

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM**

(A Charitable Company Limited by Guarantee)

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

for the year ended 31 March 2020

**Company Number 06778701
Registered Charity Number 1127802**

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM

(A Charitable Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2020

The Trustees are pleased to present their annual Director's Report together with the financial statements of the charity for the year ended 31 March 2020 which are also prepared to meet the requirements for a Director's Report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Chair's Report

Dear members and partners.

It is a huge understatement to describe this unprecedented year as challenging, as has been the case for all charities, schools, businesses and families up and down the country. I hope this report comes at a time where you are managing the pressures and restrictions placed on us by the COVID-19 pandemic as well as can be expected. The partnerships, friendships and understanding of all stakeholders in the sectors involved in learning outside the classroom have never been more important to protect the work that we do for the benefit of millions of young people who need these experiences for their physical and mental health and well-being.

Following our last AGM, held at our annual conference in Blackpool in November 2019, the point at which I was elected as Chair of the Council, we were also excited about the appointment of our new Chief Executive Dr Anne Hunt who officially took up her post in December 2020. The conference marked the new beginning of an even stronger partnership with the Outdoor Education Advisers Panel (OEAP) to bring together the best elements of support and guidance to schools on learning, teaching, curriculum development, educational visits, health and safety, influencing of policy and practice, accreditation and professional development. I am pleased to report that the strengthening of this partnership, aimed at supporting users and providers of LOfC, has continued under the leadership of our new Chief Executive, along with the Chair and executive board of OEAP, and we are beginning to see huge benefits for our young people.

One of my first duties as Chair back in March, was to present a model for LOfC as a dimension of the curriculum, at an ABTA conference for providers of visits programmes for schools. Little did I realise that following this event schools would be closed, travel curtailed, staff would be furloughed and activity in this crucial area of learning would stop.

May I thank the staff, members and supporters of CLOfC for all your hard work, commitment and expertise while you continued to prioritise the needs of our children, young people, and their teachers, making sure learning opportunities, advice and support remained available to them during these most difficult circumstances. Thanks to our audit committee and other trustees for the support offered to the team when clarity on support available for charities, and the pace of change was rapid needing swift responses and decisions. Our Chief Exec has made sure the Council has taken the initiative and played a leading role with others in the field of learning outside the classroom, to speak with one voice on matters affecting all LOfC sectors.

Our determination and resilience has been tested and we know many in the field of LOfC look to our organisation for help, advice and support and our team has done their very best to continue to provide the support needed. This has proved hard to do under the circumstances and it was right that we accepted the support from government to protect the charity long term, and I desperately look forward to resuming all normal duties as soon as possible. Our Chief Exec and officers are working tirelessly to continue to be the bridge between providers, national government and schools, providing information, advice and guidance tailored to their needs when required.

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Report of the Trustees for the year ended 31 March 2020

Chair's Report (Continued)

We continue to face challenges that will test all our skills and experiences as we try to provide the very best for pupils, students and colleagues. What we have faced is unprecedented but I am sure our response in the coming year will also be unprecedented. Our team has been busy writing guidance and resources to help more schools and other organisations take their learning beyond the classroom again, beginning with their schools grounds and extending this confidence to activities in the local community, to residential centres nationally, and before long, to the spectacular and inspiring programmes beyond our shores again.

On behalf of the CLOtC Board please accept my sincere and heartfelt thanks to all members and colleagues in this LOtC community for all that you are doing to promote and maintain high quality learning experiences for thousands of young people.



Steven Dool, Chair

On behalf of the Trustees of the CLOtC

Objectives and Activities

The main aim of the Council for Learning Outside the Classroom (as stated in its Memorandum of Association) is:

To promote and champion learning outside the classroom to enable all children and young people to benefit from increased opportunities for high-quality and varied educational experiences.

CLOtC's mission is to ensure that EVERY child should have the opportunity to experience the world beyond the classroom walls as an essential part of learning and development, whatever their age, ability or background.

The Council wants to increase the number of young people accessing learning outside the classroom opportunities, increase their frequency and improve the quality of the experiences.

Our aims are:

- To be a leading voice for learning outside the classroom
- Influencing and improving learning outside the classroom policy and practice
- Raising the profile of learning outside the classroom and promoting the benefits
- Providing support for education and LOtC professionals, aiming for high quality learning outside the classroom that meets the needs of young people

The Council is built upon a partnership of stakeholders who have come together to further the principles of LOtC. This partnership gives us a unique foundation of support and knowledge and will empower us in the fulfilment of our aims.

