

**Charity registration number 1093609**

**Company registration number 04286151 (England and Wales)**

**ADULT TRAINING NETWORK LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

# ADULT TRAINING NETWORK LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Fawzy Adam Beulah Lyn Felstead Keeranpal Kaur Sonia Khokhar J E James	(Appointed 20 April 2023)
<b>Secretary</b>	Mr S Singh Gill	
<b>Charity number</b>	1093609	
<b>Company number</b>	04286151	
<b>Principal address</b>	Unit 3 Triangle Centre 399 Uxbridge Road Southall Middlesex UB1 3EJ	
<b>Registered office</b>	Unit 3 Triangle Centre 399 Uxbridge Road Southall Middlesex UB1 3EJ	
<b>Auditor</b>	RehncyShaheen Chartered Accountants 1276/1278 Greenford Road Greenford Middlesex UB6 0HH	

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# **ADULT TRAINING NETWORK LIMITED**

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# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### ***FOR THE YEAR ENDED 30 SEPTEMBER 2023***

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The trustees present their annual report and financial statements for the year ended 30 September 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association incorporated on 12<sup>th</sup> September 2001 and as amended on 15<sup>th</sup> April 2002, the Companies Act 2006 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) (effective 1 January 2019)".

#### **Objectives and activities**

The Adult Training Network (known as ATN) strives to provide the best quality education and training to socially excluded members of the community who have little or no access to mainstream education.

One of its main purposes is to build the skills and confidence of traditionally disadvantaged members of the community, including refugees and members of ethnic minority communities to support their entry into meaningful employment. In addition, the Adult Training Network strives to integrate learners into the social and cultural fabric of society at large.

The organisation was formed to help address the educational disadvantage suffered by certain marginalised sections of the community. The main objectives of the educational programmes are to:

- Develop clients' employability skills
- Help to improve students' linguistic competence in English.
- Provide students with basic survival English for everyday life in UK.
- Provide students with basic English for access to other College courses.
- Equip students to progress to the next level of ESOL provision.
- Support students in their chosen progression path.
- Build the self-confidence of students.
- Develop the ICT skills of people in the local community who have little or no access to mainstream education provision and ICT resources.
- Support learners to acquire career management skills such as job search techniques, interview skills, CV writing, confidence building, improving self-esteem and to enable them to successfully compete for and acquire sustainable jobs.
- Support learners with their well-being and mental health by conducting programmes in pain management, yoga, gardening and music.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **STAFFING**

In the period August 2022 – July 2023, ATN employed 24 members of staff.

ATN Southall employed a total of 16 staff members, who served various programmes funded by RUTC/HRUC, CAF and MI Solutions. It included the Director, Regional Manager, Strategic Adviser, two part time administrators, one lead Quality Assurer, 6 ESOL/Functional Skills/Maths tutors, one part time ICT tutor to deliver Digital Skills, one part time cleaner, one part-time finance coordinator and a Network Engineer. In Stevenage and Hitchin there were a total of four members of staff employed to serve learning programmes funded by SteptoSkills. Staffing included: two-part time tutors to deliver ESOL/Community Education programmes, one administrator and admin/outreach officer. In Merton two part time Digital Skills/English Tutors were employed including an Admin/Outreach Officer and in Slough one part time ESOL/FS English tutor was employed.

#### **Staff development and training :**

During the year 14 members of staff started and/or completed 76 qualifications as part of the continuing professional development programme. There is strong evidence that teachers who continue to develop their skills during their careers contribute more to improved learner attainment. During 2021-22 we continued to provide support to our tutors and other members of staff to extend and enrich their skills and to further enhance their professional development. Some of the key CPD activities attended by the staff in this period were as follows:

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

- Safeguarding
- Prevent
- Standardisation of Marking
- Cyber Essentials
- Organisational Resilience Training
- Safer Recruitment
- Online e safety
- Matrix Preparation
- Introduction to IQA
- SMART - records of clear challenging group and individual objectives
- ILPs' based on initial assessment, learners starting points and goals ,interests & progression routes
- Learners' portfolios and reflections & review dates
- Quality assurance
- End of course paperwork, updating progress, achievements, satisfaction surveys,(exit questionnaires) intended and actual destination routes recorded,
- Diagnostic assessment, class profile, ILP, mid-course review, mock exams and end course evaluations
- Diversity and Inclusion
- SMART records of clear and challenging group and individual objectives
- Effective Digital Skills delivery
- Pedagogy and Using Digital Skills
- Digital Champion training
- Designated Safeguarding Lead Training Level 3
- Level 5 Diploma in Education and Training
- IAG ( Level 2)
- OTLA

## **ADULT TRAINING NETWORK LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2023***

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#### **QUALIFICATION ACCREDITATION**

The Adult Training Network is accredited by the C&G (City and Guilds), Edexcel and Gateway Qualifications for various qualifications including Functional Skills in English and Maths and ESOL at all levels including Entry Level 1, Entry Level 2, Entry Level 3, Level 1 and Level 2, Business Administration, ICT, etc. These include options for both paper-based and on-line testing. ATN is accredited to offer the following portfolio of qualifications:-

- Functional Skills English Entry 1 – Level 2
- Functional Skills Mathematics
- Business Administration Advanced Apprenticeship (Level 3) - England
- Business Administration Intermediate Apprenticeship (Level 2) - England
- Intermediate Apprenticeship in Customer Service (Level 2) (England)
- Advanced Apprenticeship in Customer Service (Level 3) (England)
- Level 2 Diploma in Business Administration
- Level 3 Diploma in Business Administration
- Diploma in Business Administration (Unit Route)
- ITQ Certificate for IT users (Level 2) - UNIT ROUTE
- ESOL Skills for Life full-mode qualifications
- ESOL Skills for Life full-mode qualifications (top up)
- ESOL Skills for Life single-mode qualifications
- Entry Level 3 Award and Certificate for IT Users (Start IT - iTQ)
- ITQ Certificate for IT users (Level 1) - UNIT ROUTE
- ITQ Level 3 for IT users
- ITQ Level 2 for IT users
- ITQ Level 1 for IT users
- Functional Skills English
- Functional Skills Mathematics
- Education and Training (Level 4)
- Digital Skills Qualifications

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

*Strategies for achieving aims and objectives*

**ACTIVITIES AUGUST 22 –JULY 2023**

**HARROW RICHMOND UXBRIDGE COLLEGES (HRUC)/RICHMOND UPON THAMES COLLEGE (RUTC)**

Course name	Total number of learners Enrolled
Functional Skills Maths	120
FS English	30
FS ESOL	80
ESOL (S&L)	52
<b>TOTAL</b>	<b>282</b>

