

CENTRE FOR SELF MANAGED LEARNING LIMITED
(A Company Limited by Guarantee)
Company Number: 02814910
Charity Number: 1110315

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LEGAL AND ADMINISTRATIVE INFORMATION

Registered Charity Number 1110315

Registered Company Number 02814910

Trustees (who are also Directors)

Sam Story
Vikki Matthews
Liz Barlow
Ben Bennett
Avis Carter
Anne Gimson
Jonathan Pain - appointed 1 January 2020
Malcolm Wolf - appointed 1 January 2020
Ian Cunningham - appointed 28 July 2020

Registered Office

First Floor Technology House
West Road,
Portslade,
East Sussex
BN41 1QH

Independent Examiner

Clare Osbond (FCIE)
Voluntary Sector Services
12 Silverdale Road
Hove
East Sussex
BN3 6FE

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Cambridge & Counties Bank
Charnwood Court
5B New Walk
Leicester LE1 6TE

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REPORT OF THE TRUSTEES

The Trustees of Centre for Self Managed Learning are pleased to present their report and financial statements for the year ended 31st August 2020.

1.0 ORGANISATIONAL STRUCTURE AND MANAGEMENT

1.1 Charity status

The Centre for Self Managed Learning is a registered charity, receiving charitable status on 5th July 2005. It is a company limited by guarantee and was incorporated on 4th May 1993 under the Companies Act 1985. The Centre for Self Managed Learning was established under a Memorandum of Association, which describes the objects and powers of the charitable company; it is governed under its Articles of Association as amended by special resolution on 6th June 2005. Under those Articles, the Trustees are elected by the existing trustees.

1.2 Governance and decision making

The Board of Trustees governs the Centre for Self Managed Learning and meets at least once a year to discuss and review strategy, planning, development and financial matters. Day-to-day management of the current main project, Self Managed Learning College, is delegated to the Governing Body.

1.3 Recruitment, appointment, induction and training of Trustees

Trustees are recruited and appointed on the basis of their knowledge of and/or dedication to understanding and upholding the principles and practice of Self Managed Learning. They must be committed to working in the interests of and actively supporting the aims of the Charity. Trustees must be age 18 or over.

2.0 OBJECTIVES AND ACTIVITIES

2.1 Objects

The advancement of education among young people and adults within the UK and abroad by the provision of resources, facilities, materials, information, advice and support to those advancing education policy and practice both in and outside state systems.

2.2 Aims and principal activities

The principal aim of the organisation is the promotion and development of Self Managed Learning for people of all ages and in all contexts. The principle activity currently is Self Managed Learning College focusing on programmes for young people. SML College organises events promoting the Self Managed Learning approach, engages in educational research and publishes materials on learning issues. Our principle sources of income are fees from parents and from local authorities, grants from funding bodies wishing to support community groups and advancement in education and donations from social enterprises, principally Strategic Developments International Ltd (SDI). Our main expenditure is attributed to the running costs of the College. This growing project allows the charity to provide sustainable support to young people engaging in SML. Our key objectives are:

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- Promote and develop the Brighton college
- Designing and running SML programmes for adults and young people in addition to the Brighton college.
- Provision of a web site with free access to published articles and information about SML
- Publication of free newsletters and articles about our work
- Provision of events to disseminate SML
- Provision of seminars on educational issues
- Work with other local organisations to develop the College in Sussex
- Collaboration with universities – including research, organising educational events and taking students on placements at the College
- Providing volunteer opportunities for adults
- Welcoming visitors to the College to learn about our work

2.3 How the Centre for Self Managed Learning activities deliver public benefit

Public benefit is delivered through the activities of the Self Managed Learning College which provides opportunities for young people age 9 – 17 (the beneficiaries) to take responsibility for their learning and future direction whilst supporting and challenging one another. In this way, they develop the capability for life-long learning and are far better prepared to take their place in society as self-reliant citizens. One example of the results achieved is that all the students leaving the College at 16 have gone on to further education, sixth form college, jobs or self-employment, i.e. the College has had no NEETs since its beginnings in 1999. This record is particularly impressive given that some students in the College are those who have not succeeded in school.

3.0 ACHIEVEMENTS AND PERFORMANCE IN 2019/20

3.1 Covid-19 Pandemic

2020 has been a year of profound change across the globe and the charity was required to adapt quickly to the evolving situation. The College staff, contractors and volunteers all worked speedily to move the learning provision on-line using Zoom and Discord. Students continued to have support through their learning groups and online face to face contact with tutors. Despite the challenges the charity has increased its reserves this year and is forecasting an increase for 2020/21. The Board of Trustees believes the need for Self Managed Learning is more pressing than ever and has set up an Action Group to progress new projects and support change in the college.

