



**OPEN COLLEGE NETWORK CREDIT4LEARNING**

(A company limited by guarantee)

**COMPANY REGISTRATION NUMBER: 04703401 (England and Wales)**

**REGISTERED CHARITY NUMBER: 1097093**

**Report of the Trustees and  
Financial Statements For The Year Ending  
31<sup>st</sup> July 2024**

**Verdant Accountants Ltd  
20-22 Wenlock Road  
London N1 7GU**

# **OPEN COLLEGE NETWORK CREDIT4LEARNING**

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FOR THE YEAR ENDING 31 JULY 2024

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# OPEN COLLEGE NETWORK CREDIT4LEARNING

## LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDING 31 JULY 2024

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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 July 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

### REFERENCE AND ADMINISTRATIVE DETAILS

**Company registration number**

04703401 (England and Wales)

**Charity registration number**

1097093

**Registered and operating office**

Office 6b, Amity House  
5-7 Coniscliffe Road  
Darlington  
County Durham  
DL3 7EE

**Trustees**

Mr Paul Rixon  
Ms Rachel Bishop

**Independent Examiner**

Chaweevan Williams FCCA  
Verdant Accountants Ltd  
20-22 Wenlock Road  
London  
N1 7GU

**Bankers**

NatWest Bank PLC  
Milton Keynes Branch  
501 Silbury Boulevard  
Saxon Gate East  
Milton Keynes  
MK9 3ER

**Solicitors**

Geoffrey Leaver & Co  
251 Upper Third Street  
Bouverie Square  
Central Milton Keynes  
Buckinghamshire  
MK9 1DR

TRUSTEES' REPORT

FOR THE YEAR ENDING 31 JULY 2024

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## 1. STRUCTURE, GOVERNANCE AND MANAGEMENT

### Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, incorporated on the 19 March 2003 and limited by guarantee, as defined by the Companies Act 2006. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### Recruitment and appointment of trustees

The directors of the company which are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Governing Council. Under the requirements of the Memorandum and Articles of Association, the members of the Governing Council are elected to serve for a period of two years (except for the Chair of the Governing Council who will be elected for three years). Normally one half of the members will be elected annually. A Governing Council member who retires at Annual General Meeting may, if willing to act, be re-appointed.

The Governing Council seeks to ensure that the needs of specific people groups are appropriately reflected through the diversity of the trustee body. Traditional skills are represented on the Governing Council and in an effort to maintain the broad skill mix, or in the event of particular skills being lost due to retirements, individuals are approached by the Chair and CEO to offer themselves for election to the Governing Council.

### Introduction and training of new trustees

Trustees are already familiar with the practical work of the charity through their involvement as members of the charity. In addition, new trustees are introduced to familiarise themselves with the charity and its operation. These induction sessions cover:

- i) Obligations of Governing Council members.
- ii) The main documents which set out the operation framework for the charity, including the Memorandum and Articles.
- iii) Resourcing and the current financial position as set out in the latest published accounts.
- iv) Future plans and objectives.
- v) Follow up to the sessions by the way of a question and answer package. Prepared from information regarding the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee".

Feedback from new trustees is encouraged and to date this has been positive.

### Organisational Structure

A board of trustees, the Governing Council meets at least three times a year to oversee the affairs of the charity. The board through the CEO, agrees the appointment of members to the committees and subcommittees to monitor the charity's policies and practice, including quality assurance membership, development, finance and administration. The Chief Executive is appointed by the board to manage the day to day affairs of the charity and is responsible for ensuring that the charity delivers the services specified, the key performance indicators are met and that the team continues to develop their skills and working practices in line with good practice.

The Governing Council and supporting committees include members who previously served on predecessor Open College Networks and were merged to form Open College Network Oxford, Thames and Chiltern.

## **1. STRUCTURE, GOVERNANCE AND MANAGEMENT (continued...)**

### **Wider network**

The network of the charity is extensive and varied, ranging from Commercial Business, Local Authorities, Offender Institutions and Trade Unions to Community and Voluntary organisations, Further Education Colleges, Higher Educational Institutions and Schools.

