

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

Year ended 31 August 2023

INDEX TO FINANCIAL STATEMENTS

Page No

1	Legal and Administrative information
2-6	Report of the Trustees
7	Independent Examiner's Report
8	Statement of Financial Activities
9	Balance Sheet
10-14	Notes to the Financial Statements

CENTRE FOR SELF MANAGED LEARNING LIMITED
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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
Avis Carter
Ian Cunningham
Stewart Glaspole (appointed 4 Oct 2023)
Liz Barlow (resigned 31 Aug 2023)
Anne Gimson (resigned 31 Jul 2023)
Tony Mernagh (app. 28 Nov 2022, res. 29 Mar 2023)
Trevor Norwood (app. Nov 2022, res. Mar 2023)
Jonathan Pain (resigned Nov 2022)
Malcolm Wolf (resigned Mar 2023)

Registered Office

Gardner Road
Portslade
Brighton
East Sussex
BN41 1PN

Independent Examiner

Jason Foxwell FCCA FCIE
independent-examiner.net
39 Enfield Road
Poole
BH15 3LJ

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 2023.

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:

CENTRE FOR SELF MANAGED LEARNING LIMITED
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REPORT OF THE TRUSTEES - CONTINUED

- Promote and develop the Sussex college
- A trial project to provide GCSE level examinations to college students and local candidates
- Provision of a web site with free access to published articles and information about SML
- Organise the Annual “Festival of learning”
- 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
- Making presentations at conferences and contributing to webinars and podcasts

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 2022/23

3.1 New Premises and Restructuring

2022/2023 has been a very busy, with lots of change and opportunity. In January CSML and the SML College moved from Technology House to take up a ten year lease in the property opposite. The property has previously been a primary school, and having been left vacant for multiple years was in need of repairs and refurbishment. These have largely been finished and the students have had two terms in the new location. In the Spring the trustees published their plans to restructure the roles across CSML and the college. This has been prompted by Dr Ian Cunningham’s decision to start stepping back from the managerial activities in the College, and the opportunity of new premises.

These plans involve bringing in additional resources to support the College as well as help the Organisation realise our future ambitions. Centre to these plans is the creation of the role of “Director of the Centre for Self Managed Learning”. The purpose of this role is proposed to be responsible for providing leadership, development and implementation of the charity’s strategic plans within the mission and vision of the charity in liaison with the Board of Trustees. The recruitment for this position is ongoing. To support the Director role, we welcomed Luke Scott-Martin as the Premises Supervisor and Jessie Beagley as the Learning Support Officer.

Earlier in the year we bid farewell to our Coordinator, Carl Brady. Carl’s dedication and commitment over the past 3 years have been second-to-none and we thank him profusely for his valued contribution and hard work in service of the College and its students and the team. We wish Carl all the very best for the future.

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

REPORT OF THE TRUSTEES - CONTINUED

3.2 Board of Trustees

Jonathan Pain step down as a Trustee in November 2022 and two local trustees, Tony Mernagh and Trevor Norwood, were appointed. In March 2023 Tony, Trevor and Malcolm Wolf resigned. In July 2023 Liz Barlow and Anne Gimson resigned. We are grateful to all the trustees for the time and effort they contributed to CSML. As of the end of August 2023 we have three new trustees joining us before or at the AGM in November. The Trustees continues to meet three times a year via Zoom.

3.3 Self Managed Learning College

As part of the charity restructuring the number of employed positions for the college has increased with three roles being created and one role becoming redundant.

For the start of the 2022 financial year, there were 35 students enrolled in the morning programme with 18 enrolled to start the new afternoon programme.

The average number of enrolled students through-out the year was 59 out of a maximum capacity of 72. Services were provided by 8 Learning Advisers.

For the start of the new financial year, there are 35 students enrolled in the morning programme with 30 enrolled to start the new afternoon programme.

Due to sustained high inflation rates leading to increased operating costs, the trustees have made the difficult decision to increase the fees from Jan 2024.

The full cost of fees is being set at £2,000 per term. Schools, Local Authorities and other organisations funding students will be required to pay the full costs. Parents paying directly for the fees will have this subsidised to a rate of £1,650 for the morning session and £1,450 for the afternoon session. The administration supplement for monthly fee payers will remain the same.

The afternoon sessions are being increased by 30 minutes from 13:30 till 16:30 (3hrs). The morning sessions will continue to run from 9:15 till 12:45 (3.5hrs).

The Trustees are very grateful to the Dewan Foundation for their continued donations which has allowed us to engage an experienced fund raiser, Paul Elgood, who is working to increase our hardship fund and funding for new projects.