3.1 Board of Trustees

Following the skills audit in 2019 three trustee appointments have been made in 2020. Jonathan Pain and Malcolm Wolf were welcomed onto the board on 1st January 2020, and Ian Cunningham was welcomed back to the board in July 2020. Due to the pandemic all board meetings since March have been online using Zoom.

Ben Bennett has provided notice of his intention to step down as trustee at the November AGM. Ben Bennett was a founding Director of the Centre for Self Managed Learning and has been involved in the Centre's development over the past 27 years. For eight years up to the end of 2019, he held the post of Treasurer and was always supportive of new initiatives, including the SML College in West Sussex and an accreditation process for LGAs in Finland. He first became aware of SML in 1987 when he met and worked with Ian Cunningham, helping to set up an SML MBA via Sussex University and

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eventually acting as the Director of that particular programme. He worked on consortium and in-organisation SML programmes and applied SML principles to his later work as a Senior Lecturer at University of Westminster. Ben also co-edited the book 'SML in Action' with Ian and Graham Dawes in 2000. All the Trustees wish to thank Ben for his commitment and contributions to SML and the Centre and wish him a long, happy and well-deserved retirement.

3.3 Self Managed Learning College

We said farewell and thank you to David Lilly as he left his role as Programmes Coordinator on 31st January 2020. The Chair of Governors, Dr Cunningham stepped in until Carl Brady joined in March as the College Coordinator.

The College building at Fishersgate, West Sussex, went into lockdown on Carl's first day. Carl has done an outstanding job, working with Dr Cunningham, to transition the college community from the physical building to a safe and secure online environment.

Numbers of students attending the College have fluctuated more than usual due to the lockdown. At the end of the financial year, there were 32 enrolled with 4 additional awaiting trial week. Services were provided by 8 Learning Advisers.

The Fishersgate building can run with 20 students social distancing so options for additional space are being reviewed.

We have had continuing support for parents from the Starr Trust in Hove. This trust provides full funding for students and allows a number of parents with financial needs to send their children to us. This year we have been able to set up a hardship fund to provide partial funding for those who do not qualify for the Starr Trust but still require some financial support. We are very grateful to the Dewan Foundation for their donation to the hardship fund. The Trustees would also like to thank the Heagarty Trust for their donation to allow us to invest in new projects.

The independent research project, initiated in 2018, was published at the start of 2020. The project investigated the medium-term impact on the lives of past students attending the College. The report provides strong evidence of the efficacy of the SML approach on young people's lives.

3.3 Other Projects

Ian Cunningham's book "Self Managed Learning and the New Educational Paradigm" has been published by Routledge and is available from Amazon and other booksellers.

All other projects were put on hold while the charity responded to the pandemic to ensure the long term stability of the college.

4.0 FINANCIAL REVIEW

The financial statements are set out on pages 9 to 15. 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 for Smaller Entities (effective January 2015).

REPORT OF THE TRUSTEES - CONTINUED

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4.1 Overview

The year ended 31st August 2020 ended with net income over expenditure of £47,356 all of which was unrestricted, and was added to general reserves which, after transfers, now stand at £169,182. By comparison, 31st August 2019 recorded net income over expenditure of £42,215 all of which was unrestricted, leaving general reserves to carry forward after transfers of £121,826.

Total income for 2019/20 amounted to £179,489 compared to £168,475 in the previous year, an increase of £11,014 from 2018/19.

Total expenditure for 2019/20 amounted to £132,133 compared to £126,260 in the previous year, an increase of £5,873 from 2018/19.

In line with SORP FRS (102), expenditure is analysed into two main categories; charitable activities and raising funds for the charity. Charitable activities comprise the main work of the charity. Expenditure on charitable activities was £132,133 in 2019/20, compared to £126,260 in the previous year.

4.2 Financial outlook

College fees have been held at £3,990 per year and the deposit held at £750.

Although the college building cannot run at its previous capacity during an ongoing pandemic, the College Coordinator and Chair of Governors have demonstrated that the college can be run remotely and there is still a need for this service. A combined approach of smaller concurrent numbers in the current physical building with online facilities will allow us to support a maximum of 42 students.

This flexibility means an ongoing pandemic is unlikely to affect our financial stability. Our aim is to direct a small amount of reserves into new projects while maintaining a reserves policy of approximately 12 months.

Trustees are therefore confident about the financial outlook.

4.3 Reserves policy

The Centre for Self Managed Learning is committed to using its resources in pursuit of its charitable objectives. It is also committed to maintaining a level of reserves that is prudent to meeting ongoing liabilities, sufficient to ensure that all delivery commitments can be met and to protect the long-term future of the Centre for Self Managed Learning operations. The Centre for Self Managed Learning reserves policy seeks to balance these priorities.

