

Council for Learning Outside the Classroom

(A Company Limited by Guarantee)

Trustees Annual Report and Financial Statements

Year Ended 31 March 2023

(Charity Number 1127802)

Company Registration Number: 06778701
(England & Wales)

Council for Learning Outside the Classroom

Contents

Page

Reference and administrative details	1
Trustees' annual report	2
Independent examiner's report on the financial statements	10
Statement of Financial Activities incorporating Income & Expenditure Account	11
Balance Sheet	12
Notes to the Financial Statements, incorporating:	
Statement of Accounting Policies	13
Other Notes to the Financial Statements	16

Reference and Administrative Details

The trustees present their report and the financial statements of the charity for the period ended 31 March 2023.

Charity name	Council for Learning Outside the Classroom		
Registered charity number	1127802		
Company Registration Number	06778701		
Registered office and operational address	CLOtC Head Office Preston Montford Montford Bridge Shrewsbury SY4 IHW		
Trustees		Appointed / reappointed	Resigned
	Steven Dool — Chair	15/11/2021	
	Justin Dillon	15/11/2020	
	Peter Carne (co-opted)	15/11/2022	
	Ian McInnes	15/11/2022	
	Collette Morris		15/11/2022
	Gill Harvey	15/11/2021	
	David Scourfield	15/11/2022	
	Louise Edwards	15/11/2020	
	Felix Pepler	15/11/2020	
	andrew Mardsen		15/01/2022
	Simon Ward	15/11/2020	
Chief Executive Officer	Anne Hunt		
Company and honorary secretary	Not appointed		
Independent Examiner	Mr Darren Little Saint and Co The Old Police Station Church Street Ambleside Cumbria LA22 0BT		
Bankers	CAF Bank 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ		

Trustees' Report for the Year Ended 31 March 2023

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 2023 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 (FRS 102) .

Chair's Report

Dear members and partners,

I am delighted to report, as chair, that our charity has continued to grow, strengthen and further develop this year, despite the continuing challenge marked by school funding restrictions and disruption through industrial action, impacting on the true potential of school engagement with our work we anticipate in the future. Once more the team have managed to secure sufficient income to grow our staff capacity, this time to allow some targeted development. I must again acknowledge and give credit to our CEO and officers who, despite ongoing restrictions on staff time and resources over this reporting period, have creatively and diligently, through their astute and enterprising approach, further developed the products and services we provide to maintain our profile as the go-to umbrella organisation for all things connected with learning outside the classroom (LOtC.)

Our project work with the Canal and River Trust in the West Midlands really supported schools to embed LOtC and connect with local nature, with thanks to funding from the Green Recovery Challenge Fund. The 500 schools who signed up for free CLOtC membership and the 150 who took part in additional mentoring and training, showed their commitment to LOtC as a valuable practice, enriching their curriculum in a way that directly and positively impacted on the learning, achievement, health and wellbeing of approximately 40,000 children in this area of the Midlands. We energetically seek to expand and secure similar project funding across the country with more supporters of our cause.

Evaluation of our unique peer to peer mentoring offer through this project confirmed it delivers fast and effective change in schools, with marked increases to pupil learning, wellbeing, and nature connection outcomes. It provides a simple way for education settings to design and develop a curriculum that utilises the school, local, national, and international communities within which they operate, and one that improves progress and achievement for young people.

Our new website is now much more user friendly and a much better showcase for our work and its development was largely down to the hard work, determination and skill of the staff team.

Our LOtC Quality Badge scheme remains the only universal assurance for schools to satisfy their need to engage providers of LOtC who meet the requirements laid down in national guidance. A review of the scheme confirmed how much it is still valued by schools and their employers, and identifies important ways in which we can continue to improve the scheme's rigour.



Mr Steven Dool
Chair

Trustees' Report for the Year Ended 31 March 2023

Objectives and Activities

Summary of the objects of the charity set out in its governing document

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 and young person has the opportunity to experience and benefit from the world beyond the classroom as an essential part of their learning and development, whatever their age, ability or background.

