

# COLLEGE OF LABORATORY ANIMAL SCIENCE AND TECHNOLOGY

England & Wales · Charity number 1162719

## Details

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**Other names** CLAST

**Status** Registered

**Legal form** CIO

**Registered** 2015-07-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** St. Johns House  
5 South Parade  
Oxford  
OX2 7JL

**Phone** 07534105703

**Email** [contact@clast.org](mailto:contact@clast.org)

**Website** [www.clast.org.uk](http://www.clast.org.uk)

## Activities

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**Objects:** TO PROMOTE EXCELLENCE IN THE WELFARE OF ANIMALS IN SCIENCE BY PROVISION OF HIGHER EDUCATION FOR ANIMAL TECHNOLOGISTS, AND OTHER PROFESSIONALS WHO WORK IN SCIENCE.

**Activities:** The promotion of excellence in the welfare of animals in science by the provision of higher education for animal care staff and others who work in science.

## Classification

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- **How:** Provides Services
- **What:** Education/training
- **Who:** The General Public/mankind

## Geography

- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£109,033	£163,818	-	-
2024-07-31	£116,847	£116,096	-	-
2023-07-31	£45,847	£58,817	-	-
2022-07-31	£53,280	£80,907	-	-
2021-07-31	£91,200	£61,094	-	-
2020-07-31	£113,686	£97,547	-	-

## Trustees

Name	Role	Appointed
<b>KEN APPLEBEE</b>	Chair	2015-05-20
David Spillane FIAT		2015-05-20
Dr Ngaire Dennison MRCVS		2018-05-16
Dr Sara Wells		2016-03-09
GARY PHILIP CHILDS		2017-03-23
PAUL FLECKNELL		2015-08-25

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# Accounts

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**COLLEGE OF LABORATORY ANIMAL SCIENCE AND TECHNOLOGY**

**operating as CLAST**

**CHARITABLE INCORPORATED ORGANISATION NO. 1162719**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025**

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**KING LOOSE & CO**  
**ACCOUNTANTS**

**ST JOHN'S HOUSE**  
**5 SOUTH PARADE**  
**SUMMERTOWN**  
**OXFORD OX2 7JL**

**CLAST**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025**

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**CLAST****FINANCIAL STATEMENTS****FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

K A Applebee OBE      Chair  
D S Spillane  
P A Flecknell  
S E Wells  
N Dennison  
G Childs

**Charitable Incorporated****Organisation No:**

1162719

**Registered Office**

5 South Parade,  
Summertown  
Oxford  
OX2 7JL

**Bankers**

National Westminster Bank Plc  
30 High Street  
Chippenham, Wilts  
SN15 3HB

**Independent Examiner**

Mrs H C Fanthome FCA  
King Loose & Co  
St John's House  
5 South Parade  
Summertown  
Oxford  
OX2 7JL

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## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025

The Trustees present their annual report and financial statements, for the period ended 31<sup>st</sup> July 2025. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011, and 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 – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### **Structure, Governance and Management**

In accordance with the constitution, the first Trustees are appointed for defined terms as follows:-

##### **First Trustees**

K Applebee	-	for 4 years
D S Spillane	-	for 3 years

##### **Additional Trustees**

P A Flecknell  
S E Wells  
N Dennison  
G Childs

Apart from the first Trustees, every Trustee must be appointed for a term of 3 years.

Where new Trustees are appointed, the existing Trustees must make available to the appointee a copy of the current constitution plus the latest Annual Report and statements of account.

Future Trustees will be appointed by the Board following selection based upon their professional skills and their willingness to serve. There is no formal training policy.

The charity is organised such that the Trustees meet and converse regularly to review strategy and to generally oversee its affairs. All Trustees participate equally in the running of the Charity. Whilst not employed by the Charity itself, the services of an administrator are paid for by the Charity to cover accounting and administrative functions.

#### **Objects and Aims of the Charity, including Public Benefit Statement**

The Charity's principal activity is the promotion of excellence in the welfare of animals in science by the provision of higher education for animal care staff and others who work in science.

The aims of the charity to further these objects are to:

- (a) provide the setting and resources for students to engage in the study of laboratory animal science, technology and welfare;
- (b) to organise teaching programmes and tutorial support to prepare students for higher education qualifications or CPD certificates in laboratory animal science, technology and welfare;
- (c) carry out assessment associated with the teaching programmes in accordance with the requirements of external awarding bodies;
- (d) establish and maintain an online resource to assist students to keep up to date with relevant topics;
- (e) gather, publish and disseminate literature on animal welfare and related topics;
- (f) establish an online distance learning option to increase the availability of the course offering thereby increasing the number of students attending the courses in keeping with our objective.

In considering these aims and objects, the Trustees have reviewed the guidance issued by the Charity Commission in relation to public benefit, and consider that the public benefit test continues to be satisfied.

## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025

#### Activities to Achieve Aims

In furtherance of these aims the Charity has organised and delivered 22 units of the Institute of Animal Technology\* Higher Education qualifications in Laboratory Animal Science and Technology.

CLAST received a total of 10 new diploma registrations bringing the current total to 70, with 12 of those students completing one level and moving up to the next. CLAST also received 14 more CPD candidates and some of the 23 who registered the year before have since registered for more units. The registrations came from a total of 36 institutes totalling 116-unit registrations overall. We are still predominantly receiving registrations from the south of the UK, despite attempts to encourage greater uptake from other regions. We have also received greater uptake in South Africa too.

The HE courses CLAST offers have been advertised in specialist animal science and technology publications, websites, social media and by e-newsletters.

The CLAST website [www.clast.org.uk](http://www.clast.org.uk) which serves actual and potential students, continues to be improved and updated.

*\*The Institute of Animal Technology is a Registered Ofqual Awarding Organisation (Recognition Number: RN5252) and their HE qualifications are on both the National and European Qualification Frameworks.*

#### Achievements and Performance

The Trustees consider that the performance of the Charity in these early years of operation, has been sound.

#### Financial Review

The Charity's principal funding source is fees from students. Since deregistering for VAT, the cost of courses to students has become more affordable; this, however, is at the expense of effective cost increases where purchase VAT can no longer be recovered.