The Council was set up to take forward the aims of the Learning Outside the Classroom Manifesto, and as such its responsibilities are to:

- Develop as the leading voice for learning outside the classroom;
- Influence and challenge learning outside the classroom policy and practice;
- Raise the profile of learning outside the classroom and promote the benefits;
- Consult with and represent the views of the wider LOtC partnership;
- Act as the consultative body for the development of policy and legislation;
- Drive the LOtC Action Plan;
- Maintain the cohesion of the LOtC partnership;
- Communicate with all stakeholders, and provide an open access website for all stakeholders and interested parties;
- Maintain an overview of learning outside the classroom and act to resolve common issues;

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Report of the Trustees for the year ended 31 March 2020 - continued

- Improve the quality of learning outside the classroom through the LOtC quality badge scheme;
- Provide support, aiming for high quality learning outside the classroom that meets the needs of young people;
- Commission and/or undertake research;
- Access funds and/or generate income to enable more young people to access learning outside the classroom;
- Provide strategic direction for the LOtC Quality Badge scheme and be the “awarding authority”.

The operations undertaken by the charity help it offer its activities to all. The Trustees confirm that they have complied with their duty under Section 17 of the 2011 Charities Act with regard to Public Benefit.

The Council has a Board of Trustees which includes:

Eight Trustees directly elected by the membership. Four seats on the board will be permanently reserved for members drawn from the user constituency (for example, governors, parents, teachers). Four seats will be permanently reserved for members drawn from the provider constituency (for example, providers of creative experiences, adventurous activities).

No new appointments are being made at the 2020 AGM.

Achievements and Performance

Due to the change in both Chair and CEO during the financial year that this report relates to, and due to very limited current capacity during the Covid crisis, a short summary of headlines and highlights from the 2019/20 financial year are presented below:

- The annual conference in Blackpool hosted jointly with the Outdoor Education Advisers – the event was a resounding success and our biggest yet, with nearly 300 delegates in this truly unique Quality Badge venue.
- 116 brand new awards were made across all our accreditation types. After extensive consultation with users, the new, simplified LOtC Mark criteria and format was launched in October 2019. Feedback has been good, with schools welcoming the more straightforward process.
- CLOtC’s small staff team also delivered face to face CPD with over 200 teachers, teaching assistants and LOtC providers.
- The Learning Away comparative research project published in November 2019 reinforced the findings from previous research, confirming that brilliant residential have a transformative impact on young people. The five year Learning Away and Brilliant Residential consortium campaign concluded in March 2020. Over the course of the project more than 2,000 people and organisations pledged to work to provide more life changing brilliant residential for young people and we are indebted to the Learning Away Consortium members for their time, expertise and support.
- New partnerships were established with Outward Bound, YHA, Immersive Learning, School Travel Forum and Field Studies Council.
- Enhanced membership package offering online versions of 25 resource packs sharing ideas and all the information practitioners need to deliver and develop high quality lessons across the curriculum at each key stage outside the four walls of the classroom.

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Report of the Trustees for the year ended 31 March 2020 - continued

Financial overview

- The first 6 months of the 2019-20 financial year were dominated by a drive to stabilise the charity's finances and achieve a position that maintained rather than diminished unrestricted funds held and to secure a strategic reserve of 3 months operating costs. Cost control was managed tightly throughout the year and Q3 and Q4 income performance was driven extremely hard as most of the annual planned income, and hence risk of underperformance, currently falls in these 2 quarters. A slightly better performance than plan was achieved by the end of the financial year thanks to the hard work of the staff and trustee team and the support from the wide range of partners who have worked hard to support the work of the Council through financial and in-kind support via sponsorship of events and activities. Funds carried forward at the end of March 2020 were £20,244. This represents a considerable stabilisation as the funds carried forward in March 2019 were only £9,410, having reduced dramatically from £37,340 in March 2018.
- On the back of this performance, in February 2019 the staff team and trustees approved an ambitious growth budget for 2020/21, however a month later it was clear that there was a need to revert to another stabilisation budget and to mitigate further potential financial crisis due to emerging Covid restrictions. As the Chair's report indicates – this continues to dominate the current 2020/21 financial year.

Reserves Policy

The Trustees have examined the charity's requirement for reserves in light of the main risks to the organisation.

