

**BROADCAST JOURNALISM TRAINING COUNCIL**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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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 2021.

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 BJTC remains the largest journalism accreditation body in higher education with 53 courses either accredited or in the advisory process. During the ongoing pandemic, the board continued to work closely with its industry and academic partners to ensure that students were still being taught reflective industry standards, even while those standards were in constant flux. The remote accreditation reviews, introduced in 2020 at the start of the Covid-19 pandemic, were closely monitored and found to be robust and successful, so much so that the board has retained some virtual processes as the in-person reviews start to return. Due to the organisation adapting its procedures quickly, it has been able to continue with finances remaining stable.

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

2021 saw the second year of the 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 2021 scheme was opened for two separate application timelines to ensure as many students as possible could apply. 121 applicants were offered grants in 2021 to help towards their placements. In addition, all the successful applicants from the 2020 pilot scheme were given an extension to claim, considering the pandemic. The 2022 scheme was launched in December. To date the PAS scheme has dedicated nearly £80,000 to student grants. Now entering its third year, the board has commissioned a funded research project aimed at investigating the experience of successful applicants of the scheme and to analyse the function of the application process, with a view to improve diversity, reach and student experience.

The BJTC Spring Partners Day was held as a virtual meeting, with over 45 participants. The theme of the day was "Teaching Journalism During a Pandemic and Beyond." It focused on examples of best practice teaching including voice coaching, law and placements. A range of guest speakers took part and a number of course leaders commented on how useful the sessions had been. The AGM and Summer Conference was also a virtual meeting. Following the formal business of the AGM, the 55 participants had a chance to hear how the BJTC had revised and updated the Requirements. The BBC's Creative Diversity Lead, Nina Goswami, also spoke to delegates about the corporation's 50:50 Equality Project and gave course leaders some practical steps they can take to implement the programme in their own newsdays. Finally, there was a session on the changing developments around placements, which the BJTC continues to discuss with industry partners, to ensure course leaders are updated as quickly as possible, as the pandemic continues to create challenges for newsroom workflows.

The BJTC Student Journalism Awards 2021 was a virtual, live streamed ceremony from the Mailbox in Birmingham. The programme was presented by BBC Midlands presenter Trish Adudu and was watched by over 100 people. Twelve winners were chosen from almost 200 entries. Successful students included those from Birmingham City University, University of Salford, Goldsmiths, University of London, University of the West of England and City, University of London. The Steve Harris Award, which recognises the stand-out entry of the competition, was won by two students from City, University of London. This year saw the introduction of a new category in honour of one of the pioneers of British television journalism. The Derek Dowsett Award recognised great storytelling, tight packaging and excellent video editing. It came with a prize of £1,000 as well as the offer of a week's work experience at ITV news. This was won by a student from City, University of London, but due to work commitments, the placement at ITV News was offered to the runner-up from Nottingham Trent University. Following the ceremony, Zoom break-out rooms hosted by industry representatives after the ceremony were very popular. Nominees and other attendees were able to network and discuss their future careers. Several finalists are now working in the industry as a result of this networking event.

Every year we award BJTC Skills Certificates to successful graduates from accredited courses. The certificates are free and optional and in 2021 we issued around 800 certificates from 25 accredited training bodies.

During 2021 the BJTC analysed its administrative, reporting and accounting systems and has engaged a data software company to build a bespoke system, with the aim to make the organisation more efficient, transparent and professional. The system will also make succession planning and staff absence simpler.

The BJTC continues to regularly monitor its role within the restrictions and regulations due to the Covid-19 pandemic. The option of virtual visits will remain in 2022, with a hybrid process of virtual and on-site reviews becoming standard. The Spring Partners Day and Summer Conference will be merged into one bigger, enhanced conference, which we hope will be an in-person event. It is intended that the BJTC Awards 2022 will be a larger event to ensure students get the celebration they deserve after years of upheaval. We continue to provide a constant, direct line of conversation between academia and industry to ensure our students get some of the best, current training available to them, with a very strong emphasis on diversity in journalism.