The Council is committed to allowing all children and young people to access the benefits of learning outside the classroom, regularly, frequently, and in ways that allow a progression of experiences. Our aims are to:

- Be a leading voice for learning outside the classroom
- Influence and improve learning outside the classroom policy and practice
- Raise the profile of learning outside the classroom and promote its benefits
- Provide support for education and LOtC professionals, so that high quality learning outside the classroom can meet the needs of children and 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 that empowers us in the fulfilment of our aims.

The Council was set up in response to an Education Select Committee and to take forward the aims of the Learning Outside the Classroom Manifesto, and as such has previously articulated in its annual reports a range of responsibilities including the following: -

- Develop as the leading voice for learning outside the classroom;
- Influence 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 an 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;
- 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 challenges of the pandemic reinforced how under-resourced CLOtC is to perform this range of responsibilities. During 22/23 we confirmed three core areas of CLOtC delivery: advocacy and facilitation, training and CPD, and quality assurance.

As capacity permitted, the CEO continued to work with the staff, Chair & Trustees, and partners, to focus our improvements and growth in each of these 3 core areas, and to identify and begin to secure the resources necessary to deliver our priorities.

Trustees' Report for the Year Ended 31 March 2023

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 were made at the 2022 AGM. 2 retirements were noted.

Objectives and activities for the Public Benefit

The Trustees have given consideration to the charity commission's general guidance on public benefit when reviewing the objectives and in planning for future activities.

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:

- Observe the methods and principles in the Charities SORP;
- select suitable accounting policies and then apply them consistently;
- make judgments and accounting 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.

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.

Trustees' Report for the Year Ended 31 March 2023

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 £10 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 mitigate and 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 for finance and audit, and for the LOtC Quality Badge.

Audit Committee

Covers legal, finance and HR issues, and includes keeping the governance of the Council under review. This continued to meet monthly during this financial year.

LOtC Quality Badge Committee

Responsible for advising on: the strategic development of the LOtC Quality Badge; approval of Awarding Bodies; development of the quality indicators; dealing with complaints; and moderation. This met every 4 months.

Members' Liability

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 the reference and administration page.

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.

Trustees' Report for the Year Ended 31 March 2023

Achievements and Performance

Annual performance review

This financial year was another one marked by considerable Covid-related challenges for schools/educational settings, providers, and CLOtC, especially in terms of staff capacity.

Nonetheless, we returned a financial position considerably stronger than in previous years, including the years preceding the Covid outbreak.

The year was characterised by deliberate ongoing reduced staff capacity to help manage financial pressures, and on focusing that limited staff resource to maintain and improve core services in priority areas.

A short summary of headlines and highlights from 2022/23, plus additional notes at the time of writing, are presented below, and should be read alongside the financial overview.

Staffing

The majority of the year was managed with a small part time staff team (3 full time equivalents.) The core team was augmented with officers working on special projects such as the Green Recovery Challenge Fund plus some consultancy to deliver a review of the LOtC Quality Badge scheme. We are indebted to all of our dedicated and skilled staff and consultants for their ongoing support and passion for LOtC, and the way they continue to flex in line with constantly changing school and provider challenges and priorities. A summary of our achievements and challenges is given below:

Improving our offer to support schools/educational settings to adopt a LOtC approach

Our package for educational settings - called Learning Beyond —has 3 levels of support: CLOtC Membership, LOtC Mark Direct and LOtC Mentoring.

Membership

This year saw the launch of our new website. This has significantly increased our ability to improve the useability of our member resources. There was already a wide range on offer for our school members - including online CPD, Learning Beyond guides, and newsletters - and we continue to extend and improve this. New for 2023 we are working on developing the offer specifically for our provider members too. CLOtC Membership fees play a big role in supporting our operation of the costly LOtC Quality Badge scheme, so maintaining and growing our membership is vital to CLOtC and the LOtC Quality Badge. Our big challenge this year was overcoming the technical difficulties experienced in moving to a new website and a new Customer Relationship Management (CRM) system. This impacted on our ability to communicate and process membership renewals in 2022 and 2023. I am extremely grateful for the staff who worked tirelessly to help develop and deliver the website and CRM, and to our members' for their patience and willingness to use our new more modern systems.

