

BROADCAST JOURNALISM TRAINING COUNCIL
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2020.

The financial statements comply with 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).

The Broadcast Journalism Training Council (BJTC) is the largest journalism accreditation body in higher education with 56 courses either accredited or in the advisory process. The board was quick to take action in light of the Covid-19 pandemic and introduced new Accreditation Requirements in July which made remote teaching allowable but also ensured courses provided sufficient support for students to learn key skills and take part in practical activities from home. The BJTC continued to adapt and amend its structures in order to ensure its primary role is maintained. A remote visit process was put in place and has been working successfully with 24 accreditation reviews undertaken in 2020. Financially the organisation has proven to be robust with income from industry sponsorship, accreditation reviews and accreditation fees stable.

The BJTC's partnership with industry remains strong with continued, dynamic relationships with the BBC, Sky News, ITV, Channel 4, ITN, Bauer, Global, the NUJ, Reuters and Associated Press.

In January the BJTC launched its first Placement Assistance Scheme (PAS), aimed at tackling some of the challenges students face in funding crucial placements that are recognised as the first step to finding work in journalism. The BJTC joined forces with Google News Initiative, the BBC and ITV News, to offer students on accredited courses, who also met its social diversity criteria, a contribution towards the cost of placements. The first scheme attracted 153 applicants, with 152 successfully awarded grants by a specialist panel of industry and academic representatives. The second-year scheme was launched in December 2020, with 88 successful applicants. A further round of applications was opened in February 2021. Feedback from recipients of the grants have been extremely positive, with some students branding it as "life-changing".

The BJTC Spring Partners Day was cancelled in light of the first national lockdown, but a virtual AGM and Summer Conference gave Council members a chance to catch-up with colleagues and keep up to date with BJTC and industry news during rapidly changing times. The virtual format proved popular with over 80 attendees.

The BJTC board took the decision in March to continue to run its 2020 Student Journalism Awards, committing to work around any Covid-19 restrictions. The entry process was launched in May and entry levels remained consistent with previous years. The ceremony was held virtually, in November, hosted by the BBC at the Mailbox in Birmingham and live streamed from the studios of BBC Midlands, presented by Elizabeth Glinka. For the first time, the Steve Harris Award, which recognises the stand-out entry of the competition, was given to a team entry, rather than that of an individual. BA Journalism students from the University of South Wales impressed the judges with their virtual newsday, a new category this year in response to COVID-19 restrictions. It was possible to link live to the University of South Wales where the students had met to watch the awards ceremony together, within the socially distanced restrictions. Recognising that this event is normally an extremely valuable time for students to network with industry personnel, the BJTC hosted a virtual networking event after the live programme, for all successful finalists.

Every year we award BJTC Skills Certificate to successful graduates from accredited courses. In 2020 we issued around 800 certificates from 24 accredited training bodies.

The free online eBooks, written in partnership with the BJTC, remain a valuable resource to course leaders and students. There are three currently available on the BJTC website. Each is regularly updated and 2020 saw a new edition of Kate Ironside's Reporting Power – Civic Structures: Why They Matter, How They Work and an update to Tim Crook's Media Law, Regulation & Ethics: Student Pocket Guide will be available in the early part of 2021.

The BJTC continues to regularly monitor its role within the restrictions and regulations due to the Covid-19 pandemic. Virtual visits will remain in 2021, and all other functions and events are set to go ahead virtually, until restrictions are lifted, and it is safe to return to in-person events. This will include a Spring Partners Day, where courses can share best practice around the virtual teaching format and see what processes industry has put in place. We are committed to ensure that all our accredited courses and the staff and students on them continue to receive the same robust service, reflecting industry-lead practices within an ever-changing world.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives and aims in the year under review were the monitoring, evaluation and accreditation of educational courses in broadcast and multi-media journalism.

The Broadcast Journalism Training Council (BJTC) exists to set and maintain standards of journalism training in the UK. Skills and knowledge required by these standards are then used to assess journalism training courses around the whole of the UK and if courses meet those standards then they are formally recognised as "accredited."

Currently the BJTC accredits 56 courses within 38 institutions in the UK, with more than 4000 students enrolled on them - and the numbers are growing. This process is also growing in importance as the whole news industry meets the challenges set by changing viewing, listening and reading habits as well as the impact of new technology. The BJTC aims to ensure that graduates from these accredited courses are best prepared for careers in this fast-changing industry.