Expenditure is kept under tight control. This reflects the careful husbandry of resources whilst seeking to provide library and other study resources for students, and financial management and reporting. This expenditure has helped to achieve the aims set out above and resulted in the specific achievements noted.

#### Reserves Policy

The Charity's unrestricted general funds showed a deficit of £27,563 (2024: surplus £27,222) at the period-end. The need for day-to-day working capital is met by careful management of short-term liquid resources in the absence of sufficient free reserves in these early periods of activity.

The Trustees consider that free reserves amounting to three month's operating costs would be prudent and advisable in order to cover the risks and uncertainties of operating as a foundation for higher education. Their policy is therefore to build up cash reserves out of annual operating surpluses and/or specific donations for this purpose until the intended level of free reserves is reached, and sustained.

#### Future Plans

CLAST Trustees have switched the emphasis from delivering courses based primarily on completion of full diplomas to providing expanded CPD opportunities, which hopefully will attract more students.

Due to financial constraints, courses will only run provided they do cover all their costs, the implications of which is that CLAST has limited the number of courses run to reduce expenditure and increase income. The move to deliver as many courses as possible via online learning only, will again reduce expenditure and hopefully increase student take-up, as online learning is very popular for individuals in full time employment. Marketing expenditure is being kept to the absolute minimum, coupled with suspension of further developments of the website and any teaching material for new courses, all of which will reduce expenditure. The Trustees hope these measures and the emphasis towards standalone CPD courses will help to ensure the long-term financial viability of CLAST as a provider of HE education in our sector.

CLASTTRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025Risk Management

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

Statement of Trustees' Responsibilities

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity, and of its results for that period. In preparing those financial statements, the Trustees are required to:

- \* Select suitable accounting policies and then apply them consistently;
- \* Observe the methods and principles in the applicable Charities SORP;
- \* 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 in business.

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

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Signed by order of the Trustees



Mr. K. A. Applebee  
Chair

21<sup>ST</sup> MAY 2026

Date

CLASTINDEPENDENT EXAMINER'S REPORT  
FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2025, which are set out on pages 4 to 9.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:-

- a) Examine the accounts under Section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commissioner under Section 145(5)(b) of the 2011 Act; and
- c) 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 Commissioners. 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 and matters that have been brought to my attention

I have completed my examination.

The following matter has been brought to my attention:-

In order to enable a proper understanding of the accounts to be reached, I consider that attention should be drawn to the state of the charity's balance sheet at the year end date, and to the steps being taken by Trustees to redress this situation, as given in the Trustees' Report under Future Plans.

Having taken the above into account, there are no other matters:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
 have not been met.
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

King Loose & Co  
St John's House  
5 South Parade  
Summertown  
Oxford OX2 7JL

*Heather C. Fanthome*  
.....  
Mrs H C Fanthome FCA

Dated: *28th May 2026*

CLASTSTATEMENT OF FINANCIAL ACTIVITIESFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Note</u>	<u>Unrest- riected Funds 2025</u> £	<u>Desig- nated Funds 2025</u> £	<u>Total Funds 2025</u> £	<u>Unrest- riected Funds 2024</u> £	<u>Desig- nated Funds 2024</u> £	<u>Total Funds 2024</u> £
<b><u>Income &amp; endowments from:</u></b>							
Voluntary income	2	-	-	-	-	-	-
Income from charitable activities	3	109,033	-	109,033	116,847	-	116,847
		<u>109,033</u>	<u>-</u>	<u>109,033</u>	<u>116,847</u>	<u>-</u>	<u>116,847</u>
<b>Total Income &amp; Endowments</b>		<u>109,033</u>	<u>-</u>	<u>109,033</u>	<u>116,847</u>	<u>-</u>	<u>116,847</u>
<b><u>Expenditure on:</u></b>							
<b>Charitable Activities</b>							
Costs of charitable activities	4	130,430	-	130,430	95,179	-	95,179
Support Costs	5	33,388	-	33,388	20,917	-	20,917
		<u>163,818</u>	<u>-</u>	<u>163,818</u>	<u>116,096</u>	<u>-</u>	<u>116,096</u>
<b>Total Resources Expended</b>		<u>163,818</u>	<u>-</u>	<u>163,818</u>	<u>116,096</u>	<u>-</u>	<u>116,096</u>
Net (Expenditure)/Income for the Period, before transfers	8	(54,785)	-	(54,785)	751	-	751
Transfers between funds	6	-	-	-	-	-	-
		<u>(54,785)</u>	<u>-</u>	<u>(54,785)</u>	<u>751</u>	<u>-</u>	<u>751</u>
Net movement in funds		<u>(54,785)</u>	<u>-</u>	<u>(54,785)</u>	<u>751</u>	<u>-</u>	<u>751</u>
Fund Balances B/fwd		<u>27,222</u>	<u>-</u>	<u>27,222</u>	<u>26,471</u>	<u>-</u>	<u>26,471</u>
		<u>27,222</u>	<u>-</u>	<u>27,222</u>	<u>26,471</u>	<u>-</u>	<u>26,471</u>
<b>Fund (Deficit)/Surplus Balances C/fwd</b>		<u>(27,563)</u>	<u>-</u>	<u>(27,563)</u>	<u>27,222</u>	<u>-</u>	<u>27,222</u>

There were no other recognised gains or losses in respect of 2025 or 2024, other than those reflected in the statement of financial activities.

The notes on pages 6 to 9 form part of these accounts.



CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025**1. Accounting Policies****(a) General Information**

These financial statements have been presented in Pounds Sterling as this is the currency of the primary economic environment in which the Charity operates.

**(b) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has taken advantage of the exemptions available to it on the grounds of size, and has not prepared a cash flow statement.

**(c) Activities**

The financial statements include the results of the charity's operations as described in the trustees' report.

**(d) Income recognition**

Income of all kinds is accounted for when receivable, i.e. in the period in which the charity is entitled to receipt, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Where services are donated to the charity, or costs are paid for by others on behalf of the charity without reimbursement being sought, such items are recognised as donated income and the relevant cost similarly recorded according to its expense category.