LOtC Mark Direct

The new LOtC Mark Direct route (launched in September 2021) includes a 'progress tracker' and a set of Learning Beyond guides. Rather than a simple tick box self-assessment like many other awards, the Mark scheme offers schools a development framework to help them audit, develop and evidence their LOtC progression. We continue to work with schools and other educational settings to find ways to improve the progress tracker so that it is as supportive as possible and helps ensure LOtC is embedded into teaching practice. Recruiting assessors for the LOtC Mark assessors remains as a priority this year to mirror the increase in number of schools applying. At time of writing we have 110 schools who hold the Mark award and another 130 schools working towards it.

LOtC Mentoring

The mentoring route offers schools support from peer mentors or CLOtC staff to work through their progress tracker. There are currently 9 LOtC 'Hubs' around the UK offering this mentoring support to other schools. Further LOtC hubs are being recruited, along with LOtC Mark assessors, to allow us to increase capacity to deliver the Mentoring programme and Mark assessments. Our recent special project with over 500 schools in the West Midlands allowed us to confirm the success of this model in supporting schools to embed LOtC and deliver significant changes to learning and wellbeing outcomes.

Trustees' Report for the Year Ended 31 March 2023

Improving our offer to support more providers secure an accreditation for LOTC delivery

As well as continuing to support and deliver the complex LOTC Quality Badge scheme over this challenging period, we also commissioned a review of the scheme. This confirmed the high value that schools and their employers place on the scheme in supporting delivery of educational visits. It also identified ways for us to improve the scheme, particularly in relation to the need for greater consistency across the different Awarding Bodies, and to ensure that our assessment processes reflect the latest legislation in meeting the needs of both providers and educational settings. Two working/stakeholder groups were established to support development and delivery of the recommendations that emerged from the review. Actions include revising the Quality Indicators, creating tighter partnership agreements with Awarding Bodies, and introducing new application forms and processes (which we hope to roll out and test later in 2023 for CLOtC assessed providers.)

Special Projects

In this year we completed delivery of our Green Recovery Challenge Fund funded project with the Canal and River Trust: the Waterways, Wildlife and Wellbeing project. This allowed us to give over 500 schools in areas of high deprivation in the West Midlands free CLOtC membership, and of those 140 then chose to take part in mentoring or other training to help them embed LOTC. The training offer included hands on nature connection and conservation activities around local inland waterways, Visit Leader Training in partnership with local Outdoor Education Advisers, and our newly developed Nature Connectedness CPD for teachers. The project also provided much needed support for the development of the member area on our new website. Despite the considerable ongoing delivery challenges for schools over this period, evaluation reported increases (some of them statistically significant) in pupil wellbeing, learning and pro-environmental outcomes. Evaluation also confirmed that the LOTC mentoring approach was effective in helping schools embed a sustainable change in teaching practice across the school, and hence can add real value to the delivery of other partner's themed activity programmes. We are delighted to report that we have secured additional partnership funding to continue working with the Canal and River Trust and about 20 of the mentored schools as a legacy to the project and to allow us to extend the support and evaluation.

Communications

We strive to ensure all members and our sector partnerships continue to have access to the very latest guidance regarding educational visits and learning beyond the classroom, including guidance from the DfE and Welsh Government. The new website and CRM will greatly improve our ability to communicate effectively with our many different audience groups and stakeholders. Our new Communications and Marketing Manager started with us in October 2022, and is driving a strategy to strengthen our social media and other communications.

Advocacy

There is ongoing work with and on behalf of all LOTC sectors to champion the role of LOTC, including to highlight the ongoing financial and other challenges being experienced by many LOTC providers in the overseas sectors. CLOtC remained a core member of DfE's School Travel Sector Stakeholder Group, and now chairs the DfE LOTC liaison group that has emerged in its place, a group which exists to provide ongoing support for DfE on LOTC. In addition, we aim to find the resource to review and if appropriate to provide support and develop our sector partnerships in the current financial year, as we believe these stakeholder groups could play a role in facilitating a more coherent voice from across the many different sectors that CLOtC needs to champion.