## **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 53 courses within 34 institutions in the UK, with more than 4,000 students enrolled on them. 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 £2,182 (2020: £5,468), and at the year end held total funds of £161,422 (2020: £163,604).

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 £30,500 (2020: £32,054). None of these officers were trustees of the charity. Trustees received no fees in connection with their duties as trustees as these 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.

### **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 34 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

### **Trustees**

|                   |                            |
|-------------------|----------------------------|
| R M Bernard       |                            |
| 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        |                            |
| Mr A R Bailey     |                            |
| Ms G E Slack      |                            |
| L Dixon           |                            |
| D M Ridley        |                            |
| L Herbison        |                            |
| C Howard          | - appointed 1 January 2021 |
| Ms B Bahal        | - appointed 15 June 2021   |
| Mrs J M S Kean    | - appointed 7 July 2021    |
| M P Walsh         | - appointed 7 July 2021    |
| W P Cope          | - appointed 7 July 2021    |

On 7 July 2021, Ms D Kemp, Ms K Blair and R C Ammonds resigned as directors of the charitable company.

**REFERENCE AND ADMINISTRATIVE DETAILS (CONTINUED)**

**Company Secretary**

Miss H L Hurd

**Registered office**

2 – 4 Packhorse Road  
Gerrards Cross  
Buckinghamshire  
SL9 7QE

**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 6 July 2022 and signed on its behalf by:

R M Bernard  
Trustee

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

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I report to the trustees on my examination of the accounts of the Broadcast Journalism Training Council for the year ended 31 December 2021 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

Date

**BROADCAST JOURNALISM TRAINING COUNCIL**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 DECEMBER 2021**

|                                      | Notes | Unrestricted<br>Fund<br>£ | Restricted<br>Fund<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|--------------------------------------|-------|---------------------------|-------------------------|--------------------|--------------------|
| <b>INCOME AND ENDOWMENTS</b>         |       |                           |                         |                    |                    |
| Charitable activities                | 3     | 157,922                   | 3,250                   | 161,172            | 163,817            |
| Investment income                    | 3     | 20                        | -                       | 20                 | 191                |
| <b>TOTAL INCOME</b>                  |       | <b>157,942</b>            | <b>3,250</b>            | <b>161,192</b>     | <b>164,008</b>     |
| <b>EXPENDITURE</b>                   |       |                           |                         |                    |                    |
| Charitable activities                | 4     | 144,841                   | 18,533                  | 163,374            | 169,476            |
| <b>TOTAL EXPENDITURE</b>             |       | <b>144,841</b>            | <b>18,533</b>           | <b>163,374</b>     | <b>169,476</b>     |
| <b>TOTAL INCOME/(EXPENDITURE)</b>    |       | <b>13,101</b>             | <b>(15,283)</b>         | <b>(2,182)</b>     | <b>(5,468)</b>     |
| <b>TRANSFERS BETWEEN FUNDS</b>       | 12    | <b>(30,000)</b>           | <b>30,000</b>           | <b>-</b>           | <b>-</b>           |
| <b>NET MOVEMENT IN FUNDS</b>         |       | <b>(16,899)</b>           | <b>14,717</b>           | <b>(2,182)</b>     | <b>(5,468)</b>     |
| <b>Fund balances brought forward</b> | 12    | <b>120,841</b>            | <b>42,763</b>           | <b>163,604</b>     | <b>169,072</b>     |
| <b>Fund balances carried forward</b> | 12    | <b>103,942</b>            | <b>57,480</b>           | <b>161,422</b>     | <b>163,604</b>     |

