

# Annual Report

Financial Year 1 February 2020 to 31 January 2021



The Trustees present their report and the financial statements of the charity for the year ended 31 January 2021, for the approval of the ALT Annual General Meeting 2021, held online at 10am (BST) on 15 June 2021, due to the continued impact of the COVID-19 pandemic. .

This Annual Report covers ALT's February 2020 to January 2021 financial year and is presented for approval by members at ALT's AGM 2021 and therefore we include some developments over the first quarter of the current financial year as well as the financial year to which the report's financial statements relate.

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## Reference and administrative details

Registered charity name	Association for Learning Technology (ALT)
Charity registration number	1160039
Principal address	3 Bignell Park Barns, Chesterton, Oxon, OX26 1TD
Auditor	David Cadwallader & Co.
Banker	HSBC, 65 Cornmarket Street, Oxford OX1 3HY, UK

## Public benefit and our aims & activities

### Public benefit statement

**We are the leading professional body for Learning Technology in the UK.** We support a collaborative community for individuals and organisations from all sectors including Further and Higher Education and industry and provide professional recognition and development. Membership is open to *all* with a professional interest in using digital technologies for learning, teaching and assessment.

Our overall charitable objective is "to advance education through increasing, exploring and disseminating knowledge in the field of Learning Technology for the benefit of the general public". Our core activities are focused on membership services that help us achieve our strategic aims and generate the majority of ALT's income as an independent charity.



*ALT Values from the Strategy 2020-2025*

We work across the UK and internationally to increase the positive impact of Learning Technology in education and training for public benefit.

Our aims are to:

- Increase access to Learning Technology expertise and professional development.
- Strengthen professional recognition for and representation of all Learning Technology roles across the communities we support.
- Provide pathways to accreditation for general practitioners, advanced professionals and leaders through our professional and ethical competencies framework.

## Core activities

Our core activities are focused on membership services that help us achieve our strategic aims and generate the majority of ALT's income as an independent charity.

<b>Aim 1: Strengthen professional recognition</b>	<b>Aim 2: Enhance professionalism and accreditation</b>	<b>Aim 3: Increase impact for public benefit</b>
Annual Conference	Online Winter Conference	OER Conference
Learning Technologist and Research Project of the Year Awards	Recognition for CPD activities and peer review	Publications including Research in Learning Technology and the #altc blog
Annual Survey and Member consultations	CMALT accreditation framework incl. Senior and Associate CMALT	ALT Open Access Repository
National Network of Members Groups	Mapping the CMALT accreditation framework to other national frameworks	Special Interest Groups that are open to all
Strategic partnerships and collaboration in the UK and internationally	Members Assembly	Policy responses and briefings for policy makers
Advocacy and representing Members at a national scale	Members News Digest and Discussion List	Dissemination of research findings and projects
	Regular webinar series	

## What we value

Our values are inspired by our commitment to best represent and support our Members.

### We value openness

We provide an exemplar for how open practice can benefit an organisation and its members. Openness helps us influence policy makers, increase the impact of research for public benefit, build a shared vision for the future of professionalisation in Learning Technology and grow our community of Members.

### We value being independent

We are a trusted, independent voice representing the interests of our Membership. We do not receive any core funding from central agencies. Being independent from government and industry enables us to better represent Members and offer a critical perspective to influence policy development. The Board of Trustees oversees the use of our resources to respond directly to the priorities of our Members in a way that is efficient, transparent and fair.

## We value collaboration

We support our Members to collaborate, communicate and coordinate their practice and work, both within our national network of Members Groups and beyond. We encourage Members to learn from colleagues from different backgrounds and roles. To support these activities, ALT has a small, distributed staff team, who support and manage all aspects of ALT's operations and report to the Board of Trustees.

## We value participation

We encourage Members to take an active part in our governance, volunteer as Editors of publications, help organise events, and work together in Member Groups and the Members Assembly. Members directly shape what we do and full Members elect Trustees and vote at the AGM. We provide professional recognition for peer reviewers and assessors.