**(e) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.

All core cost categories are regarded as being of a support nature to the Charity's principal activity, as described in the Annual Report. It is anticipated that any future specific projects will be covered by restricted funds – i.e. funds raised specifically for that project.

**(f) Financial assets – classified as basic financial instruments****i) Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held with banks, and other short term highly liquid investments with original maturities of three months or less.

**ii) Trade and other receivables**

Trade and other receivables that are receivable within one year are measured at the undiscounted amount of the cash expected to be received, net of any impairment.

**iii) Trade and other payables**

Trade and other payables that are payable within one year are measured at the undiscounted amount of the cash expected to be paid.

**(g) Translation of Foreign Currencies**

Monies received and expended in foreign currencies are accounted for at the rate of exchange prevailing at the date of the transaction.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025**(h) Fund Accounting**

Funds held by the Charity are either:

- Unrestricted General Funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.  
Designations out of unrestricted general funds are reflected as transfers in the Statement of Financial Activities.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**(i) Going concern**

The financial statements have been prepared on a going concern basis.

The current economic conditions present increased risks for all businesses. In response to such conditions, the directors/trustees have carefully considered these risks, including an assessment of uncertainty on future trading projection for a period of at least 12 months from the date of signing the financial statements, and the extent to which they might affect the preparation of the financial statements. As any other basis of preparation would see no changes required to the balance sheet forming part of these accounts, the trustees are satisfied that the going concern basis remains appropriate.

**2. Voluntary Income**

	<u>2025</u>		<u>2024</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Donations	-	-	-	-
	=====	=====	=====	=====

**3. Income from Charitable Activities**

	<u>2025</u>		<u>2024</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Student fee income	109,033	109,033	116,847	116,847
	=====	=====	=====	=====

**4. Costs of Charitable Activities**

	<u>2025</u>		<u>2024</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
<b><u>Program Costs</u></b>				
Lecturers and tutor costs	98,665	98,665	55,815	55,815
Direct course costs	4,081	4,081	9,979	9,979
Program director costs	27,684	27,864	29,385	29,385
	=====	=====	=====	=====
	130,430	130,430	95,179	95,179

None of the costs shown above were met from the Designated Funds (2024: £nil)

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025**5. Other Support Costs**

	<u>2025</u>		<u>2024</u>	
	<u>Unrestricted</u>		<u>Unrestricted</u>	
	<u>Funds</u>	<u>Total</u>	<u>Funds</u>	<u>Total</u>
	<u>General</u>	<u>Funds</u>	<u>General</u>	<u>Funds</u>
	£	£	£	£
General Course Development	16,126	16,126	15,118	15,118
Advertising, marketing & exhibitions	10,414	10,414	1,421	1,421
Meeting expenses	3,048	3,048	450	450
Administrator's costs	-	-	-	-
Independent examiner's fees	960	960	1,200	1,200
Professional indemnity insurance	2,488	2,488	2,412	2,412
Printing, Postage, Stationery and Computer Costs	306	306	276	276
Bank charges	46	46	40	40
	<u>33,388</u>	<u>33,388</u>	<u>20,917</u>	<u>20,917</u>

None of the costs shown above were met from the Designated Funds (2024 £nil).

**6. Transfers between funds**

There were no transfers between funds in 2024 or 2025.

**7. Staff Costs**

The Charity has no paid employees.

**8. Net Expenditure for the Period**

**The surplus of expenditure over income  
is stated after charging:**

	<u>2025</u>	<u>2024</u>
	£	£
Independent examiner's fees, incl. irrecoverable VAT	960	1,200
Bank interest and charges	46	40
	<u>960</u>	<u>1,200</u>

**9. Debtors**

	<u>2025</u>	<u>2024</u>
	£	£
Student fee debtors	-	-
Prepayments & accrued income	4,044	1,966
	<u>4,044</u>	<u>1,966</u>

**10. Creditors: Amounts Falling Due in One Year**

	<u>2025</u>	<u>2024</u>
	£	£
Other creditors and accruals	49,367	21,945
Deferred income	500	2,600
	<u>49,867</u>	<u>24,545</u>

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2025**11. Unrestricted Funds - General**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/25</u> £
	<u>Balance</u> <u>01/08/24</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Unrestricted Funds - General Funds	27,222	109,033	163,818	(27,563)

**12. Unrestricted Funds – Designated**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/25</u> £
	<u>Balance</u> <u>01/08/24</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Fund for online course development	-	-	-	-

**13. Total Fund Movements**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/25</u> £
	<u>Balance</u> <u>01/08/24</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
General Funds	27,222	109,033	163,818	(27,563)
Designated Funds	-	-	-	-
	<u>27,222</u>	<u>109,033</u>	<u>163,818</u>	<u>(27,563)</u>

**14. Reconciliation of Movement in Shareholders' Funds**

College of Laboratory Animal Science and Technology, being a charitable incorporated organisation, has no shareholders; it is, therefore, inappropriate to include a reconciliation of the movements in shareholders' funds.

**15. Analysis of Net Assets between Funds**

Both unrestricted fund categories – general and designated – are wholly represented by net current assets/liabilities.

**16. Commitments**

In the opinion of the Trustees, there were no outstanding capital commitments at 31<sup>st</sup> July 2025.

**17. Trustees' Expenses**

None of the Trustees received expenses or fees; occasional cost reimbursements are made to the Trustees where they have incurred expenditure on behalf of the Charity.