SUMMARY OF KEY STRENGTHS & AREAS FOR IMPROVEMENT	
Key Strengths	Key Areas for Improvement
Increase in achievement rate to 89% when compared to the previous academic year (21/22) by 3%. This is also consistent with the three year trends	A broader range of extension activities to be organised both internally at ATN and externally in the form of trips to places of interest to extend skills and knowledge.
Learner feedback is extremely positive regarding all aspects of ATN.	Further improve quality of exit IAG provided at the end of the course.
Excellent CPD opportunities for delivery staff.	Learner reflection of their learning requires improvement
Commendable progression into employment at 26% when tracked in Nov 23	Although ATN has a robust QA system in place which has been maintained, there are some further developments that are needed to ensure the consistency in the quality of Assessments and IQA practices

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

Criteria used for assessing success

### QUALITY OF TEACHING, LEARNING AND ASSESSMENT

#### Examples: Key strengths

Judgement	Evidence
Good teaching, learning and assessment processes supported by high quality performance monitoring	<p>High standard of teaching, learning and assessment has been key to the success of ATN. There exists a highly effective performance monitoring of learner progress and achievement at ATN using various QA methods such as OTLAs, learning Walks, Quality Checks of tutor folders, formal and informal collection of learner feedback, audits, etc. All OTLAs identify good achievement of learner engagement and learning outcomes.</p> <p>Lesson observations carried out by ATN's quality team and OTLA reports reflect the good quality of teaching and learning that is undertaken at ATN. Some of the major themes that emerged during OTLAs are effective implementation of differentiation strategies, use of good quality resources, constant constructive verbal and written feedback, use of a variety of questioning techniques used effectively, etc.</p> <p>According to the End course survey 98% of learners have rated that the quality of resources as outstanding or good. Most lessons observed and audits reveal that tutors are actively and effectively involved in the process of teaching learning and assessment by:</p> <ul style="list-style-type: none"> <li>Helping learners to develop independent learning skills, that they can use outside the classroom,</li> <li>Providing constant formative feedback in the form of error correction, mock tests, end of unit projects, presentations, discussions, 1:1 support etc.</li> </ul> <p>Effective use of differentiation strategies included: graded questions, ALS support, additional materials for stronger learners, peer assessments, group work, etc.</p> <p>"Learners demonstrated good awareness of their lesson targets and made good progress in meeting them. Learners performed tasks with ease and confidence, which shows that they are on track to achieve the targets by the end date. They were engaged throughout the session.</p> <p>The tutor has a strong rapport with the learners and this has helped her to create an excellent classroom atmosphere. The tutor is a strong motivator to the learners. The tutor kept motivating the learners throughout the session irrespective of their ability.</p> <p>Learners were supported effectively. The tutor used questions to elicit accurate spelling and encouraged learners to use strategies to think about the spelling rules." (OTLA 13/3/23).</p>



# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

Judgement	Evidence
	ATN has an extensive range of control measures in place to ensure due diligence and compliance in all of its operational processes and this is underpinned with a suite of documentation that clearly sets guidelines and parameters for ATN's operations.
Learner feedback is extremely positive regarding all aspects of the teaching learning and assessment process including the learning environment.	<p>Learner feedback processes are creative and well developed. They are carried out on multiple occasions to capture learners' aspirations and views about their programmes and the information captured is used to inform future planning of their learning programmes. Learner views on their own progress are captured well through reviews and various evaluations. Lesson OTLAs and learning walks highlight highly effective verbal feedback provided. Some of the learner views on teaching and learning included the following comments:</p> <p>"This course and the teacher are very good. I understand everything and the atmosphere is really good. I enjoyed this course; I hope the next class will be very good and useful to me."</p> <p>"I come from Bangladesh and I was not good at speaking English. Now I am better at English and it is easier for me to communicate with my teacher. My classmates are very good. I am happy to learn."</p> <p>"I really enjoy the class; the teacher is always very attentive and I would like to continue coming to class to improve my English"</p> <p>"I would like to learn ESOL at Level 1 because my English language needs to improve as well as my confidence. I like this English course; my classmates are friendly and my teacher is kind and very helpful, the way they teach is fantastic."</p> <p>98% of learners confirmed that the quality of teaching and learning and the assessment process was either outstanding or good.</p> <p>90% of learners confirmed that the learning environment was either outstanding or good</p>
Highly qualified delivery staff deliver high quality lessons using a variety of resources and techniques.	<p>Quality of education at ATN continues to be very effective. Teachers mostly plan their lessons well, having developed a good understanding of the skills and knowledge their learners need to acquire.</p> <p>SMART lesson objectives are made clear at the commencement of sessions and in one learning walk of the 14/11/22, the observer commented that all learners participated actively in various classroom activities, which were very interesting and appealing to each learner. The tutor used images and actions to elicit vocabulary items in relation to healthy eating.</p> <p>The tutor also focussed on spelling and punctuation by eliciting the spelling of difficult words and appropriate punctuation marks at various stages of the lesson.</p> <p>Most learners provided correct answers and contributed very well to maximise their learning. There was a lot of fun and serious learning blended to the session. The tutor helped the weaker learners through one to one support and graded questions. Most learners appeared to have achieved the lesson objectives. The lesson also enabled learners to refresh what they had learnt in the past.</p>

# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### Activities

Examples: Key areas for development	
Judgement	Evidence
To ensure more ALS support to less-abled learners	Tutors and managers are of the opinion that there would be increased rate of achievement outcomes if more ALS support was provided for learners with less abilities.
Learner reflection of their learning requires improvement.	Continue to encourage learners to reflect on teaching learning and assessment and provide feedback on this. Most portfolio audits identify that learner comments on reviews just praise tutors and ATN in general rather than commenting on their learning experience.

### OUTCOMES FOR LEARNERS

#### Examples: Key strengths

##### Judgement

##### Evidence

Good outcome rates

	2020/21
<b>Starts</b>	160
<b>Retention rate</b>	98%
<b>Pass rate</b>	92%
<b>Achievement rate</b>	90%

In 2022/23 the learner recruitment number of 282 was lower when compared to the previous year 21/22 partly due to the delay in the second tranche of contract allocation. In 20/21 there were merely 160 enrolments due to the impact of Covid 19. However, in 2021/22 learner recruitment more than doubled. 362 learners enrolled for various programmes in 21/22. The increase in learner recruitment was mainly due to increase in funding value. A large proportion of learners were from BAME backgrounds across all three academic years.

Excellent achievement rate of 89% which is 3% higher than the previous year 21/22 due to the commitment and dedication of teachers and learners.

The pass rate of 97% was excellent and 4% above the rate for the previous year. There was also an upward trend over the 3 year period from 20/21 onward.

The retention rate of 91% was 1% lower than the previous year partly due to the fact that some learners left their courses to enter into employment.

