	(555)	13,100	Committee costs not incurred this year, forecast to include dinners, overnight stays and travel
Marketing costs	38,804	7,000	8,275	(1,275)	(18)	8,275	Marketing budget underspent current year due to resources
Event costs	1,750	16,000	10,395	5,605	35	10,395	New structure to events programme means less costs incurred
IT costs	57,804	57,804	73,172	(15,368)	(27)	73,172	Website development costs mainly unspent 23/24
Professional fees	46,664	70,000	59,500	10,500	15	59,500	Temp staff only included for two months
Investment management fees	63,151	63,151	52,856	10,295	16	52,856	Based on similar portfolio
Loan interest & Bank charges	360	2,200	2,400	(200)	(9)	2,400	
Depreciation	-	5,000	5,000	-	-	5,000	
<b>Total expenditure</b>	<b>2,208,535</b>	<b>2,533,921</b>	<b>1,920,307</b>	<b>613,614</b>	<b>(371)</b>	<b>1,857,807</b>	-
<b>Net Surplus/(Deficit)</b>	<b>(846,177)</b>	<b>(544,213)</b>	<b>(480,684)</b>	<b>63,529</b>	<b>(388)</b>	<b>(418,184)</b>	-

ABS Budget 2024-25  
Draft V1  
Departmental Summary

INCOME & EXPENDITURE	WELFARE			WELLBEING			DEVELOPMENT			INVESTMENT PROPERTY			INVESTMENTS			SUPPORT COSTS		
	Forecast	Budget		Forecast	Budget		Forecast	Budget		Forecast	Budget		Forecast	Budget		Forecast	Budget	
	YE 2024	24-25	Variance	YE 2024	24-25	Variance	YE 2024	24-25	Variance	YE 2024	24-25	Variance	YE 2024	24-25	Variance	YE 2024	24-25	Variance
<b>Income</b>																		
Fundraising	-	-	-	-	-	-	196,000	213,600	17,600	-	-	-	-	-	-	-	-	-
Legacies	-	-	-	-	-	-	30,000	30,000	-	-	-	-	-	-	-	-	-	-
Commercial rent	-	-	-	-	-	-	-	-	-	549,645	746,750	197,105	-	-	-	-	-	-
Investment income	-	-	-	-	-	-	-	-	-	-	-	-	164,675	449,273	(284,598)	-	-	-
Gain on Investments	-	-	-	-	-	-	-	-	-	-	-	-	1,000,000	-	1,000,000	-	-	-
Wellbeing programme income	-	-	-	11,400	-	(11,400)	-	-	-	-	-	-	-	-	-	-	-	-
Student hardship fund income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	11,400	-	(11,400)	226,000	243,600	17,600	549,645	746,750	197,105	1,164,675	449,273	715,402	-	-	-
<b>Expenditure</b>																		
Welfare beneficiary spend	1,317,000	848,116	468,884	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Student hardship fund	40,000	32,500	7,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wellbeing programme costs	-	-	-	42,000	12,000	30,000	-	-	-	-	-	-	-	-	-	-	-	-
Staff costs*	-	269,558	(269,558)	-	11,046	(11,046)	-	246,894	(246,894)	-	59,547	(59,547)	-	11,267	(11,267)	690,590	50,400	640,190
Office costs	-	-	-	-	-	-	-	-	-	-	2,500	(2,500)	-	-	-	119,828	76,700	43,128
Insurance	-	-	-	-	-	-	-	600	(600)	3,500	3,780	(280)	-	-	-	7,848	10,000	(2,152)
Commercial property costs	-	-	-	-	-	-	-	-	-	90,000	60,700	29,300	-	-	-	-	-	-
Governance costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	13,100	(11,100)
Marketing costs	-	-	-	-	-	-	7,000	6,075	925	-	-	-	-	-	-	-	2,200	(2,200)
Event costs	-	-	-	-	-	-	12,000	10,395	1,605	-	-	-	-	-	-	-	-	-
IT costs	-	5,872	(5,872)	-	-	-	-	5,500	(5,500)	-	-	-	-	-	-	57,804	61,800	(3,996)
Professional fees	-	-	-	-	-	-	-	500	(500)	-	-	-	-	-	-	70,000	59,000	11,000
Investment management fees	-	-	-	-	-	-	-	-	-	-	-	-	-	52,856	(52,856)	63,151	-	63,151
Loan interest & Bank charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200	2,400	(2,200)
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000	-
<b>Total expenditure</b>	1,357,000	1,156,046	200,954		23,046	18,954	19,000	269,964	(250,964)	-	126,527	(33,027)	19,000	64,123	(64,123)	-	280,600	735,821
<b>Net Surplus/(Deficit)</b>	(1,357,000)	(1,156,046)	200,954	11,400	(23,046)	7,554	207,000	(26,364)	(233,364)	549,645	620,223	164,078	1,145,675	385,149	651,279	-	(280,600)	735,821

\*Staff Costs: Until current budget, all staff cost were included in Support Costs in the budget and allocated out in the statutory accounts. In this budget, staff cost (Salary, N.I & Pension) are charged to the relevant dept. for direct costs. Support staff salary, N.I & Pension are allocated across the activity department based on the ratio of total direct staff costs as a percentage of the total for each dept. The costs remaining in Support Costs are the other staff costs - Group Life & Income Protection; Medical Insurance; Travel; Training.

## Budget 2024-25

## Draft V3

Scenario - Investment Properties are both sold for their holding value and funds invested in managed funds.

INCOME & EXPENDITURE	Forecast		Budget		%	Cost Less Extraordinary	
	YE 2024	24-25	Variance	Variance			
<b>Income</b>							
Fundraising	196,600	213,600	17,000	9	213,600	24/25 v prior year budget: Corporates up £24k; Events up £30k; Ind giving down £18k	
Legacies	30,000	30,000	-	-	30,000	To provide prudent forecast	
Commercial rent	549,645	-	(549,645)	(100)	-	Remove rental income	
Investment income	188,463	1,418,273	1,229,810	653	1,418,273	Budget 24/25 figure includes total return on portfolio (income, gains, interest) at 5.1%	
Gain on Investments	1,000,000	-	(1,000,000)	(100)	-	Gains for this document included in Investment income total.	
Wellbeing programme income	25,000	-	(25,000)	(100)	-	Review of Wellbeing Programme	
Student hardship fund income	-	-	-	-	-	Restricted fund, no further income expected	
<b>Total Income</b>	<b>1,989,708</b>	<b>1,661,873</b>	<b>(327,835)</b>	<b>361</b>	<b>1,661,873</b>		
<b>Expenditure</b>							
Welfare beneficiary spend	1,317,000	848,116	468,884	36	848,116	Based on calculation of long-term grantees and estimate of future need. GGP changes: reduced maximum grant terms and reduced MIS levels.	
Student hardship fund	40,000	32,500	7,500	19	-	Assume balance of restricted fund will be spent FY 25	
Wellbeing programme costs	42,000	12,000	30,000	71	12,000	Review of Wellbeing Programme	
Staff costs	690,590	662,792	27,798	4	662,792	Assumes 5% cost of living increase Oct 24; new CEO in place Jan 25; F/R vacant post refilled Jan 25; removes property admin post	
Office costs	119,828	82,700	37,128	31	49,200	Assumes paying rent for 4th Floor at previously marketed rate	
Insurance	11,348	10,600	748	7	10,600	Remove insurance for Weymouth Mews	
Commercial property costs	90,000	-	90,000	100	-	Removed	
Governance costs	2,000	13,100	(11,100)	(555)	13,100	Committee costs not incurred this year, forecast to include dinners, overnight stays and travel	
Marketing costs	7,000	8,275	(1,275)	(18)	8,275	Marketing budget underspent current year due to resources	
Event costs	16,000	10,395	5,605	35	10,395	New structure to events programme means less costs incurred	
IT costs	57,804	73,172	(15,368)	(27)	73,172	Website development costs mainly unspent 23/24	
Professional fees	70,000	59,500	10,500	15	59,500	Temp staff only included for Oct & Nov 24	
Investment management fees	63,151	111,237	(48,086)	(76)	111,237	Based on assumptions as advised by investment manager	
Loan interest & Bank charges	2,200	2,400	(200)	(9)	2,400		
Depreciation	5,000	5,000	-	-	5,000		
<b>Total expenditure</b>	<b>2,533,921</b>	<b>1,931,787</b>	<b>602,134</b>	<b>(368)</b>	<b>1,865,787</b>		
<b>Net Surplus/(Deficit)</b>	<b>(544,213)</b>	<b>(269,914)</b>	<b>274,299</b>	<b>(6)</b>	<b>(203,914)</b>		

Investment Assumption: Properties sold at holding value of £19.5m less £0.5m costs. Increased portfolio brings total return of 5.1%

Budget 2024-25

Draft V1

Scenario - Investment Properties are both sold for their holding value and funds invested in managed funds.