## How we define Learning Technology

We define Learning Technology as the broad range of communication, information and related technologies that are used to support learning, teaching and assessment. We recognise the wider context of Learning Technology policy, theory and history as fundamental to its ethical, equitable and fair use.

## Future plans

As part of ALT's Strategy 2020-2025 we set out specific strategic objectives for each year, responding directly to Members' feedback and priorities identified through the Annual Survey. As part of our ongoing crisis response, the Board of Trustees updated our strategy for 2021/22:

Our aim for the next 18 months is to move the charity from crisis management mode to thrive once again ahead of celebrating our 30th Annual Conference in September 2022. We will develop our activities and services so that we meet the needs of our growing community of stakeholders, including general digital practitioners, dedicated learning technology professionals and educational leaders across all education and training sectors.

Our financial aim for the next 18 months is to return the charity to generating a surplus. We will achieve this by increasing revenue gradually, whilst managing expenditure. We aim to only make a small loss in 2021 and return to generating a surplus in 2022, which can be used to replenish the reserves needed during the crisis in 2020.



# Report from the Chair of ALT

My first year as Chair of the Board of Trustees has been one of the most extraordinary in living memory.

It has been a time of great upheaval for everyone involved in further and higher education but in most institutions, learning technologists have played a fundamental role in managing this upheaval and ensuring that students could continue to learn regardless of social distancing and lockdowns.



We are seeing increased prominence of learning technologists in all aspects of university life but especially in strategic leadership.

I am really proud of the way that ALT has supported this group as they supported and led organisational transformation. In particular, these activities included:

- Weekly support and CPD sessions as well as events, which have seen thousands of participants;
- Launch of the Open COVID for Education Pledge which has gathered hundreds of signatories;
- Balance between wellbeing and continuing vital services for members, with support for Members (Trustees & staff) who needed to take a step back;
- A 50% increase in Open Access research published.

There were difficult decisions this year; to cancel the Annual Conference and refund the OER Conference. These were correct decisions but it caused a significant change to ALT's business model. The Board of Trustees was a source of strength, wisdom and reassurance through these difficult times and I want to express my appreciation of individual members for their work this year and for giving me such a warm welcome to the Board.

ALT's CEO Maren Deepwell navigated these difficult waters with impressive fortitude, pragmatism and creativity and I am really pleased that the strength of governance and management means that we have come through the current crisis true to our values.

As part of the response to the crisis, the Board reviewed and updated the current strategy and we look forward to moving ALT from crisis mode to thriving in the new reality of the post-covid world. The role of learning technologist and ALT's role as their member organisation has never been more relevant and I look forward to the next year as we adapt and evolve.

A handwritten signature in black ink, which appears to read 'Helen O'Sullivan'. The signature is stylized and fluid.

Professor Helen O'Sullivan  
**Chair**

# Financial review and Honorary Treasurer's report

The financial year ending 31 January 2021 has of course been one of tremendous disruption for the world and for the education sector. ALT has been part of this and significantly affected by it.

From a financial perspective, the annual conference is the most significant source of revenue and its cancellation had major consequences. Everyone involved with ALT has worked very hard to respond to this, while at the same time continuing to support members and the sector at a time of great challenge.



ALT has continued to operate through a combination of reducing costs where possible, earning additional project income, developing a model for paid online conferences, restructuring, and use of reserves. During the year the Trustees authorised the release of £60k of £160k reserves, which had been built up in order to cushion ALT from the immediate effects of a financial shock such as the one which took place. This covers the financial results for this year, which show a deficit of just over £90k.

Going forward, we are expecting these changes to pay off and expect a small deficit in 2021/22. This represents a swift move to financial stability and reflects the willingness to take significant and sometimes difficult decisions, and the hard work that has gone into reshaping ALT for a new environment.

One of the decisions taken by the Trustees was to commission an Independent Examination of the financial statements rather than a more rigorous full audit. A charity of ALT's size is not required to hold an audit, but in previous years we have done so to gain extra assurance. In view of the strength of ALT's processes, and the need to reduce costs where possible, we believe it is appropriate to change this for the current year. This is a decision that will be reviewed by the Trustees in future years.