The trustees are aware that they must carry on the charity's activities for the public benefit and they must pay due regard to the guidance on public benefit issued by the Charity Commission. They consider that the charity's aims and activities are for the public benefit as outlined above.

FINANCIAL REVIEW

During the year, the charitable company made a deficit of £5,468 (2019: £47,376), and at the year end held total funds of £163,604 (2019: £169,072).

Officers are appointed by the board as consultants to them, to assist in the administration and day to day running of the charity. The secretary, treasurer and company administrator, interim accreditation team leaders and accreditation director received fees during the year totalling £32,054 (2019: £31,720). None of these officers were trustees of the charity. Fees paid to trustees for services in the year totalled £Nil (2019: £1,720). The payments made were in respect of accreditation services and re-writing and monitoring the guidelines and did not include any remuneration in connection with their duties as trustees. Trustees' duties are provided on a voluntary basis with just travel and subsistence expenses being reimbursed.

Reserves policy

It is the policy of the BJTC to hold in reserves the equivalent of four months general running costs. In addition to this the BJTC can hold unallocated funds for the purposes of supporting, promoting and enhancing accreditation services and to further the objectives of the BJTC.

But it is noted that circumstances may change with time and trustees will review the policy at least annually as part of its planning processes. The amount held in reserves will also be monitored during the course of the year as part of a charity's budgetary processes.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. In June 2012, the charity adopted new Articles of Association to reflect the introduction of the Charities Act 2011 and the Companies Act 2006 and on 7 July 2020, they were updated to allow for virtual general meetings.

Recruitment and appointment of new trustees

The methods for appointing Board members are set out in our Articles of Association adopted at our AGM in 2012. Under these Articles, major industry sponsors each appoint senior managers to the Board. Representatives of the 38 colleges with accredited courses elect 6 course leaders from their number, to represent them on the Board. Each elected college representative serves for 3 years.

Induction and training of new trustees

Prior to appointment, potential Board members are informed of their liabilities and responsibilities as both Board members and Trustees. The Company Secretary takes responsibility to ensure that new Board members have access to all relevant documents and to bring them up to date on the current priorities of the BJTC.

Risk management

The Trustees have a duty to identify and review the risks to which the charity is exposed, and to ensure appropriate controls are in place to provide reasonable insurance against fraud and error.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03283252 (England and Wales)

Registered Charity number

1060668

Registered office

2 – 4 Packhorse Road
Gerrards Cross
Buckinghamshire
SL9 7QE

Trustees

R M Bernard
Ms D Kemp
C Howard - appointed 19 January 2021
Mrs C H R M Smith
Mrs T Kaur-Thanki
Ms S A Lewis
Ms C L Bamfield
C G Wheal
J R Barsby
R P Elias
J R Porter
P T Parker
A R Bailey
Ms G E Slack
Ms K Blair
Mrs R C Ammonds
Mrs L Dixon
Ms D M Ridley - appointed 7 July 2020
Miss L Herbison - appointed 1 January 2020

REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)

Company Secretary

Miss H L Hurd

Independent examiner

Nunn Hayward LLP
Chartered Accountants
2-4 Packhorse Road
Gerrards Cross
Buckinghamshire
SL9 7QE

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Broadcast Journalism Training Council for the purposes of company law) are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue with its activities.

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

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

Approved by the board of trustees on 7 July 2021 and signed on its behalf by:

R M Bernard
Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BROADCAST JOURNALISM TRAINING COUNCIL

I report to the trustees on my examination of the accounts of the Broadcast Journalism Training Council for the year ended 31 December 2020 as set out on pages 6 to 13.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with 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 company'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 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
- 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 requirement 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 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.

Tom Lacey FCCA
Nunn Hayward LLP
Chartered Accountants
2-4 Packhorse Road
Gerrards Cross
Buckinghamshire
SL9 7QE

16 July 2021

BROADCAST JOURNALISM TRAINING COUNCIL

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Notes	Unrestricted Fund £	Restricted Fund £	Total 2020 £	Total 2019 £
INCOME AND ENDOWMENTS					
Charitable activities	3	163,817	-	163,817	210,055
Investment income	3	191	-	191	365
TOTAL INCOME		164,008	-	164,008	210,420
EXPENDITURE					
Charitable activities	4	157,239	12,237	169,476	163,044
TOTAL EXPENDITURE		157,239	12,237	169,476	163,044
TOTAL INCOME/(EXPENDITURE)		6,769	(12,237)	(5,468)	47,376
TRANSFERS BETWEEN FUNDS		(15,000)	15,000	-	-
NET MOVEMENT IN FUNDS		(8,231)	2,763	(5,468)	47,376
Fund balances brought forward	12	129,072	40,000	169,072	121,696
Fund balances carried forward	12	120,841	42,763	163,604	169,072

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure is derived from continuing activities.