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# Accounts

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**COLLEGE OF LABORATORY ANIMAL SCIENCE AND TECHNOLOGY**

**operating as CLAST**

**CHARITABLE INCORPORATED ORGANISATION NO. 1162719**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024**

**KING LOOSE & CO**  
**ACCOUNTANTS**

**ST JOHN'S HOUSE**  
**5 SOUTH PARADE**  
**SUMMERTOWN**  
**OXFORD OX2 7JL**

**CLAST**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024**

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CLASTFINANCIAL STATEMENTSFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024LEGAL AND ADMINISTRATIVE INFORMATIONTrustees

K A Applebee OBE      Chair  
D S Spillane  
P A Flecknell  
S E Wells  
N Dennison  
G Childs

Charitable IncorporatedOrganisation No:

1162719

Registered Office

5 South Parade,  
Summertown  
Oxford  
OX2 7JL

Bankers

National Westminster Bank Plc  
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SN15 3HB

Independent Examiner

Mrs H C Fanthome FCA  
King Loose & Co  
St John's House  
5 South Parade  
Summertown  
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## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024

The Trustees present their annual report and financial statements, for the period ended 31<sup>st</sup> July 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011, and 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 – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### **Structure, Governance and Management**

In accordance with the constitution, the first Trustees are appointed for defined terms as follows:-

##### **First Trustees**

K Applebee	-	for 4 years
D S Spillane	-	for 3 years

##### **Additional Trustees**

P A Flecknell  
S E Wells  
N Dennison  
G Childs

Apart from the first Trustees, every Trustee must be appointed for a term of 3 years.

Where new Trustees are appointed, the existing Trustees must make available to the appointee a copy of the current constitution plus the latest Annual Report and statements of account.

Future Trustees will be appointed by the Board following selection based upon their professional skills and their willingness to serve. There is no formal training policy.

The charity is organised such that the Trustees meet and converse regularly to review strategy and to generally oversee its affairs. All Trustees participate equally in the running of the Charity. Whilst not employed by the Charity itself, the services of an administrator are paid for by the Charity to cover accounting and administrative functions.

#### **Objects and Aims of the Charity, including Public Benefit Statement**

The Charity's principal activity is the promotion of excellence in the welfare of animals in science by the provision of higher education for animal care staff and others who work in science.

The aims of the charity to further these objects are to:

- (a) provide the setting and resources for students to engage in the study of laboratory animal science, technology and welfare;
- (b) to organise teaching programmes and tutorial support to prepare students for higher education qualifications or CPD certificates in laboratory animal science, technology and welfare;
- (c) carry out assessment associated with the teaching programmes in accordance with the requirements of external awarding bodies;
- (d) establish and maintain an online resource to assist students to keep up to date with relevant topics;
- (e) gather, publish and disseminate literature on animal welfare and related topics;
- (f) establish an online distance learning option to increase the availability of the course offering thereby increasing the number of students attending the courses in keeping with our objective.

In considering these aims and objects, the Trustees have reviewed the guidance issued by the Charity Commission in relation to public benefit, and consider that the public benefit test continues to be satisfied.

## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024

#### **Activities to Achieve Aims**

In furtherance of these aims the Charity has organised and run 12 units of the Institute of Animal Technology\* Higher Education qualifications in Laboratory Animal Science and Technology. There were four units at level 4, four units at level 5 and four units at level 6.

\*The Institute of Animal Technology is a Registered Ofqual Awarding Organisation (Recognition Number: RN5252) and their HE qualifications are on both the National and European Qualification Frameworks.

The HE courses CLAST offers have been advertised in specialist animal science and technology publications and by e-newsletters.

The CLAST website ([www.clast.org.uk](http://www.clast.org.uk)) which serves actual and potential students, has been improved and updated.

#### **Achievements and Performance**

The Trustees consider that the performance of the Charity in these early years of operation, has been sound.

#### **Financial Review**

The Charity's principal funding source is fees from students. Since deregistering for VAT, the cost of courses to students has become more affordable; this, however, is at the expense of effective cost increases where purchase VAT can no longer be recovered.

Expenditure is kept under tight control. This reflects the careful husbandry of resources whilst seeking to provide library and other study resources for students, and financial management and reporting. This expenditure has helped to achieve the aims set out above and resulted in the specific achievements noted.

#### **Reserves Policy**

The Charity's unrestricted general funds showed a deficit of £27,222 (2023: £26,471) at the period-end. The need for day-to-day working capital is met by careful management of short-term liquid resources in the absence of sufficient free reserves in these early periods of activity.

The Trustees consider that free reserves amounting to three month's operating costs would be prudent and advisable in order to cover the risks and uncertainties of operating as a foundation for higher education. Their policy is therefore to build up cash reserves out of annual operating surpluses and/or specific donations for this purpose until the intended level of free reserves is reached, and sustained.

#### **Future Plans**

Throughout 2022-3, the CLAST Trustees worked tirelessly with the Institute of Animal Technology (IAT) Board of Educational Policy to completely revise the IAT Levels 4, 5 and 6 qualifications. This exercise was completed in time for CLAST to teach to the new qualifications as from academic year 2023-4. It is very much hoped that the newly multi-unit qualifications, with multi-optional units, will be more attractive to students and employers, allowing CPD opportunities alongside the conventional diploma routes. The Trustees hopes that the new HE syllabus' greater flexibility will help to ensure the long-term viability of the IAT HE qualifications and CLAST as a provider.

To reflect the changes to the IAT HE qualifications, the MLC has redesigned the CLAST website [www.clast.org.uk](http://www.clast.org.uk)

CLASTTRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024Risk Management

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

Statement of Trustees' Responsibilities

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity, and of its results for that period. In preparing those financial statements, the Trustees are required to:

- \* Select suitable accounting policies and then apply them consistently;
- \* Observe the methods and principles in the applicable Charities SORP;
- \* 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 in business.

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

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Signed by order of the Trustees



**Mr. K. A. Applebee**  
Chair

19<sup>th</sup> MAY 2025

Date

CLASTINDEPENDENT EXAMINER'S REPORTFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2024, which are set out on pages 4 to 9.

Respective responsibilities of the trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:-

- a) Examine the accounts under Section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commissioner under Section 145(5)(b) of the 2011 Act; and
- c) 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 Commissioners. 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
 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.

King Loose & Co  
St John's House  
5 South Parade  
Summertown  
Oxford OX2 7JL

*Heather C. Fanthome*  
.....  
Mrs H C Fanthome FCA

Dated: *23rd May 2024*  
.....