I have been Treasurer of ALT for nearly six years and as required by the constitution will now be stepping down. It has been a great privilege over this period to support the great work carried out by the staff, committee members and volunteers that give ALT the ability to have such an impact. I would like to extend my thanks to Maren and her team, and to all the other Trustees I have worked with for their dedication, professionalism and enthusiasm. I am delighted that Dr Shonagh Douglas will be taking over the role and would like to offer her my congratulations and best wishes.

*Daniel Clark*

Daniel Clark

**Honorary Treasurer**

## The Trustees

The Trustees who served the charity during this financial year were as follows:

1. Daniel Clark (Honorary Treasurer from September 2015)
2. Lorna Campbell (from September 2016)
3. Bella Abrams (from February 2016)
4. Peter Bryant (from September 2017)
5. Elizabeth Charles (from September 2017, interim Vice-Chair from April 2019)
6. Sharon Flynn (from September 2019)
7. Natalie Lafferty (from September 2019)
8. Keith Smyth (from September 2019, Vice-Chair)
9. Helen O'Sullivan (from June 2020, Chair)
10. David White (from June 2020, President)

## Responsibilities of the Trustees

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

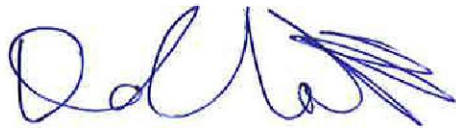
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

## Auditor

A resolution to re-appoint David Cadwallader & Co as auditor for the ensuing year was proposed and agreed at the Annual General Meeting in 2020 with a view to review the appointment. Subsequently David Cadwallader & Co were re-appointed as auditors by Trustees in 2020.

Approved by and signed on behalf of the Trustees:

A handwritten signature in blue ink, appearing to be 'D. Clark', with a stylized flourish at the end.

Daniel Clark (Honorary Treasurer)

Date: 4 June 2021

# Independent Examiner's Report to the Trustees of the Association for Learning Technology

For the year ended 31 January 2021

I report to the trustees on my examination of the financial statements of The Association for Learning Technology ('the charity') for the year ended 31 January 2021.

## 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').

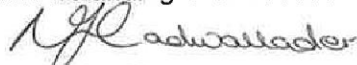
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## 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; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Account and Reports) Regulations 2008 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 .

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.



N J Cadwallader FCCA for and on behalf of

David Cadwallader & Co Limited  
Chartered Certified Accountants  
Independent Examiner  
Suite 3 Bignell Park Barns  
Chesterton  
Bicester  
Oxfordshire  
OX26 1TD

5 July 2021

# Statement of financial activities including income and expenditure account

For the year ended 31 January 2021

	Notes	Unrestricted Funds	Restricted Funds	Total 2021	Total Unrestricted 2020
		£	£	£	£
<b>Income from</b>					
Donations	2	151,078	-	151,078	141,880
Investments	3	123	-	123	322
Charitable activities	4	<u>87,963</u>	<u>-</u>	<u>87,963</u>	<u>312,037</u>
<b>Total income</b>		<b><u>239,164</u></b>	<b><u>-</u></b>	<b><u>239,164</u></b>	<b><u>454,239</u></b>
 <b>Expenditure on</b>					
Raising Funds	5	-	-	-	722
Charitable activities	6-8	<u>330,334</u>	<u>-</u>	<u>330,334</u>	<u>456,812</u>
<b>Total expenditure</b>		<b><u>330,334</u></b>	<b><u>-</u></b>	<b><u>330,334</u></b>	<b><u>457,534</u></b>
 <b>Net income/(expenditure)</b>	<b>9</b>	<b>(91,170)</b>	<b>-</b>	<b>(91,170)</b>	<b>(3,295)</b>
 Fund balances at 1 February 2020		<b><u>224,118</u></b>	<b><u>-</u></b>	<b><u>224,118</u></b>	<b><u>227,413</u></b>
 <b>Fund balances at 31 January 2021</b>		<b><u>132,948</u></b>	<b><u>-</u></b>	<b><u>132,948</u></b>	<b><u>224,118</u></b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