INCOME & EXPENDITURE	WELFARE			WELLBEING			DEVELOPMENT			INVESTMENT PROPERTY			INVESTMENTS			OVERHEADS		
	Forecast	Budget	Variance	Forecast	Budget	Variance	Forecast	Budget	Variance	Forecast	Budget	Variance	Forecast	Budget	Variance	Forecast	Budget	Variance
	YE 2024	24-25		YE 2024	24-25		YE 2024	24-25		YE 2024	24-25		YE 2024	24-25		YE 2024	24-25	
<b>Income</b>																		
Fundraising	-	-	-	-	-	-	-	213,600	-	-	-	-	-	-	-	-	-	-
Legacies	-	-	-	-	-	-	-	30,000	-	-	-	-	-	-	-	-	-	-
Commercial rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment income	-	-	-	-	-	-	-	-	-	-	-	-	1,418,273	(1,418,273)	-	-	-	-
Gain on Investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wellbeing programme income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Student hardship fund income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Income</b>	-	-	-	-	-	-	-	243,600	-	-	-	-	1,418,273	(1,418,273)	-	-	-	-
<b>Expenditure</b>																		
Welfare beneficiary spend	-	848,116	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Student hardship fund	-	32,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wellbeing programme costs	-	-	-	12,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Staff costs	-	320,427	-	11,984	-	-	-	267,762	-	-	-	-	12,219	(12,219)	-	-	50,400	-
Office costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	82,700	-
Insurance	-	-	-	-	-	-	-	600	-	-	-	-	-	-	-	-	10,000	-
Commercial property costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Governance costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,100	-
Marketing costs	-	-	-	-	-	-	-	6,075	-	-	-	-	-	-	-	-	2,200	-
Event costs	-	-	-	-	-	-	-	10,395	-	-	-	-	-	-	-	-	-	-
IT costs	-	5,872	-	-	-	-	-	5,500	-	-	-	-	-	-	-	-	61,800	-
Professional fees	-	-	-	-	-	-	-	500	-	-	-	-	-	-	-	-	59,000	-
Investment management fees	-	-	-	-	-	-	-	-	-	-	-	-	111,237	(111,237)	-	-	-	-
Loan interest & Bank charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,400	-
Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	-
<b>Total expenditure</b>	-	1,206,915	-	23,984	-	-	-	290,832	-	-	-	-	123,456	(123,456)	-	-	286,600	-
<b>Net Surplus/(Deficit)</b>	-	(1,206,915)	-	(23,984)	-	-	-	(47,232)	-	-	-	-	1,294,817	(1,541,729)	-	-	(286,600)	-

## ABS Board 25/9/24 -Draft Paper

### Proposed Adjustments to the criteria of the ABS Grant Giving Policy

**Purpose:**

Proposals to adjust the current ABS Grant Giving Policy criteria to achieve reductions in the annual Welfare Spend, for approval by the ABS Board.

**Background:**

In order to achieve a realistic budget for the next 2024-25 financial year with a reduced net deficit from previous years, the annual ABS Welfare Spend will need to be reduced significantly from previous years. This is exacerbated by a reduction in anticipated income streams next year, with a prudent reduction in anticipated legacy income and with little scope for cost reductions. At the recent meeting of the Finance Risk and Audit Committee (FAR) held on 4/9/24, It was recommended that the ABS Welfare Spend for the 2024-25 financial year should be about £850k.

The ongoing welfare spend already committed in existing grants awarded to existing beneficiaries is estimated to be about £450k in the next financial year. It would be morally difficult to reduce these already committed funds to the needy beneficiaries. Therefore, this leaves about £400k to spend on new and extended grants to be awarded by ABS in 2024-25. This is a significant reduction to our recent welfare giving over the past few years and will require adjustments to be made now to the criteria of our current Grant Giving Policy (GGP V12 - Appendix A).

These adjustments should be equitable, workable and transparent for our beneficiaries, supporters and executive. The proposals are designed to secure the ongoing sustainability of the ABS with minimal impact on the reputation and profile of the ABS. They also need to be applied quickly and achieve a reduction of our welfare spend within our 2024-25 financial year. The aim is not to change the underpinning principles or procedures of our GGP, or the current Vision, Values or Mission of the ABS. Therefore, the proposed adjustments are restricted to the criteria 'Section1' of the GGP.

It is difficult to accurately assess the financial effect of each of these adjustments, as this financial information is not yet available. But, based on our knowledge of our current welfare spending, it is possible to make an informed decision on the collective effect of these adjustments in reducing our welfare spend in line with the budgeted levels. Also, to introduce mechanisms that make it easier to monitor, predict and manage our welfare spending levels within the financial year.

These adjustments are a short-term solution to achieve our budget for the next financial year which begins soon on 1 October 2024. A comprehensive review of our current GGP is required to be done as part of the longer-term business planning, income and investment reviews that

are currently underway. This should be progressed as soon as the new CEO is in post, with the aim to be completed to inform our 2025-25 budgeting process in Summer 2025.

This proposals in this paper have been developed in consultation with members of the Business Planning Working Group, Finance Risk and Audit Committee, Welfare Committee and the ABS executive.

### **Proposals:**

The following adjustments to the current ABS Grant Giving Policy criteria are proposed for consideration and approval by the ABS Board, at their meeting on 25 September 2025. To be developed and implemented as soon as possible, for all new and extended grants, by the ABS Executive with the oversight and approval of the Welfare Committee:

1. **Eligibility- UK Resident:** Add the requirement for any beneficiary or their dependant receiving any direct or indirect support from the ABS to be permanently resident in the UK.
2. **Eligibility – Non-Professionals:** Suspend the eligibility of non-professional employees working in UK architectural practices (2<sup>nd</sup> bullet under Direct Financial support GGP V12).
3. **Eligibility -Assets:** Reduce the level of assets from maximum £150,000 to max. £100,000. (Note: Savings limit was reduced from £16k to £6k in Oct’23, no further reduction required). The GGP does not specify whether “Assets” or Savings” are “net” (i.e. after deducting the amount of any mortgage or loan balance or credit card debts), or “gross” (i.e. the balance before offsetting any loans or debts). The wording in the GGP needs to be refined to make it clear what is to be included (and what is excluded) when calculating these balances.
4. **Grant Giving Framework:** Reduce the maximum level of grant available from the ABS from 80% to 65% of MIS. Retaining the additional 10% (i.e. max. 75% of MIS) that can be awarded for beneficiaries with specific disabilities and debilitating health conditions.
5. **Housing Costs (1.1.1):** Not to support any housing grants above the MIS amount.
6. **Authorisation:** All new and extended grants to continue to be authorised for no more than 6 months and any new or extended grants above £500pm ( or £500 for one-off grants) to be approved by the Welfare Committee
7. **Childcare Grants (1.1.2):** To be awarded for up to 6 months (reduction from 12 months) and maximum monthly grants by ABS reduced by 50% (i.e. max £575pm towards childcare for under 2yr olds)
8. **Support for Refugees and Asylum Seekers (1.1.2):** Cease awarding any further grants to this category, until further notice
9. **One-Off Grants:** Reduce the current maximum amounts of most one-off grants by 50% (i.e. maximum dental grant to be £1,125). Maximum one-off grant levels for mental health support to remain as existing.
10. **Student Support:** Suspend student support when the Middle Orchard Trust funding has all be spent.
11. **Welfare Spending Cap:** Introduce a quarterly welfare spending cap, to be applied by the Welfare Committee, if required, due to welfare spending exceeding the annual budget. The Trustee Board, as advised by the Executive, to approve a quarterly maximum amount within the annual welfare spend budget, to be monitored regularly against

updated monthly management accounts and forecasts. See Appendix B for details, to be added to the GGP.

These proposals are drastic, but hopefully temporary until the ABS Welfare Spend can be maintained within the approved budget limits and an updated sustainable Grant Giving Policy is developed as part of our longer-term business planning policies. At this stage no reductions are proposed to ABS' Indirect Financial Support provisions (Section 2 of the GGP).

The existing and new potential beneficiaries will need to be sensitively informed of the approved adjustments and the overall information made publicly available on the website and in correspondence.

**Conclusion:**

The ABS Board of Trustees is invited to consider and approve the above adjustments to the current GGP, for implementation in the 2024-25 financial year, commencing on 1 October 2024

## **Architects Benevolent Society**

### **Grant Giving Policy**

**Underpinning principles** of grant giving at the Architects Benevolent Society:

- holistic, needs led approach to assessment and support
- complement statutory financial support, not replace it
- enable people, not create dependency
- consistent and equitable decision making.