The Trustees have adopted the policy that unrestricted funds not committed and held by the charity should cover, in the event of it being wound up due to lack of funding, the equivalent of 3 months running costs including salaries, redundancy, notice pay, and related costs estimated to total approximately £40K.

The Trustees will aim to ensure the continuation of current activities in the event of a significant drop in income.

The Trustees review this policy as a minimum once a year. The new CEO advised the need to quickly move to a position where there is 6 months strategic reserve rather than 3.

Future Strategic Priorities

CLOtC current strategic priority is to secure the future of CLOtC during and beyond the Covid crisis whilst showing leadership in this area. We remain committed to working closely with partners to further mutual aims to ensure that LOtC is widely recognised for its role in supporting positive learning, health and wellbeing outcomes for children and young people, . We are developing a closer working partnership with the Outdoor Education Advisers' Panel (OEAP) in order to strengthen and increase the support offered to schools and providers..

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Report of the Trustees for the year ended 31 March 2020 (Continued)

Reference and Administrative Information

CHARITY NAME:	Council for Learning Outside the Classroom
CHARITY REGISTRATION NUMBER:	1127802
COMPANY REGISTRATION NUMBER:	06778701 (England and Wales)
REGISTERED OFFICE AND OPERATIONAL ADDRESS:	CLOtC Head Office Preston Montford Montford Bridge Shrewsbury SY4 1HW
BOARD OF TRUSTEES:	Steven Dool – Chair Graham Lodge (co-opted) Justin Dillon Peter Carne (co-opted) Ian McInnes Colette Morris Gill Harvey David Scourfield Louise Edwards (appointed 11.11.19) Felix Pepler (appointed 11.11.19) Andy Marsden (appointed 11.11.19) Simon Ward (appointed 11.11.19) Anthony Thomas (resigned 11.11.19) Rob Lucas (resigned 11.11.19)
CHIEF EXECUTIVE OFFICER:	Anne Hunt
COMPANY AND HONORARY SECRETARY:	Not Appointed
INDEPENDENT EXAMINER:	Diane Lockwood FCA, FCCA, ATT(fellow) Haines Watts Chartered Accountants Cliffe Hill House 22-26 Nottingham Road Stapleford Nottingham NG9 8AA
BANKERS:	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

**COUNCIL FOR LEARNING
OUTSIDE THE CLASSROOM
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Report of the Trustees for the year ended 31 March 2020 (continued)

Structure, Governance and Management

Governing Document

The Council for Learning Outside the Classroom (CLOtC) is a Company Limited by Guarantee which means that each Board Member (Trustee) has to pay up to £1 if the company needed resources upon winding up. The Company is also a Registered Charity.

The Company is governed by its Memorandum and Articles of Association dated 22 December 2008, the date the charity was incorporated.

The board of trustees administers the charity. It comprises of people with the necessary skills and experience to manage the work of the charity gained from educational, provider and user backgrounds. It meets as a minimum four times each year.

A Chief Executive Officer is appointed by the trustees to manage the charity's day to day operations.

The trustees have a risk management policy and risk register which continually reviews the risks the charity may face. The main risks are financial – the heavy reliance on external funding, adequacy of resources for developing the charity's services, and the lack of financial security for the medium/long term. The trustees are working on these issues and a fundraising strategy is in place and being implemented, to try to spread the risk.

In addition to the board, which is responsible for making strategic decisions for the charity, the Council also has two committees, with specific delegation of authority.

Audit Committee

Covers legal, finance and HR issues, and includes keeping the governance of the Council under review.

LOtC Quality Badge Committee

Responsible for the strategic development of the LOtC Quality Badge and includes approval of Awarding Bodies; development of the quality indicators; dealing with complaints; and moderation.

Risk Management

The Trustees of the Council for Learning Outside the Classroom (CLOtC) take their governance responsibilities very seriously and as part of the efficient and effective operations of the charity continue to plan, monitor and review risk management in full. CLOtC has adopted the 5 stage process recommended by The Charity Commission in its guidance. Trustees discuss risk during Board meetings before any new activity is agreed and have produced a risk management plan, which includes annual risk identification and assessment following input from both staff and trustees. Each risk is assessed on the basis of the likelihood of occurrence and the severity of the risk; and Trustees have considered what action needs to be taken to manage major risks. The risk management plan and risk register is reviewed annually and Trustees are satisfied that systems and procedures are in place to manage the major risks to which the charity is exposed.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company at the balance sheet date and of its incoming resources and application of resources, including the statement of financial activities for the financial year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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Report of the Trustees for the year ended 31 March 2020 (continued)

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company directors, we certify that so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Indemnity

Article 49 of the Company's Memorandum of Association requires the charity to indemnify any Director or Auditor of the charity against any liability incurred in that capacity to the extent permitted under sections 232 to 234 of the Companies Act 2006.