3.4 New and Other Projects

The Board of Trustees focused on the premises move and restructuring during the year. Once the Director post is filled, that person will work with the Action Group to move new projects forward as directed by the Board.

4.0 FINANCIAL REVIEW

The financial statements are set out on pages 8 to 14. 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 102.

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

REPORT OF THE TRUSTEES – CONTINUED

4.1 Overview

The year ended 31 August 2023 ended with net expenditure over income of £72,737 (2022 – net income over expenditure of £43,222). Of this, there was a deficit of £44,444 (2022 – surplus of £66,724) in unrestricted funds and there was a deficit of £28,293 (2022 – £23,502) in restricted funds. At 31 August 2023, there was £202,488 (2022 - £274,026) in unrestricted reserves and £nil (2022 – £1,199) in restricted funds.

Total income for 2022/23 amounted to £305,258 (2022 – £253,953), an increase of £51,305.

Total expenditure for 2022/23 amounted to £377,995 (2022 – £210,731), an increase of £167,264, all of which was recorded as charitable expenditure.

4.2 Financial outlook

In October the trustees approved a budget of £60,000 for the new premises repairs to be taken from reserves. Through the year a further £70,808 was used from reserves to fund improvements to the premises and the restructuring.

Although we had been preparing funds for a relocation this has taken us a little below our policy to maintain reserves of approximately 12 months. See below.

The increase in fees from January 2024 will sustain the additional head count following the restructuring and allow us to invest time and energy into new projects.

Although global economic uncertainty is still high, we have healthy reserves and there is a continued need for our services. In 2023/24 college is forecast to generate a surplus, 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 31 August 2023, unrestricted reserves were £202,488 which represents around 8 months of fixed and variable costs at 2022/23 levels (net of moving costs incurred).

As fees are paid termly and our 2023/24 budget is forecasting a surplus the trustees are confident we will increase the reserves this year and build them towards the 12 month level. The level of reserves will continue to be monitored each term and appropriate action will be taken if the reserves are not increased.

5.0 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.

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

REPORT OF THE TRUSTEES – CONTINUED

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 to operate.

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 7 December 2023
and signed on their behalf by:



.....
Sam Story
Trustee / Director

CENTRE FOR SELF MANAGED LEARNING LIMITED
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CENTRE FOR SELF MANAGED LEARNING LIMITED (the 'Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 August 2023.

Responsibilities and basis of report

As the charity's trustees (who are also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA and ACIE, which are both listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities.

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.



Jason Foxwell FCCA FCIE
independent-examiner.net
39 Enfield Road
Poole
BH15 3LJ

Date: 11 December 2023

CENTRE FOR SELF MANAGED LEARNING LIMITED
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STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 AUGUST 2023

	Note	Unrestricted Funds	Restricted Funds	Total 2023	Unrestricted Funds	Restricted Funds	Total 2022
		£	£	£	£	£	£
Income from:							
Donations & grants		14,837	17,202	32,039	15,005	6,564	21,569
Charitable activities	2	269,327	-	269,327	231,161	-	231,161
Investments		3,892	-	3,892	1,223	-	1,223
Total		288,056	17,202	305,258	247,389	6,564	253,953
Expenditure on:							
Charitable activities	4	332,500	45,495	377,995	180,665	30,066	210,731
Total		332,500	45,495	377,995	180,665	30,066	210,731
Net income		(44,444)	(28,293)	(72,737)	66,724	(23,502)	43,222
Transfers between funds		(27,094)	27,094	-	-	-	-
Net movement in funds		(71,538)	(1,199)	(72,737)	66,724	(23,502)	43,222
Reconciliation of funds:							
Total funds brought forward		274,026	1,199	275,225	207,302	24,701	232,003
Total funds carried forward		202,488	-	202,488	274,026	1,199	275,225

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.

CENTRE FOR SELF MANAGED LEARNING LIMITED
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Charity Number: 1110315

BALANCE SHEET AS AT 31 AUGUST 2023

	Note	2023	2022
		£	£
Fixed Assets			
Tangible Assets	7	61,995	-
Current Assets			
Debtors	8	6,447	9,610
Cash at Bank and in hand		181,094	296,415
		<u>187,541</u>	<u>306,025</u>
Creditors:			
Amounts falling due within 1 year	9	(47,048)	(30,800)
Net Current Assets		140,493	275,225
Net Assets		<u>202,488</u>	<u>275,225</u>
Reserves			
Unrestricted Funds		202,488	274,026
Restricted Funds	10	-	1,199
Total Funds		<u>202,488</u>	<u>275,225</u>

For the year ending 31 August 2023, 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 31 August 2023 under Section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006,
- 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 were approved by the board of Directors on 7th December 2023 and were signed on its behalf by:



.....
Sam Story
Director / Trustee

CENTRE FOR SELF MANAGED LEARNING LIMITED
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Company Number: 02814910
Charity Number: 1110315

The notes on pages 10 to 14 form part of these financial statements

CENTRE FOR SELF MANAGED LEARNING LIMITED
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Company Number: 02814910
Charity Number: 1110315

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

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)) 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.

b) ***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.