### **Related parties**

The representation of further and higher education links alongside the Business sectors within the Governing Council provides value to the charity in establishing improved links and identifying relevant policy developments.

### **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 assurance against fraud or error. The major potential risk to the charity result from a flooded accreditation market with the disbanding of NOCN and any potential loss of QAA (Quality Assurance Agency) licence. Changes in national economy as well as government policy regarding the funding of learning and skills represent a high level of risk which is outside the control of the charity. The trustees have considered the maintenance of liquid resources in view of the risks presented by the changes in government policies.

## **2. OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The main objective of the charity is to advance the education of the public by recognising the achievements of learners, in particular for those who have benefited least or may have been excluded from traditional educational opportunities. It aims to promote access to higher education and credit based training provision, contributing and supporting the wider credit agenda, developing and supporting provisions which remove barriers to entry and which creates a climate in which learners are encouraged to value their own experience in the context of life-long learning. Its objectives are to work with and encourage networking and collaborative partnerships between the widest range of education and training providers in the region. Its aims are to develop accreditation which facilitates and encourages learner progression whilst responding to local, regional and national needs and initiatives. The charity aims to provide a high quality, efficient service to members and learners and to promote equality of opportunity to learners and all other users of the organisation, its products and services.

### **Significant activities**

Significant activities this year have focused on our underlying theme of supporting community work projects who are consistently battling against funding issues. By combining both commercial training organisations and public sector groups we have been able to discount those most in need. As a non-profit we are committed to this strategic approach. We decided to not re appoint the position of a marketing manager during this accountancy period and instead integrated the key aspects of this role into day to day operations with significant success.

### **Significant activities (continued...)**

A large proportion of our members have stayed with their pre covid approach and deliver much of their training online with a large percentage of their staff working remotely. Few members are operating their training capacity to the level of pre –covid. This combined with their own funding cuts has presented obvious limitations. We have continued to promote our ability and willingness to take a flexible and reactive approach which has been very much welcomed. We continue to ensure that all of the staff team have knowledge of operations and processes outside of their direct roles and responsibilities in order to ensure that we can create a supportive and engaging working environment which of course underpins our day to day activities. We manage remote working effectively and supportively for all. As always, the focus has been paramount to supporting widening participation and social inclusion. A key focus has been on reviewing and developing further compliancy framework with existing team and training on matters of said compliance with OCNCredit4Learning terms and policies. Further concentration has been given to individual sectors and ensuring that distinction has been made for processes within each sector where necessary and applicable. A number of very different sectors have been focused on again during this year to look at innovative and creative ways of working.

### **3. ACHIEVEMENTS AND PERFORMANCE**

The key achievements again this year have been to retain our working relationships in a supportive manner when many trainers are facing extreme hardships. Now returning to a more holistic and shared set of responsibilities within the staff team we are pleased to report that we have increased income and made significant savings which have impacted very positively on last year's deficit. We anticipate a small profit next year. We continue to reflect and review all aspects of the charity, monitoring our operations to ensure that we provide the best possible services. We were operating on a deficit during this accountancy year and have taken steps to improve our financial position which we feel reflects the hard work and dedication of the team as a whole.

For the future, the strategic direction will draw on the strengths of the success of this year combined with continued attention to levels of auditing processes. The introduction of tighter controls of initial acceptance to further ensure that those taking out membership with OCN Credit4Learning genuinely share the values of widening participation and the importance of not for profit activities within teaching and learning continue to produce the desired effect of building a community of members with genuine commitment to providing high quality learning.

The charity will continue to review and adapt its policies and procedures with a view to mitigating non-compliance and income will continue to be used to support additional projects which have a genuine intent to provide important social networks for vulnerable groups of the community.

#### **Investment performance**

The charity has invested its surplus cash resources in an interest-bearing bank account. With interest rates at all-time low, this has resulted in an insignificant investment income for the year.

#### **Internal and external factors**

Internal factors such as determining the structure of organisation and changes to same are those which influence the achievements and performance of the charity. Whereas, external factors are those determined by policy changes in particular government policy changes in regard to funding of education and training.