Members of the Board of Trustees

Members of the Board of Trustees, who are directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 11.

Board Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of such guarantees as at 31 March 2020 was 12 (2019: 10).

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Management Committee and signed on its behalf by:

..... Stephen Dool (Chair)

Council for Learning Outside the Classroom
(A Charitable Company Limited by Guarantee)
Company Number: 06778701

Independent Examiner's Report to Council for Learning Outside the Classroom

I report on the charity trustees on my examination of the accounts of the company for the year ended 31 March 2020.

Responsibilities and Basis of Report

As the charity's trustees of the Company (and also its directors for the purpose of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:-

- 1) Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
- 2) The accounts do not accord with those records; or
- 3) The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4) The accounts have not been prepared in accordance with the methods and principles of the Statement of recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
D J Lockwood FCA, FCCA, ATT(Fellow)
Chartered Accountant

Dated

Haines Watts Nottingham Limited
Chartered Accountants
Cliffe Hill House
22-26 Nottingham Road
Stapleford
Nottingham
NG9 8AA

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)
Company Number 06778701

Statement of Financial Activities for the year ended 31 March 2020
(Incorporating Income and Expenditure Account)

	Note	Restricted Funds 2020 £	Unrestricted Funds 2020 £	Total Funds 2020 £	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £
Income							
Income from Charitable Activities:							
Grants	2	1,928	-	1,928	8,882	-	8,882
Fundraising		-	24	24	-	25	25
Membership and activities	2	-	221,924	221,924	-	175,463	175,463
Donations		-	2,308	2,308	-	2,329	2,329
Investment income	3	-	33	33	-	33	33
Total Income		1,928	224,289	226,217	8,882	177,850	186,732
Expenditure							
Expenditure on charitable activities	4	7,041	194,720	201,761	7,185	196,846	204,031
Support costs	4	-	13,622	13,622	-	10,631	10,631
Total Expenditure		7,041	208,342	215,383	7,185	207,477	214,662
Net Income/ (Expenditure) and Net Movement in Fund for the Year		(5,113)	15,947	10,834	1,697	(29,627)	(27,930)
Reconciliation of Funds							
Total Funds Brought Forward		5,113	4,297	9,410	3,416	33,924	37,340
Total Funds Carried Forward	11	-	20,244	20,244	5,113	4,297	9,410

The statement of financial activities includes all gains and losses in the year. All incoming resources, and resources expended, derive from continuing activities.

The notes on pages 11 to 16 form part of these accounts

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)
Company Number 06778701

Balance Sheet as at 31 March 2020

	Note	Total 2020	Total 2019
		£	£
Fixed Assets			
Tangible Fixed Assets	7	-	-
Current Assets			
Debtors	8	8,265	4,983
Cash at bank and in hand		49,000	52,418
		<u>57,265</u>	<u>57,401</u>
Liabilities			
Creditors falling due within one year	9	37,021	47,991
Net Assets	10	<u>20,244</u>	<u>9,410</u>
The Funds of the Charity			
Restricted funds		-	5,113
Unrestricted funds		<u>20,244</u>	<u>4,297</u>
Total Charity Funds	11	£ <u>20,244</u>	£ <u>9,410</u>

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- a) Ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006, and
- b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements, so far as applicable to the company.

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of Directors on and signed on its behalf by:

.....
Steven Dool
Chair

The notes on pages 11 to 16 form part of these accounts

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
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Notes forming part of the Financial Statements for the year ended 31 March 2020

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:-

Basis of preparation

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2019) – (Charities SORP (FRS102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity meets the definition of a public benefit entity under FRS102.

The accounts are prepared on the going concern basis, the trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

The financial statements are presented in sterling (£).

Going Concern – Covid-19 Position Update

Staff are supporting the financial audit committee to review the financial performance and forecasting on a monthly basis, reflecting the ongoing changing and challenging circumstances, and to ensure the charity remains a going concern.