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



## BALANCE SHEET AS AT 31 DECEMBER 2021

|  | Notes | £       | 2021<br>£ | £       | 2020<br>£ |
|--|-------|---------|-----------|---------|-----------|
| <b>FIXED ASSETS</b>                        |       |         |           |         |           |
| Tangible assets                            | 8     |         | 1,016     |         | 1,355     |
| <b>CURRENT ASSETS</b>                      |       |         |           |         |           |
| Debtors                                    | 9     | 8,695   |           | -       |           |
| Cash at bank                               | 10    | 166,520 |           | 169,438 |           |
|  |       | 175,215 |           | 169,438 |           |
| <b>CREDITORS -</b>                         |       |         |           |         |           |
| <b>Amounts falling due within one year</b> |       |         |           |         |           |
| Creditors and accruals                     | 11    | 14,809  |           | 7,189   |           |
| <b>NET CURRENT ASSETS</b>                  |       |         | 160,406   |         | 162,249   |
| <b>NET ASSETS</b>                          |       |         | 161,422   |         | 163,604   |
| <b>FUNDS</b>                               |       |         |           |         |           |
| Restricted funds                           | 12    |         | 57,480    |         | 42,763    |
| Designated funds                           | 12    |         | -         |         | 15,000    |
| General fund                               | 12    |         | 103,942   |         | 105,841   |
| <b>TOTAL CHARITY FUNDS</b>                 |       |         | 161,422   |         | 163,604   |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021. 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

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 6 July 2022 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 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 2021  
(continued)

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**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 2021  
(continued)

|   |  |                        |                     |                      |                       |                |
|---|--|------------------------|---------------------|----------------------|-----------------------|----------------|
| 3 | INCOME   |                        |                     | 2021<br>£            | 2020<br>£             |                |
|   | Charitable activities  |                        |                     |                      |                       |                |
|   | Education  |                        |                     | 157,922              | 163,817               |                |
|   | Derek Dowsett Award  |                        |                     | 3,250                | -                     |                |
|   |  |                        |                     | <u>161,172</u>       | <u>163,817</u>        |                |
|   | Investment income  |                        |                     | 2021<br>£            | 2020<br>£             |                |
|   | Interest received  |                        |                     | 20                   | 191                   |                |
|   |  |                        |                     | <u>20</u>            | <u>191</u>            |                |
| 4 | CHARITABLE ACTIVITIES  | PAS and<br>Awards<br>£ | Staff<br>costs<br>£ | Direct<br>costs<br>£ | Support<br>costs<br>£ | Total<br>£     |
|   | Education  | <u>18,533</u>          | <u>84,045</u>       | <u>2,805</u>         | <u>57,991</u>         | <u>163,374</u> |
| 5 | SUPPORT COSTS  |                        | Management<br>£     | Finance<br>£         | Governance<br>£       | Total<br>£     |
|   | Education  |                        | <u>54,943</u>       | <u>134</u>           | <u>2,914</u>          | <u>57,991</u>  |
|   |  |                        |                     | 2021<br>£            | 2020<br>£             |                |
|   | Insurance  |                        |                     | 325                  | 325                   |                |
|   | Telephone  |                        |                     | 1,621                | 2,828                 |                |
|   | Postage and stationery   |                        |                     | 943                  | 1,308                 |                |
|   | Computer costs   |                        |                     | 659                  | 615                   |                |
|   | Sundry expenses  |                        |                     | 556                  | -                     |                |
|   | Administrations fees   |                        |                     | 50,500               | 56,241                |                |
|   | Depreciation of tangible assets                                |                        |                     | 339                  | 452                   |                |
|   | Bank charges   |                        |                     | 134                  | 115                   |                |
|   | Professional fees  |                        |                     | -                    | 1,163                 |                |
|   | Independent examiner's fees                                    |                        |                     | 2,914                | 2,631                 |                |
|   |  |                        |                     | <u>57,991</u>        | <u>65,678</u>         |                |
| 6 | NET INCOME/(EXPENDITURE)                                       |                        |                     |                      |                       |                |
|   | Net income/(expenditure) is stated after charging/(crediting): |                        |                     |                      |                       |                |
|   |  |                        |                     | 2021<br>£            | 2020<br>£             |                |
|   | Depreciation - owned assets                                    |                        |                     | 339                  | 452                   |                |

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**  
**(continued)**

**7 STAFF COSTS**

|                    | <b>2021</b>   | <b>2020</b>   |
|--------------------|---------------|---------------|
|                    | <b>£</b>      | <b>£</b>      |
| Wages and salaries | 73,000        | 73,000        |
| Social security    | 8,855         | 5,867         |
| Pension            | 2,190         | 2,190         |
|                    | <u>84,045</u> | <u>81,057</u> |

The average number of staff during the year was 1 (2020: 1).