#### **4. FINANCIAL REVIEW**

##### **Reserves policy**

The reserves policy is designed to protect the charity and to allow sufficient reserves to fund its commitments. In principle, adequate liquid funds are retained to fund charity's fixed and unavoidable costs including staff salaries and establishment costs for the following financial period. The trustees have considered these and in their opinion are adequate to carry out their operations.

##### **Principal funding sources**

The main funding sources are as last year, they remain; Membership fees, Standard registration, Access registration and Recognition registration.

#### **5. PUBLIC BENEFITS**

In fulfilment of its objects the OCN Credit4Learning is inextricably bound together in the promotion and advancement of learning.

The OCN Credit4Learning provides a supportive moderation service, built upon trust and high-quality standards, by supporting the whole accreditation process.

The OCN Credit4Learning and its Trustees are committed to the provision of public benefit. Trustees refer and consult the guidance contained in the Charity Commission's general guidance on public benefit when setting annual objectives and ensuring they include actions that realistically will help to achieve the overall purpose.

The OCN Credit4Learning is an Accrediting Organisation which supports providers who deliver training and educational programmes in a wide range of settings. It also offers a bespoke support service to accommodate the needs of eager learners and have widespread relationships with the private and voluntary sectors as well as prisons, care and academic institutions.

#### **6. PLANS FOR THE FUTURE**

##### **Future developments**

OCN Credit4Learning will continue to build its work in line with the ethos of the charity to widen participation in education. It has a strong and growing reputation in supporting organisations educational and training focus and will continue to build upon its strengths and apply a reflective approach to strengthening any areas in need of improvement as and when they come to light.

TRUSTEES' REPORT (Continued...)

FOR THE YEAR ENDING 31 JULY 2024

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**7. TRUSTEES' RESPONSIBILITIES**

The Trustees (who are also the directors of Open College Network 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 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 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 judgments and estimates that are reasonable and prudent;
- 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 proper 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.

The trustees' report is prepared in accordance with the exemptions available to companies' subject to small companies' regime within Part 15 of the Companies Act 2006.

**8. INDEPENDENT EXAMINER**

Mrs Chaweevan Williams Chartered Certified Accountant was appointed as Independent Examiner with effect from 8th April 2019. Mrs Williams FCCA has indicated her willingness to continue in office and a resolution concerning her reappointment as Independent Examiner will be proposed at the Annual General Meeting.

This report was approved by the Trustees and signed on its behalf, by:

Mr Paul Rixon *Paul Rixon* ..... Chair/Trustee

Date: *29/05/2025* .....



# INDEPENDENT EXAMINER'S REPORT

## Independent Examiner's Report to the Trustees of Open College Network Credit4Learning Company no: 04703401 and Charity no: 1097093

I report on the financial statements of the above charity (a company limited by guarantee) for the year ended 31 July 2024, which comprise the statement of Financial Activities, the Balance Sheet and the related notes 1-16.

### Respective responsibilities of trustees and examiner

The trustees who are also directors of the company for the purposes of company law, are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ('the Act'). The Charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. Where the charity's gross income exceeded £250,000 I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

It is my responsibility to examine the accounts under section 145 of the Charities Act, follow the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act, and state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

- (1) In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:
- the accounting records were not kept in accordance with section 386 of the Companies Act (2006); or
  - the accounts do not accord with the accounting records; or
  - the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in section 396 of the Companies Act 2006 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 Charities SORP (FRS102).
- (2) I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Chaweevan Williams FCCA**  
Chartered Certified Accountants  
Verdant Accountants Ltd  
20-22 Wenlock Road  
London N1 7GU