In providing financial assistance to eligible individuals/families, the Society aims to achieve the following **social outcomes**:

- improve the quality of life for individuals and/or families who are struggling financially and socially due to poverty
- enable individuals and/or families to regain financial independence following an event or period of crisis
- increase employability or maintain employment
- relieve emotional and psychological distress which impacts on daily living, e.g. engagement in work and community.
- support people with disabilities and long-term health problems to overcome barriers to employment, housing, financial services and thus promote social inclusion



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<b>Pages 7-8</b>	<b>One-off grants</b> <i>Physical health and care costs</i> <i>Urgent living expenses</i> <i>Employment support</i> <i>Mental health support</i> <i>Welfare Benefits Advice and Support</i>
<b>Page 9</b>	<b>Eligibility criteria for indirect financial support</b>
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## **Appendices**

1. MIS household budgets (current year)
2. Beneficiary Assessment Policy

## Architects Benevolent Society Grant Giving Policy

### Revision Log

Revision number	Revision Date	Nature of revision	Approved by	Effective from
1	19.02.20	First version	Council	01.03.20
2	14.07.20	P1 – clarification of short-term support available for those with more than £200,000 assets P7 – Funeral costs, increase in maximum contribution from ABS P9 – assets of more than £200,000 specified Appendix 3 Loan Agreement template added	Welfare Committee	14.07.20
3	29.07.20	P5 – increased grant limits for moving costs	Welfare Committee	01.08.20
4	07.10.20	P3 – updated MIS budget and grant figures for 2020 P4 – additional authorisation level from Ops manager for single item one-off grants of more than £750 Appendix 1 – updated MIS budgets for 2020	Welfare Committee	27.10.20
5	19.01.21	P7 – specification of will writing costs up to £400. Appendix 4 – approved proposal for laptops for home-schooling. (effective from 13.01.21)	Welfare Committee	26.01.21
6	16.07.21	P1 – new eligibility criteria	ABS Board	01.10.21
		P6 – maximum grant amount for school uniforms specified	Welfare Committee	04.08.21
7	Oct 2021	P3 – updated MIS budget and grant figures for 2021	Welfare Committee	01.10.21
8	Dec 2021	P1 & 11– new eligibility criteria added	ABS Board	01.10.21
		P4 – childcare grants added		01.12.21
		P9 – festive grant amounts updated for 2021		01.12.21
9	Oct 2022	P3 – updated MIS budget and grant figures for 2022 P4 – Financial authorisation limits summary added.	Welfare Committee	19.10.22
10	Nov 2022	One-off grants limits updated	Welfare Committee	24.01.23
11	Feb 2023	Support for refugees and asylum seekers added	Welfare Committee	21.02.23
12	Oct 2023	Revision of policy consistent with changes agreed to grant terms, financial eligibility criteria and one-off grant categories. Effective from 1 <sup>st</sup> October 2023.	ABS Board	27.09.23
13	Dec 2023			

The Society provides direct and indirect financial support to eligible individuals/families.

## 1. Direct financial support

**Eligibility criteria** for this type of support are outlined below.

- **professional experience of at least one year in the UK in architecture, architectural technology, landscape architecture.**

OR

- **at least 2 years' experience working as a direct employee for an architectural practice in the UK** (multi-disciplinary or single discipline practices) **within the last 5 years or at least 5 years' experience working in the UK at any time** (and who do not have access to another benevolent fund).

- **a dependant\* of someone with the above experience.**

\*including widows and widowers; financially dependent children are defined as children in education. It also includes adult children who are not financially independent due to a long-term health condition or disability.

Financially dependent adults are defined as parents of the eligible person who have little or no income themselves, meaning that the eligible person has to make a substantial and essential contribution to their living costs

AND

- **is assessed as being in financial need using the relevant Minimum Income Standard (MIS) for the household type** (*Joseph Rowntree Foundation; 'A Minimum Income Standard for Britain; what people think' 2008*)

AND

- **has less than £6,000 in savings (£10,000 for households where there is someone with a long-term health condition or disability)**

AND

- **has less than £150,000 assets** (this includes pensions and equity in property)  
\*for those with more than £150,000 in assets, a **maximum** of 3 months help is available.

Direct financial support can take the form of:

## 1.1 Regular grants

This is usually paid monthly, and its purpose is general living expenses, using the MIS 'basket of goods' as a reference point for included items (Appendix 1). This includes food, clothing, water rates, council tax, household insurances, fuel, household goods, household services, personal goods and services, motoring, other travel costs and social and cultural participation.

### Framework for regular grant giving

The purpose of the framework is to ensure a consistent approach to grant giving based on individual/family circumstances. As current MIS figures are used as a reference point, this framework can be updated annually, and is also scalable, meaning that it can be adjusted according to factors such as the Society's available financial resources. It also defines authorisation levels so that decisions are monitored and can be audited on a regular basis.

The financial framework for regular grant giving (see page 3) defines the;

- maximum monthly grants available for different household types
- terms for regular grant giving/review
- authorisation levels for grants.

Each application is assessed individually (see Assessment Policy – Appendix 2). The level of grant is made with reference to the MIS figures for the current year and based on the Welfare Caseworker's assessment; the Society can provide a regular grant of up to 80% of the MIS level for the relevant household type. Where the beneficiary has a disability or health condition or has a dependant with a disability or health condition in their household, up to an additional 10% can be awarded. This is to account for the extra costs associated with having a disability (*Scope 'Disability Price Tag' Policy report, Feb 2019*).

#### 1.1.1 Rent/mortgage costs

Due to the great variability in housing costs, the Society treats these separately from living expenses and uses the MIS Housing element (MISH) as a benchmark.

In summary, if a beneficiary has no rent or mortgage costs, they will not receive any housing costs from the Society.

Housing expenses grants for **rent** payments (whether above or below MISH level) can be awarded for up to 6 months.

Housing expenses grants for **mortgage** payments below MISH can be awarded for up to 6 months. Mortgage payments above MISH can be awarded for up to 3 months. After this time, housing grants will be up to the MISH level for the relevant household type.

## Financial framework

<b>MIS LIVING EXPENSES</b>				
<b>MIS Type</b>	<b>90% of MIS</b>	<b>80% of MIS</b>	<b>Grant term (max)</b>	<b>Over 6mths support</b>
Couple + 1	£2,181	£1,939	3+3 months	Committee approval
Couple + 2	£2,595	£2,307	3+3 months	Committee approval
Couple + 3	£3,273	£2,909	3+3 months	Committee approval
Couple + 4	£3,550	£3,155	3+3 months	Committee approval
Couple working age	£2,094	£1,861	3+3 months	Committee approval
Lone parent + 1	£1,688	£1,500	3+3 months	Committee approval
Lone parent + 2	£2,119	£1,884	3+3 months	Committee approval
Lone parent + 3	£2,687	£2,388	3+3 months	Committee approval
Single person working age	£1,286	£1,143	3+3 months	Committee approval
Pensioner couple	£1,672	£1,486	3+3 months	Committee approval
Pensioner single	£1,077	£958	3+3 months	Committee approval
<u>All monthly grants above £750 to be reviewed and signed off by Manager</u>				
<b>HOUSING COSTS</b>				
	<b>MISH amount</b>		<b>Grant term (max)</b>	<b>Over 6mths support</b>
Couple +1	£435		3+3 months	Committee approval
Couple +2	£466		3+3 months	Committee approval
Couple +3	£466		3+3 months	Committee approval
Couple + 4	£466		3+3 months	Committee approval
Couple working age	£531		3+3 months	Committee approval
Lone parent + 1	£435		3+3 months	Committee approval
Lone parent + 2	£466		3+3 months	Committee approval
Lone parent + 3	£466		3+3 months	Committee approval
Single person working age	£480		3+3 months	Committee approval
Pensioner couple	£429		3+3 months	Committee approval
Pensioner single	£390		3+3 months	Committee approval
<u>Housing grants for <b>rent</b> above or below MIS amount can be supported for 3+3 months.</u>				
<u>Housing grants for <b>mortgage</b>; 3 months actual +3 months up to MISH level.</u>				
<u>All housing grants above £850pm to be reviewed and signed off by Manager</u>				
<u>Where MIS living/housing/childcare grants exceed £1,600 per month these must first be approved by the Committee</u>				

## Re-applying for support

Where financial support has been ceased by ABS, further applications will only be considered where there has been a proven material change in circumstances, that is, a significant change in a situation or condition. Such situations/conditions will be limited to:

Changes to the household – death of a family member or family break-up.

Changes to health - diagnosis/marked deterioration of a health condition or serious accident.

Crisis – fire, flood or other unexpected and sudden event requiring urgent support.