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

|                   | <b>2021</b> | <b>2020</b> |
|-------------------|-------------|-------------|
|                   | <b>No</b>   | <b>No</b>   |
| £70,000 - £80,000 | 1           | 1           |
|                   | <u>1</u>    | <u>1</u>    |

**TRUSTEES' REMUNERATION, BENEFITS AND EXPENSES**

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

During the year no expenses were reimbursed to trustees (2020: £880 to 4 trustees).

**8 TANGIBLE FIXED ASSETS**

|                          | <b>Computer<br/>equipment<br/>£</b> |
|--------------------------|-------------------------------------|
| <b>COST</b>              |                                     |
| At 1 January 2021        | 8,241                               |
| Additions in year        | -                                   |
| At 31 December 2021      | <u>8,241</u>                        |
| <b>DEPRECIATION</b>      |                                     |
| At 1 January 2021        | 6,886                               |
| Depreciation in the year | 339                                 |
| At 31 December 2021      | <u>7,225</u>                        |
| <b>NET BOOK VALUE</b>    |                                     |
| At 31 December 2021      | <u>1,016</u>                        |
| At 31 December 2020      | <u>1,355</u>                        |

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021  
(continued)

|    |   |  |                |               |                |
|----|---|--|----------------|---------------|----------------|
| 9  | DEBTORS   | 2021<br>£  | 2020<br>£      |               |                |
|    | Trade debtors                                   | 4,195  | -              |               |                |
|    | Prepayments                                     | 4,500  | -              |               |                |
|    |   | <u>8,695</u>   | <u>-</u>       |               |                |
| 10 | CASH AT BANK                                    | 2021<br>£  | 2020<br>£      |               |                |
|    | Cash at bank                                    | 166,520  | 169,438        |               |                |
|    |   | <u>166,520</u>   | <u>169,438</u> |               |                |
| 11 | CREDITORS - AMOUNTS FALLING DUE WITHIN ONE YEAR | 2021<br>£  | 2020<br>£      |               |                |
|    | Other taxes and social security                 | 2,834  | 2,834          |               |                |
|    | Other creditors                                 | 426  | 426            |               |                |
|    | Accruals and deferred income                    | 11,549   | 3,929          |               |                |
|    |   | <u>14,809</u>  | <u>7,189</u>   |               |                |
| 12 | MOVEMENT IN FUNDS                               | Unrestricted<br>General    Designated    Restricted    Total<br>£            £            £            £ |                |               |                |
|    | As at 1 January 2021                            | 105,841  | 15,000         | 42,763        | 163,604        |
|    | Incoming resources                              | 157,942  | -              | 3,250         | 161,192        |
|    | Resources expended                              | (144,841)  | -              | (18,533)      | (163,374)      |
|    | Surplus/(deficit) for year                      | 13,101   | -              | (15,283)      | (2,182)        |
|    | Transfer  | (15,000)   | (15,000)       | 30,000        | -              |
|    | As at 31 December 2021                          | <u>103,942</u>   | <u>-</u>       | <u>57,480</u> | <u>161,422</u> |
|    | Analysis of net assets by funds:                | £  | £              | £             | £              |
|    | Fixed assets                                    | 1,016  | -              | -             | 1,016          |
|    | Debtors   | 8,695  | -              | -             | 8,695          |
|    | Cash at bank                                    | 109,040  | -              | 57,480        | 166,520        |
|    | Creditors and accruals                          | (14,809)   | -              | -             | (14,809)       |
|    | As at 31 December 2021                          | <u>103,942</u>   | <u>-</u>       | <u>57,480</u> | <u>161,422</u> |

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021**  
**(continued)**

**13 RELATED PARTY DISCLOSURES**

There were no related party transactions for the year.

**14 FINANCIAL INSTRUMENTS**

Financial assets measured at amortised costs amounted to £4,195 (2020: £Nil).