**Date: 29<sup>th</sup> May 2025**

**OPEN COLLEGE NETWORK CREDIT4LEARNING**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
FOR THE YEAR ENDING 31 JULY 2024

|                                               |              | Unrestricted<br>Funds<br>2024<br>£ | Unrestricted<br>Funds<br>2023<br>£ |
|-----------------------------------------------|--------------|------------------------------------|------------------------------------|
| <b>INCOMING RESOURCES</b>                     | <u>Notes</u> |                                    |                                    |
| <b>Income from generated funds:</b>           |              |                                    |                                    |
| Activities for generating funds               | 2a           | <b>206,940</b>                     | 198,998                            |
| Investment Income                             | 3            | <b>506</b>                         | 593                                |
| Total incoming resources                      |              | <b>207,446</b>                     | 199,591                            |
| <b>RESOURCES EXPENDED</b>                     |              |                                    |                                    |
| <b>Cost of generating funds</b>               |              |                                    |                                    |
| Fundraising (trading): bad debts              | 4            | <b>1,176</b>                       | 0                                  |
| <b>Charitable activities</b>                  |              |                                    |                                    |
| Support costs - direct                        | 5            | <b>10,800</b>                      | 13,458                             |
| Costs of generating voluntary income          | 6            | <b>206,859</b>                     | 246,007                            |
| <b>Governance costs</b>                       | 7            | <b>6,166</b>                       | 5,832                              |
| <b>Other resources expended- subscription</b> |              | <b>478</b>                         | 508                                |
| <b>Total resources expended</b>               |              | <b>225,479</b>                     | 265,805                            |
| <b>NET INCOMING/ (EXPENDED)</b>               |              |                                    |                                    |
| <b>RESOURCES before transfer</b>              |              | <b>(18,033)</b>                    | (66,214)                           |
| <b>Gross transfers between funds</b>          |              | <b>0</b>                           | 0                                  |
| <b>Net incoming / (expended) resources,</b>   |              | <b>(18,033)</b>                    | (66,214)                           |
| <b>RECONCILIATION OF FUNDS</b>                |              |                                    |                                    |
| <b>Total funds brought forward</b>            |              |                                    |                                    |
| - Balance brought forward                     | 16           | <b>50,197</b>                      | 116,411                            |
| <b>TOTAL FUNDS CARRIED FORWARD</b>            |              | <b>32,164</b>                      | 50,197                             |
| <b>CONTINUING OPERATIONS</b>                  |              |                                    |                                    |

All incoming resources and resources expended arise from continuing activities. All funds in 2024 & 2023 were unrestricted.

Notes 1 to 16 form part of these accounts

# OPEN COLLEGE NETWORK CREDIT4LEARNING

## BALANCE SHEET

AS AT 31 JULY 2024

|                                              | <u>Notes</u> | 31 Jul 2024   |               | 31 Jul 2023   |               |
|----------------------------------------------|--------------|---------------|---------------|---------------|---------------|
|                                              |              | £             | £             | £             | £             |
| <b>FIXED ASSETS</b>                          |              |               |               |               |               |
| Tangible assets                              | 11           |               | 397           |               | 595           |
| <b>CURRENT ASSETS</b>                        |              |               |               |               |               |
| Stocks                                       | 12           | 0             |               | 0             |               |
| Debtors                                      | 13           | 64,285        |               | 57,342        |               |
| Cash at bank and in hand                     |              | 13,206        |               | 35,780        |               |
|                                              |              | <u>77,491</u> |               | <u>93,122</u> |               |
| <b>CREDITORS</b>                             |              |               |               |               |               |
| Amounts falling due within one year          | 14           | (45,724)      |               | (43,520)      |               |
| <b>NET CURRENT ASSETS</b>                    |              |               | <u>31,767</u> |               | <u>49,602</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |              |               | <u>32,164</u> |               | <u>50,197</u> |
| <b>NET ASSETS</b>                            |              |               | <u>32,164</u> |               | <u>50,197</u> |
| <b>FUNDS</b>                                 |              |               |               |               |               |
| Unrestricted funds / (deficits)              | 16           |               | <u>32,164</u> |               | <u>50,197</u> |
| <b>TOTAL FUNDS</b>                           |              |               | <u>32,164</u> |               | <u>50,197</u> |

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved on \_\_\_\_\_ by the Trustees and signed on their behalf by:

Mr Paul Rixon

*Paul Rixon*

Trustee

Date:

26/05/2025

Notes 1 to 16 form part of these accounts

# OPEN COLLEGE NETWORK CREDIT4LEARNING

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31 JULY 2024

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### 1 ACCOUNTING POLICIES

#### 1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to extent required to provide a "true and fair" view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Open College Network Credit4Learning meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost of transaction value unless otherwise stated in the relevant accounting policy.