CLASTSTATEMENT OF FINANCIAL ACTIVITIESFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Note</u>	<u>Unrest- riected Funds 2024</u> £	<u>Desig- nated Funds 2024</u> £	<u>Total Funds 2024</u> £	<u>Unrest- riected Funds 2023</u> £	<u>Desig- nated Funds 2023</u> £	<u>Total Funds 2023</u> £
<b><u>Income &amp; endowments from:</u></b>							
Voluntary income	2	-	-	-	2,000	-	2,000
Income from charitable activities	3	116,847	-	116,847	43,847	-	43,847
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Income &amp; Endowments</b>		116,847	-	116,847	45,847	-	45,847
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b><u>Expenditure on:</u></b>							
<b>Charitable Activities</b>							
Costs of charitable activities	4	95,179	-	95,179	47,767	-	47,767
Support Costs	5	20,917	-	20,917	11,050	-	11,050
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>		116,096	-	116,096	58,817	-	58,817
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net (Expenditure) for the Period, before transfers	8	751	-	751	(12,970)	-	(12,970)
Transfers between funds	6	-	-	-	30,000	(30,000)	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		751	-	751	17,030	(30,000)	(12,970)
Fund Balances B/fwd		26,471	-	26,471	9,441	30,000	39,441
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund (Deficit)/Balances C/fwd</b>		27,222	-	27,222	26,471	-	26,471
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

There were no other recognised gains or losses in respect of 2024 or 2023, other than those reflected in the statement of financial activities.

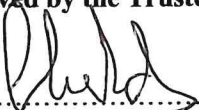
The notes on pages 6 to 9 form part of these accounts.

CLAST

**BALANCE SHEET AS AT 31<sup>ST</sup> JULY 2024**  
**(CHARITABLE INCORPORATED ORGANISATION NO: 1162719)**

	<u>Note</u>	£	<u>2024</u>	£	£	<u>2023</u>	£
<b><u>Current Assets</u></b>							
Debtors	9	1,966				1,375	
Cash at bank		49,801				36,582	
			<hr/>			<hr/>	
			51,767			37,957	
<b>Creditors:</b>							
Amounts falling due in one year	10	24,545				11,486	
			<hr/>			<hr/>	
<b>Net Current Assets</b>			27,222			26,471	
			<hr/>			<hr/>	
<b>Total Assets less Current Liabilities, being Net Assets</b>			27,222			26,471	
			<hr/> <hr/>			<hr/> <hr/>	
<b><u>Represented by</u></b>							
Unrestricted Funds							
-General funds	11		27,222			26,471	
-Designated Funds	12		-			-	
			<hr/>			<hr/>	
			27,222			26,471	
			<hr/> <hr/>			<hr/> <hr/>	

Approved by the Trustees on **19th MAY** 2025 and signed on its behalf by:

  
 ..... Mr G Childs

  
 ..... Mr K A Applebee

The notes on pages 6 to 9 form part of these accounts.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 20241. Accounting Policies**(a) General Information**

These financial statements have been presented in Pounds Sterling as this is the currency of the primary economic environment in which the Charity operates.

**(b) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has taken advantage of the exemptions available to it on the grounds of size, and has not prepared a cash flow statement.

**(c) Activities**

The financial statements include the results of the charity's operations as described in the trustees' report.

**(d) Income recognition**

Income of all kinds is accounted for when receivable, i.e. in the period in which the charity is entitled to receipt, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Where services are donated to the charity, or costs are paid for by others on behalf of the charity without reimbursement being sought, such items are recognised as donated income and the relevant cost similarly recorded according to its expense category.

**(e) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.

All core cost categories are regarded as being of a support nature to the Charity's principal activity, as described in the Annual Report. It is anticipated that any future specific projects will be covered by restricted funds – i.e. funds raised specifically for that project.

**(f) Financial assets – classified as basic financial instruments**

## i) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held with banks, and other short term highly liquid investments with original maturities of three months or less.

## ii) Trade and other receivables

Trade and other receivables that are receivable within one year are measured at the undiscounted amount of the cash expected to be received, net of any impairment.

## iii) Trade and other payables

Trade and other payables that are payable within one year are measured at the undiscounted amount of the cash expected to be paid.

**(g) Translation of Foreign Currencies**

Monies received and expended in foreign currencies are accounted for at the rate of exchange prevailing at the date of the transaction.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024**(h) Fund Accounting**

Funds held by the Charity are either:

- Unrestricted General Funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.  
Designations out of unrestricted general funds are reflected as transfers in the Statement of Financial Activities.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**(i) Going concern**

The financial statements have been prepared on a going concern basis.

The current economic conditions present increased risks for all businesses. In response to such conditions, the directors/trustees have carefully considered these risks, including an assessment of uncertainty on future trading projection for a period of at least 12 months from the date of signing the financial statements, and the extent to which they might affect the preparation of the financial statements.

The trustees have concluded that the going concern basis remains appropriate.

**2. Voluntary Income**

	<u>2024</u>		<u>2023</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Donations	-	-	2,000	2,000
	=====	=====	=====	=====

**3. Income from Charitable Activities**

	<u>2024</u>		<u>2023</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Student fee income	116,847	116,847	43,847	43,847
	=====	=====	=====	=====

**4. Costs of Charitable Activities**

	<u>2024</u>		<u>2023</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
<b><u>Program Costs</u></b>				
Lecturers and tutor costs	55,815	55,815	27,087	27,087
Direct course costs	9,979	9,979	4,901	4,901
Program director costs	29,385	29,385	15,779	15,779
	=====	=====	=====	=====
	95,179	95,179	47,767	47,767

None of the costs shown above were met from the Designated Funds (2023: £nil)

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024**5. Other Support Costs**

	<u>2024</u>		<u>2023</u>	
	<u>Unrestricted Funds General</u> £	<u>Total Funds</u> £	<u>Unrestricted Funds General</u> £	<u>Total Funds</u> £
General Course Development	15,118	15,118	1,254	1,254
Advertising, marketing & exhibitions	1,421	1,421	3,985	3,985
Meeting expenses	450	450	810	810
Administrator's costs	-	-	885	885
Independent examiner's fees	1,200	1,200	1,632	1,632
Professional indemnity insurance	2,412	2,412	2,209	2,209
Printing, Postage, Stationery and Computer Costs	276	276	240	240
Bank charges	40	40	35	35
	<u>20,917</u>	<u>20,917</u>	<u>11,050</u>	<u>11,050</u>

None of the costs shown above were met from the Designated Funds (2023 £nil).

