

**MOTIVATION AND LEARNING TRUST**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**31 JULY 2022**

**Charity Number 1155810**

**CARSTON**  
Chartered Accountants  
1st Floor, Tudor House  
16 Cathedral Road  
Cardiff  
CF11 9LJ

**MOTIVATION AND LEARNING TRUST**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 JULY 2022**

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# MOTIVATION AND LEARNING TRUST

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31 JULY 2022

### Section A Reference and administration details

Charity name	Motivation and Learning Trust
Other names charity is known by	MLT
Registered charity number (if any)	1155810
Charity's principal address	MPCT House, Oaktree Court Mulberry Drive, Cardiff Gate Postcode CF23 8RS

#### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lt Colonel Marvin (Manny) Manfred	Chair		Board of Trustees
2	E Saville	Vice Chair	Relinquished Jun 22	
3	J Trinder			
4	H Lewis MBE	Vice Chair	Appointed Jun 22	
5	S Williams			
6	E Lambert			
7	A Dodge			
8	S Bridle			
9	H Moores			
10	D Smith			
11	D Morris			
12	G Blewitt OBE			
13	D Sylvester		Resigned Mar 22	
14	L Sims			
15	SF Ladbrooke			
16	Major John Charles			
17	S Hudd			
18	S Foot		Appointed Jun 22	

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

# MOTIVATION AND LEARNING TRUST

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 JULY 2022

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Appointed by consensus

### Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Chair of trustees with the support of the board of trustees continues to carry out an induction programme for all new Trustees prior to their appointment and during their time with the Trust. All Trustee appointments are reviewed at the end of their 3-year tenure as required by the Governing Document.

Trustee meetings are held 3 monthly with video link facilities where locations allow for this. Detailed minutes are produced within 2 weeks of Trustee meetings.

Due to the previous Covid-19 restrictions, the meetings held in September 21 and Jan, Mar and Jun of 22 were held virtually using the MS Teams facility. The December 2021 meeting was held in person, in Newport, Gwent. These virtual meetings have proved to be so successful that the board decided to hold all meetings in this fashion apart from one physical meeting per year which would be considered an AGM.

Financial risk is reduced by the establishment of a minimum balance of £20,000. Any short-term reductions below this figure require Board approval. There were no approvals for funding that would drop below the minimum balance during this reporting year.

# MOTIVATION AND LEARNING TRUST

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 JULY 2022

### Section C

### Objectives and activities

**Summary of the objects of the charity set out in its governing document**

To act as a resource for young people up to the age of 30 who are current Learners, graduates or apprentices at the Motivational Preparation College for Training (MPCT) by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- Advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
  - Advancing education;
  - Relieving financial hardship;
  - Relieving unemployment;
- Providing recreational and leisure-time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and/or economic circumstances. This is with a view to improving the conditions and the life of such a person.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Motivation & Learning Trust (MLT) has continued to engage in a significant fundraising strategy in order to ensure solvency and offer support to those who are entitled to access grants under the constitution of the charity. Relief of hardship and improvements in Learner mental health are now a major focus, especially as the effects of the Covid restrictions become apparent. For a large part of the reporting period these restrictions have severely curtailed fundraising activities. However, regular donations and some fundraising from MPCT Staff has ensured that the charity has not suffered financial hardship. MPCT staff will run fundraising activities in September 22 and will be reported in the next period.

In addition to the government's strategy of providing IT support to allow classes to be held online, our charity donated £25,000 towards MPCT's "No one gets left behind" campaign in the last reporting period. This was to purchase Laptops for use by Learners who, for whatever reason, did not qualify for government support. These devices continue to be supported by the IT Dept of MPCT and are cleansed and re-issued as necessary.

The Chair and other trustees have, where possible, visited many MPCT colleges during the reporting year to recognise and reward fundraising efforts at local level. Award Ceremonies were held in Birmingham, Newcastle, Manchester, London and Cardiff during the period.

The MLT has made grants to young people in crisis where need has been both evident and urgent. In addition to this, the charity has continued to enrich the learning of young people with the aim of developing the individual as a whole. The MLT has also continued to fund activities such as offshore sailing, enhancing self-confidence, team building and self-worth. The MLT Welfare Trustee, with limited financial authority has, in conjunction with the MLT Finance Trustee, proved effective in a rapid deployment of financial support to Learners in need. MPCT Centre Staff now have a proven and timely process to facilitate this provision. Two interest free loans have been granted to allow

# MOTIVATION AND LEARNING TRUST

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 JULY 2022

disadvantaged Learners to apply for citizenship and UK passports which are required for Military Service.

The trustees confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have due regard for the Charity Commission's guidance on public benefit when reviewing the aims and objectives and in planning future activities.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Several local or community organisations have made donations to MPCT Colleges and it is clear that the aim was to benefit Learners from that particular location or geographical area. The decision reached was that, where this took place, it was understood that up to 50% of the local donation would be utilised for the benefit of that local college and 50% would be paid into the general fund, against which the college involved could bid against for welfare assistance or other bids. To date, this policy has proven to be acceptable to donors.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

There was no MLT Gala Dinner held during the period. However, a reduced event was held at The Bear Hotel, Cowbridge on 22 July 22 towards the end of the reporting period.

A very successful joint MLT/RICOH UK Golf day was held on 26 July 22. As our major sponsor, RICOH UK has demonstrated their continuing support for our Charity.