#### 1.2 RECONCILIATION WITH PREVIOUSLY GENERALLY ACCEPTED ACCOUNTING PRACTICE

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

#### 1.3 COMPANY STATUS

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. 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.

#### 1.4 FUND ACCOUNTING

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

#### 1.5 INCOMING RESOURCES

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

**OPEN COLLEGE NETWORK CREDIT4LEARNING**  
**NOTES TO FINANCIAL STATEMENTS**  
FOR THE YEAR ENDING 31 JULY 2024

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**1 ACCOUNTING POLICIES (Cont'd)**

**1.6 EXPENDITURE**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation of activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Direct support costs are those costs incurred directly in support of expenditure on the objects of the charity. Management and administration costs are those incurred in connection with administration of the charity. Governance costs are incurred for compliance with constitutional and statutory requirements.

**1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION**

All assets costing more than £500 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful life on the following basis:

|                       |                                                                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Short leasehold       | - Over the term of the new lease - 3 years commencing on 7th December 2016 and expiring on 28th September 2019.                                             |
|                       | - New lease granted on 7th December 2019 to expire on 28th September 2022 but subject to a "Break Clause" exercisable by either the Landlord or the Tenant. |
| Fixtures and fittings | - 33.33% on reducing balance                                                                                                                                |
| Computer equipment    | - 33.33% on reducing balance                                                                                                                                |

**1.8 STOCKS**

Stocks are stated at the lower of cost and net realisable value.

**1.9 PENSIONS**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**1.10 GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

# OPEN COLLEGE NETWORK CREDIT4LEARNING

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31 JULY 2024

|                                                                     | Unrestricted<br>funds 2024<br>£ | Unrestricted<br>funds 2023<br>£ |
|---------------------------------------------------------------------|---------------------------------|---------------------------------|
| <b>2.a ACTIVITIES FOR GENERATING FUNDS</b>                          |                                 |                                 |
| Access Registration                                                 | 0                               | 0                               |
| Membership fees                                                     | 43,100                          | 39,850                          |
| Standard registrations                                              | 127,898                         | 141,723                         |
| Recognition                                                         | 19,545                          | 13,245                          |
| Services                                                            | 2,876                           | 2,190                           |
| Training, Consultancy, Writing                                      | 4,250                           | 0                               |
| Re-Issue of Certificates                                            | 590                             | 765                             |
| Repeat Panel Charges                                                | 3,975                           | 0                               |
| New Panel Charges                                                   | 6,683                           | 1,750                           |
| Discount given                                                      | (1,977)                         | (525)                           |
|                                                                     | <b>206,940</b>                  | <b>198,998</b>                  |
|                                                                     |                                 |                                 |
|                                                                     | Unrestricted<br>funds 2024<br>£ | Unrestricted<br>funds 2023<br>£ |
| <b>3. INVESTMENT INCOME</b>                                         |                                 |                                 |
| Deposit account interest                                            | 506                             | 592                             |
|                                                                     | <b>506</b>                      | <b>592</b>                      |
|                                                                     |                                 |                                 |
|                                                                     | Unrestricted<br>funds 2024<br>£ | Unrestricted<br>funds 2023<br>£ |
| <b>4. FUNDRAISING OPERATIONS</b>                                    |                                 |                                 |
| Bad Debts net of recoveries                                         | 1,176                           | 0                               |
|                                                                     |                                 |                                 |
|                                                                     | Unrestricted<br>funds 2024<br>£ | Unrestricted<br>funds 2023<br>£ |
| <b>5. CHARITABLE ACTIVITIES COSTS – DIRECT</b>                      |                                 |                                 |
| Support costs including moderators,<br>consultant fees and expenses | 10,800                          | 13,458                          |