CLOtC Website

In this reporting year, the team oversaw the development and delivery of a new website and CRM system. This took many months and challenged our time, skills, and patience. Many members, LOTC Mark holders and LOTC Quality Badge holders were involved with the consultation and development of these new systems, and we are delighted to report that after the usual teething troubles we are now reaping the benefits of having systems and processes that are modern and that can deliver the automation and business reporting that we need to underpin our growth and development.

Supporter Income

The 2023-24 financial year will be more challenging for us to navigate than the previous two, as this year started with no confirmed project or sponsorship income. So, more time is being allocated to generating supporter income for our 3 strategic delivery areas of: Quality Assurance, CPD and Training, and Advocacy and Facilitation.

Trustees' Report for the Year Ended 31 March 2023**Financial Review****Financial review**

- The CEO, Chair and Trustees continue to share a commitment to stabilise the charity's finances, reverse a trend of diminishing unrestricted funds, and build a strategic reserve of at least 3-6 months operating costs.
- However, there were ongoing challenges for educational settings and providers during this financial year as a result of the pandemic, which continued to challenge our ability to maintain our operations or grow them.
- The funds carried forward in March 2023 were £85,309 (2022: £67,841)
- Our financial position and closing balance for 22/23 reflects another remarkable achievement given the ongoing challenging climate during this year. The financial position this year was greatly supported by having external project funding.
- Staff loyalty, commitment and acceptance of an ever-changing pattern of work across the year in line with operational and budget need.
- Trustees' considered approach to financial management, with special thanks to the Financial Audit Committee chaired by Gill Harvey and then Simon Ward who continued to review the financial situation and support the CEO on a monthly basis.
- Conclusion of the Waterways, Wildlife and Wellbeing Project and the financial crisis promise to ensure there are ongoing challenges in 23/24.

Reserves Policy

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

The Trustees 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. This policy was used actively for guidance in 20/21. In line with prepandemic ambition, the intention is to move to holding a 6-month reserve as soon as possible.

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

In a normal year, the Trustees review this and other policies as a minimum once a year. Given the exceptional circumstances and reduced CEO hours for the entire financial year, the policy review timetable was deferred.

Funds in Deficit

There are no funds in deficit.

Principal Risks and Uncertainties**Financial and Risk Management Objectives and Policies**

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' Report for the Year Ended 31 March 2023

Plans for Future Periods

CLOtC current strategic priority remains to secure the future of CLOtC beyond the Covid and financial crises and show leadership in this area where capacity allows. Our 3 areas of priority are advocacy, training and CPD, and quality assurance for LOtC. 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. A new development pipeline introduced by the CEO is being delivered to ensure we can diversify our income, increase our reserves and support the number of staff we need to operate and grow. We continue to work closely with Outdoor Education Advisers and their Panel where possible to strengthen and increase the national and local support offered to schools and providers. We also continue to consolidate and improve our core offer as detailed in the Achievements and Performance section.

Declaration

The trustees declare that they have approved the trustees' report at their meeting and signed on its behalf by:



Mr Steven Dool
Chair

2/11/23
Date

Independent Examiner's Report on the Financial Statements to the Trustees of Council for Learning Outside the Classroom

I report to the trustees on my examination of the accounts of the above charity for the year ended 31 March 2023.

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').

The charity's trustees consider that an audit is not required for the year under section 144 of the Charities Act 2011 and that an independent examination is appropriate.

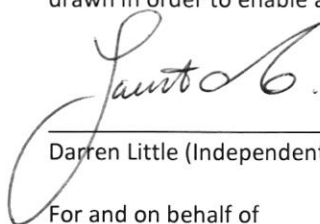
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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 material matters have come to my attention in connection with the examination (other than that disclosed below) which gives me cause to believe that in, any material respect:

- Accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or 2)
- the accounts did not accord with the accounting records; or
- 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
- 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 (FRS 102)).