## Balance Sheet

For the year ended 31 January 2021

	Notes	£	2021 £	£	2020 £
<b>Fixed Assets</b>					
Tangible Assets	12		4,605		4,349
<b>Current Assets</b>					
Debtors	13	30,983		59,107	
Cash at bank and in hand		<u>121,404</u>		<u>211,698</u>	
		<u>152,387</u>		<u>270,805</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(24,044)</u>		<u>(51,036)</u>	
<b>Net current assets</b>			<u>128,343</u>		<u>219,769</u>
<b>Total assets less current liabilities</b>			<u>132,948</u>		<u>224,118</u>
<b>Funds</b>					
Restricted Funds	16		-		-
Unrestricted Funds	17		<u>132,948</u>		<u>224,118</u>
			<u>132,948</u>		<u>224,118</u>

The accounts were approved by the members of the committee on 4 June 2021  
and are signed on their behalf by:



Helen O'Sullivan  
Chair

## Statement of Cash Flows

For the year ended 31 January 2021

		2021	2020
	Notes	£	£
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	20	<u>(89,144)</u>	<u>(54,759)</u>
<b>Cash flows from investing activities:</b>			
Dividends, interest and rents from investments		123	322
Proceeds from the sale of property, plant and equipment		-	-
Purchase of property, plant and equipment		(1,273)	(357)
Proceeds from sale of investments		-	-
Purchase of investments		-	-
<b>Net cash provided by/(used in) investing activities</b>		<u>(1,150)</u>	<u>(35)</u>
<b>Net cash provided by/(used in) financing activities</b>		<u>-</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<b>(90,294)</b>	<b>(54,794)</b>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<b>211,698</b>	<b>266,492</b>
<b>Change in cash and cash equivalents due to exchange rate movements</b>		<u>-</u>	<u>-</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	21	<b><u>121,404</u></b>	<b><u>211,698</u></b>

# Notes to the accounts

*For the year ended 31 January 2021*

## 1 Accounting policies

### General Information and Basis of Accounting

Association for Learning Technology is a Charitable Incorporated Organisation registered in England and Wales. In the event of the charity being wound up, the members have no liability to contribute to the assets of the charity and no personal responsibility for settling its debts and liabilities. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are given on page 3-4 of these 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)) and The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Association for Learning Technology meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

### Going concern

The accounts have been prepared on a going concern basis, as in the opinion of the Trustees, the charity will continue in operation for the foreseeable future. In making their assessment the Trustees have considered the effect of the COVID-19 pandemic on the Charity's operations and income for 2020-21 and have adjusted their operational and strategic plan accordingly.

### Key sources of estimation uncertainty

The most significant areas of adjustments and key assumptions that affect items in the accounts relate to income recognition.

### Income

All income is included on the Statement of Financial Activities when the charity has entitlement to the funds, any performance attached to the item of income has been met, it is probable that the income will be received and the amount can be measured reliably.

Income, excluding membership fees, is recognised on receipt and as a restricted fund should the donor require such income to be used for a specified purpose. Membership fees are recognised from the date of invoicing unless otherwise specified.

### Investment Income

Investment income is recognised in the period in which the charity is entitled to receive such income.

### Expenditure

Expenditure is accounted for on an accruals basis, inclusive of any VAT which cannot be recovered.

### Support Costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities. Where support costs cannot be directly attributed to particular headings they have been allocated to expenditure on charitable activities on a basis consistent with use of the resources.

## *Continued*

### **Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer Equipment	33 1/3% straight line
Office Equipment	33 1/3% straight line
Software	33 1/3% straight line

### **Pensions**

The pension costs charged in the financial statements represent the contributions payable by the charity during the year.

### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

### **Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation or constructive obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

### **Financial Instruments**

The Charity has only financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

*Continued*

## 2 Income from Donations

	Unrestricted Funds £	Total 2021 £	Total (Unrestricted) 2020 £
Membership fees	121,149	121,149	123,857
Other Donations	9,828	9,828	450
CMALT registration fees	<u>20,101</u>	<u>20,101</u>	<u>17,573</u>
	<b>151,078</b>	<b>151,078</b>	<b>141,880</b>

## 3 Investment Income

	Unrestricted Funds £	Total 2021 £	Total 2020 (unrestricted) £
Interest receivable	123	123	322

## 4 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total (Unrestricted) 2020 £
Annual Conference	-	-	-	237,194
Publications	138	-	138	128
Commissions from ALT Shop	27	-	27	-
Events, except Annual Conference	42,535	-	42,535	71,629
Projects	45,263	-	45,263	3,086
Grants	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>87,963</b>	<b>-</b>	<b>87,963</b>	<b>312,037</b>

## Continued

### 5 Expenditure on raising funds

	Unrestricted Funds	Total 2021	Total (unrestricted) 2020
	£	£	£
CMALT - membership services	-	-	722

### 6 Expenditure on Charitable Activities by Fund Type

	Unrestricted Funds	Restricted Funds	Total 2021	Total (Unrestricted) 2020
	£	£	£	£
Membership	115,056	-	115,056	117,654
CMALT	28,725	-	28,725	36,776
Annual Conference and events	155,841	-	155,841	273,109
Operations	5,078	-	5,078	14,950
Projects	20,813	-	20,813	383
Governance	4,821	-	4,821	13,940
	<u>330,334</u>	<u>-</u>	<u>330,334</u>	<u>456,812</u>

### 7 Expenditure on Charitable Activities by Activity Type

	Direct costs	Allocated Support costs	Total	Total (Unrestricted)
	2021	2021	2021	2020
	£	£	£	£
Membership	35,631	79,425	115,056	117,654
CMALT	-	28,725	28,725	36,776
Annual Conference and events	2,102	153,739	155,841	273,109
Operations	-	5,078	5,078	14,950
Projects	20,813	-	20,813	383
Governance	-	4,821	4,821	13,940
	<u>58,546</u>	<u>271,788</u>	<u>330,334</u>	<u>456,812</u>

— Continued

8

### Analysis of support and Governance Costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the key charitable activities undertaken (see note 7) in the year based on time spent. Refer to the table below for the analysis of support and governance costs. All costs are unrestricted.

	Governance costs	Support costs	Total (unrestricted)	Total (unrestricted)
	2021	2021	2021	2020
		£	£	£
Salaries and wages	-	203,455	203,455	199,245
Employer's NI	-	13,299	13,299	17,044
Staff pension contributions	-	22,963	22,963	18,435
Other staff costs	-	8,873	8,873	12,242
Rent	-	-	-	-
Professional and consultancy fees	-	-	-	-
Travelling and subsistence	132	694	826	10,754
Printing, stationary and advertising	-	1,321	1,321	1,936
Insurance	425	757	1,182	2,009
Subscriptions	-	194	194	-
Web, database and computer support	-	11,946	11,946	8,578
Bank and credit card charges	-	2,026	2,026	5,777
Depreciation	-	1,017	1,017	2,304
Loss on disposal of fixed assets	-	-	-	-
Bad debts written off	-	(154)	(154)	200

Miscellaneous expenses	-	(75)	(75)	403
Accommodation, hospitality, venue hire	-	84	84	3,289
Election expenditure	-	-	-	990
Phones and audio-conferencing	-	33	33	1,361
Advertising	-	-	-	-
Audit and Accountancy	4,264	-	4,264	9,735
Legal and professional	-	-	-	-
Equipment Hire and purchase	<u>-</u>	<u>534</u>	<u>534</u>	<u>42</u>
	<b><u>4,821</u></b>	<b><u>266,967</u></b>	<b><u>271,788</u></b>	<b><u>294,344</u></b>

— *Continued*

## 9 Net income/(expenditure) for the Year

This is stated after charging:

	2021	2020
	£	£
Staff pension contributions	22,963	18,435
Depreciation	1,017	2,304
Auditors' remuneration - audit	-	6,660
Independent Examiners fees	2,220	-
Auditors' remuneration - other	<u>384</u>	<u>3,075</u>

## 10 Employees

### Number of Employees

The average monthly number of employees during the year was:

	2021	2020
	Number	Number
Number of Administrative Staff	2	2
Number of Management Staff	4	4
	<b>6</b>	<b>6</b>

### Employment costs

	2021	2020
	£	£
Wages and salaries	203,455	199,245
Social security costs	13,299	17,044
Other pension costs	<u>22,963</u>	<u>18,435</u>
	<b>239,717</b>	<b>234,724</b>

No employee received a pro-rata remuneration of more than £60,000 during the year (2020 - Nil).