**15 COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES**

|                                      | <b>Unrestricted<br/>Fund<br/>£</b> | <b>Restricted<br/>Fund<br/>£</b> | <b>Total<br/>2020<br/>£</b> |
|--------------------------------------|------------------------------------|----------------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS</b>         |                                    |                                  |                             |
| Charitable activities                | 163,817                            |                                  | 163,817                     |
| Investment income                    | 191                                | -                                | 191                         |
| <b>TOTAL INCOME</b>                  | <b>164,008</b>                     | <b>-</b>                         | <b>164,008</b>              |
| <b>EXPENDITURE</b>                   |                                    |                                  |                             |
| Charitable activities                | 157,239                            | 12,237                           | 169,476                     |
| <b>TOTAL EXPENDITURE</b>             | <b>157,239</b>                     | <b>12,237</b>                    | <b>169,476</b>              |
| <b>TOTAL INCOME/(EXPENDITURE)</b>    | <b>6,769</b>                       | <b>(12,237)</b>                  | <b>(5,468)</b>              |
| <b>TRANSFERS BETWEEN FUNDS</b>       | <b>(15,000)</b>                    | <b>15,000</b>                    | <b>-</b>                    |
| <b>NET MOVEMENT IN FUNDS</b>         | <b>(8,231)</b>                     | <b>2,763</b>                     | <b>(5,468)</b>              |
| <b>Fund balances brought forward</b> | <b>129,072</b>                     | <b>40,000</b>                    | <b>169,072</b>              |
| <b>Fund balances carried forward</b> | <b>120,841</b>                     | <b>42,763</b>                    | <b>163,604</b>              |

**BROADCAST JOURNALISM TRAINING COUNCIL**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

|  | <b>2021<br/>£</b> | <b>2020<br/>£</b> |
|--|-------------------|-------------------|
| <b>INCOME AND ENDOWMENTS</b>           |                   |                   |
| Fees and subscriptions                 | 161,172           | 163,817           |
| Investment income                      | 20                | 191               |
| <b>Total incoming resources</b>        | <b>161,192</b>    | <b>164,008</b>    |
| <b>EXPENDITURE</b>                     |                   |                   |
| <b>Staff costs</b>                     |                   |                   |
| Salaries                               | 73,000            | 73,000            |
| National insurance                     | 8,855             | 5,867             |
| Pension contributions                  | 2,190             | 2,190             |
|  | <b>84,045</b>     | <b>81,057</b>     |
| <b>Direct costs</b>                    |                   |                   |
| Travel and subsistence                 | 1,173             | 9,698             |
| Secretarial and accreditation services | 1,632             | 806               |
|  | <b>2,805</b>      | <b>10,504</b>     |
| <b>Management costs</b>                |                   |                   |
| Insurance                              | 325               | 325               |
| Telephone                              | 1,621             | 2,828             |
| Postage and stationery                 | 943               | 1,308             |
| Computer costs                         | 659               | 615               |
| Administration fees                    | 50,500            | 56,241            |
| Computer equipment                     | 339               | 452               |
| Sundry                                 | 556               | -                 |
|  | <b>54,943</b>     | <b>61,769</b>     |
| <b>Finance costs</b>                   |                   |                   |
| Bank charges                           | 134               | 115               |
|  | <b>134</b>        | <b>115</b>        |
| <b>Governance costs</b>                |                   |                   |
| Professional fees                      | 432               | 1,163             |
| Independent examiner's fees            | 2,482             | 2,631             |
|  | <b>2,914</b>      | <b>3,794</b>      |
| Derek Dowsett Award                    | 1,000             | -                 |
| Placement grants                       | 15,600            | 12,000            |
| Placements expenses                    | 1,933             | 237               |
| <b>Placement Assistance Scheme</b>     | <b>18,533</b>     | <b>12,237</b>     |
| <b>Total resources expended</b>        | <b>163,374</b>    | <b>169,476</b>    |
| <b>NET DEFICIT</b>                     | <b>(2,182)</b>    | <b>(5,468)</b>    |

This page does not form part of the financial statements