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



Darren Little (Independent Examiner)

For and on behalf of

Saint & Co
Chartered Accountants & Statutory Auditors
The Old Police Station
Church Street
Ambleside
Cumbria
LA22 0BT

12 November 2023 Date

Statement of Financial Activities for the Year Ended 31 March 2023

(Including Income and Expenditure Account)

		Unrestricted Funds	Restricted General Funds	Endowment Funds	Total 2023	Total 2022
	Note	£	£	£	£	£
Income and endowments from:						
Memberships and donations	2	27,283			27,283	62,781
Charitable activities	2	214,795			214,795	160,424
Other trading activities		-			-	-
Investments	2	180			180	2
Total		<u>242,258</u>	<u>-</u>	<u>-</u>	<u>242,258</u>	<u>223,207</u>
Expenditure on:						
Raising funds	3	-			-	-
Charitable activities	3	224,790			224,790	166,798
Other trading activities		-			-	-
Total		<u>224,790</u>	<u>-</u>	<u>-</u>	<u>224,790</u>	<u>166,798</u>
Net income / (expenditure) before investment gains/(losses)		17,468	-	-	17,468	56,409
Net gains/(losses) on investments		-			-	-
Net income / (expenditure)		<u>17,468</u>	<u>-</u>	<u>-</u>	<u>17,468</u>	<u>56,409</u>
Transfers between funds		-	-	-	-	-
Other recognised gains and (losses)						
Other gains/(losses)		-			-	-
Net movement in funds		<u>17,468</u>	<u>-</u>	<u>-</u>	<u>17,468</u>	<u>56,409</u>
Reconciliation of funds						
Total funds brought forward	10	67,841	-	-	67,841	11,432
Total funds carried forward	10	<u>85,309</u>	<u>-</u>	<u>-</u>	<u>85,309</u>	<u>67,841</u>

All of the charity's activities derive from continuing operations during the above financial periods.

Balance Sheet as at 31 March 2023

Company Number 06778701

	Note	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	7	-	-	-	-
Investments		-	-	-	-
Current assets					
Stock		-	-	-	-
Debtors	8	23,981	1,750		
Cash at bank and in hand		99,533	112,681		
		<u>123,514</u>	<u>114,431</u>		
Liabilities					
Creditors: Amount falling due within one year	9	(38,205)	(46,590)		
Net current assets			<u>85,309</u>		<u>67,841</u>
Total assets less current liabilities			<u>85,309</u>		<u>67,841</u>
Creditors: Amount falling due after one year			-		-
Total net assets less current liabilities			<u><u>85,309</u></u>		<u><u>67,841</u></u>
Funds of the academy trust:					
Unrestricted funds			85,309		67,841
Restricted funds			-		-
Endowment funds			-		-
Total funds	10		<u><u>85,309</u></u>		<u><u>67,841</u></u>

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for:

- Ensuring the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act
- 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 and signed on its behalf by:



Mr Steven Dool
Chair

2/11/23
Date

Notes to the Financial Statements for the Year Ended 31 March 2023**1. Statement of Accounting Policies**

A summary of the principal accounting policies adopted (which have been applied consistently, except where noted), judgements and key sources of estimation uncertainty, is set out below.

Legal Status

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

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 (FRS 102) (effective 1st January 2019) — (Charities SORP (FRS 102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 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 FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Financial Statements

The accounts comprise two primary statements supported by notes. These statements are:

- Statement of Financial Activities: This statement discloses all capital and income resources and expenditure and contains a reconciliation of all movements of the charity's funds. The figures are analysed between general and restricted funds.
- Balance Sheet – This summarises the assets that are used by the charity to achieve its objectives.

These accounts are prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid.

Going Concern

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.

Income

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability.

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

Grants receivable are credited to income upon entitlement.

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 basis 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.

Notes to the Financial Statements for the Year Ended 31 March 2023**1. Statement of Accounting Policies (Continued)****Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Irrecoverable VAT is included as a cost of the applicable expenditure.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost (in the case of donated assets the fair value at the date of acquisition) including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost over their expected useful economic lives as follows:

Fixtures, Fittings and Equipment	25% per annum, straight line
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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 (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date

Basic financial instruments

The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS 102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS 102 SORP.

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.