**6. Transfers between funds**

£30,000 was transferred back to unrestricted general funds in 2023, by means of a transfer. There were no such transfers in 2024.

**7. Staff Costs**

The Charity has no paid employees.

**8. Net Expenditure for the Period**

	<u>2024</u> £	<u>2023</u> £
<b>The surplus of expenditure over income is stated after charging:</b>		
Independent examiner's fees, incl. irrecoverable VAT	1,200	1,632
Bank interest and charges	40	35
	<u>1,240</u>	<u>1,667</u>

**9. Debtors**

	<u>2024</u> £	<u>2023</u> £
Student fee debtors	-	-
Prepayments & accrued income	1,966	1,375
	<u>1,966</u>	<u>1,375</u>

**10. Creditors: Amounts Falling Due in One Year**

	<u>2024</u> £	<u>2023</u> £
Other creditors and accruals	21,945	6,899
Deferred income	2,600	4,587
	<u>24,545</u>	<u>11,486</u>

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2024**11. Unrestricted Funds - General**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/24</u> £
	<u>Balance</u> <u>01/08/23</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Unrestricted Funds				
- General Funds	26,471	116,847	116,096	27,222
	=====	=====	=====	=====

**12. Unrestricted Funds – Designated**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/24</u> £
	<u>Balance</u> <u>01/08/23</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Fund for online course development	-	-	-	-
	=====	=====	=====	=====

**13. Total Fund Movements**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/24</u> £
	<u>Balance</u> <u>01/08/23</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
General Funds	26,471	116,847	116,096	27,222
Designated Funds	-	-	-	-
	=====	=====	=====	=====

**14. Reconciliation of Movement in Shareholders' Funds**

College of Laboratory Animal Science and Technology, being a charitable incorporated organisation, has no shareholders; it is, therefore, inappropriate to include a reconciliation of the movements in shareholders' funds.

**15. Analysis of Net Assets between Funds**

Both unrestricted fund categories – general and designated – are wholly represented by net current assets.

**16. Commitments**

In the opinion of the Trustees, there were no outstanding capital commitments at 31<sup>st</sup> July 2024.

**17. Trustees' Expenses**

None of the Trustees received expenses or fees; occasional cost reimbursements are made to the Trustees where they have incurred expenditure on behalf of the Charity.

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# Accounts

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**COLLEGE OF LABORATORY ANIMAL SCIENCE AND TECHNOLOGY**

**operating as CLAST**

**CHARITABLE INCORPORATED ORGANISATION NO. 1162719**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**

**KING LOOSE & CO**  
**ACCOUNTANTS**

**ST JOHN'S HOUSE**  
**5 SOUTH PARADE**  
**SUMMERTOWN**  
**OXFORD OX2 7JL**

**CLAST**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**  
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**CLAST****FINANCIAL STATEMENTS****FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023****LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees**                      K A Applebee OBE              Chair  
    D S Spillane  
    P A Flecknell  
    S E Wells  
    N Dennison  
    G Childs

**Administration**  
**Services**                              Applebee Advisory Limited

**Charitable Incorporated**  
**Organisation No:**              1162719

**Registered Office**              5 South Parade,  
    Summertown  
    Oxford  
    OX2 7JL

**Bankers**                              National Westminster Bank Plc  
    30 High Street  
    Chippenham, Wilts  
    SN15 3HB

**Independent Examiner**      Mrs H C Fanthome FCA  
    King Loose & Co  
    St John's House  
    5 South Parade  
    Summertown  
    Oxford  
    OX2 7JL

## CLAST

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#### **Financial Review**

The Charity's principal funding source is fees from students. Since deregistering for VAT, the cost of courses to students has become more affordable; this, however, is at the expense of effective cost increases where purchase VAT can no longer be recovered.

Expenditure is kept under tight control. This reflects the careful husbandry of resources whilst seeking to provide library and other study resources for students, and financial management and reporting. This expenditure has helped to achieve the aims set out above and resulted in the specific achievements noted.

#### **Impact of Covid 19**

The impact of the coronavirus pandemic has seen the Charity respond quickly to the new circumstances by delivering more courses online. Workplace study and training was also a permitted activity for those students who were furloughed. See also under 'Future Plans' below.

#### **Reserves Policy**

The Charity's unrestricted general funds showed a deficit of £26,471 (2022: £9,441) at the period-end. The need for day-to-day working capital is met by careful management of short-term liquid resources in the absence of sufficient free reserves in these early periods of activity.

The Trustees consider that free reserves amounting to three month's operating costs would be prudent and advisable in order to cover the risks and uncertainties of operating as a foundation for higher education. Their policy is therefore to build up cash reserves out of annual operating surpluses and/or specific donations for this purpose until the intended level of free reserves is reached, and sustained.

#### **Future Plans**

On the 8<sup>th</sup> February 2023, College of Laboratory Animal Science and Technology signed an agreement with the Mary Lyon Centre (MLC), acting through the Medical Research Council, as part of United Kingdom Research and Innovation (UKRI), for the MLC to provide support services to CLAST, including administrative services that cover management of the courses that the students attend including their registration, banking and accounting services.

CLASTTRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**Future Plans (continued)**

This partnership will enable CLAST to access the Advance Training Centre at MRC Harwell to provide high quality courses in their purpose built, state of the art training facility.

CLAST Trustees wish to thank Brian Lowe who will step down as Programme Manager since CLAST's conception in 2015 and Applebee Advisory who has handed over financial administration after three years to the MLC.

Throughout 2022-3, the CLAST Trustees worked tirelessly with the Institute of Animal Technology (IAT) Board of Educational Policy to completely revise the IAT Levels 4, 5 and 6 qualifications. This exercise was completed in time for CLAST to teach to the new qualifications as from academic year 2023-4. It is very much hoped that the newly multi-unit qualifications, with multi-optional units, will be more attractive to students and employers, which will help to ensure the long-term viability of the IAT HE qualifications and CLAST.