# OPEN COLLEGE NETWORK CREDIT4LEARNING

## NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31 JULY 2024

|                                                      | Unrestricted<br>funds 2024<br>£ | Unrestricted<br>funds 2023<br>£ |
|------------------------------------------------------|---------------------------------|---------------------------------|
| <b>6. CHARITABLE ACTIVITIES COSTS - NON – DIRECT</b> |                                 |                                 |
| Management and establishment expenses                | 206,273                         | 245,447                         |
| Finance - bank charges                               | 586                             | 560                             |
|                                                      | <b>206,859</b>                  | <b>246,007</b>                  |

|                                                | Unrestricted<br>funds 2024<br>£ | Unrestricted<br>funds 2023<br>£ |
|------------------------------------------------|---------------------------------|---------------------------------|
| <b>7. GOVERNANCE COSTS</b>                     |                                 |                                 |
| Accountancy including payroll & Co House       | 2,026                           | 1,692                           |
| Legal and professional fees                    | 0                               | 0                               |
| Accounts, compliance & Independent examination | 4,140                           | 4,140                           |
|                                                | <b>6,166</b>                    | <b>5,832</b>                    |

|                                                  | 2024<br>£ | 2023<br>£ |
|--------------------------------------------------|-----------|-----------|
| <b>8. NET INCOME / (EXPENDITURE)</b>             |           |           |
| This is stated after charging:-                  |           |           |
| Accounting, Compliance & Independent examination | 4,140     | 4,140     |
| Depreciation - owned assets                      | 198       | 297       |

|                                                                  | 2024<br>£      | 2023<br>£      |
|------------------------------------------------------------------|----------------|----------------|
| <b>9. STAFF COSTS</b>                                            |                |                |
| Wages and salaries, Employer NIC & Employer Pension Contribution | 173,204        | 207,267        |
| Redundancy payments                                              | 0              | 0              |
| Recruitment                                                      | 0              | 0              |
|                                                                  | <b>173,204</b> | <b>207,267</b> |

The average number of persons employed by the charity during the year was as follows

|                                                       | 2024<br>No. | 2023<br>No. |
|-------------------------------------------------------|-------------|-------------|
|                                                       | <b>2</b>    | <b>3</b>    |
| Average headcount expressed as a full time equivalent | <b>2</b>    | <b>3</b>    |

**OPEN COLLEGE NETWORK CREDIT4LEARNING**  
**NOTES TO FINANCIAL STATEMENTS**  
FOR THE YEAR ENDING 31 JULY 2024

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees remuneration or other benefits for the year ended 31 July 2024 & 2023.

| <b>11. TANGIBLE FIXED ASSETS</b> | <b>Short<br/>leasehold<br/>£</b> | <b>Fixtures &amp;<br/>fittings<br/>£</b> | <b>Computer<br/>equipment<br/>£</b> | <b>Totals<br/>£</b> |
|----------------------------------|----------------------------------|------------------------------------------|-------------------------------------|---------------------|
| <u><b>Cost or Valuation</b></u>  |                                  |                                          |                                     |                     |
| At 1 August 2023                 | 96,228                           | 44,167                                   | 144,078                             | <b>284,473</b>      |
| Additions during year            | 0                                | 0                                        | 0                                   | <b>0</b>            |
| <b>Cost at 31 July 2024</b>      | <b>96,228</b>                    | <b>44,167</b>                            | <b>144,078</b>                      | <b>284,473</b>      |
| <u><b>DEPRECIATION</b></u>       |                                  |                                          |                                     |                     |
| At 1 August 2023                 | 96,228                           | 44,167                                   | 143,483                             | <b>283,878</b>      |
| Charge for year                  | 0                                | 0                                        | 198                                 | <b>198</b>          |
| At 31 July 2024                  | 96,228                           | 44,167                                   | 143,681                             | <b>284,076</b>      |
| <u><b>Net Book values</b></u>    |                                  |                                          |                                     |                     |
| <b>At 31 July 2024</b>           | <b>0</b>                         | <b>0</b>                                 | <b>397</b>                          | <b>397</b>          |
| At 31 July 2023                  | 0                                | 0                                        | 595                                 | 595                 |

| <b>12. STOCKS</b>      | <b>2024<br/>£</b> | <b>2023<br/>£</b> |
|------------------------|-------------------|-------------------|
| Stocks of certificates | 0                 | 0                 |
|                        | <b>0</b>          | <b>0</b>          |