The notes on pages 8 - 13 form part of these financial statements.

BALANCE SHEET AS AT 31 DECEMBER 2020

	Notes	£	2020 £	£	2019 £
FIXED ASSETS					
Tangible assets	8		1,355		1,807
CURRENT ASSETS					
Debtors	9	-		5,775	
Cash at bank	10	169,438		181,207	
		169,438		186,982	
CREDITORS -					
Amounts falling due within one year					
Creditors and accruals	11	7,189		19,717	
NET CURRENT ASSETS			162,249		167,265
NET ASSETS			163,604		169,072
FUNDS					
Restricted funds			42,763		40,000
Designated funds			15,000		15,000
Unrestricted funds			105,841		114,072
TOTAL CHARITY FUNDS			163,604		169,072

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2020. No members have deposited a notice pursuant to section 476 of the Companies Act 2006 requiring an audit.

The trustees acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records that comply with section 386 of the Companies Act 2006 and;
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with FRS102 section 1A – small entities.

Approved by the board of trustees on 7 July 2021 and signed on its behalf by

R M Bernard
Trustee

Registered charity number: 1060668

1 STATUTORY INFORMATION

The Broadcast Journalism Training Council is a company limited by guarantee registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given on page 3 of these financial statements. The nature of the charity's operations and principal activities are the monitoring, evaluation and accreditation of higher education courses in broadcast and multi-media journalism.

2 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with Charities Act 2011, the Companies Act 2006, 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) and the provisions of FRS 102 Section 1A small entities.

The financial statements are prepared on a going concern basis under the historical cost convention and presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

Going concern

The financial statements have been prepared on the going concern basis which assumes that the charitable company will continue for the foreseeable future.

The COVID-19 outbreak has caused the closure of universities in the UK, however, the trustees have taken steps to ensure that work can largely continue as normal such that it is not anticipated to significantly impact the company's trading results for 2021. The charitable company is financially stable and has reserves in excess of 9 months of running costs. On this basis the trustees consider it appropriate to continue to adopt the going concern basis for the preparation of the financial statements.

Cash flow statement

The charity has not included a cash flow statement as it has claimed exemption under FRS 102 Section 1A.

Income

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received. Income that has been invoiced but relating a future period is deferred.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102) as this is deemed to be negligible.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
(continued)

2 ACCOUNTING POLICIES (CONTINUED)

Allocation and apportionment of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, personnel and governance costs which support the Charity's activities. All support costs have been allocated to the Charity's primary charitable activity of education.

Tangible fixed assets

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

Computer equipment - 25% on reducing balance

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are unrestricted funds which have been ear marked for use for a specific purpose.

Debtors receivable and creditors payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

Financial instruments

The charity only has financial assets and 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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
(continued)

3	INCOME					2020 £	2019 £
	Charitable activities						
	Education					163,817	170,055
	Placement Assistance Scheme					-	40,000
						<u>163,817</u>	<u>210,055</u>
	Investment income					2020 £	2019 £
	Interest received					191	365
						<u>191</u>	<u>365</u>
4	CHARITABLE ACTIVITIES	Placement Assistance Scheme £	Staff costs £	Direct costs £	Support costs £	Total £	
	Education	<u>12,237</u>	<u>81,057</u>	<u>10,504</u>	<u>65,678</u>	<u>169,476</u>	
5	SUPPORT COSTS		Management £	Finance £	Governance £	Total £	
	Education		<u>61,769</u>	<u>115</u>	<u>3,794</u>	<u>65,678</u>	
				2020 £		2019 £	
	Insurance			325		325	
	Telephone			2,828		3,082	
	Postage and stationery			1,308		1,180	
	Computer costs			615		80	
	Administrations fees			56,241		51,002	
	Depreciation of tangible assets			452		602	
	bank charges			115		111	
	Professional fees			1,163		396	
	Independent examiner's fees			2,631		2,467	
				<u>65,678</u>		<u>59,245</u>	
6	NET INCOME/(EXPENDITURE)					2020 £	2019 £
	Net income/(expenditure) is stated after charging/(crediting):						
	Depreciation - owned assets			<u>452</u>		<u>602</u>	

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
(continued)
7 STAFF COSTS

	2020 £	2019 £
Wages and salaries	73,000	70,000
Social security	5,867	5,476
Pension	2,190	2,100
	<u>81,057</u>	<u>77,576</u>

The average number of staff during the year was 1 (2019: 1).