To reflect the changes to the IAT HE qualifications, the MLC has redesigned the CLAST website

[www.clast.org.uk](http://www.clast.org.uk)

**Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

**Statement of Trustees' Responsibilities**

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity, and of its results for that period. In preparing those financial statements, the Trustees are required to:

- \* Select suitable accounting policies and then apply them consistently;
- \* Observe the methods and principles in the applicable Charities SORP;
- \* 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 in business.

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

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Signed by order of the Trustees

..... **K. A. Applebee**  
Chair

..... Date

CLASTINDEPENDENT EXAMINER'S REPORT  
FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2023, which are set out on pages 4 to 9.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:-

- a) Examine the accounts under Section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commissioner under Section 145(5)(b) of the 2011 Act; and
- c) 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 Commissioners. 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
 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.

**King Loose & Co**  
**St John's House**  
**5 South Parade**  
**Summertown**  
**Oxford OX2 7JL**

.....  
**Mrs H C Fanthome FCA**

**Dated:**.....

CLASTSTATEMENT OF FINANCIAL ACTIVITIESFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Note</u>	<u>Unrest- riected Funds 2023</u> £	<u>Desig- nated Funds 2023</u> £	<u>Total Funds 2023</u> £	<u>Unrest- riected Funds 2022</u> £	<u>Desig- nated Funds 2022</u> £	<u>Total Funds 2022</u> £
<b><u>Income &amp; endowments from:</u></b>							
Voluntary income	2	2,000	-	2,000	2,000	-	2,000
Income from charitable activities	3	43,847	-	43,847	51,280	-	51,280
		-----	-----	-----	-----	-----	-----
<b>Total Income &amp; Endowments</b>		45,847	-	45,847	53,280	-	53,280
		-----	-----	-----	-----	-----	-----
<b><u>Expenditure on:</u></b>							
<b>Charitable Activities</b>							
Costs of charitable activities	4	47,767	-	47,767	69,649	-	69,649
Support Costs	5	11,050	-	11,050	11,258	-	11,258
		-----	-----	-----	-----	-----	-----
<b>Total Resources Expended</b>		58,817	-	58,817	80,907	-	80,907
		-----	-----	-----	-----	-----	-----
Net (Expenditure) for the Period, before transfers	8	(12,970)	-	(12,970)	(27,627)	-	(27,627)
Transfers between funds	6	30,000	(30,000)	-	-	-	-
		-----	-----	-----	-----	-----	-----
Net movement in funds		17,030	(30,000)	(12,970)	(27,627)	-	(27,627)
Fund Balances B/fwd		9,441	30,000	39,441	37,068	30,000	67,068
		-----	-----	-----	-----	-----	-----
<b>Fund (Deficit)/Balances C/fwd</b>		26,471	-	26,471	9,441	30,000	39,441
		=====	=====	=====	=====	=====	=====

There were no other recognised gains or losses in respect of 2023 or 2022, other than those reflected in the statement of financial activities.

The notes on pages 6 to 9 form part of these accounts.

CLAST

**BALANCE SHEET AS AT 31<sup>ST</sup> JULY 2023**  
**(CHARITABLE INCORPORATED ORGANISATION NO: 1162719)**

	<u>Note</u>	£	<u>2023</u>	£	£	<u>2022</u>	£
<b><u>Current Assets</u></b>							
Debtors	9	1,375			5,007		
Cash at bank		36,582			41,154		
			-----		-----		
			37,957		46,161		
<b>Creditors:</b>							
<b>Amounts falling due in one year</b>	10	11,486			6,720		
			-----		-----		
<b>Net Current Assets</b>			26,471		39,441		
			-----		-----		
<b>Total Assets less Current Liabilities, being Net Assets</b>			26,471		39,441		
			=====		=====		
<b><u>Represented by</u></b>							
Unrestricted Funds							
-General funds	11		26,471		9,441		
-Designated Funds	12		-		30,000		
			-----		-----		
			26,471		39,441		
			=====		=====		

Approved by the Trustees on

2023 and signed on its behalf by:

..... Mr G Childs

..... Mr K A Applebee

The notes on pages 6 to 9 form part of these accounts.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**1. Accounting Policies****(a) General Information**

These financial statements have been presented in Pounds Sterling as this is the currency of the primary economic environment in which the Charity operates.

**(b) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has taken advantage of the exemptions available to it on the grounds of size, and has not prepared a cash flow statement.

**(c) Activities**

The financial statements include the results of the charity's operations as described in the trustees' report.

**(d) Income recognition**

Income of all kinds is accounted for when receivable, i.e. in the period in which the charity is entitled to receipt, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Where services are donated to the charity, or costs are paid for by others on behalf of the charity without reimbursement being sought, such items are recognised as donated income and the relevant cost similarly recorded according to its expense category.

**(e) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.

All core cost categories are regarded as being of a support nature to the Charity's principal activity, as described in the Annual Report. It is anticipated that any future specific projects will be covered by restricted funds – i.e. funds raised specifically for that project.

**(f) Financial assets – classified as basic financial instruments****i) Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held with banks, and other short term highly liquid investments with original maturities of three months or less.

**ii) Trade and other receivables**

Trade and other receivables that are receivable within one year are measured at the undiscounted amount of the cash expected to be received, net of any impairment.

**iii) Trade and other payables**

Trade and other payables that are payable within one year are measured at the undiscounted amount of the cash expected to be paid.

**(g) Translation of Foreign Currencies**

Monies received and expended in foreign currencies are accounted for at the rate of exchange prevailing at the date of the transaction.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**(h) Fund Accounting**

Funds held by the Charity are either:

- Unrestricted General Funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.  
Designations out of unrestricted general funds are reflected as transfers in the Statement of Financial Activities.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**(i) Going concern**

The financial statements have been prepared on a going concern basis.

The current economic conditions present increased risks for all businesses. In response to such conditions, the directors/trustees have carefully considered these risks, including an assessment of uncertainty on future trading projection for a period of at least 12 months from the date of signing the financial statements, and the extent to which they might affect the preparation of the financial statements.