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023 – CONTINUED

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.

Leasehold improvements are capitalised and amortised over the length of the lease.

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	2023	2022
	£	£	£	£
SDLC Fees	204,655	-	204,655	209,817
SDLC Fees (hardship awards)	45,495	-	45,495	-
Student deposits	18,331	-	18,331	17,743
Other income	846	-	846	3,601
	269,327	-	269,327	231,161

3. NET MOVEMENT IN FUNDS FOR THE YEAR

	2023	2022
	£	£
This is stated after charging :		
Independent examiner's fees	625	575

CENTRE FOR SELF MANAGED LEARNING LIMITED
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Company Number: 02814910
Charity Number: 1110315

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023 – CONTINUED

4. EXPENDITURE

	2023	2022
Charitable activities:	£	£
<u>Direct costs</u>		
Property costs associated with new lease	61,925	-
Amortisation of leasehold improvements	6,888	-
Tutoring fees	88,802	79,968
Training	1,396	1,004
Subsistence & travel	127	108
Awards	295	-
Student trips & resources	44	203
Projects	11,220	9,560
Computer, website & I.T. costs	592	1,116
Rent	20,000	20,000
Service charges	1,070	3,260
Insurance	1,861	1,144
Utilities & phone	15,275	3,236
Maintenance & cleaning	3,479	3,365
Canteen	381	473
Hardship payments (restricted)	45,495	9,926
Donations	3,459	-
Festival of learning	5,012	-
DBS checks	656	67
Exam centre	353	594
	268,330	134,024
<u>Support costs</u>		
Salaries and employers NI	67,383	46,275
Pension	-	1,954
Marketing fees, printing & advertising	13,739	6,049
Subscriptions	218	1,274
Office costs	811	113
Events & meetings	1	1,735
Stationery & resources	3,163	1,863
Book-keeping	3,878	2,629
Payroll	-	558
Bank charges	60	93
Bad debt charges / refunds	6,169	7,087
Other support costs	2,121	3,561
	97,543	73,191
<u>Governance</u>		
Accountancy & independent examination	625	575
Service agreement	4,572	1,154
Legal fees	6,925	1,787
	12,122	3,516
Total charitable activities	377,995	210,731

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023 – CONTINUED

5 STAFF COSTS

	2023	2022
	£	£
Salaries and wages	61,710	32,978
Social Security costs	4,739	13,297
Pension costs	934	1,954
	<u>67,383</u>	<u>48,229</u>

The average number of persons employed by the company during the year was 2 (2022: 1.5).

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 £39,371 in the year (2021: £37,220), which were made in respect of the Co-ordinator.

6 TRUSTEES' REMUNERATION AND REIMBURSED EXPENSES

No Trustee received any emoluments (2022: £NIL) or reimbursed expenses (2022: NIL).

7. TANGIBLE FIXED ASSETS

	Leasehold Improvements	Computer Equipment
	£	£
Cost		
At 1 September 2022	-	4,807
Additions	68,883	-
At 31 August 2023	<u>68,883</u>	<u>4,807</u>
Depreciation/Amortisation		
At 1 September 2022	-	4,807
Charge for the year	6,888	-
At 31 August 2023	<u>6,888</u>	<u>4,807</u>
Net Book Value		
At 31 August 2023	<u>61,995</u>	-
At 31 August 2022	<u>-</u>	<u>-</u>

8. DEBTORS

	2023	2022
	£	£
Rent deposit	5,000	5,000
Other deposits	1,447	4,610
	<u>6,447</u>	<u>9,610</u>

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023 – CONTINUED

9. CREDITORS: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	13,869	6,717
Fees in advance	32,555	23,509
Accruals	625	575
	<u>47,049</u>	<u>30,801</u>

10. RESTRICTED FUNDS

	Hardship Fund
	£
Balance at 1 September 2022	1,199
Income	17,202
Expenditure	(45,495)
Transfer of funds from unrestricted	27,094
Balance at 31 August 2023	<u><u>-</u></u>

The Hardship Fund is monies donated to be used towards meeting fees for those unable to meet the full fees.

11. TAXATION

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