## Financial Authorisation Limits Summary

<b>Monthly grants</b>	<b>Amount (pcm)</b>	<b>Up to 6 mths (3+3)</b>	<b>More than 6 months</b>
Living expenses	up to £750	Welfare team	Welfare Committee
	more than £750	Welfare Lead	Welfare Committee
Housing expenses	up to £850	Welfare team	Welfare Committee
	more than £850	Welfare Lead	Welfare Committee
Childcare grant	up to £750	Welfare team	6-12 mths
	more than £750	Welfare Lead	Welfare Committee
Combined living/housing/childcare grants	more than £1,600	Welfare Committee	Welfare Committee
<b>One-off grants</b> (single or cumulative amount in a year)	up to £750	Welfare Team	
	£750 - £2,400 (80% MIS)	Welfare Lead	
	£750 - £3,600 (90% MIS)		
	more than £2,400 (80% MIS)	Welfare Committee	
	more than £3,600 (90% MIS)		

### 1.1.2 Childcare Grants

Childcare grants are awarded in addition to housing and living expenses grants. Working out the cost of childcare for a family is complex as it varies significantly by number of hours worked, age of child, geographical location, employer, parental and type of childcare. The Society has chosen to use childcare costs from The Childcare Survey produced by Coram Family and Childcare rather than MIS childcare budgets, as they are more detailed and do not make certain assumptions about the ages of children in families with more than one child, unlike MIS.

In line with the research referenced above, ABS childcare grants will be aimed at families where children are aged 0-2 years (i.e. before 3<sup>rd</sup> birthday) and/or where there is a lone parent working. However, there may be exceptional circumstances warranting limited support.

Childcare must be provided by a registered nursery/childminder and invoices/receipts submitted to the Welfare Team prior to consideration of a childcare grant.

The Society will expect all beneficiaries to have applied for support from all other sources including UC Childcare element (and Working Tax Credit), tax-free childcare or employer childcare vouchers and free early education entitlement.

MIS household income will be used as a basis for financial eligibility for childcare grants. However, the guiding principle is that no household income should fall below MIS budgets (80% or 90% as appropriate) once childcare costs have been paid.

#### Maximum grants for childcare

Childcare grants can be awarded for up to a 12-month period.

Childcare grants over £750 pcm are to be reviewed and signed off by Manager.

Age of child		Maximum Childcare Grant (pcm)*
Under 2yrs	Part-time (up to 25 hours)	£600
	Full time (25-50 hours)	£1,150
2yrs	Part-time (up to 25 hours)	£575
	Full time (25-50 hours)	£1,105
3-4yrs	Part-time (up to 25 hours)	£230
	Full time (25-50 hours)	£635

\*Monthly amount calculation: average weekly cost × 52 ÷ 12 and rounded up to the nearest £5. Where costs vary according to region, the highest cost has been used in the calculation.

Grant amounts will be updated annually in line with current research from The Childcare Survey produced by Coram Family and Childcare.

### **1.1.32 Support for refugees and those seeking asylum in the UK.**

Such cases are to be considered as exceptions to the work and professional eligibility requirements in the Grant-giving Policy requiring 12 months practice experience in the UK and excludes the 2-year practice employee criteria.

#### **Definitions**

##### **Refugees**

According to the UN Refugee Convention, the definition of a refugee is someone who: 'owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country' (Article 1, 1951 Convention Relating to the Status of Refugees)

##### **Asylum seekers**

The definition of an asylum seeker is someone who has arrived in a country and asked for asylum. Until they receive a decision as to whether they are a refugee, they are known as an asylum seeker. In the UK, this means they do not have the same rights as a refugee, or a British citizen would. For example, people seeking asylum aren't allowed to work.

'The right to seek asylum is a legal right we all share. It isn't illegal to seek asylum, because seeking asylum is a legal process. It also isn't illegal to be refused asylum – it just means you haven't been able to meet the very strict criteria to prove your need for protection as a refugee.'

<https://www.refugee-action.org.uk/about/facts-about-refugees>

##### **Eligibility**

In addition to meeting one of the above definitions, the following criteria must also be met:

- professional experience of at least one year in architecture, architectural technology, landscape architecture.

AND

- has 'no recourse to public funds' defined as having no entitlement to the majority of welfare benefits, including income support, housing benefit and a range of allowances and tax credits.

AND

- no household member has a right to work in the UK. This will depend on immigration status - this is also called their 'leave'.

##### **Payment of grants**

Care should be taken to ensure that financial support from the Society should not jeopardise any application to the Home Office or contravene the conditions of government support for those seeking asylum.

Given the complexity of the law around these issues support should be provided on an individual basis but taking into account the following:

- 1.Existing supporting being provided (charitable or government), including housing and subsistence.
- 2.MIS budgets by household type.
- 3.Flexible grant-giving – vouchers, travel cards etc.
- 4.Review by Operations Manager at intervals of 3 months.



## 1.2 One-off grants

Any one-off grant in excess of £750 will require approval by the Operations Manager or CEO. Any one-off grant in excess of £2,400 (or £3,600 where the additional spend is disability or health-related need), or cumulative amount of one-off grants in a 12-month period above £2,400 (or £3,600 where the additional spend is disability or health-related). will require approval by the Welfare Committee.

We will consider funding:

**Physical health and care costs** to support individuals with the direct costs arising from disability or illness.

Including; mobility aids (e.g. adjustable beds, wheelchairs, rise and recline chairs), care alarms, care costs shortfall, dental costs (unless purely cosmetic), hearing aids, opticians costs, assistive technologies, OT assessments and sessions, podiatry, physiotherapy assessments and sessions.

Generally, the Society does not pay private medical costs. However, certain discrete treatments will be considered, where there is a clinical need and no access to NHS care, or long waiting lists mean the problem will deteriorate significantly.

We would expect all beneficiaries to request any such equipment via NHS or social services in the first instance. In some cases (e.g. high cost items), we may require an Occupational Therapy report / recommendation. The Society will pay for the OT assessment if required.

Item		Maximum one-off grant
Care alarm		£350 p.a.
Hearing aids		£2,000
Optician costs	Eye test	£50
	Lenses	£200
	Frames	£150

### Dental Costs

The Society will pay for dental costs where there is a problem that is having a negative impact on daily activities. The focus of funding dental costs is on urgent care rather than longer term dental work. However, longer term dental care costs can be considered, and beneficiaries will be required to seek comparative quotes in such cases. We will consider funding private dental treatment as there is an issue with NHS patient registration at dentists currently and people may have no option. However, beneficiaries will be expected to have tried to seek NHS dental treatment through sources including Find a Dentist and NHS 111 (if an emergency). If a beneficiary can access NHS treatment outside of their local area, we will consider funding reasonable travel costs.

Dental treatment	Maximum one-off grant
X- Ray	£40
Filling	£250
Consultation/Check up	£120
Extraction	£370
Root canal	£970
Crown	£1180
Dentures/Bridges	£2250

### Care costs

Limited help can be considered towards the costs of nursing home care where the shortfall in fees cannot be met by own resources, the State, local authority, other relevant charities or family. We would expect to see a full Local Authority Financial Statement and a breakdown of fees and contributions from all sources. We would also require that total savings are less than the relevant savings threshold for local authority funding.

**Urgent living expenses** to enable people to maintain their standard of living when circumstances result in a sudden and significant reduction in income (e.g. redundancy, illness, bereavement, awaiting results of benefit claim) Including; food, domestic fuel, travel, clothes.

For those in receipt of a monthly grant, there would need to be a specific reason as to why these expenses are required above and beyond the grant.

**Maximum one-off living expenses grant: £750**

**Employment support** to increase employability or maintain employment

The Renovo employment programme should be offered initially, especially where someone is returning to the workplace after a longer period of time and/or there are barriers to finding employment.

More specifically, CAD courses that are likely to be essential criteria for employment in the architectural profession (Revit and AutoCAD) can also be funded up to £1200.

### **Professional membership fees**

Only essential fees will be funded i.e. those which enable the person to continue working e.g. ARB registration fee. This does not include PI Insurance which is considered a business cost.

**Mental health support** to relieve emotional and psychological distress which impacts on daily living.

Including; wellbeing assessment and up to 8 sessions of therapy (plus 2 top-up sessions where required) through our partner Anxiety UK; therapy sessions with other qualified, registered therapists where there is a specialist need, have found a preferred therapist, or has an existing relationship with a therapist up to the value of £840.

In order to provide access to therapy for as many people as possible, we will fund a maximum of two courses of therapy for an individual beneficiary. A second course of therapy will only be funded if a 12 month period has elapsed since the end of the initial course.

**Welfare Benefits advice and support** to enable maximisation of household income.

Referrals to ABS' network of Welfare Benefits Advisors will be made where appropriate to carry out welfare benefits checks, to assess eligibility for claiming specific benefits, and for support with making a claim and any associated appeals. Costs are determined by the Welfare Benefits Support fee schedule.

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## **2. Indirect financial support**

The Society funds referrals and specialist support provided by our partners. Examples of this support include mental health support through Anxiety UK, specialist housing advice through Shelter, and employment support through Renovo. The cost and scope of service provision provided by each of our partners is detailed in contracts or signed agreements, which are reviewed annually to ensure quality of service for beneficiaries and value for money for the Society.