The % of male learners this year was 25% (56 total) whilst the % of female learners was 75% (226 total). This has represented a 6% increase in the percentage of male learners compared to the previous academic year which is commendable from a recruitment perspective.

Female learners had a higher achievement rate of 91% compared to male learners of 88%. However there has been an 11% increase in the % of males achieving in 22/23 when compared with their achievement in the previous year 21/22 which is laudable. Female learners also increased their achievement by 2% to 91% when compared to the previous year of 89%.

The number of disabled learners is 80 and this represents 28 % of all learners enrolled and is 7% more than the previous year. The achievement rate of disabled learners at 90% was 2% less than in the previous academic year.

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

Learners have very good opportunities to gain functional and personal development skills and qualifications in line with their aspirations to move into employment and further learning	Learners have a positive attitude to learning, take pride in their achievements and enjoy their learning at ATN. Most learners make progress relative to their prior attainment and potential. Learning opportunities are carefully and effectively planned to suit the needs of adult learners so that they can progress at an appropriate pace from entry level courses to more substantial study at level 1 and 2 which lead to relevant qualifications and progression or into the workplace. Audits and OTLAs identify that learning programmes embed employability skills development and learners were provided with very good career advice with a focus on developing transferable skills. 26% of learners have progressed into P/T, F/T or self-employment.(Nov 23 learner survey). Additionally 91% of learners progressed into further learning at ATN or at another training provider at the end of July 23
Attendance across most subjects and levels is relatively good	Learners and leaders pursue excellence, as a consequence behaviour, effort and attendance is very good leading to good outcome rates. Attendance across most subjects and levels is relatively good at 81%, although it is 5% below the rate last year. Teachers and all ATN staff work hard to promote a culture of high attendance. There are attendance related posters displayed in prominent area and ATN's high expectations are reinforced through robust induction programmes. However, ATN will hugely benefit from introducing schemes such as vouchers or internal certificates for high attendance to further improve the rate.

#### Examples: Key areas for development

Judgement	Evidence
Further improve achievement rate by 2%	Currently the achievement rate is 89% and 1% above the national benchmark for ESOL of 88% (21/22 figure). Although 3% above the ATN rate last year, there is room for further improvement by a further 2% to a target figure of 91%.
Support male learners to improve achievement rates to match female rates by offering more one to one support	There is further room for improvement for male learners. Although their achievement rate of 88% was an 11% increase over the previous year, ATN needs to support them to achieve a further 3% to match current female rates.
Support disabled learners to achieve a higher achievement rate of 92%, consistent with the 21/22 rate	The achievement rate of disabled learners at 90% was 2% less than in the previous academic year.
More one to one support is needed to support Black/African learners improve their achievement rate, especially in ESOL	Black/African learners' achievement rates particularly in ESOL (77%) were lower than Asian (80%) and European learners (93%).

## **ADULT TRAINING NETWORK LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

#### **PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF STUDENTS**

##### **Key strengths**

Excellent embedding of Maths and ICT skills within ESOL and FS English.

ATN has given a high priority to embedding Maths, English and ICT in order to improve the employability of the learners. Lesson observations and learner feedback collected on various occasions reveal that most learners in ESOL & functional skills qualifications agreed that the course had helped them to improve Maths skills (e.g. OTLA 29/6/23).

Similarly, most learners have commented that their respective course had helped them to develop employability skills. All SOWs and lesson plans audited reveal that all tutors were keen to embed employability, well-being, English, Maths and ICT in to their curricula. Through this, learners are well-prepared for the next stage such as further training and employment.

All tutors confirmed that they embed employability into SOWs and lessons on a regular basis. The audits of portfolios and feedback from learners collected during lesson observations identify that lessons help to develop their employability skills through discussions of job interview preparation, improving self-confidence, presentations skills, etc.

In an OTLA of the 29/6/23 the observer commented that all learners are learning Maths to remove their barriers to gain employment. Learners commented that they are confident of gaining jobs in retail especially as the lesson focussed on weights, measures and scales.

##### **Excellent promotion of British Values and Safeguarding.**

ATN community is made up of people from a wide range of cultures and backgrounds. Staff are very aware of the challenges brought by this diversity and are persistent in promoting fundamental British values of tolerance and respect by setting high standards for behaviour around the centres. As a result, learners feel safe in the centre. A very high proportion learners behave well although a small number of lessons are interrupted by low-level disruption caused by learners using mobile phones or chatting.

##### **Step2Skills (part of Herts County Council)**

The accredited courses in ESOL and non-accredited courses in Pre Entry ESOL, Everyday Maths, Employability and Work Skills and Healthy Eating and Well Being were organised and delivered for learners in Stevenage and Hitchin in North Herts by tutors with the support of experienced administrators and senior managers.

There were excellent KPIs in Retention, Achievement and Progression Pathways coupled with high levels of learner satisfaction in an inclusive, safe and conducive learning environment,

The quality of education, behaviours and attitudes, personal development of learners and leadership and management were of a good standard.

ATN provides both non accredited and accredited courses to adults over the age of 18 in Stevenage and Hitchin who comprise a mix of employed and unemployed adult learners from a diverse range of communities including refugee learners from Ukraine. The non-accredited PCDL courses on offer focus on Employability and Work Skills, Pre Entry ESOL, Everyday Maths, Healthy Eating and Well Being whilst the accredited programmes in ESOL are focussed on developing Speaking and Listening, Reading and Writing Skills from Entry 1 to Level 1 to support the integration of learners into the wider fabric of society and to facilitate entry into employment and further learning. In 22/23 there were 182 learning opportunities in total of which 125 were for accredited learning and 57 for non-accredited PCDL.

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 30 SEPTEMBER 2023

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##### Quality Improvement Plan 2022-23

###### Key areas for improvements

###### Action taken and impact on learners

Further improve marketing strategies to improve learner recruitment.

Additional marketing was undertaken in Hitchin via Social Media which had the impact of increasing learner numbers there. Overall however there has been a reduction in learner nos compared to the previous academic year.

Improve pass and achievement rates for accredited learning programmes by 4%.

More focus on achievement by tutors including regular reviews and tracking of progress. This has resulted in an Achievement rate for AEB of 96% a 3% increase on 21/22. The impact has been to enable learners to progress into further learning and employment including the building and retention of knowledge and skills plus an improvement in confidence.

CL programmes also showed a creditable 100% achievement rate again resulting in an enhancement and retention of knowledge and skills

Improve employment opportunities for learners and progression information is captured in a timely fashion.

Course content and SOWs are reflecting a greater focus on CVs writing, Job Search and sectors of the economy, including care work where there are vacancies. Employment rate before course end is 27% and after course end was an additional 4 % which is commendable and is having the necessary impact of a positive progression pathway into work.

Additionally, there is some improvement on a more timely input of data on Learner Track.