## **11 Trustees**

No trustee received any remuneration in the year (2020: £Nil).

Expenses totalling £88 were paid to 12 Trustees in the year (2020: £3,214 paid to 12 Trustees)

— *Continued*

## 12 Tangible Fixed Assets

	Software	Computer equipment	Office equipment	Total
	£	£	£	£
<b>Cost</b>				
At 1 February 2020	2,011	57,228	-	59,239
Additions	-	1,273	-	1,273
Disposals	-	-	-	-
<b>As at 31 January 2021</b>	<b>2,011</b>	<b>58,501</b>	<b>-</b>	<b>60,512</b>
<b>Depreciation</b>				
At 1 February 2020	1,813	53,077	-	54,890
Charge for the year	198	819	-	1,017
On Disposals	-	-	-	-
<b>As at 31 January 2021</b>	<b>2,011</b>	<b>53,896</b>	<b>-</b>	<b>55,907</b>
<b>Net book value</b>				
<b>As at 31 January 2021</b>	<b>-</b>	<b>4,605</b>	<b>-</b>	<b>4,605</b>
<b>As at 31 January 2020</b>	<b>198</b>	<b>4,151</b>	<b>-</b>	<b>4,349</b>

13 Debtors	2021	2020
	£	£
Trade Debtors	16,214	7,265
Other Debtors	-	-
Prepayments and Accrued Income	14,769	51,842
	<b>30,983</b>	<b>59,107</b>
 14 Creditors: amounts falling due within one year	 2021	 2020
	£	£
Trade creditors	5,126	8,554
Accruals and deferred income	14,316	37,721
Tax and Social Security	3,282	3,561
Other Creditors	1,320	1,200
	<b>24,044</b>	<b>51,036</b>

Deferred income relates to project work and delegate fees received in advance.

## Continued

### 15 Pensions

The pension cost of £22,963 represents contributions by the Charity into a defined contribution scheme (2020: £18,435).

### 16 Fund Transfers

£NIL (2020: £NIL) of excess restricted reserves was transferred to unrestricted funds after each project

### 17 Unrestricted Funds

	Movement in Funds				
	Combined Balance at 1 February 2020	Incoming Resources	Outgoing Resources	Transfers	Balance at 31 January 2021
	£	£	£		£
Designated reserve fund	160,000	-	-	(60,000)	100,000
General Funds	64,118	239,164	(330,334)	60,000	32,948
	<u>224,118</u>	<u>239,164</u>	<u>(330,334)</u>	<u>-</u>	<u>132,948</u>

Designated reserve fund: these funds are held as a reserve to cover six months of ALT's operating costs in case of loss of charitable income.

The net deficit for the year of £91,170 includes £nil which the charity funded and spent on OER conference funded places (2020:£3,000). This represents the release of income previously recognised by the charity relating to the bequest from the Open Learning Partnership, investment of which is reviewed annually by the Central Executive Committee. The balance at 31 January 2021 was £13,685 (2020: £13,685).

Unspent unrestricted funds include £135 of surplus generated by the OER conference to be used for OER activities as agreed by ALT's Open Education Special Interest Group (2020: £135).

*Continued*

**18 Analysis of Net Assets between Funds**

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 January 2021 are represented by:			
Tangible Fixed Assets	4,605	-	4,605
Current Assets	152,387	-	152,387
Creditors: Amounts falling due within one year	(24,044)	-	(24,044)
	<u>132,948</u>	<u>-</u>	<u>132,948</u>

**19 Related Party Transactions**

There have been no transactions with related parties during the period that require disclosure.