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

1. Statement of Accounting Policies (Continued)

Fund Accounting

The charity's accounts are divided into legally distinct categories which are defined as follows:

- **Unrestricted or General funds**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

- **Designated funds**

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

- **Restricted funds**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

2. Analysis of income

	Unrestricted Funds	Restricted General Funds	Endowment Funds	Total 2023	Total 2022
Donations and legacies:					
Donations	2,660	-	-	2,660	6,561
Membership subscriptions	24,623	-	-	24,623	56,220
	<u>27,283</u>	<u>-</u>	<u>-</u>	<u>27,283</u>	<u>62,781</u>
<i>Previous year total</i>	<u>62,781</u>	<u>-</u>	<u>-</u>	<u>62,781</u>	
Charitable activities:					
<i>Grants</i>					
Government Support - COVID	-	-	-	-	9,572
Canal and River Trust	109,365	-	-	109,365	60,450
<i>Income from Charitable Activities</i>					
LOtC Quality Badge	71,300	-	-	71,300	80,349
Conference income	31,015	-	-	31,015	-
CPD Training & Support	3,115	-	-	3,115	40
Other Contracted Work and Admin Fees	-	-	-	-	5,263
Mentoring	-	-	-	-	4,750
Other income	-	-	-	-	-
	<u>214,795</u>	<u>-</u>	<u>-</u>	<u>214,795</u>	<u>160,424</u>
<i>Previous year total</i>	<u>160,424</u>	<u>-</u>	<u>-</u>	<u>160,424</u>	
Income from investments:					
Interest income	180	-	-	180	2
Other	-	-	-	-	-
	<u>180</u>	<u>-</u>	<u>-</u>	<u>180</u>	<u>2</u>
<i>Previous year total</i>	<u>2</u>	<u>-</u>	<u>-</u>	<u>2</u>	

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

3. Expenditure

	Unrestricted Funds	Restricted General Funds	Endowment Funds	Total 2023	Total 2022
Expenditure on raising funds:					
	-	-	-	-	-
	-	-	-	-	-
<i>Previous year total</i>	-	-	-	-	-
Expenditure on charitable activities:					
Direct - General operations					
Staff costs	111,867	-	-	111,867	69,003
Consultants	28,930	-	-	28,930	42,364
Project related expenditure	18,858	-	-	18,858	18,000
Travel & subsistence	2,004	-	-	2,004	-
Conference costs	16,206	-	-	16,206	-
Quality accreditations costs	22,889	-	-	22,889	12,046
Insurance	681	-	-	681	1,783
IT support	6,378	-	-	6,378	4,198
IT replacement	330	-	-	330	-
Office expenses and storage costs	3,717	-	-	3,717	8,794
Legal fees and subscriptions	382	-	-	382	96
Bank charges	955	-	-	955	888
Trustees' expenses and meeting costs	1,668	-	-	1,668	-
	-	-	-	-	-
	214,865	-	-	214,865	157,172
Support Costs					
Examiners fees and accountancy	1,920	-	-	1,920	1,590
Payroll support	576	-	-	576	770
Finance support	7,429	-	-	7,429	7,266
	9,925	-	-	9,925	9,626
Total expenditure	224,790	-	-	224,790	166,798
<i>Previous year total</i>	166,798	-	-	166,798	-

4. Fees for examination of the accounts

	Total 2023	Total 2022
Current examiner's fees		
Independent examiner's fees	1,440	2,016
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner	7,908	785
	9,348	2,801

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

5. Staff costs

Total
2023Total
2022

The total staff costs and employee benefits for the reporting period are analysed as follows:

Wages and salaries	103,482	64,562
Employers' national insurance	4,110	893
Employer pension contributions	4,275	3,548
	<u>111,867</u>	<u>69,003</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

The average number of staff for the year was:

2023

2022

5	3
<u>5</u>	<u>3</u>

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

2023

2022

5	3
<u>5</u>	<u>3</u>

2023

2022

Key management personnel

23,324	25,495
<u>23,324</u>	<u>25,495</u>

6. Trustee remuneration and expenses

No remuneration was paid directly or indirectly out of the funds of the charity for the year to any trustee or to any person or persons known to be connected with any of them.