#### QUALITY OF EDUCATION

##### Commentary

ATN provides a good quality teaching and learning experience for disadvantaged adult learners by creating a conducive and inclusive culture of learning. Learners are encouraged to persevere by tutors to reach their learning goals and are provided with the necessary skills and knowledge using a range of teaching and motivational strategies.

#### PERSONAL DEVELOPMENT

##### Commentary

There is a conducive learning environment in which learners from a diverse range of communities attend sessions. The principles of equality, diversity and inclusion are a high priority and central to the planning and delivery of all courses. Diversity and inclusion in the curriculum helps learners understand the main principles of British values. Teaching, learning and assessment and the wider college environment promote and exemplify the organization's commitment to equality and diversity. Learners have developed personally from the courses at ATN to progress into further learning and work and have internalised the values and norms promoted by staff of citizenship and tolerance. Publicity images, learning materials and displays across ATN are representative of the centre's diverse community and seek to raise awareness of diversity issues and student's rights and responsibilities. OTLA reports highlight good integration of equality and diversity in lessons.

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

#### LEADERSHIP and MANAGEMENT

##### **Commentary**

Senior Management Team have established a clear strategic direction, which sets out the direction and priorities of the organization and guides curriculum planning. Trustees hold senior leaders to account for all aspects of performance and meet quarterly to review performance including setting out a clear vision for the organisation. All staff are passionate about their commitment to the delivery and place the education, well-being and progression of the learner at the forefront of its ethos. This is reflected in a positive learning experience coupled with sterling feedback provided by learners on their health, well being and attainment.

##### **Data sets**

##### **Retention and Achievement (All courses CL and AEB)**

	2020-21	2021-22	2022-23
Starts	146	226	182
Retention	97%	99%	99%
Achievement	96%	93%	96%

##### **Attendance**

Attendance	76%	80%	75%
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##### **Session Visits**

Number of session visits	Session Visit achieved	Working toward or not Learning Visit	Walk Percentage of online visits	% of Teachers visited
2	N/A	0	0	100%

##### **Course Feedback – Learner Evaluation**

- Please find below feedback from the learners who provided feedback in July 2023
- 88.5% confirmed that their Self Confidence had improved

85.5% confirmed that their Personal health and well- being improved after the course -

100% felt safe in class

88.5% confirmed that the course has contributed to personal, work or learning goals

90% confirmed that Quality of IAG before the course was excellent

91% confirmed that Quality of Teaching on the course was excellent

85% confirmed that the Learning Environment was conducive to picking up skills

91% confirmed that Support during the course was excellent

80% confirmed that their Digital skills improved after the course

83% confirmed that their overall satisfaction was excellent.

##### **Progression Data – Learner Self-Evaluation**

27% into employment (combination of existing part time employees and those progressing into employment)

54% into FE

#### MERTON ADULT LEARNING

ATN provides basic skills courses in Digital Skills (non-accredited), Multiply (Numeracy), Functional Skills English (accredited and non-accredited) to disadvantaged learners 79%/64% (FF/CL) of whom are from deprived wards in Merton.



# ADULT TRAINING NETWORK LIMITED

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 30 SEPTEMBER 2023

#### Overall Effectiveness key strengths

Provide these as one sentence bullet points and not paragraphs.

- Excellent recruitment and surpassing target rates of learners from deprived wards in Merton the 74% (R11) and 51%(R12) against a target of 35%
- Excellent recruitment rates for in borough learners of 91% (at R11)
- Excellent retention rate of 99% (R11) learning programmes.
- Good overall pass rate of 94% (R11)
- Good overall achievement rate of 90%
- Highly effective Quality assurance system leading to excellent retention, and good pass and achievement rates.
- Good promotion of CPD opportunities provided to staff and tutors including Prevent, Safeguarding, Awarding Body Assessment Processes, Safer Recruitment, Matrix Assessment Policy and Process, IAG qualifications (Level 2) and Cyber Essentials.
- Good progression routes for learners, 91% of whom are progressing into further learning after Term 3.
- Very positive learner feedback on the quality of teaching and learning

#### Overall Effectiveness areas for improvement

- Accuracy of inputting data onto Maytas to be maintained by ensuring that a sample of data inputted is cross checked by another data inputter. Timeliness of inputting achievement data on Maytas to be improved by ensuring that
- staff are aware of the deadline dates for recording info and for adhering to the deadlines.
- Initial assessment process to be made more robust by ensuring that all potential learners are offered one to one IAG to ascertain their needs and that the IAG record is comprehensively filled in. Additionally staff to be offered opportunities for gaining IAG qualifications to supplement their expertise in providing effective IAG by senior staff researching appropriate quals available and disseminating the info to relevant staff. Staff to subsequently undertake the training before the start of the new academic year
- **Overall Effectiveness improvements made in year and impact on the provision**
- Improvement in the accuracy of information inputted onto Maytas
- Improvement in the quality of ILPs and the recording of SMART targets in Terms 2 and Term 3.

#### Formula Funded Adult Skills Provision data

Curriculum Areas	Enrolments	Learner Count	Female	% Female	Male	% Male	BAME	% BAME	60+	% 60+	LLDD	% LLDE
Foundations for Learning and Life and ICT for Users	39	32	28	72	11	28	25	64	9	23	11	28

The number of enrolments for FF provision (FS English – non regulated and accredited and non regulated entry level Digital Skills and Maths) is 50% lower than the previous year as there has been a focus on Community Learning too. Cumulatively (FF and CL) however there has been a 10% increase in enrolments. Also to note that in the previous academic year there were no CL enrolments.

BAME stats are alluded to in the 3 yr trends in 4.6

#### Community Learning Provision data

Curriculum Area	Enrolments	Learner Count	Female	% Female	Male	% Male	BAME	% BAME	60+	% 60+	LLDD	% LLDE
Foundations for Learning and Life	47	41	34	72	13	28	21	45	6	13	3	6

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 30 SEPTEMBER 2023

##### *Social Investments*

Courses were conducted in non regulated Pre Entry and Entry Level English for the first time in ATN's delivery for MAL and were a positive progression pathway to FF accredited English at E1. Learner nos were 3.8 fold above profile with a significant 45% of learners from BAME communities.

The % of male learners at 28% is the same as FF in 22/23 and is consistent with previous FF percentages. Given that this is the first year for CL, it is not possible to evaluate trends over three years.

The % of over 60s for CL at 13% is 10% lower than for FF and is an area to be addressed. Pls refer to 4.7 in Equality and Diversity for steps to be taken in more effective targeting of over 60s.