**20 Reconciliation of Net Income/(Expenditure) to Net Cash Flow from Operating Activities**

	2021 £	2020 £
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	<b>(91,170)</b>	<b>(3,295)</b>
<b>Adjustments for:</b>		
Depreciation charges	1,017	2,304
Loss on disposal of fixed assets	-	-
Dividends, interest and rents from investments	(123)	(322)
Interest Paid	-	-
(Increase)/decrease in debtors	28,124	(34,146)
Increase/(decrease) in creditors	(26,992)	(19,300)
	<u>(89,144)</u>	<u>(54,759)</u>

**21 Analysis of cash and cash equivalents**

	2021 £	2020 £
Cash in Hand	<u>121,404</u>	<u>211,698</u>

## 22 Analysis of changes in net debt

	At start of Year £	Cash-flows £	At end of year £
Cash	211,698	(90,294)	<b>121,404</b>
	<u>211,698</u>	<u>(90,294)</u>	<b><u>121,404</u></b>

## Management information

The following pages do not form part of the statutory statements which are the subject of the independent examiners' report.

## Detailed statements of financial activities

For the year ended 31 January 2021

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Income</b>		
<b>Income from donations</b>		
Membership fees	121,149	123,857
CMALT registration fees	20,101	17,573
Donations	9,828	450
	<b>151,078</b>	<b>141,880</b>
<b>Investment income</b>		
Interest receivable	123	322
<b>Income from charitable activities</b>		
Annual Conference	-	237,194
Publications	138	128
Commissions from ALT Shop	27	-
Events, except Annual Conference	42,535	71,629
Projects	45,263	3,086
Grants	-	-
	<b>87,963</b>	<b>312,037</b>
<b>Total income</b>	<b>239,164</b>	<b>454,239</b>

*Continued*

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Expenditure on:</b>		
<b>Raising funds</b>		
CMALT - membership services	-	722
<b>Charitable activities- Direct Costs</b>		
Salaries and wages	-	-
Employer's NI	-	-
Staff pension contributions	-	-
Other Staff costs	-	1,494
Consultancy	20,223	-
Project expenditure	33,642	25,622
Accommodation & venue hire	(1,769)	97,223
Presenters & programme costs	1,140	-
Printing, postage & telephone	402	2,709
Equipment hire & exhibition set up cost	-	-
Bank charge	-	-
Insurance	370	1,221
IT, website & database cost	2,625	7,806
Equipment purchase	-	372
Awards & prizes	-	3,000
Advertising, design & art work	1,161	5,153
Travelling & subsistence	695	17,176
Miscellaneous expenses	57	692
	<b>58,546</b>	<b>162,468</b>

*Continued*

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Support costs</b>		
Salaries and wages	203,455	199,245
Employer's NI	13,299	17,044
Staff pension contributions	22,963	18,435
Other Staff costs	8,873	12,242
Rent	-	-
Professional and consultancy fees	-	-
Travelling and subsistence	826	10,754
Printing, stationary and advertising	1,321	1,936
Insurance	1,182	2,009
Subscriptions	194	-
Web, database and computer support	11,946	8,578
Bank and credit card charges	2,026	5,777
Depreciation	1,017	2,304
Loss on disposal of fixed assets	-	-
Bad debts written off	(154)	200
Miscellaneous expenses	(75)	403
Accommodation, hospitality and venue hire	84	3,289
Elections expenditure	-	990
Phones and audio conferencing	33	1,361
Legal and professional	-	-
Audit and accountancy	4,264	9,735
Equipment hire and purchase	<u>534</u>	<u>42</u>
	<b>271,788</b>	<b>294,344</b>
 <b>Total expenditure</b>	 <b>330,334</b>	 <b>457,534</b>
 <b>Net (expenditure)/income</b>	 <b>(91,170)</b>	 <b>(3,295)</b>

## Appendix

### Structure, governance and management

#### Constitution

ALT's constitution is our governing document (equivalent to the articles of governance for a college or company). The constitution was adopted and approved by the Charity Commission in 2015 when ALT was established as a Charitable Incorporated Organisation. The updated version was approved by Members at the ALT Annual General Meeting on 12 September 2018 and will come into effect from 5 September 2019.

You can find out more and access previous versions of the constitutions via [this page](#).