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

7. Tangible Fixed Assets

	Freehold Land & Buildings	Motor Vehicles	Furniture Fittings & Equipment	ICT Equipment	Total
Cost	£	£	£	£	£
As at 01 April 2022	-	-	4,481	-	4,481
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
As at 31 March 2023	-	-	4,481	-	4,481
Depreciation					
As at 01 April 2022	-	-	4,481	-	4,481
Charge in year	-	-	-	-	-
Disposals	-	-	-	-	-
As at 31 March 2023	-	-	4,481	-	4,481
Net book values					
As at 31 March 2023	-	-	-	-	-
As at 01 April 2022	-	-	-	-	-

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

8. Debtors	2023	2022
	£	£
Trade debtors	22,679	1,750
Prepayments	1,302	-
Accrued income	-	-
Other debtors	-	-
	<u>23,981</u>	<u>1,750</u>

9. Creditors: Amounts Falling due Within One Year	2023	2022
	£	£
Trade creditors	4,275	11,030
Taxation and social security creditors	3,215	-
Other creditors	-	-
Accruals	3,108	2,529
Deferred income	27,607	33,031
	<u>38,205</u>	<u>46,590</u>

Deferred Income	2023	2022
	£	£
Accruals and deferred income includes:		
Deferred income at 1 April 2022	33,031	25,605
Resources deferred in the year	27,607	33,031
Amounts released from previous years	(33,031)	(25,605)
Deferred income at 31 March 2023	<u>27,607</u>	<u>33,031</u>

Deferred income comprises:		
Membership in advance	12,608	12,000
Grant funding in advance	14,999	21,031
	<u>27,607</u>	<u>33,031</u>

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)

10. Funds	Balance at 01-Apr 2022 £	Incoming resources £	Resources expended £	Gains, Losses and Transfers £	Balance at 31-Mar 2023 £
Restricted General Funds					
Restricted general funds	-	-	-	-	-
Other funds	-	-	-	-	-
Total Restricted Funds	-	-	-	-	-
Unrestricted Funds					
General funds	67,841	242,258	(224,790)	-	85,309
	-	-	-	-	-
Total Unrestricted Funds	67,841	242,258	(224,790)	-	85,309
Total Funds	67,841	242,258	(224,790)	-	85,309

The specific purposes for which the funds are to be applied are as follows:

General Funds

Funds are to there to be available to provide a productive return over time in support of the charity's aims.

Comparative information in respect of the preceeding period is as follows:

	Balance at 01-Apr 2021 £	Incoming resources £	Resources expended £	Gains, Losses and Transfers £	Balance at 31-Mar 2022 £
Restricted General Funds					
Restricted general funds	-	-	-	-	-
Other funds	-	-	-	-	-
Total Restricted Funds	-	-	-	-	-
Unrestricted Funds					
General funds	11,432	223,207	(166,798)	-	67,841
	-	-	-	-	-
Total Unrestricted Funds	11,432	223,207	(166,798)	-	67,841
Total Funds	11,432	223,207	(166,798)	-	67,841

Notes to the Financial Statements for the Year Ended 31 March 2023 (continued)**11. Analysis of Net Assets Between Funds**

Fund balances at 31 March 2023 are represented by:

	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total Funds £
Tangible fixed assets	-	-	-	-
Investments	-	-	-	-
Current assets	123,514	-	-	123,514
Current liabilities	(38,205)	-	-	(38,205)
Non-current liabilities	-	-	-	-
Total Net Assets	85,309	-	-	85,309

Comparative information in respect of the preceeding period is as follows:

	Unrestricted Funds £	Restricted General Funds £	Restricted Fixed Asset Funds £	Total Funds £
Tangible fixed assets	-	-	-	-
Investments	-	-	-	-
Current assets	114,431	-	-	114,431
Current liabilities	(46,590)	-	-	(46,590)
Non-current liabilities	-	-	-	-
Total Net Assets	67,841	-	-	67,841

12. Related party transactions

There were no related party transactions in the year

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. 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 £4,275 (2022 : £3,548).

15. Donated Goods and Services

Storage facilities have been provided free of charge, an amount of £2,308 (2022 : £2,308) has been included as a donation to reflect this.