**Eligibility criteria** for this type of support are outlined below.

- **Professional experience of at least one year in the UK in architecture, architectural technology, landscape architecture.**

*OR*

- **at least 2 years' experience working as a direct employee for an architectural practice in the UK** (multi-disciplinary or single discipline practices) **within the last 5 years** *or* **at least 5 years' experience working in the UK at any time** (and who do not have access to another benevolent fund).

- 

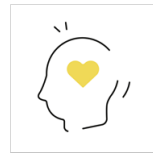
*OR*

- **a dependant of someone with the above experience.**

In addition to the above criteria, an undergraduate student of architecture, architectural technology or landscape architecture is eligible to receive annual student membership with Anxiety UK. We will fund up to 3 consecutive years to enable undergraduate students to benefit from this support during their course.



**Money & Debt**  
Advice from StepChange,  
Income Max



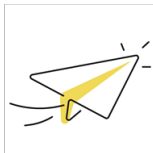
**Mental Health & Wellbeing**  
Psychological support from  
AnxietyUK



**Housing Advice**  
Advice from Shelter



**Employment**  
Job search support from  
Renovo



**Advice & Support**  
On a range of issues including  
benefits, health and disability  
from ABS



**Physical Health & Disability**  
Assessment of needs from OT  
Practice

## Current list of partners

**Anxiety UK - Mental health support** including wellbeing assessments, one to one therapeutic support, and benefits of Anxiety UK membership (resources and app).

**Shelter** - Specialist **housing** and benefits advice and representation for complex housing issues including threat of eviction and homelessness.

**Renovo** - Three-month programme to support individuals to market themselves effectively when seeking **employment**.

**Law Express** - **Legal helpline** for general advice on a range of legal issues.

**Step Change** - Advice and support for **debt management**.

**The OT Practice** - **Occupational Therapy** assessments and reports.

## **Exceptional Circumstances**

The Trustees have discretion to make a decision for the Society to provide direct or indirect financial support in cases where an individual/family does not meet all of the eligibility criteria as defined within this policy (but are similar to the groups of people the Society aims to help), or there is a case for recommending financial support outside of the parameters outlined in this policy due to exceptional circumstances. The Welfare Committee will approve such decisions on a case by case basis, following assessment and recommendation by the Welfare Team.

## **Exclusions**

The Society will not provide financial support for the following:

- Business costs or debts
- Individuals who are not claiming all benefits for which they are eligible, or who show no intention of doing so.
- University tuition fees
- Private school fees

## APPENDIX 1 – 2023 BUDGETS standard household types

2023 BUDGETS	Single	Couple	Single pensioner	Couple pensioner	Lone parent 1 child	Lone parent 2 children	Lone parent 3 children	Couple 1 child	Couple 2 children	Couple 3 children
Food	77.21	132.81	67.65	113.36	74.63	105.21	141.98	116.14	144.86	186.49
Alcohol	8.97	18.47	6.63	12.99	5.88	5.88	5.88	11.41	11.41	11.41
Tobacco	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Clothing	14.99	29.97	9.52	19.03	26.84	41.50	59.56	38.50	53.16	71.22
Water rates	8.06	8.06	8.06	9.51	11.92	12.54	12.54	11.92	12.54	12.54
Council tax	20.68	27.58	20.68	27.58	24.13	24.13	24.13	32.17	32.17	32.17
Household insurances	1.75	1.75	1.73	1.99	1.68	1.73	1.93	1.73	1.93	1.93
Fuel	40.15	48.68	32.77	43.44	49.61	58.64	61.95	55.83	61.95	65.05
Other housing costs	2.01	2.01	2.01	2.01	2.19	2.19	2.19	2.19	2.19	2.19
Household goods	15.83	17.05	21.21	24.43	30.13	33.06	37.36	30.88	34.08	38.39
Household services	8.92	12.01	10.76	13.24	15.02	15.02	18.01	11.97	11.97	14.95
Childcare	0.00	0.00	0.00	0.00	286.45	247.34	247.34	286.45	247.34	247.34
Personal goods and services	28.49	54.25	30.68	57.77	38.68	40.82	55.20	52.16	54.21	68.68
Motoring	0.00	0.00	0.00	0.00	74.96	80.53	82.76	75.59	81.16	107.12
Other travel costs	34.79	69.58	12.93	20.64	16.24	16.24	29.10	44.97	44.97	57.82
Social and cultural participation	67.97	114.61	51.62	82.70	60.83	105.89	156.30	73.82	118.88	169.29
Rent	110.76	122.48	90.01	98.92	100.40	107.58	107.58	100.40	107.58	107.58
<b>HEADLINE TOTAL (EXCL RENT, CHILDCARE)</b>	<b>329.83</b>	<b>536.83</b>	<b>276.27</b>	<b>428.70</b>	<b>432.75</b>	<b>543.39</b>	<b>688.88</b>	<b>559.30</b>	<b>665.48</b>	<b>839.27</b>
TOTAL ALL	440.59	659.31	366.28	527.62	819.59	898.31	1043.80	946.14	1020.40	1194.18
ALL, NO CHILDCARE	440.59	659.31	366.28	527.62	533.15	650.97	796.46	659.69	773.06	946.85
BENEFITS COMPARISON (NO RENT, CHILDCARE, COUNCIL TAX)	309.15	509.26	255.58	401.12	408.62	519.26	664.75	527.12	633.31	807.09
AHC (NO CHILDCARE, RENT, COUNCIL TAX OR WATER)	301.08	501.19	247.52	391.61	396.70	506.72	652.21	515.20	620.77	794.55
BHC (NO CHILDCARE, COUNCIL TAX)	419.91	631.73	345.59	500.04	509.02	626.84	772.33	627.52	740.89	914.68
90% MIS	1286	2094	1077	1672	1688	2119	2687	2181	2595	3273
80%	1143	1861	958	1486	1500	1884	2388	1939	2307	2909
Housing costs	480	531	390	429	435	466	466	435	466	466

## Beneficiary Assessment Policy

The Architects Benevolent Society takes a (holistic and) needs led approach to helping beneficiaries to ensure that the support provided meets each individual's/family's needs.

A holistic assessment considering all areas of need should form the basis on which support is offered and will cover all aspects of a person's life: Finances (including debt), housing, social circumstances (including caring), employment and health and disability. It is important to include the concerns and priorities of an individual/family concerned as well as the views of the assessing person and other professionals involved.

### 1. Assessment

The assessment process can be made up of different elements depending on the individual circumstances and presenting need(s).

Elements of the assessment process:

**1.1 Initial screening** to determine eligibility in terms of professional work experience, primary area of need, and any other needs they may have. This will be carried out by a member of the welfare team.

**1.2 Financial assessment** form to be completed by the potential beneficiary and reviewed by a Welfare Caseworker to assess whether financial need is indicated. The Society uses the Minimum Income Standard as a tool to assess eligibility for financial support.

Where two adults are cohabiting, a full assessment of social circumstances, as well as asking for financial details (rent accounts, bank statements from the proposed beneficiary) should be carried out in order to ascertain, as far as is possible the income available to the individual concerned and the relevant liability related to rent/mortgage and other household bills which are included in the MIS budget (CT, water rates, utilities). The following factors, whilst not exclusive should be used in this determination:

- Access to partner's income or jointly held assets.
- Existing financially binding arrangements e.g. joint tenancies, mortgages, bills, loans, credit cards.
- Informal arrangements e.g. partner paying more of the bills, rent etc.
- Parental responsibility, living arrangements and child maintenance.
- The impact of not treating the potential beneficiary as an individual ie an income inconsistent with the values of the Society and MIS, for a reasonable acceptable standard of living.

The determination of household type as individual v. couple should be recorded and justified using the above guide. It can be reviewed at any time, should further information come to light, however, grants awarded on this basis should be for a maximum of 3 months at a time to ensure responsiveness to changing financial and social circumstances.

**1.3 Welfare team assessment** carried out by a member of the welfare team to assess the scope and level of need, as well as urgency and priority areas, using agreed assessment format and recording method. This is an **essential element** of the assessment.



**1.4 Home visit** (if necessary) to assess the current living situation. This will be carried out by a Welfare Caseworker.

The purpose of any home visit is to facilitate the assessment process. Therefore, a home visit to a beneficiary may be made where there are additional or complex needs i.e. other than financial, arising from their current situation or barriers to communication, including, but not limited to;

- a physical or mental health condition
- a disability, including sensory impairment
- an acute health matter e.g., resulting from injury
- property which is hazardous, or which forms the basis for the request for support
- victim of domestic violence
- rehabilitation following imprisonment
- bereavement

**1.5 Referral to a partner (or other) organisation** (if appropriate) for specialist assessment and recommendation. This referral will be made by a member of the welfare team using the agreed process with the relevant partner organisation.

## **2. Review**

Reviews of beneficiary circumstances will be carried out at least every six months, especially where there is a change in circumstances.