#### Organisation

ALT is a charitable incorporated organisation. We are registered charity number 1160039 and we are governed in accordance with our constitution by a group of elected and appointed Trustees.

Under our constitution the trustees are known collectively as the Board of Trustees, which meets approximately quarterly.

#### **Board of Trustees - chaired by the Chair of ALT**

*The Board of Trustees is advised by the ALT Assembly*

#### **ALT Assembly - chaired by the President of ALT**

*The Assembly is made up of individual active Members involved in all of ALT's activities such as events, publications, cpd and local networks*

#### **ALT Staff Team - led by the Chief Executive of ALT**

*The staff team works directly with Members on all of ALT's activities. Senior staff work closely with the Board of Trustees*

The Trustees set ALT's direction, and are responsible for ALT's strategy, and for the overall performance of the association. A sub-committee of the Board of Trustees known as the General Purposes Committee, holds online meetings monthly.

Each year, following our annual general meeting, we report to the Charity Commission on our activities and submit our audited accounts.

An important principle in ALT is that all committee memberships are time-limited. The maximum period of membership of any committee is generally six years, and most memberships have to be renewed after three years. Thus there is always turnover in committee memberships, and there is a steady supply of vacancies, so that there are regular opportunities for new people to get involved in the work of ALT.

1. The general duties as the Trustee of a charity like ALT are to:

- ensure that the organisation complies with its governing documents, charity and company law and other relevant legislation or regulations;
- ensure that the organisation pursues its objects as defined in its governing document;
- ensure that the organisation applies its resources exclusively in pursuance of its objects;
- give firm strategic direction to the organisation; setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the good name and ethos of the organisation;
- ensure the effective and efficient administration of the organisation;
- appoint the chief executive officer and monitor his/her performance.

2. Specific activities of Trustees in ALT include:

- attending meetings of the Board of Trustees (normally three per year);
- participating in policy discussions and the production of consultation responses;
- contributing to the drafting and monitoring of the three year ALT strategy;
- chairing sub-committees of ALT or task groups which are set up from time to time.
- helping to promote the Association's aims and values.

In addition, the following roles have specific responsibilities:

- Vice-Chair: the Vice-Chair provides support to the Chair of ALT, representing ALT at events across sectors and the ALT Assembly.
- Chair: the Chair chairs meetings of the Board of Trustees and works closely with senior staff, providing strategic input to ALT's strategy and development. The Chair represents ALT across sectors, including working with policy makers. The Chief Executive reports directly to the Chair of ALT.
- Honorary Treasurer: the Honorary Treasurer works with the Chief Executive and ALT's independent auditors on the Annual Accounts and financial reporting to the Board of Trustees.
- President: the President usually chairs the AGM, the judging panel for the Learning Technologist of the Year Awards and provides input to ALT's work with policy makers. The President of ALT also chairs formal meetings of the ALT Assembly.

3. Nominees for Trustee Positions should be aware of the following points:

- Trustees in ALT personally hold limited legal and financial responsibilities on behalf of the charitable incorporated organisation (CIO).
- Trustees are governed by English Law as it relates to Charity Trustees and work in line with the Charity Commission Guidelines (see <http://www.charity-commission.gov.uk/>)
- ALT's permanent staff employed by ALT as a CIO and the Chief Executive reports to the Board of Trustees.
- ALT provides indemnity insurance for its Trustees, in keeping with good practice for the management of charities.

Delegation of day-to-day management

Management of the Charity is delegated via the Chief Executive to the staff team, with all established staff, including the Chief Executive employed directly by ALT.

The functions of the staff team include:

- supporting the work of ALT's committees;
- managing the finances and the operations of the Association;
- managing membership recruitment and renewals;
- running ALT meetings and events, including the Association's annual international academic conference for learning technologists;
- promoting and representing the Association;
- producing ALT publications;
- managing ALT's Certified Membership Scheme.

#### Risk management

The Trustees have examined the major strategic and operational risks, which the charity is exposed to and confirm that systems have been established to enable regular reports to be produced in order that the necessary steps can be taken to mitigate such risks.

#### Membership

### Individual Members and Organisational Members