LLDD for CL at 6% is low compared to FF (28%) and is an area for improvement which is addressed in 4.7 below

##### Three-year trend

	20-21		21-22		22-23	
	FF	CL	FF	CL	FF	CL
Enrolments	41		78	0	39	47
Unique Learners	37		46	0	32	41
Male Learners %	29		26	0	28	28
Over 60's %	29		22	0	23	13
BAME %	78		72	0	64	45
LDD (Declared) %	20		38	0	28	6
Deprived wards %	68		67	0	79	64
Retention %	100		100	0	97	100
Pass %	98		79	0	97	96
Achievement %	98		79	0	95	96

There has been a 58% increase of unique learn in 22/23 compared to 21/22 for all programmes. which is a positive achievement.

The % of male learners has remained fairly consistent across three academic years and was 2% higher in 22/23 than 21/22

The % of learners in deprived wards has increased by 12% for FF in 22/23 when compared to 21/22. It is also very creditable at 64% for CL given that the benchmark is 35% for MAL. The trend over the last three years for all programmes (FF and CL) is above the MAL benchmark of 35%.

The % of over 60s is 1% higher in 22/23 compared to 21/22 for FF although it is lower than 20/21 when the figure was 29%.

The % of BAMEs for FF has fallen by 8% in 22/23 compared to 21/22 although it is still a creditable 64%. There has however been a downward trend of BAMEs for FF over the last three years.

The retention, pass and achievement rates in 22/23 for FF at 97%, 97% and 95% respectively were laudable. There has been a marked improvement of 18% and 16% for pass and achievement rates respectively in 22/23 when compared to 21/22.



## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

Grant making policy

#### **BUCKINGHAMSHIRE ADULT LEARNING**

##### Summary of Overall Key Strengths and Key Areas for Development

Key strengths	<ul style="list-style-type: none"> <li>The programmes have supported learners to progress well, retain skills and knowledge and progress into further learning and employment Good cumulative achievement rate of 90% which is 2.5% above the rate achieved last year.</li> <li>Retention rate was excellent at 97% due to the supportive and positive learning environment created by the SMT and tutors which in turn resulted in good achievement rates across all subject areas and progression into employment.</li> <li>Long term retention of skills is evident in high achievement rates across all subject areas and in the progression routes of learners into employment (27%) and further learning.</li> <li>Strong partnerships with Bucks Adult Learning, JCP, Slough Refugee Support, Singh Sabha Sports Centre and Slough Borough Council ensure that the provision meets the needs of the community and supports the most disadvantaged learners who are unemployed /underemployed and in many instances refugees/asylum seekers who are suffering from other social barriers of poverty and inadequate housing.</li> </ul>
Areas for development	<ul style="list-style-type: none"> <li>The attendance rate of 66% was below the national benchmark of 86% and needs to be addressed as a priority as learners are missing out on building on their skills in a sequential manner.</li> <li>More resources need to be available and utilised e.g. access to laptops should be made available to enhance language learning whilst developing Digital Skills.</li> <li>More OTLAs to ensure consistency of delivery across different programme areas and to ensure that tutors are supported in a more hands on manner.</li> </ul>

#### **QAR Data**

	2019/20 (%)	2020/21(%)	2021/22(%)	2022/23 (%)
Starts	9	N/A (No programmes due to Covid)	23	30
Retention rate	77.8	N/A	88	97
Pass rate	100	N/A	90.9	93
Achievement rate	77.8	N/A	87	90

## **ADULT TRAINING NETWORK LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2023***

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#### **Charities Aid Foundation**

97% (114) of those who participated completed the programme and improved their English and IT skills and developed their confidence. Participants also developed strategies to improve their wellbeing and mental health. 89% (105) of those participating continued onto further accredited learning with ATN, gaining qualifications in ESOL and IT and 21% moved into employment either immediately after the CAF programme or after having completed further accredited learning at ATN. Having used this programme to embark on a learning journey, it is expected that they will continue to access adult education and improve their basic skills, improving their own employment prospects and improving the life chances of their families, for example, with support that can give their children with school work.

The families and communities of the participants benefitted from the improved knowledge and skills gained on the programme. In particular, the improved skills in the use of technology for communication and learning, which were cascaded throughout the participants' families, and friends. For many individuals this programme provided the conduit to embark on a journey of life-long learning, and they have encouraged others within their communities to improve their skills and enrol on locally provided courses.

ATN was able to re-establish pre-pandemic levels of staffing hours and, without doubt, the grant funding was a significant factor in ensuring the charity was able to survive the drastic funding reduction that impacted income from our usual sources, and enabled us to continue to offer these important skills improvement and qualification opportunities to our local deprived communities. Without this funding ATN would very probably have suffered an irreversible funding decline. However, this has been avoided and the charity can continue to serve our communities.

#### **EXTERNAL VERIFICATION & INSPECTION REPORT (City and Guilds)**

The Adult Training Network continued to receive good reports from External Verifiers, College Franchise Managers and Contract Managers from the various funding bodies. There were 3 External Verifier sampling activities in the academic year by City and Guilds External Quality Assurance Assessors in Functional Skills English and Maths, ICT and ESOL. ATN retained Direct Clear Status in all three subject areas.

#### **EQA report on Functional Skills in English & Mathematics**

The EQA Assessor confirmed that the centre was organised and sent all records via a secure track and trace Royal Mail.

Delivery in an orderly manner which covered all the Criterion/Standards for the Functional Skills Qualifications. The team work well together to meet the needs of their learners; this has been evident. The centre however needs to tighten their

Assessment and IQA practices. The centre are a hard working centre and have a good professional working relationship across the satellite sites and staff members.

#### **EQA report – ESOL**

The City and Guilds EQA confirmed that it was a good remote EQA monitoring visit.

The Centre have a robust QA system in place which has been maintained since there have been staff changes; however there are further developments that are needed to ensure that the consistency in the quality of assessment and IQA practices.

#### **EQA Report ICT**

There is a clear Assessment & IQA strategy in place which is comprehensive and informative – the IQA ensures that all cohorts have a ratio of sampling across the units. The assessment strategy and process is embedded within the organisation. No issues found.

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### Achievements and performance

*Significant activities and achievements against objectives*

#### **MATRIX ACCREDITATION:**

ATN is matrix accredited and gained accreditation in July 2007. The accreditation has been renewed every three years since then. In November 2022 ATN's accreditation was renewed after an assessment by the Matrix Assessor.

The Matrix Assessor confirmed the Matrix Report that ATN is a company that cares about the learners it supports, and this was evident from talking to both staff and learners. Both accredited and non-accredited courses are run to support learners to increase their skills towards employment, as well as supporting their wellbeing and things they need to know for life in the UK. Staff had a good knowledge of external agencies to signpost to for further support needed, as well as external college and training providers for further educational progression

Learners interviewed by the Matrix assessor brought to life the data recorded in the SARs, with one learner describing how they were 'stuck at home due to Covid with no confidence to get a better job.