During the reporting period, MLT together with MPCT, funded a Scholarship Scheme. This was to fund Learners who, for whatever reason, were not eligible for government funding. 5 Learners were funded to a maximum limit of £10,525 in total.

A grant to purchase a pair of trainers for a considerable number of eligible learners was made, to allow for participation in training and physical activity.

A grant to allow Learner participation in sailing events was made during the period. 3 events took place where Learners and staff undertook Sailing courses with Island Trust Sailboats, out of Plymouth. Future sailing events are planned.

# MOTIVATION AND LEARNING TRUST

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 JULY 2022

Section D	Achievements and performance
	<p>Our support of MPCT's "No One Gets Left Behind" campaign to supply Laptops for Learners was a significant achievement and we were fortunate to have the funds available as a result of last year's cancelled Battlefield tour. MPCT continue to use the devices to enhance remote learning and have demonstrated that they can run virtual remote training should another emergency arise.</p> <p>Welfare support to Learners continued throughout the period and I commend to you the performance of our Welfare and Finance Trustees who ensured that, despite the difficulties of Covid, no deserving case requiring financial support went unsupported.</p>

Section E	Financial review
<b>Brief statement of the charity's policy on reserves</b>	The MLT maintains a reserve of £20,000.
<b>Details of any funds materially in deficit</b>	
<b>Further financial review details (Optional information)</b>	
<p>You <b>may choose</b> to include additional information, where relevant about:</p> <ul style="list-style-type: none"><li>the charity's principal sources of funds (including any fundraising);</li><li>how expenditure has supported the key objectives of the charity;</li><li>investment policy and objectives including any ethical investment policy adopted.</li></ul>	<p>RICOH UK and Wedge Galvanising have provided ongoing corporate financial support during the period. We recognise and greatly appreciate their support.</p> <p>Repeat regular donations and MPCT Staff fundraising has covered the outgoings in welfare support. Having no salaried staff as an overhead has meant we have fared much better than other similar charities during the COVID crisis. They have continued to provide valuable support during this period.</p>

**TRUSTEES ANNUAL REPORT (continued)**

Section F	Other optional information
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1. The first step in the process of identifying a problem is to recognize that a problem exists. This is often done by comparing current performance with a desired state or goal. If there is a significant difference, a problem is identified.

**The trustees declare that they have approved the trustees' report above.**

**Signature(s)**

W. Mangro

**Full name(s)**

Position (eg Secretary,  
Chair, etc)

Date \_\_\_\_\_

24/5/2023



**MOTIVATION AND LEARNING TRUST**  
**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES**  
**YEAR ENDED 31 JULY 2022**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 July 2022 which are set out on pages 8 to 10.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

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.



Farzana Ahmed ACCA  
Independent Examiner

1<sup>st</sup> Floor, Tudor House,  
16 Cathedral Road  
Cardiff  
CF11 9LJ

Date 25/05/2023

# MOTIVATION AND LEARNING TRUST

## RECEIPTS AND PAYMENTS ACCOUNT

YEAR ENDED 31 JULY 2022

	£	£	Year Ended 31 July 22 £	Year Ended 31 July 21 £
	Unrestricted	Restricted	Total	Total
<b>Receipts</b>				
Donations	8,120	-	8,120	9,329
Loan repaid		-	-	1,349
Charity Event Income	28,936	-	28,936	2,200
Fundraising Income	16,436	-	16,436	10,712
<b>Total receipts</b>	<b>53,491</b>	<b>-</b>	<b>53,491</b>	<b>23,590</b>
<b>Payments</b>				
Grants payable	26,464	-	26,464	23,360
Loan payable		-	-	1,349
Charity events costs	17,571	-	17,571	10,421
Fundraising Costs	855	-	855	455
Travel Expenses	605	-	605	193
Office Expenses	656	-	656	-
Accountancy Fees	2,280	-	2,280	-
Professional fees	216	-	216	216
<b>Total payments</b>	<b>48,646</b>	<b>-</b>	<b>48,646</b>	<b>35,994</b>
<b>Net increase / (decrease) in cash for the year</b>	<b>4,845</b>	<b>-</b>	<b>4,845</b>	<b>(12,404)</b>
Transfers between funds	-	-	-	-
Cash funds brought forward	48,930	-	48,930	61,334
<b>Cash funds carried forward</b>	<b>53,775</b>	<b>-</b>	<b>53,775</b>	<b>48,930</b>


**MOTIVATION AND LEARNING TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**YEAR ENDED 31 JULY 2022**

	31 July 2022 £	31 July 2021 £
<b>Assets:</b>		
Cash funds	<u>53,775</u>	<u>48,930</u>

**Representing balances on the following:**

Unrestricted funds	Note 1	53,775	48,930
Restricted funds	Note 2	-	-
		<u>53,775</u>	<u>48,930</u>

These financial statements were approved by the members of the committee and authorised for issue on the 24/5/23 and are signed on their behalf by:

 Trustee

EMMA LAMBERT Name

# MOTIVATION AND LEARNING TRUST

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 JULY 2022

### Note 1. Unrestricted Funds

	Balance at 1 Aug 2021 £	Income £	Expenditure £	Transfers	Balance at 31 Jul 2022 £
General Funds	<u>48,930</u>	<u>53,491</u>	<u>(48,646)</u>	<u>-</u>	<u>53,775</u>

### Note 2. Related Parties and Transactions with Trustees

Income includes donations and fundraising income totalling £2,070 from 9 trustees.

Trustee, M Manfred & L Sims, claimed reimbursement of travel and other expenses totalling £302.