Emoluments of staff earning in excess of £60,000 was as follows:

	2020 No	2019 No
£70,000 - £79,999	1	1
	<u>1</u>	<u>1</u>

TRUSTEES' REMUNERATION, BENEFITS AND EXPENSES

No trustees were paid fees for services in the year (2019: £1,720 to two trustee).

There were no trustees' remuneration or other benefits for the year ended 31 December 2020 nor for the year ended 31 December 2019.

During the year £880 (2019: £1,921) was reimbursed for travel and subsistence incurred by 4 (2019: 8) trustees.

8 TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 January 2020	8,241
Additions in year	-
At 31 December 2020	<u>8,241</u>
DEPRECIATION	
At 1 January 2020	6,434
Charge in year	452
At 31 December 2020	<u>6,886</u>
NET BOOK VALUE	
At 31 December 2020	<u>1,355</u>
At 31 December 2019	<u>1,807</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
 (continued)

9	DEBTORS	2020 £	2019 £		
	Trade debtors	-	5,775		
		-	5,775		
10	CASH AT BANK	2020 £	2019 £		
	Cash at bank	169,438	181,207		
		169,438	181,207		
11	CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR	2020 £	2019 £		
	Other taxes and social security	2,834	-		
	Other creditors	426	408		
	Accruals and deferred income	3,929	19,309		
		7,189	19,717		
12	MOVEMENT IN FUNDS	Unrestricted General Designated Restricted Total £ £ £ £			
	As at 1 January 2020	114,072	15,000	40,000	169,072
	Incoming resources	164,008	-	-	164,008
	Resources expended	(157,239)	-	(12,237)	(169,476)
	Surplus/(deficit) for year	6,769	-	(12,237)	(5,468)
	Transfer	(15,000)	-	15,000	-
	As at 31 December 2020	105,841	15,000	42,763	163,604
	Analysis of net assets by funds:	£	£	£	£
	Fixed assets	1,355	-	-	1,355
	Cash at bank	111,675	15,000	42,763	169,438
	Creditors and accruals	(7,189)	-	-	(7,189)
	As at 31 December 2020	105,841	15,000	42,763	163,604

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020
 (continued)
13 RELATED PARTY DISCLOSURES

There were no related party transactions for the year, other than those disclosed in note 7.

14 FINANCIAL INSTRUMENTS

Financial assets measured at amortised costs amounted to £Nil (2019: £5,775).

15 COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted Fund £	Restricted Fund £	Total 2019 £
INCOME AND ENDOWMENTS			
Charitable activities	170,055	40,000	210,055
Investment income	365	-	365
TOTAL INCOME	170,420	40,000	210,420
EXPENDITURE			
Charitable activities	163,044	-	163,044
TOTAL EXPENDITURE	163,044	-	163,044
TOTAL INCOME/(EXPENDITURE)	7,376	40,000	47,376
TRANSFERS BETWEEN FUNDS	-	-	-
NET MOVEMENT IN FUNDS	7,376	40,000	47,376
Fund balances brought forward	121,696	-	121,696
Fund balances carried forward	129,072	40,000	169,072

BROADCAST JOURNALISM TRAINING COUNCIL

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020	2019
	£	£
INCOME AND ENDOWMENTS		
Fees and subscriptions	163,817	210,055
Investment income	191	365
Total incoming resources	164,008	210,420
EXPENDITURE		
Staff costs		
Salaries	73,000	70,000
National insurance	5,867	5,476
Pension contributions	2,190	2,100
	81,057	77,576
Direct costs		
Travel and subsistence	9,698	26,074
Secretarial and accreditation services	806	149
	10,504	26,223
Management costs		
Insurance	325	325
Telephone	2,828	3,082
Postage and stationery	1,308	1,180
Computer costs	615	80
Administration fees	56,241	51,002
Computer equipment	452	602
	61,769	56,271
Finance costs		
Bank charges	115	111
	115	111
Governance costs		
Professional fees	1,163	396
Independent examiner's fees	2,631	2,467
	3,794	2,863
Placement grants	12,000	-
Placement expenses	237	-
Placement Assistance Scheme	12,237	-
Total resources expended	169,476	163,044
NET SURPLUS/(DEFICIT)	(5,468)	47,376

This page does not form part of the financial statements