The review period and process will depend on individual circumstances and presenting need(s). As a minimum, a financial assessment form must be completed detailing the beneficiary's current financial situation even where there is no apparent change to household finances.

**3.1 Financial assessment review** form to be completed by the potential beneficiary and reviewed by a Welfare Caseworker to assess whether financial need is still indicated.

**3.2 Home visit** (where appropriate – see basis for visiting above) to assess the current living situation or to obtain a clearer understanding of the financial situation. If required, this will be carried out by a Welfare Caseworker.

**3.3 Referral to a partner (or other) organisation** for specialist assessment and recommendation. This referral will be made by a member of the Welfare team.

## **3. Closure of cases**

Beneficiary cases will be closed where an outcome has been achieved or where the assessment shows that the beneficiary is no longer eligible for support for reasons including;

- a. enough income to live independently
- b. failure to provide a financial update
- c. support provided by a partner organisation has been completed and there are no further support needs that the Society can meet
- d. financial support has been provided for the maximum amount of time as detailed in the financial framework (see page 4 of Grant Giving Policy)
- e. loss of contact
- f. death of the beneficiary

#### **4. Re-opening cases**

Cases that have been closed for reasons (a) (d) and (e) should only be re-opened where there has been a material change in circumstances (see page 3 of policy for details). The Welfare Caseworker who previously dealt with the case will take responsibility for the reopened case, unless agreed with the Welfare Lead.

**Appendix B: Welfare Spending Cap** (text below, to be added as new Section 3 of the GGP)

*3. Welfare Spending Cap: Restrictions to the ABS provision of Financial Support*

*The Grant Giving Policy is subject to the welfare spend budget set each year by the Board. To ensure welfare expenditure remains within this budget, financial limits are set for each financial quarter. Once these limits are reached, new expenditure may be temporarily suspended. The process for achieving this is:*

- *The Society will regularly monitor its commitments to provide financial support under Section 1 of the GGP against a quarterly budget approved by the Trustees.*
- *The Trustees will approve a quarterly welfare spend budget once a year.*
- *On a quarterly basis, the Welfare Committee will review the Section 1 of the GGP forecast welfare spending commitments for the following four (4) quarters, measured against the agreed last quarterly budget and current management accounts and assess whether the levels of future welfare spending commitments exceed the approved quarterly budget.*
- *Where the sum of Section 1 spending commitments, in any one forecast quarter, are expected to exceed the approved quarterly budget, the Welfare Committee will have the option, but not the obligation, to cease accepting further welfare spending commitments until such time as a revised forecast indicates that the level of Section 1 commitments in each forecast quarter do not exceed the approved budget in any forecast quarter.*
- *For the avoidance of doubt, the Indirect financial support provisions in Section 2 above will not be subject to this spending cap restriction.*

# ARCHITECTS BENEVOLENT SOCIETY

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## Development and Engagement Committee

**DRAFT Minutes of the meeting held online (TEAMS) on Thursday 12<sup>th</sup> September 2024 at 12noon.**

**Present:** Aled Rees (AR), Chair  
Katie Fisher (KF), Member  
Rick McCluggage (RM), Trustee

**In Attendance:** Richard Beer (RB), Development Manager  
Sue Powell (SP), Minutes

**Apologies:** Mark Grzegorzcyk, Katie Vivian

Agenda Item
<p><b>1. Welcome and Apologies</b></p> <p>1.1 The Chair welcomed members to the meeting and noted apologies.</p>
<p><b>2. Declaration of Interest</b></p> <p>2.1 No declarations of interest pertaining to the business of this meeting were noted.</p>
<p><b>3. Minutes of the last meeting</b></p> <p>3.1 To minutes of the last meeting held on Thursday 9<sup>th</sup> May 2024 (annexed at A) were agreed as accurate.</p>
<p><b>4. Matters arising from the Minutes</b></p> <p>4.1 Members noted actions and matters arising since the last meeting held on 9<sup>th</sup> May 2025.</p> <p>Points noted:</p> <ul style="list-style-type: none"> <li>a. Minute 6.7 Send Trustees the link to nationally published ABS Wellbeing Programme Blog (RIBA): <i>Outstanding</i>. RB will email an update to members before next meeting.</li> <li>b. Minute 7.6 (review comms hierarchy for Ambassador events): <i>Complete</i>. RB outlined the updated process for members.</li> <li>c. Minute 9.1 (review effectiveness of Ambassador Programme): <i>In progress, but action delayed due to the Partnership Executive moving on to a new role</i>. RB informed members that a hold on recruitment has been put in place while the programme is assessed. The following actions were agreed as urgent (RB): <ul style="list-style-type: none"> <li>i. Prior to 25<sup>th</sup> September Board meeting, email Ambassadors requesting an update on their intention to commit to the programme for 2024-25.</li> <li>ii. Analyse responses/feedback by end of September 2024 and consider next steps.</li> <li>iii. Report to Development &amp; Engagement Committee (at next Committee meeting) on outcome of review and outline plan to have improved efficiency of the programme by the January 2025 Board meeting.</li> </ul> </li> </ul> <p>4.2 A query was raised as to whether an ambassador appointed to a Trustee role should continue with their role as an ABS Ambassador. This is to be considered a future Development and Engagement meeting.</p>
<p><b>5. Quarter 3 Management Accounts (RB)</b></p> <p>5.1 Members noted the Quarter 3 Management Accounts (annexed at B).</p> <p>5.2 Quarter 3 was the Development team's biggest quarter yet, with the highest income shown for the year in individual giving and events.</p>

5.3 Income for the year to end July is £155,145 against a budget of £155,747 (£603 deficit).

5.4 Although behind on individual giving (YTD deficit of £16, 098), corporate giving is strong with year-to-date income of £56,738 against a budget of £37, 920 (YTD over target by £18, 818).

5.5 Event income has also been strong: £32,186 against a budget of £31,284 (+ £902)

5.6 Development income is forecast to end the year around the budgeted target of £196,600 (this is approximately 25% up on last year's target and 35% up on last year's income). Members thanked RB for this positive news.

5.7 RB noted that work on the CRM has improved data quality and enabled the team to better distinguish between individual and corporate giving.

5.8 RB reported that the majority of commitments are collecting within 30 days sending out invoices thanks to a more efficient and timely administration of the process.

## **6. Income Budgets 2024-25**

6.1 Members noted the 2024-25 income budget as discussed with the FAR Committee (annexed at C).

6.2 RB suggested that a 21% growth in income for 2024-25 may be achievable, however, for the purposes of the budget, this figure was revised downwards to 10%.

6.3 Predicted growth in development income is positive but there was concern about impact on ABS's net deficit if Welfare spend remains high. It was noted that welfare spend is under review with the Welfare Committee and Business Planning Working Group, with the Grant Giving Policy to be reviewed as part of longer-term business planning policies.

## **7. Staff Update**

7.1 Members received an update on staffing.

7.2 The Development team Partnership Executive role is currently vacant due Jess Steele moving on to a new role. Recruitment to the role is expected to begin in January 2025.

7.3 Responsibility for ABS Ambassadors has been transferred to the Fundraising Assistant role.

## **8. Fundraising Strategy**

8.1 Members received an update on the fundraising strategy.

8.2 The Bake the World and Chicken Run fundraising was the highest to date and it was noted that there is still room for growth in future editions.

8.3 Successful new events for ABS include the Vitality 10K (September 2024), and London Big Half (September 2024). In addition, tickets for the London Landmarks Half Marathon event (April 2024) sold out within two days.

8.4 There are other opportunities for growth with various new income streams being explored. This includes:

- a. Launch of a new Legacy webpage in the next few months
- b. A focus on earned income (from merchandise, entry for events including new challenge events)
- c. ABS to be included in CIAT and RIBA membership (longer term goal)

## **9. AOB**

9.1 A query was raised about the replacement of Karen Rogers. Members were informed that trustee recruitment is under discussion with NR committee and an update will be provided when available.

9.2 Concern was raised about the potential disbandment of the Development and Engagement Committee. Members advised against taking forward this action at this time.

9.3 Members appreciated that the meeting was held on Teams rather than Zoom and agreed that future online Development and Engagement Committee meetings would be held on Teams.