# **ADULT TRAINING NETWORK LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2023***

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### **Financial review**

#### **FINANCIAL REVIEW**

The trustees believe that the company is financially sound. The company is using its resources economically and efficiently in a difficult funding climate for the sector. The charity has maintained steady funding while expending further resources to improve service quality.

#### **FINANCIAL MANAGEMENT POLICY**

The Board of Trustees of ATN recognises the need to manage its finances in a way which is transparent, defensible and ensures the financial well-being of the charity. The Board of Trustees is responsible for ensuring that charity funds are used to further the objectives of the charity. The Board of Trustees will ensure that all appropriate policies and procedures are in place so that the charity's finances are managed correctly and in line with Charity Commission guidance.

The members of the Board of Trustees are collectively responsible for the financial decisions of the charity.

The Board of Trustees will set the financial direction and priorities of the charity.

Members of the Board will receive regular updates on the accounts, any projects linked to finances and may request to see copies of bank statements as well as any other documentation. This is so that they can satisfy themselves that the charity finances are being managed appropriately and the Board is not exposing itself to unnecessary financial risk.

The Treasurer is responsible for managing the charity accounts, ensuring that reports are prepared in good time, the accounts are inspected each year and that the Board is kept informed of any financial matters which affect the long-term viability of the charity.

The Treasurer will provide the Board with an up-to-date summary of the accounts at regular intervals. This should include income and expenditure and should also provide a summary of the overall state of the accounts.

The accounts should be inspected each year in line with Charity Commission guidelines, and the accounts should be prepared and submitted to the Independent Examiner as soon after the end of the financial year as possible. Any income received should be banked as soon as possible and should always be paid into the current account. Money can then be transferred between accounts as required. Similarly, all payments should be made promptly and should also be paid from the current account.

All payments should be authorised by two trustees. Similarly, all cheques should be signed by two trustees and those signing the cheques should not normally be the payee. However, in exceptional circumstances it may be necessary for the payee to sign a cheque and this should be recorded in the next Board Meeting minutes. The person responsible for keeping the accounts should ensure that funds are always available so that all payments will be honoured and the charity does not become overdrawn, thus avoiding bank charges. Before entering into any agreement, the Board of Trustees and the CEO of ATN should be fully aware of the financial cost, what will be delivered, the timescale for delivery and if there is likely to be any variation in cost.

The Board and the CEO should regularly review the agreements into which it has entered to ensure that it continues to receive value for money and that all money being spent continues to further the aims of the charity. If concerns are raised relating to any form of financial irregularity this should be investigated immediately. In the first instance any perceived irregularity should be brought to the attention of the Treasurer or Chair. The Board will also need to consider whether the irregularity should be reported to the Charity Commission, the Police and any other financial organisation.

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 30 SEPTEMBER 2023

##### Reserves policy

The Trustees of the Adult Training Network (ATN) accept that it is good practice to keep money aside as a reserve to protect the charity against drops in income or allow it to take advantage of new opportunities. The charity's reserves can be spent on any of its aims.

ATN's reserves policy sets out:

- how much the charity needs to hold in reserve and why
- how and when the charity's reserves can be spent
- how often the reserves policy will be reviewed

##### **Aim**

The aim of the policy is to ensure sufficient reserves are set aside to meet a potential need, such as an unexpected drop in income.

##### **Components**

The policy allocates money from unrestricted fund balances, which are not invested in fixed assets, to several designated funds. These funds are:

##### **1. Continuity Fund**

This fund is to be used to bridge any possible delays in receiving promised grants or managing payment in arrears contracts. This has been defined as a minimum of a three months budgeted trading activity.

##### **1. Restructuring Fund**

This fund is to be used to cover essential trading/activities whilst sourcing income to a maximum of 6 months budgeted trading activity.

##### **1. Dissolution Fund**

This fund provides for the costs of dissolution should the charity be unable to continue. It is only to be used in the event of the Trustees' deciding the charity should cease to exist. It will be used to pay notice periods, redundancies and the expenses of running ATN until closure of the organisation.

##### **Minimum Level of reserves to be held**

<b>Fund</b>	<b>Balance</b>
<b>Continuity</b>	£120,000
<b>Restructuring</b>	£240,000
<b>Dissolution</b> - <b>Redundancies</b>	£80,000
· <b>3 months minimal running costs</b>	£24,000
· <b>3 months residual salaries for 2 staff</b>	£12,000
<b>Minimum Reserve Required (Restructuring Fund plus the Dissolution Fund)</b>	<b>£356,000</b>

The minimum reserve required is the Restructuring Fund plus the Dissolution Fund. These are to be used to ensure we look at every alternative before dissolution of the charity.

##### **Annual Review**

Due to the nature of the organisation and the regular review of the budget, this policy will be reviewed on an annual basis to ensure

- the continuity element matches changes to the annual budget
- the restructuring element matches the requirements of trading activities
- the dissolution element matches the requirements of the staffing levels

Should the budget be reduced due to the end of projects or other such occurrences, then the reduction of reserves should be planned over a minimum of five years.

## ADULT TRAINING NETWORK LIMITED

### TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

#### FOR THE YEAR ENDED 30 SEPTEMBER 2023

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##### *Major risks*

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

##### **Plans for future periods**

##### **FUTURE DEVELOPMENTS & PRIORITIES**

Ever since its inception ATN has supported its learners to improve their confidence, develop their skills, get into work and become healthier. ATN will continue to source funding opportunities and strive to provide the best quality education and training to socially excluded members of the community who have little or no access to mainstream education. Building the skills and confidence of traditionally disadvantaged members of the community, including refugees and members of ethnic minority communities to support their entry into meaningful employment is a high priority at ATN. The long-term relationship that exists with Step2Skills will and Merton Council will continue to be fundamental to Adult Training Network's ability to deliver qualification courses in the communities we serve. The Director is seeking additional contracts from Trusts/Foundation with the support of our consultants Edukit to supplement any shortfall in funding. Additionally we are applying for funding from local authorities in London and the South East via funding portals such as Proactis.

##### **Structure, governance and management**

The Adult Training Network is a Registered Charity Number 1093609, established in July 1999, and a Company Limited by Guarantee number 42866151. The Head Office is at Unit 3 Triangle Centre, 399 Uxbridge Road, Southall, UB1 3EJ.

The Adult Training Network has a Board of Trustees and a Managing Director, who is the main contact person for the organisation. Further information on the Adult Training Network can be found on the organisation's website at <http://www.adult-training.org.uk>. The Chair of the Board of Trustees is Mr Fawzy Adam and the Managing Director is Mr Sarjeet Singh Gill.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Fawzy Adam

Beulah Lyn Felstead

Keeranpal Kaur

Reema Begum

Sonia Khokhar

J E James

(Resigned 16 March 2023)

(Appointed 20 April 2023)

##### **Recruitment and training of trustees**

Trustees with specialist expertise in education, training, finance and fundraising are recruited through advertising on charity forums, recommendations from Trustees and general members of the charity. There is a shortlisting and appointment process which is overseen by the Trustees.