Legal Status

The charity is a company limited by guarantee and has no share capital. Its directors are its trustees and vice versa.

Funds Structure

Restricted funds are those subject to restrictions on their expenditure imposed by the donor or grantor.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Incoming Resources

All incoming resources, including gifts in kind, are recognised gross when they are capable of measurement with reasonable accuracy and when receivable in accordance with any funding agreements.

Donated Services and Facilities

Donated services or facilities are recognised as income when the charity has control over the item, any condition associated with the donated item have been met, the receipt of the economic benefit from use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt donated services and facilities are recognised on the base of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market, a corresponding amount is then recognised in expenditure in the period of receipt.

Resources Expended

Expenditure, including irrecoverable VAT is recognised on an accruals basis as a liability is incurred. Irrecoverable VAT is included as a cost of the applicable expenditure.

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Notes forming part of the Financial Statements for the year ended 31 March 2020 – continued

Support costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit and other costs linked to strategic management. On the agreement of the main funding body, these costs are offset against restricted income funds.

Previously, costs included allocations of indirect costs in proportion to the direct staff costs of the activity.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be received reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Depreciation

Depreciation of tangible fixed assets has been computed to write off the cost over the expected useful lives as follows:

Fixtures plant and equipment - 25% on cost (now completely written off)

Company Limited by Guarantee

The company is limited by guarantee and in the event of it being wound up every member is liable to contribute a sum not exceeding £10. There are no shares of any class, either authorised or allocated.

Debtors

Debtors are recognised at the settlement amount owed to the Charity or prepaid.

Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

Financial Instruments

The Charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Judgement and Key Sources of Estimation Uncertainty

The preparation of accounts using generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the accounts and the reported amounts of revenues and expenses during the reporting period.

The key estimates and assumptions used in the Financial Statements are detailed in the accounting policies.

Pension Scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held outside the charity in independently administered funds. Contributions payable for the year are shown within the financial statements.

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Notes forming part of the Financial Statements for the year ended 31 March 2020 – continued

2. Income

	Restricted £	Unrestricted £	2020 £	2019 £
Grants				
Forest Education Network	1,928	-	1,928	8,882
	<u>1,928</u>	<u>-</u>	<u>1,928</u>	<u>8,882</u>
Income from Charitable Activities				
Membership	-	58,883	58,883	44,678
LOtC Quality Badge	-	69,966	69,966	68,980
CPD Training and Support	-	59,210	59,210	36,713
Other Contracted Work and Administration Fees	-	33,865	33,865	25,092
	<u>-</u>	<u>221,924</u>	<u>221,924</u>	<u>175,463</u>

3. Investment Income

	Restricted £	Unrestricted £	2020 £	2019 £
Bank Interest	<u>-</u>	<u>33</u>	<u>33</u>	<u>33</u>

4. Expenditure

	General Operations £	Support Costs £	2020 £	2019 £
Legal Fees, Subscriptions and Bank Charges	1,575	-	1,575	126
Staff Costs (see note 6)	136,516	-	136,516	132,723
Insurance	1,409	-	1,409	1,366
Office Expenses & Storage Costs	11,095	-	11,095	11,098
External Audit and Accountancy	-	2,040	2,040	2,400
Trustees' Expenses & Meeting Costs	-	3,848	3,848	2,918
Finance Support (bookkeeping & payroll)	-	5,334	5,334	5,313
Project Related Expenditure (including staff costs)	51,166	-	51,166	58,718
Fundraising Costs	-	2,400	2,400	-
	<u>201,761</u>	<u>13,622</u>	<u>215,383</u>	<u>214,662</u>

5. Net incoming resources are stated after charging (recovering):

	2020 £	2019 £
Independent Examination Fee	1,200	1,200
Other payments to examiners for accountancy services & payroll preparation	1,374	1,875

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Notes forming part of the Financial Statements for the year ended 31 March 2020 – continued

6. Staff costs and numbers

	2020	2019
	£	£
Gross Wages and Salaries	117,357	108,279
Employers National Insurance Contributions	7,341	7,489
Pension Costs	5,374	5,635
Staff Travel and Expenses Reimbursed	13,865	20,438
Staff Training	4	750
Recruitment Costs	275	275
	<u>144,216</u>	<u>142,866</u>
Staff Costs	136,576	132,723
Project Related Expenditure	7,700	10,143
	<u>144,216</u>	<u>142,866</u>
	2020	2019
The average number of employees during the period		
Total number of staff employed	5	5

The number of employees to whom retirement benefits were accruing was as follows:

	2020	2019
Defined Contribution Scheme	<u>5</u>	<u>5</u>

No employee received emoluments in excess of £60,000.