| <b>13. DEBTORS</b>                 | <b>2024<br/>£</b> | <b>2023<br/>£</b> |
|------------------------------------|-------------------|-------------------|
| Amount falling due within one year |                   |                   |
| Trade Debtors                      | 33,345            | 26,024            |
| Bad debt provisions                | (1,176)           | 0                 |
| Rent Deposit                       | 24,000            | 24,000            |
| Prepayments and accrued income     | 8,116             | 7,318             |
|                                    | <b>64,285</b>     | <b>57,342</b>     |



# OPEN COLLEGE NETWORK CREDIT4LEARNING

## NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 JULY 2024

| <b>14. CREDITORS</b>                | <b>2024</b>          | <b>2023</b>          |
|-------------------------------------|----------------------|----------------------|
| Amounts falling due within one year | <u>£</u>             | <u>£</u>             |
| Trade creditors                     | (353)                | (135)                |
| Taxation and social security costs  | 15,634               | 14,114               |
| Other Creditors                     | 1,000                | 1,000                |
| Accruals and deferred income        | 29,443               | 28,541               |
| <b>Total - unrestricted</b>         | <u><b>45,724</b></u> | <u><b>43,520</b></u> |

### 15. OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid as follows:

|                                               | <b>2024</b>          | <b>2023</b>          |
|-----------------------------------------------|----------------------|----------------------|
| <b>Expiring:</b>                              | <u>£</u>             | <u>£</u>             |
| In less than five years - office rent deposit | <u><b>24,000</b></u> | <u><b>24,000</b></u> |

### 16. MOVEMENT IN FUNDS

|                                     | <b>At<br/>01.08.2023</b> | <b>Movement<br/>in funds</b> | <b>At<br/>31.07.2024</b> |
|-------------------------------------|--------------------------|------------------------------|--------------------------|
| <b>Unrestricted funds</b>           | <u>£</u>                 | <u>£</u>                     | <u>£</u>                 |
| General fund - as previously stated | 50,197                   | (18,033)                     | 32,164                   |
| <b>TOTAL FUNDS</b>                  | <u><b>50,197</b></u>     | <u><b>(18,033)</b></u>       | <u><b>32,164</b></u>     |

Net movement in funds, included in the above are as follows:

|                           | <b>Incoming</b>       | <b>Resources</b>        | <b>Movement</b>        |
|---------------------------|-----------------------|-------------------------|------------------------|
|                           | <u>£</u>              | <u>£</u>                | <u>£</u>               |
| <b>Unrestricted funds</b> |                       |                         |                        |
| General fund              | 207,446               | (225,479)               | (18,033)               |
| <b>TOTAL FUNDS</b>        | <u><b>207,446</b></u> | <u><b>(225,479)</b></u> | <u><b>(18,033)</b></u> |

# OPEN COLLEGE NETWORK CREDIT4LEARNING

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating income and expenditure account)

FOR THE YEAR ENDING 31 JULY 2024

| <b>INCOMING RESOURCES</b>                | <b>Unrestricted<br/>Funds<br/>2024<br/>£</b> | <b>Unrestricted<br/>Funds<br/>2023<br/>£</b> |
|------------------------------------------|----------------------------------------------|----------------------------------------------|
| <b>Income of charitable activities;-</b> |                                              |                                              |
| Access Registration                      | 0                                            | 0                                            |
| Membership fees                          | 43,100                                       | 39,850                                       |
| Standard registrations                   | 127,898                                      | 141,723                                      |
| Recognition Panel Charges                | 19,545                                       | 13,245                                       |
| Services                                 | 2,876                                        | 2,190                                        |
| Training, Consultancy, Writing           | 4,250                                        | 0                                            |
| Re-Issue of Certificates                 | 590                                          | 765                                          |
| Repeat Panel Charges                     | 3,975                                        | 0                                            |
| New Panel Charges                        | 6,683                                        | 1,750                                        |
| Discount given                           | (1,977)                                      | (525)                                        |
|                                          | <b>206,940</b>                               | <b>198,998</b>                               |
| <b>Investment income</b>                 |                                              |                                              |
| Deposit account interest                 | 506                                          | 593                                          |
|                                          | <b>506</b>                                   | <b>593</b>                                   |
| <b>Total incoming resources</b>          | <b>207,446</b>                               | <b>199,591</b>                               |
| <b>RESOURCES EXPENDED</b>                | <b>Unrestricted<br/>Funds<br/>2024<br/>£</b> | <b>Unrestricted<br/>Funds<br/>2023<br/>£</b> |
| <b>Fundraising operations</b>            |                                              |                                              |
| Bad debts for the year                   | 1,176                                        | 0                                            |
|                                          | <b>1,176</b>                                 | <b>0</b>                                     |
| <b>Charitable activities</b>             |                                              |                                              |
| Moderators - fees and expenses           | 10,800                                       | 10,800                                       |
| Consultancy fees & expenses              | 0                                            | 2,658                                        |
|                                          | <b>10,800</b>                                | <b>13,458</b>                                |