9.4 Once agreed, future Development Engagement meetings date will be sent to members as a calendar invite.

**Date of next meeting: tbc**

## Agreed Actions

#	Minute	Action	Person Responsible
1	4.1c	Email all Ambassadors to request update on their intention to commit to the programme in 2024-25 before 25.09.24. Analyse responses & submit report to Dev-Eng Committee at next meeting.	RB
2	4.2	At future meeting, consider whether ambassadors appointed to Trustee role should continue as an ABS Ambassador. Add to future meeting agenda.	RB/Dev-Eng Chair/ Dev-Eng Committee

# ARCHITECTS BENEVOLENT SOCIETY

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## Finance, Audit and Risk Committee

**DRAFT Minutes of the Meeting held on Wednesday 4<sup>th</sup> September 2024 at 10.00am (6 Brewery Square, SE1 2LF)**

**Present:** Mark Hodgkinson (MH), Trustee (Chair)  
John Moakes (JM), Trustee  
Nigel Thorne (NT), Trustee (part)  
Simon Still (SS), Committee Member

**In Attendance:** Richard Beer (RB), Development Manager (part)  
Tricia Johnstone (TJ), CFO  
Helen Stanley (HS), Welfare Lead (part)

**Apologies:** Mark Grzegorzcyk; Katie Vivian

<p><b>1. Welcome and Apologies</b></p> <p>1.1 MH opened the meeting at 10.15am. Noted that, with the permission of all attendees, MH was recording the meeting on his phone.</p>
<p><b>2. Declaration of Interest</b></p> <p>2.1 No conflicts of interest pertaining to this meeting's business were noted.</p>
<p><b>3. Minutes of the last meeting</b></p> <p>3.1 The minutes of the last meeting held on Wednesday 8<sup>th</sup> May 2024 were approved.</p>
<p><b>4. Matters arising from the minutes of the Wednesday 8 May 2024 meeting (not covered elsewhere on the agenda).</b></p> <p>4.1 (minute 4.3): Review fundraising budget. <i>Action to be carried out at this meeting.</i></p> <p>4.2 (minute 4.7): Invite investment fund managers to September FAR Committee Meeting. <i>Action deferred, to be invited to January Meeting and June Board meeting.</i></p> <p>4.3 (minute 4.9): Create Business Plan by September 2024. <i>Action deferred pending appointment of new CEO.</i></p> <p>4.4 (minute 6.2.5): Inform fund managers that ESG reports must be provided in a timely manner. <i>Action completed but to be reiterated.</i></p> <p>4.5 (minute 6.2.6): Notify Board that an investment fund management review is expected to be undertaken in 2025. <i>Action complete.</i></p> <p>4.6 (minute 6.3.1): Deliver Business Planning update to FAR Committee. <i>Action deferred pending appointment of new CEO.</i></p> <p>4.7 (minute 6.4.3): Update Reserves &amp; Investment Policy. <i>Action complete; and new draft to be recirculated.</i></p> <p>4.11 (minute 8.2): the Board approved that Trustees would use their personal email addresses going forward. <i>Action complete</i></p>
<p><b>5. Finance</b></p>

5a The July 2024 Management Accounts were noted.

5b The consolidated draft budget was considered. Following actions to be taken:

- i. Investments: Total return on the portfolio is to be recalculated at 5.1% (2.1% CPI + 3%) including gains, income, and interest. Q2 2024 CPI is 2.1%. Future budget calculations to use the last available historic quarterly CPI % as disclosed by the UK Office for National Statistics.
- ii. Note to be added to Budget sheet stating that the bottom line target is to be a surplus equal to the value of the investments (circa £9m) X CPI (2.1%) in order to retain the value of the investments in real terms.
- iii. Development income budget figure is to be reduced by 10% for more prudent forecasting. 20% year-on-year increase target is welcomed; 10% budget allowance is precautionary measure. The FAR noted the expectation of improved architectural practice sponsorship and a prudent budgeted reduction in individual giving.

Above changes are to be incorporated into the draft to be circulated to the 25<sup>th</sup> September 2024 Board meeting.

- iv. Grant Giving: It was noted the inflation on non-MIS related expenditure had been omitted from the budgeted amount. It was agreed that the total budgeted Welfare spend is to be reduced by £350k.
- v. Welfare Committee to propose to Board how this reduction will be achieved, what policy will be put in place and when it will be put in place.
- vi. Welfare Committee to propose to Board levers to be available should quarterly grant spend forecast exceed budget and Board to agree who will make the decision to use these levers. This procedure will be added to GGP as an amendment that also states GGP is subject to a budget determined by the Board.

Alternative Budget Scenario:

- vii. FAR committee was instructed by the board at the 28<sup>th</sup> February 2024 meeting to explore options for selling both of the properties. The alternative budget scenario is a step in the process. FAR members to work with CEO & CFO to continue this process. Next step is to have exploratory conversations with agents.

5c Agreed to recommend to the Board change of capitalisation threshold from £500 to £2500.

5d Business planning item deferred pending appointment of CEO.

## **6. Property**

6.1 Lift quote was discussed briefly and agreed that final quotes from tenderers to be reviewed by FAR (JM) and financial impact on Service Charge amounts and recommendation issued to September Board for decision.

6.2 Paper on property yield noted. This will be part of info pack to be submitted to board when more research into sale/retain properties has been completed.

## **7. Any Other Business**

7.1 CFO informed the meeting of a suspected beneficiary fraud that is being investigated. A report will be prepared following the investigation. Meanwhile, interim measures will be put in place to mitigate risk until new procedures have been agreed.

7.2 The meeting was closed at 2.00pm

**Date of next meeting:** Wednesday 29<sup>th</sup> January 2025.



## AGREED ACTIONS

#	Item Number (Minutes)	Action	Person Responsible
1	4.2	Invite Investment Fund managers to January 2025 FAR meeting and June 2025 Board meeting.	TJ/FAR
2	4.4	Reiterate to Investment Fund managers that ESG Reports must be provided in a timely manner.	TJ
3	4.7	Re-circulate updated draft of the Reserves & Investment Policy	TJ
4	5b.i	Re-calculate total return on the Investments portfolio at 5.1% (2.1% CPI + 3%) including gains, income and interest. - Future budget calculations to use the last available historic quarterly CPI% as disclosed by the UK Office for National Statistics	TJ
5	5b.ii	Add note to Budget sheet stating that the bottom line target is to be a surplus equal to the value of the investments (circa £9m) X CPI (2.1%) (in order to retain the value of the investments in real terms).	TJ
6	5b.iii	Reduce Development income budget figure by 10% for more prudent forecasting.	TJ
7	5b.vi	Reduce the total budget Welfare spend by £350k.	TJ
8	5b.v	Welfare Committee to propose to Board how total budget welfare spend reduction of £350k will be achieved, what policy will be put in place and when it will be put in place. <b>Notify Welfare Committee.</b>	FAR/Welfare Committee
9	5b.vi	Welfare Committee to propose to Board levers to be available should quarterly grant spend forecast exceed budget and Board to agree who will make the decision to use these levers. <b>Notify Welfare Committee.</b> - Add procedure to GGP as an amendment that also states GGP is subject to a budget determined by the Board.	FAR/Welfare Committee
10	5b.vii	Property: explore options for selling ABS properties. - FAR, CEO & CFO to work on alternative budget scenario - hold exploratory conversations with Agents	FAR/CEO/CFO
11	5c	Recommend to the Board change of capitalisation threshold from £500 to £2500.	FAR
12	6.1	Present tenderers' final quotes for lift works to FAR for review. - Consider financial impact on service charge amounts and submit recommendation to September Board for decision.	FAR/CEO/CFO

13	7.1	Introduce interim measures to mitigate for beneficiary fraud risks (pending agreement/introduction of new procedures).	CEO/CFO/ Welfare Lead/Welfare Committee
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# ARCHITECTS BENEVOLENT SOCIETY

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## Nominations and Remuneration Committee

**DRAFT Minutes of the meeting held online (TEAMS) on Friday 13<sup>th</sup> September 2024 from 9.15am - 10.15am**

- Present:** Sangeeta Shenoy (SS), Co-Chair  
Alison Thornton-Sykes (ATS), Co-Chair  
Kate Marks (KM), Member
- In Attendance:** Richard Beer (RB), Development Manager  
Sue Powell (SP), Minutes
- Apologies:** Mark Grzegorzcyk, Karen Rogers, Katie Vivian

### 1. Welcome and Apologies

1.1. Co-Chairs welcomed members to the meeting and noted apologies.

### 2. Declaration of Interests

2.1 No conflicts of interest pertaining to the business of this meeting were noted.

### 3. Minutes of the Last Meeting

3.1 The minutes of the last meeting held on 1<sup>st</sup> July 2024 (annexed at A) were agreed as accurate.

### 4. Matters Arising (not covered elsewhere on the agenda)

4.1 Members reviewed the list of actions and matters arising, noting the following:

4.2 01.07.24 Minute 4.3b (*Trustee Appraisal Training*): item on hold, but additional actions identified:

- a. With input from Board, identify trustees that should complete appraisal training (and course to be selected, depending on budget)
- b. Ask Karen Liddington (ABS HR Consultant) to clarify standard CEO probationary period. Based on this, set appraisal training deadline for trustees due to undertake the CEO's appraisal.

4.3 01.07.24 Minute 7.2 (*cost trustee training courses*): task transferred to RB, in absence of Acting CEO.