As income is comprised almost entirely of student fees, the trustees consider it prudent to maintain their level of reserves at a level that represents approximately 12 months expenditure of the charity, based on planned expenditure for that year. As at 31st August 2020, unrestricted reserves were £169,182 which represents over 15 months of fixed and variable costs at 2019/20 levels. As fixed costs are limited to those associated with the Co-ordinator post and premises (lease, etc.), trustees are confident they have sufficient reserves for the forthcoming 12 months. The level of reserves will continue to be monitored each term and appropriate action will be taken if reserves fall below the desired range.

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5.0 PLANS FOR THE FUTURE

5.1 New projects

In July 2020 the Trustees create an Action Group to progress new projects and support change in the college. The Action Group is evaluating several ideas including post 16 provision, home education groups and evening and weekend groups; and is actively progressing a pilot to set up a new college in Bristol. The Action Group is also preparing a Festival of Learning to celebrate the 21st anniversary of the Brighton College.

5.4 Having appointed an honorary President of the College in 2018/19, there are plans to extend further honorary posts which might include Patrons.

6.0 STATEMENT OF TRUSTEE RESPONSIBILITIES

The Trustees are responsible for preparing 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 the affairs of the company and of the results of the company for that period. In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 26th November 2020 and signed on their behalf by:



Sam Story
Trustee / Director

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**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED
31ST AUGUST 2020**

I report on the accounts of the company for the year to 31st August 2020, which are set out on pages 9 to 15.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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 you as 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

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 or are not consistent with the Charities SORP (FRS102)

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED
31ST AUGUST 2020 - CONTINUED

Clare Osbond, FCIE
Voluntary Sector Services
12 Silverdale Road
Hove
BN3 6FE

Signature.....

Date.....

CENTRE FOR SELF MANAGED LEARNING LIMITED
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STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST AUGUST 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Unrestricted Funds	Restricted Funds	Total 2019
		£	£	£	£	£	£
Income from:							
Donations & grants		8,133	-	8,133	714	-	714
Charitable activities	2	170,473	-	170,473	166,771	-	166,771
Investments		883	-	883	990	-	990
Total		179,489	-	179,489	168,475	-	168,475
Expenditure on:							
Charitable activities	4	132,133	-	132,133	126,260	-	126,260
Total		132,133	-	132,133	126,260	-	126,260
Net income		47,356	-	47,356	42,215	-	42,215
Transfers between funds		-	-	-	-	-	-
Net movement in funds	3	47,356	-	47,356	42,215	-	42,215
Reconciliation of funds:							
Total funds brought forward		121,826	-	121,826	79,611	-	79,611
Total funds carried forward		169,182	-	169,182	121,826	-	121,826

All amounts relate to continuing activities.

There have been no recognised gains or losses other than the result for the financial year and all surpluses or deficits have been accounted for on an historical cost basis.

The Statement of Financial Activities also complies with the requirements of an income and expenditure account under the Companies Act 2006.

The notes on pages 11 to 15 form part of these financial statements

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BALANCE SHEET AS AT 31ST AUGUST 2020

	Note	2020	2019
		£	£
Fixed Assets			
Tangible Assets	7		200
Current Assets			
Debtors	8	5,239	6,397
Cash at Bank and in hand		178,565	142,450
		<u>183,804</u>	<u>148,847</u>
Creditors:	9		
Amounts falling due within 1 year		14,622	27,221
Net Current Assets		169,182	121,626
Net Assets	10	<u>169,182</u>	<u>121,826</u>
Reserves			
Unrestricted Funds		169,182	121,826
Restricted Funds			-
Total Funds		<u>169,182</u>	<u>121,826</u>

For the year ending 31st August 2020, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006. The members have not required the company to obtain an audit of its financial statements for the year ended 31st August 2020 under Section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for:

- a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006,
- b) preparing financial statements that give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance to the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

The financial statements on pages 9 to 15 were approved by the board of Directors on 26th November 2020 and were signed on it's behalf by:



Sam Story
Director / Trustee

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The notes on pages 11 to 15 form part of these financial statements

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST AUGUST 2020

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

a) ***Basis of Preparation***

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 (FRS102) (effective 1 January 2015) (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

These financial statements have been prepared on the going concern basis. The charity has sufficient reserves, and the trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

c) ***(c) Income***

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

Income from government and other 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.

Income from contracts is recognised on an earned basis in the year in which the conditions for receipt are met.

c) ***Funds***

The accounts distinguish between restricted and unrestricted funds. The former have been raised by the charity for specific purposes or are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions and are available for use at the discretion of the Trustees for expenditure on its objects or appropriated to reserves for internally designated purposes.

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d) ***Expenditure***

Expenditure is recognised in the period in which it is incurred.

Expenditure on grants is recorded once the Charity has made an unconditional commitment to pay the grant and this has been communicated to the beneficiary or the grant has been paid, whichever is the earlier.