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# OPEN COLLEGE NETWORK CREDIT4LEARNING

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating income and expenditure account)

FOR THE YEAR ENDING 31 JULY 2024

| RESOURCES EXPENDED (Cont'd)                               | Unrestricted<br>Funds<br>2024<br>£ | Unrestricted<br>Funds<br>2023<br>£ |
|-----------------------------------------------------------|------------------------------------|------------------------------------|
| <b>Support costs - Management</b>                         |                                    |                                    |
| Wages and salaries                                        | 151,830                            | 186,111                            |
| Employers NIC net of employment allowance                 | 18,549                             | 17,848                             |
| Employers Pension Contributions                           | 2,825                              | 3,308                              |
| Temp Staff                                                | 5,657                              | 0                                  |
| Staff training                                            | 0                                  | 0                                  |
| HR                                                        | 485                                | 2,000                              |
| Travelling & Subsistence                                  | 1,236                              | 1,489                              |
| Trustees liability insurance                              | 3,196                              | 2,833                              |
| Staff entertaining & Xmas party                           | 0                                  | 0                                  |
| Rent, rates, water and service charges                    | 3,900                              | 4,120                              |
| Light and heat                                            | 0                                  | 0                                  |
| Telephone and Internet costs                              | 6,299                              | 5,768                              |
| Printing, Postage and Stationery                          | 4,565                              | 8,671                              |
| Office expenses incl Siemens Fin Ser                      | 0                                  | 2,551                              |
| Computer maintenance                                      | 7,533                              | 10,213                             |
| Conference, room hire & sponsorship                       | 0                                  | 238                                |
| Depreciation of computer equipment                        | 198                                | 297                                |
|                                                           | <b>206,273</b>                     | <b>245,447</b>                     |
| <b>Finance</b>                                            |                                    |                                    |
| Bank chargers                                             | 586                                | 560                                |
| Interest payable                                          | 0                                  | 0                                  |
|                                                           | <b>206,859</b>                     | <b>246,007</b>                     |
| <b>Governance costs</b>                                   |                                    |                                    |
| Accountancy, Bookkeeping & payroll                        | 2,026                              | 1,692                              |
| Legal & Professional fees                                 | 0                                  | 0                                  |
| Examination, Accounting, Compliance & Company secretarial | 4,140                              | 4,140                              |
|                                                           | <b>6,166</b>                       | <b>5,832</b>                       |

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# OPEN COLLEGE NETWORK CREDIT4LEARNING

## DETAILED STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating income and expenditure account)

FOR THE YEAR ENDING 31 JULY 2024

| RESOURCES EXPENDED (Cont'd)             | Unrestricted | Unrestricted |
|-----------------------------------------|--------------|--------------|
|                                         | Funds        | Funds        |
|                                         | 2024         | 2023         |
|                                         | £            | £            |
| Other resources expended                |              |              |
| Subscriptions                           | 478          | 508          |
|                                         | 478          | 508          |
| Total resources expended                | 225,479      | 265,805      |
| Net Income / (expenditure) for the year | (18,033)     | (66,214)     |

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