Total remuneration of key management personnel was £35,029 (2019: £33,289).

7. Analysis of fixed assets

	Equipment	Total
	£	£
Cost:		
As at 1 April 2019	4,481	4,481
Additions	-	-
Disposals	-	-
As at 31 March 2020	<u>4,481</u>	<u>4,481</u>
Depreciation:		
As at 1 April 2019	4,481	4,481
Charge for year	-	-
Disposals	-	-
As at 31 March 2020	<u>4,481</u>	<u>4,481</u>
Net book value at 31 March 2019	<u>-</u>	<u>-</u>
At 31 March 2020	<u>-</u>	<u>-</u>

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Notes forming part of the Financial Statements for the year ended 31 March 2020 – continued

8. Debtors

	2020 £	2019 £
Trade Debtors	8,265	4,983
	<u>8,265</u>	<u>4,983</u>

9. Creditors

	2020 £	2019 £
Falling due in one year:		
Trade Creditors	1,120	6,023
Accruals	2,040	2,400
Deferred Income	31,185	36,900
Taxation and Social Security	2,676	2,668
	<u>37,021</u>	<u>47,991</u>

	2020 £	2019 £
Deferred Income:-		
Membership in advance	31,185	36,900
	<u>31,185</u>	<u>36,900</u>

10. Analysis of Net Assets

	Tangible fixed assets £	Other assets & (liabilities) £	Total Funds 2020 £	Total Funds 2019 £
Restricted fund	-	-	-	5,113
Unrestricted fund	-	20,244	20,244	4,297
	<u>-</u>	<u>20,244</u>	<u>20,244</u>	<u>9,410</u>

11. Analysis of Funds

	At 31 March 2019 £	Incoming £	Transfers & Outgoing £	At 31 March 2020 £
Restricted Funds:-				
FEN	5,113	1,928	(7,041)	-
Unrestricted Funds	4,297	224,289	(208,342)	20,244
Total Funds	<u>9,410</u>	<u>226,217</u>	<u>(215,383)</u>	<u>20,244</u>

Forest Education Network (FEN)

- Contract CLOtC to manage the Forest Education Network. The Forest Education Network brings diverse members together to promote the sharing of good practice and support those that are helping in this vital role – whether as teachers, facilitators, activity leaders, woodland owners or those working in the industry who have a passion for trees, woodland and forests. This funding has now ceased.

COUNCIL FOR LEARNING OUTSIDE THE CLASSROOM
(A Charitable Company Limited by Guarantee)

Notes forming part of the Financial Statements for the year ended 31 March 2020 – continued

12. Transactions with Trustee and related parties

The transaction occurring with related parties and Trustees were:

	2020	2019
	£	£
Reimbursement of Trustees travelling to meetings (7 Trustees)	3,115	2,603

Other Payments Related Parties

Payments were made to ACA Educational Services totalling £1,250 (2019: £500). This company is owned by the chairman, Mr Anthony Thomas. Payment was made for LOTC Quality Badge assessment and associated work, under a specific contract.

Payments were made to Peter Carne totalling £59 expenses only (2019: £2,511) for Learning Away expenses and £NIL (2019: £5,062) (via Play Learning Life).

There are no other related party transactions.

13. Taxation

The charitable company is exempt for Corporation Tax on its charitable activities. The Trustees have reviewed the charity's activities and are confident that they further the company's charitable aims and as such are considered to be primary purpose trading.

14. Trustee Indemnity Insurance

The insurance provides cover of up to a maximum of £250,000 in aggregate for any year for a combined insurance annual premium of £1,108 (2019: £310).

15. Pension Commitments

The charity contributes to a defined contribution pension scheme operated with the new Auto-enrolment Legislation. The assets are held and administered by the Aegon pension scheme. The pension cost charge represents contributions payable by the charity to the pension scheme and amounts to £5,374 (2019: £5,635).

16. Donated Goods and Services

Storage facilities have been provided free of charge, an amount of £2,308 (2019: £2,309) has been included as a donation to reflect this.