Appointments are made in accordance with the Articles of Association of the charity. On appointment, Trustees are provided with an induction pack which includes the Essential Trustee Handbook detailing roles and responsibilities. Both internal and external training is provided including refresher training where appropriate for Trustees to be more effective in their roles and responsibilities including financial management.

## **ADULT TRAINING NETWORK LIMITED**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 30 SEPTEMBER 2023***

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#### **Auditor**

RehncyShaheen are deemed to be re-appointed in accordance with an elective resolution made under section 487 (2) of the Companies Act 2006.

#### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



Mr S Singh Gill

**Director**

Date: 18/9/24

## **ADULT TRAINING NETWORK LIMITED**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 30 SEPTEMBER 2023***

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The trustees, who are also the directors of Adult Training Network Limited for the purpose of company law, are responsible for preparing the Trustees' Report 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities 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 charity will continue in operation.

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



# ADULT TRAINING NETWORK LIMITED

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF ADULT TRAINING NETWORK LIMITED

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#### Opinion

We have audited the financial statements of Adult Training Network Limited (the 'charity') for the year ended 30 September 2023 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 September 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared, which includes the directors' report prepared for the purposes of company law, is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

## **ADULT TRAINING NETWORK LIMITED**

### **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

#### **TO THE MEMBERS OF ADULT TRAINING NETWORK LIMITED**

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##### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

##### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

##### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the accounts as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these accounts.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

We have performed the audit to identify signs of fraud or irregularities that materially affect the financial statements. This included procedures to assess the risk of material misstatement due to fraud, such as enquiries with management and others within the entity, analytical procedures and inspection of documents. However, primary responsibility for prevention and detection of fraud rests with those charged with governance of the entity and management.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

## **ADULT TRAINING NETWORK LIMITED**

### **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

#### **TO THE MEMBERS OF ADULT TRAINING NETWORK LIMITED**

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##### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Mr. Jasdev Singh Rehney (Senior Statutory Auditor)**  
for and on behalf of RehncyShaheen Chartered Accountants

19 Sept 2024

1276/1278 Greenford Road  
Greenford  
Middlesex  
UB6 0HH

# ADULT TRAINING NETWORK LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 SEPTEMBER 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Notes							
<b>Income and endowments from:</b>							
Donations and legacies	3	428,707	-	428,707	638,942	-	638,942
Investments	4	1,573	-	1,573	24	-	24
Other income	5	-	-	-	2,307	-	2,307
<b>Total income</b>		<b>430,280</b>	<b>-</b>	<b>430,280</b>	<b>641,273</b>	<b>-</b>	<b>641,273</b>
<b>Expenditure on:</b>							
Charitable activities	6	666,275	6,146	672,421	601,501	8,196	609,697
<b>Total expenditure</b>		<b>666,275</b>	<b>6,146</b>	<b>672,421</b>	<b>601,501</b>	<b>8,196</b>	<b>609,697</b>
Net gains/(losses) on investments	12	1,234	-	1,234	(2,332)	-	(2,332)
<b>Net income/(expenditure) and movement in funds</b>		<b>(234,761)</b>	<b>(6,146)</b>	<b>(240,907)</b>	<b>37,440</b>	<b>(8,196)</b>	<b>29,244</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 October 2022		402,140	24,587	426,727	364,700	32,783	397,483
<b>Fund balances at 30 September 2023</b>		<b>167,379</b>	<b>18,441</b>	<b>185,820</b>	<b>402,140</b>	<b>24,587</b>	<b>426,727</b>

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

# ADULT TRAINING NETWORK LIMITED

## BALANCE SHEET

AS AT 30 SEPTEMBER 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	14		66,639		60,775
<b>Current assets</b>					
Debtors	16	56,680		29,959	
Investments	15	68,294		121,235	
Cash at bank and in hand		53,480		257,111	
		178,454		408,305	
<b>Creditors: amounts falling due within one year</b>	18	(38,386)		(35,141)	
Net current assets			140,068		373,164
<b>Total assets less current liabilities</b>			206,707		433,939
<b>Creditors: amounts falling due after more than one year</b>	20		(20,887)		(7,212)
<b>Net assets</b>			185,820		426,727
<b>Income funds</b>					
Restricted funds	22		18,441		24,587
Unrestricted funds - general			167,379		402,140
			185,820		426,727

The financial statements were approved by the Trustees on 18/9/24



Name: Fawzy Adam

Name: Keeranpal Kaur

Trustee

Trustee

Company Registration No. 04286151

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 30 SEPTEMBER 2023

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#### 1 Accounting policies

##### Charity information

Adult Training Network Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 3 Triangle Centre, 399 Uxbridge Road, Southall, Middlesex, UB1 3EJ.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates. Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop. Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Computers & equipment	25% reducing balance
Fixtures, fittings & equipment	25% reducing balance
Motor vehicles	25% reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 1 Accounting policies

(Continued)

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### *Basic financial liabilities*

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### *Derecognition of financial liabilities*

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.12 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to net income/ (expenditure) for the year so as to produce a constant periodic rate of interest on the remaining balance of the liability.



# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Grants receivable	428,707	638,942
<b>Grants receivable for core activities</b>		
MI Comptsolutions	19,010	32,320
Richmond upon Thames College	225,347	245,976
Slough Borough Council	7,440	-
Merton Adult Training	44,927	48,203
North Hertfordshire College	425	27,840
Step2Skills/Charities Aid Foundation	38,561	170,000
Buckingham County Council	10,122	2,922
Hertfordshire Council	62,871	91,681
The Sackler Trust /Paddington Trust	20,000	20,000
Other	5	-
	428,707	638,942

### 4 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	1,573	24

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 30 SEPTEMBER 2023**

**5 Other income**

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Net gain on disposal of tangible fixed assets	-	2,307