### 5. ABS Staff Restructure Proposal

5.1 Members **noted** the staff restructure proposal (annexed at B).

5.2 After discussion, it was noted by the Co-Chairs that approval of the proposed new staff structure should be deferred until after the appointment of the new CEO.

5.3 In the interim, members recommended extending the temporary staff structure for a further 3 months from 1<sup>st</sup> December 2024.

5.4 The Co-Chair requested that following ABS Organisational Charts should be included with the September 2024 Board papers:

- a. Original staff structure chart
- b. Current temporary staff structure chart

c. Proposed future staff structure chart

## **6. Staff Job Descriptions**

6.1 It was noted that ABS staff Job Descriptions will be reviewed with the new CEO as part of ABS Staff restructure proposal.

6.2 In preparation for this, it was requested that Job Descriptions under the original, temporary, and future staff structures be shared with the Committee.

## **7. Staff Appraisal Procedure**

7.1 Feedback was sought on the outgoing CEO Appeals process and grievance claim process. ATS summarised the feedback, outlining the following key actions and recommendations:

- a. Review CEO and Staff Appraisal procedures
- b. Review Staff Handbook, Policies and Procedures
- c. Review Staff Job Descriptions (and responsibilities under those titles)
- d. Review the remit of CEO, Staff and Trustees to ensure clarity concerning roles and etiquette between all member groups

7.2 The NR Committee will follow up on the recommendations and draft a scope of works for Board discussion. Where necessary, actions will be deferred pending appointment of the new CEO and input from ABS's HR Consultant (Karen Liddington).

## **8. Staff Salary Review**

8.1 It was noted the 2024-25 ABS staff salary review is to be deferred until after appointment of the new CEO.

8.2 RB raised concerns about delaying a decision beyond the standard October review date.

8.3 It was clarified that the decision to defer the staff salary review takes into consideration ABS's current financial position and deferral of the review of the proposed new Staff Structure.

## **9. Staff Benefits**

9.1 It was noted that the Group Income Protection Policy claim submitted by Robert Ball (former ABS CEO) had been declined. Given this, members considered the need to review existing ABS Staff Benefits.

9.2 After discussion, members agreed that a staff benefits review should be conducted but that this should be deferred and undertaken at the same time as the upcoming salary review.

## **10. Policies**

### **10.1 General Update**

10.1.1 KM provided a brief overview of the policy review status and reported that a policy review status update has been emailed to SS. The email will be shared with members.

10.1.2 KM highlighted the following:

- a. The content of the Staff Handbook is generally fit for purpose, but that it would be beneficial to review usability of the document.
- b. The importance of distinguishing between Staff Employment Polices and those in place for ABS trustees was stressed.
- c. KM had started reviewing ABS's Employment Policies, but this work is on hold pending agreement of the strategic and operational principles underpinning the roles of KM and ABS's HR Consultant (Karen Liddington). Members recommended discussing with the Board at the September 2024 meeting.

10.1.3 Members agreed that it would be beneficial to create a list of all ABS policies. Consolidating all ABS policies and review statuses into one schedule would provide a framework for the policy review.

10.1.4 It was agreed that the policy table would be formatted as an Excel Table and shared with members.

10.1.5 A list of policies extracted from the Trustee Portal will be circulated by SS and these should be added to the Excel Table.

## 10.2 Sick Pay Policy

10.2.1 A query was raised concerning a suggestion that ABS's sick pay entitlement beyond the four-week period that is currently written into the November 2022 version of the Staff Handbook.

10.2.2 Members were informed that a proposal to extend sick pay entitlement from four to nine weeks had been raised by Robert Ball (former ABS CEO) but it was unclear whether the process to change the Sick Pay Policy had been started. Clarification will be sought, and the outcome reported back to members.

10.2.3 It was stressed that any changes to the Sick Pay Policy must be considered by the NR Committee and recommended to the Board for approval before implementation.

## 11. Financial Consultant Role (Simon Still)

11.1 Members were informed that the ABS's Chair and Honorary Treasurer had discussed Simon Still's (SS) Financial Consultant role.

11.2 The outcome of the discussion was to retain SS and to enter into a new contract with SS as a paid consultant in support of the proposed investment management review. A draft contract has been circulated.

11.3 The Committee will seek clarification on the role of the Financial Consultant and the status of the new contract at the September 2024 Board meeting.

## 12. Trustee Appointment

12.1 The Committee noted the draft Trustee Recruitment pack (annexed at C).

12.2 A concern was raised that the Trustee Recruitment Pack/Advert presented under annex C continues to focus on seeking a trustee with welfare specialism rather than on general charity and fundraising experience. The pack will be updated, and new version circulated to members for review.

12.3 Members stressed the urgency of starting the new trustee recruitment process. As such, it was agreed that the updated Trustee Recruitment Pack/Advert would be emailed to members for electronic review and approval. This action is to be completed before the next NR Committee meeting.

## 13. Vice Chair Role

13.1 Members understand that the proposal to reinstate the ABS Vice Chair Role is due to be discussed at the September 2024 Board meeting. This will be clarified with ABS's Chair.

13.2 MG discussed the Chair's role with existing trustees with limited success. The following outcome was reported back to the NR Committee:

- a. One trustee would be willing to consider nomination to the Chair's role with suitable Co-Chair or Vice Chair in place.
- b. One trustee might be willing to consider undertaking the role of ABS Vice Chair role for a one-year period.

#### **14. Development & Engagement Committee**

14.1 A decision on the future of the Development & Engagement Committee remains outstanding pending further discussion.

14.2 Members agreed that this item should be deferred until appointment of the new CEO.

#### **15. AOB**

##### **15.1 Future meeting dates:**

15.1.2 Members proposed holding future meetings every other month on a Friday at 9.30am. It was suggested that the Monday dates currently held in diaries should be updated to Friday of the same week. Identify new dates and circulate to members for review.

##### **15.2 Staffing Update – Partnerships Executive Role**

15.2.1 RB informed members that the Partnerships Executive has moved on to a new role. This role is now vacant with recruitment on hold until January 2025 for budgetary purposes.

15.2.2 ATS noted that ABS's Chair had decided that the role was on hold until the new CEO has decided the new staff structures.

15.2.3 RB raised concerns about delaying the recruitment process beyond January 2025 as this would pose operational difficulties for the Development team and have an impact on income. Given this, it was agreed that the recruitment timeline for the Partnerships Executive role would be considered further at the next NR meeting.

##### **15.3 Staffing Update - Wellbeing Programme Lead**

15.3.1 As the Wellbeing Programme has not been delivering the returns expected, the Wellbeing Programme Lead's contract will end at the end of October 2024 rather than early 2025.

15.3.2 The Wellbeing programme will likely be overseen by the Welfare Lead.

## Agreed Actions

#	Minute	Action	Person Responsible
1	4.2a	Trustee Appraisal Training: with input from Board, identify trustees that should complete appraisal training & trustees to select training course	NR Committee/Board
2	4.2b	Ask KL to clarify standard CEO probationary period. Based on this, set appraisal training deadline for trustees due to undertake the CEO's appraisal.	RB (in absence of Acting CEO)
3	5.4	Include original, temporary & future ABS Organisation Charts with 25.09.24 Board Papers.	RB (in absence of Acting CEO)
4	6.2	Share ABS Staff Job Descriptions under original, temporary, and future organisation structure with NR Committee.	RB (in absence of Acting CEO)
5	7.2	Assess CEO appraisal review recommendations & draft scope of works for discussion at Board.	NR Committee
6	9.2	Review Staff Benefits (at same time as salary review)	NR Committee
7	10.1.1	Share KM's policy review status email with NR Committee members	SS
8	10.1.2c	Ask for input from Board on defining policy review strategic and operational principles that should underpin work of KM & KL	NR Committee/Board
9	10.1.4	Create a list of ABS policies & review status in Excel and share with NR Committee.	RB (in absence of Acting CEO)/SJP
10	10.1.5	Share list of policies stored on Trustee Portal with NR Committee members. Ensure included with Excel policy list.	SS
11	10.2.2	Seek clarification on proposal to extend ABS staff sick pay from four to nine weeks and report back to NR Committee.	RB (in absence of Acting CEO)
12	11.3	Seek clarification from ABS Chair/Honorary Treasurer on Financial Consultant's role and status of new contract.	SS/ATS
13	12.2	Complete final updates to the Trustee Recruitment Pack and email to members for review.	RB (in absence of Acting CEO)
14	12.3	NR Committee to electronically review and approve updated Trustee Recruitment Pack before next NR meeting.	NR Committee
15	13.1	Check that ABS Vice Chair role is to be discussed at 25.09.24 ABS Board meeting.	NR Co-Chairs
16	15.1.2	Change 2024-25 NR Committee dates and shared proposed new dates with members for review.	SJP
17	15.2.3	Discuss recruitment timeline for Development Team vacant Partnerships Executive role.	NR Committee