Expenditure is allocated to the particular activity where the cost relates directly to that activity. Support costs include central functions and have been allocated to activity cost categories on the basis consistent with the use of resources. Allocations are predominantly based on usage and staff time expended.

e) ***Depreciation and Fixed Assets***

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life which in all cases is estimated at 3 years. The company does has a minimum value of £500 for capitalisation of fixed assets.

f) ***Operating leases***

Rentals payable under operating leases are charged on a straight line basis over the terms of the lease.

2. INCOME – CHARITABLE ACTIVITIES

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Sussex Community Foundation	4,928	-	4,928	-
SDLC Fees	161,155	-	161,155	158,536
Other fees	4,190	-	4,190	7,485
Arts awards	200	-	200	410
	170,473	-	170,473	166,431

3. NET MOVEMENT IN FUNDS FOR THE YEAR

	2020	2019
	£	£
This is stated after charging :		
Depreciation	<u>200</u>	<u>387</u>
Independent examiner's fees	<u>600</u>	<u>600</u>

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4. EXPENDITURE

	2020	2019
Charitable activities:		
	£	
<u>Direct costs</u>		
Sussex Community Foundation	2,071	
Tutoring fees	51,642	43,808
Volunteer expenses	121	97
Training	827	1,040
Subsistence & travel	298	312
Recruitment & consultant appointment	2,542	-
Student trips & resources	170	1,933
Arts awards	-	130
Computer & I.T. costs	4,143	1,253
Rent	20,000	20,000
Service charges	1,500	2,250
Insurance	1,778	1,325
Utilities & phone	2,908	3,562
Maintenance & cleaning	1,082	1,809
Canteen	201	493
CRB checks	94	223
Depreciation	200	386
	89,577	78,621
<u>Support costs</u>		
Salaries and NI's	28,471	32,253
Pension	468	-
Marketing fees	2,100	6,600
Administrative fees	-	200
Printing & advertising	6,913	2,824
Subscriptions	212	628
Office costs	1,357	496
Events & meetings	102	73
Website	-	384
Book-keeping	1,349	1,495
Payroll	432	511
Bank charges	65	80
Bad debt charges	-	967
Other support costs	487	490
	41,956	47,001
<u>Governance</u>		
Legal & professional		-
Accountancy & independent examination	600	600
Governor & trustee meetings	-	38
	600	638
Total charitable activities	132,133	126,260

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5 STAFF COSTS

	2020	2019
	£	£
Salaries and wages	25,680	32,000
Social Security costs	2,791	253
Pension costs	468	-
	<u>28,939</u>	<u>32,253</u>

The average number of persons employed by the company during the year was 1 (2019: 1).

No employee received emoluments in excess of £60,000.

Centre for Self Managed Learning Limited considers that the key management personnel comprise the Board of Trustees, the Chair of Governors and the Co-ordinator. The total employee benefits of the key management personnel of the charity were £28,939 in the year (2019: £32,253), which were made in respect of the Co-ordinator.

6 TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No Trustee received any emoluments (2019: £NIL) or reimbursed expenses (2019: NIL).

7. TANGIBLE FIXED ASSETS

	Computer Equipment
	£
Cost	
At 1 September 2019	4,807
Additions	-
At 31 August 2020	<u>4,807</u>
Depreciation	
At 1 September 2019	4,607
Charge for the year	200
At 31 August 2020	<u>4,808</u>
Net Book Value	
At 31 August 2020	<u>-</u>
At 31 August 2019	<u>200</u>

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8. DEBTORS

	2020	2019
	£	£
Rent deposit	5000	5000
Debtors (pending debt recovery)	16	1,137
Prepayments	223	260
	<u>5,239</u>	<u>6,397</u>

9. CREDITORS: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	696	2,975
Hardship Fund	10,076	
Fees in advance	3,250	15,646
Accruals	600	600
Loan	-	8,000
	<u>14,622</u>	<u>27,221</u>

The £8,000 loan is an unsecured interest-free loan which was taken out in December 2013 with no fixed repayment date. The benefactor has now agreed to its non-payment and for its conversion to a donation in this financial year.

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible Fixed Assets	-	-	-
Net Current Assets	169,182	-	169,182
Net Assets	<u>169,182</u>	<u>-</u>	<u>169,182</u>

11. COMMITMENTS UNDER OPERATING LEASES

At 31st August 2020, the charity had the following commitments under non-cancellable operating leases payable as follows:

Premises	2020	2019
	£	£
Payments due:		
Within one year	20,000	20,000
Between two and five years	20,000	40,000
	<u>40,000</u>	<u>60,000</u>

12. TAXATION

The company is a Registered Charity and, under section 505(l) of the Income and Corporation Taxes Act 1988, is exempt from Corporation Tax on its charitable activities.