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 6 Charitable activities

	Richmond Merton Adult College	MI Compt Solution	CAF	HAFL	Paddington Trust	Other Funds	Total 2023	Total 2022
	£	£	£	£	£	£	£	£
Staff costs	190,151	18,808	38,152	62,204	19,788	50,602	424,157	396,862
Depreciation and impairment	6,146	-	-	-	-	-	6,146	8,196
Exam fees, courses and licences	7,506	742	1,506	2,456	781	1,998	16,744	19,532
IT costs	516	51	104	169	54	137	1,152	1,403
Hospitality and subsistence	542	54	109	177	56	144	1,209	1,239
Motor and travel expenses	2,065	204	414	675	215	549	4,605	8,527
Consultancy and work placements	4,339	429	871	1,419	452	1,155	9,679	5,922
Printing, postage and stationery	3,900	386	783	1,276	406	1,038	8,701	11,575
Training and other costs	27	3	5	9	3	7	60	169
	215,192	20,677	41,944	68,385	21,755	55,630	472,453	453,425
Share of support costs (see note 8)	183,357	708	1,437	2,342	745	1,905	192,168	148,472
Share of governance costs (see note 8)	7,800	-	-	-	-	-	7,800	7,800
	406,349	21,385	43,381	70,727	22,500	57,535	672,421	609,697
<b>Analysis by fund</b>								
Unrestricted funds - general	400,203	21,385	43,381	70,727	22,500	57,535	666,275	
Restricted funds	6,146	-	-	-	-	-	6,146	
	406,349	21,385	43,381	70,727	22,500	57,535	672,421	
<b>For the year ended 30 September 2022</b>								
Unrestricted funds - general	408,870	-	-	139,616	-	339,062		601,501
Restricted funds	8,196	-	-	-	-	-		8,196

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED 30 SEPTEMBER 2023

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# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

7	Net movement in funds	2023 £	2022 £
	The net movement in funds is stated after charging/(crediting):		
	Fees payable for the audit of the charity's financial statements	4,200	4,200
	Depreciation of owned tangible fixed assets	22,115	14,834
	Loss/(profit) on disposal of tangible fixed assets	-	(2,307)

8	Support costs	Support costs £	Governance costs £	2023 £	2022 £	Basis of allocation
	Depreciation	15,969	-	15,969	6,638	Pro rata to income
	Rent, rates and service charges	146,659	-	146,659	123,364	Pro rata to income
	Insurance	3,915	-	3,915	4,790	Pro rata to income
	Interest on HP	570	-	570	380	Pro rata to income
	Professional Fees	12,160	-	12,160	-	Pro rata to income
	Telephone and internet	4,085	-	4,085	5,479	Pro rata to income
	Bank charges	724	-	724	638	Pro rata to income
	Legal fees	1,012	-	1,012	373	Pro rata to income
	Book keeping	7,074	-	7,074	6,810	Pro rata to income
	Audit fees	-	4,200	4,200	4,200	Governance
	Accountancy	-	3,600	3,600	3,600	Governance
		192,168	7,800	199,968	156,272	
	Analysed between					
	Charitable activities	192,168	7,800	199,968	156,272	

Governance costs includes payments to the auditors of £4,200 (2022- £4,200) for audit fees.

### 9 Auditor's remuneration

Fees payable to the charity's auditor and associates:	2023 £	2022 £
<b>For audit services</b>		
Audit of the financial statements of the charity	4,200	4,200

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

## ADULT TRAINING NETWORK LIMITED

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2023

#### 11 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Administrative staff	4	4
Other staff	20	20
Total	24	24

Employment costs	2023 £	2022 £
Wages and salaries	371,633	346,510
Social security costs	23,606	21,404
Other pension costs	28,918	28,948
	424,157	396,862

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2023 Number	2022 Number
£70,000 to £80,000	1	1

#### Remuneration of key management personnel

The remuneration of key management personnel was as follows:

#### 12 Gains and losses on investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Gains/(losses) arising on:		
Valuation of investments	1,234	(2,332)

#### 13 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 14 Tangible fixed assets

	Computers & equipment	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 October 2022	107,688	10,678	50,563	168,929
Additions	-	-	27,979	27,979
At 30 September 2023	107,688	10,678	78,542	196,908
<b>Depreciation and impairment</b>				
At 1 October 2022	74,376	6,952	26,826	108,154
Depreciation charged in the year	8,255	931	12,929	22,115
At 30 September 2023	82,631	7,883	39,755	130,269
<b>Carrying amount</b>				
At 30 September 2023	25,057	2,795	38,787	66,639
At 30 September 2022	33,312	3,726	23,737	60,775

### 15 Current asset investments

	2023	2022
	£	£
Listed investments	68,294	121,235

These are valued at market value as at 30 September 2023

### 16 Debtors

	2023	2022
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	5,349	11,377
Rent deposit	6,582	6,582
Other debtors	33,159	2,695
Prepayments and accrued income	11,590	9,305
	56,680	29,959

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 17 Finance lease obligations

Future minimum lease payments due under finance leases:

	2023 £	2022 £
Within one year	4,415	3,091
Within two and five years	20,887	7,212
	<u>25,302</u>	<u>10,303</u>

### 18 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Bank overdrafts	19	1,174	245
Obligations under finance leases	17	4,415	3,091
Corporation tax payable		-	148
Other taxation and social security		5,970	5,928
Trade creditors		14,083	12,546
Other creditors		3,420	3,548
Accruals and deferred income		9,324	9,635
		<u>38,386</u>	<u>35,141</u>

### 19 Loans and overdrafts

	2023 £	2022 £
Bank overdrafts	<u>1,174</u>	<u>245</u>
Payable within one year	<u>1,174</u>	<u>245</u>

### 20 Creditors: amounts falling due after more than one year

	Notes	2023 £	2022 £
Obligations under finance leases	17	<u>20,887</u>	<u>7,212</u>

### 21 Retirement benefit schemes

	2023 £	2022 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>28,918</u>	<u>28,948</u>



# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 21 Retirement benefit schemes

(Continued)

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

### 22 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

At 1 October 2022 £	Resources expended £	At 30 September 2023 £
24,587	(6,146)	18,441

#### Previous year:

At 1 October 2021 £	Resources expended £	At 30 September 2022 £
32,783	(8,196)	24,587

### 23 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 October 2022 £	Incoming resources £	Resources expended £	Gains and losses £	At 30 September 2023 £
General funds	402,140	430,280	(666,275)	1,234	167,379

#### Previous year:

	At 1 October 2021 £	Incoming resources £	Resources expended £	Gains and losses £	At 30 September 2022 £
General funds	364,700	641,273	(601,501)	(2,332)	402,140

# ADULT TRAINING NETWORK LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

### 24 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>At 30 September 2023:</b>			
Tangible assets	48,198	18,441	66,639
Current assets/(liabilities)	140,068	-	140,068
Long term liabilities	(20,887)	-	(20,887)
	<u>167,379</u>	<u>18,441</u>	<u>185,820</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>At 30 September 2022:</b>			
Tangible assets	36,188	24,587	60,775
Current assets/(liabilities)	373,164	-	373,164
Long term liabilities	(7,212)	-	(7,212)
	<u>402,140</u>	<u>24,587</u>	<u>426,727</u>

### 25 Related party transactions

During the year salary of £79,955.76 (2022 - £70,627.56) has been paid to the Secretary Mr. Sarjeet Singh Gill and £51,363.68 (2022 - £45,372.30) has been paid to Kamaljit Gill wife of Sarjeet Singh Gill.