The trustees have concluded that the going concern basis remains appropriate.

**2. Voluntary Income**

	<u>2023</u>		<u>2022</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Donations	2,000	2,000	2,000	2,000
	=====	=====	=====	=====

**3. Income from Charitable Activities**

	<u>2023</u>		<u>2022</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Student fee income	43,847	43,847	51,280	51,280
	=====	=====	=====	=====

**4. Costs of Charitable Activities**

	<u>2023</u>		<u>2022</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
<b><u>Program Costs</u></b>				
Lecturers and tutor costs	27,087	27,087	36,959	36,959
Direct course costs	4,901	4,901	8,930	8,930
Program director costs	15,779	15,779	23,760	23,760
	=====	=====	=====	=====
	47,767	47,767	69,649	69,649
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2022: £nil)

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**5. Other Support Costs**

	<u>2023</u>		<u>2022</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
General Course Development	1,254	1,254	1,158	1,158
Advertising, marketing & exhibitions	3,985	3,985	4,357	4,357
Meeting expenses	810	810	1,011	1,011
Administrator's costs	885	885	675	675
Independent examiner's fees	1,632	1,632	1,632	1,632
Professional indemnity insurance	2,209	2,209	1,874	1,874
Printing, Postage, Stationery and Computer Costs	240	240	542	542
Bank charges	35	35	9	9
	-----	-----	-----	-----
	11,050	11,050	11,258	11,258
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2022 £nil).

**6. Transfers between funds**

An amount of £30,000 (2022: £nil) has been transferred back to unrestricted general funds, by means of a transfer.

**7. Staff Costs**

The Charity has no paid employees.

**8. Net Expenditure for the Period**

	<u>2023</u>	<u>2022</u>
	£	£
<b>The surplus of expenditure over income is stated after charging:</b>		
Independent examiner's fees, incl. irrecoverable VAT	1,632	1,632
Bank interest and charges	35	9
	=====	=====

**9. Debtors**

	<u>2023</u>	<u>2022</u>
	£	£
Student fee debtors	-	3,780
Prepayments & accrued income	1,375	1,227
	-----	-----
	1,375	5,007
	=====	=====

**10. Creditors: Amounts Falling Due in One Year**

	<u>2023</u>	<u>2022</u>
	£	£
Other creditors and accruals	6,899	1,680
Deferred income	4,587	5,040
	-----	-----
	11,486	6,720
	=====	=====

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2023**11. Unrestricted Funds - General**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/23</u> £
	<u>Balance</u> <u>01/08/22</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Unrestricted Funds				
- General Funds	9,441	75,847	58,817	26,471
	=====	=====	=====	=====

**12. Unrestricted Funds – Designated**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/23</u> £
	<u>Balance</u> <u>01/08/22</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Fund for online course development	30,000	-	30,000	-
	=====	=====	=====	=====

**13. Total Fund Movements**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/23</u> £
	<u>Balance</u> <u>01/08/22</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
General Funds	9,441	75,847	58,817	26,471
Designated Funds	30,000	-	30,000	-
	=====	=====	=====	=====
	39,441	75,847	88,817	26,471
	=====	=====	=====	=====

**14. Reconciliation of Movement in Shareholders' Funds**

College of Laboratory Animal Science and Technology, being a charitable incorporated organisation, has no shareholders; it is, therefore, inappropriate to include a reconciliation of the movements in shareholders' funds.

**15. Analysis of Net Assets between Funds**

Both unrestricted fund categories – general and designated – are wholly represented by net current assets.

**16. Commitments**

In the opinion of the Trustees, there were no outstanding capital commitments at 31<sup>st</sup> July 2023.

**17. Trustees' Expenses**

Fees totalling £885 were paid during the year to a company connected with K.A. Applebee, a trustee. Such fees were in relation to administration costs and were below market rate. Other than this, none of the Trustees received expenses or fees; occasional cost reimbursements are made to the Trustees where they have incurred expenditure on behalf of the Charity.

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# Accounts

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**COLLEGE OF LABORATORY ANIMAL SCIENCE AND TECHNOLOGY**

**operating as CLAST**

**CHARITABLE INCORPORATED ORGANISATION NO. 1162719**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**

**KING LOOSE & CO**  
**ACCOUNTANTS**

**ST JOHN'S HOUSE**  
**5 SOUTH PARADE**  
**SUMMERTOWN**  
**OXFORD OX2 7JL**

**CLAST**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**  
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**CLAST****FINANCIAL STATEMENTS****FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022****LEGAL AND ADMINISTRATIVE INFORMATION****Trustees**

K A Applebee OBE      Chair  
D S Spillane  
P A Flecknell  
S E Wells  
N Dennison  
G Childs

**Administration  
Services**

Applebee Advisory Limited

**Charitable Incorporated  
Organisation No:**

1162719

**Registered Office**

5 South Parade,  
Summertown  
Oxford  
OX2 7JL

**Bankers**

National Westminster Bank Plc  
30 High Street  
Chippenham, Wilts  
SN15 3HB

**Independent Examiner**

Mrs H C Fanthome FCA  
King Loose & Co  
St John's House  
5 South Parade  
Summertown  
Oxford  
OX2 7JL

## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022

The Trustees present their annual report and financial statements, for the period ended 31<sup>st</sup> July 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011, and 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 – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### **Structure, Governance and Management**

In accordance with the constitution, the first Trustees are appointed for defined terms as follows:-

##### **First Trustees**

K Applebee	-	for 4 years
D S Spillane	-	for 3 years

##### **Additional Trustees**

P A Flecknell  
S E Wells  
N Dennison  
G Childs

Apart from the first Trustees, every Trustee must be appointed for a term of 3 years.

Where new Trustees are appointed, the existing Trustees must make available to the appointee a copy of the current constitution plus the latest Annual Report and statements of account.

Future Trustees will be appointed by the Board following selection based upon their professional skills and their willingness to serve. There is no formal training policy.

The charity is organised such that the Trustees meet and converse regularly to review strategy and to generally oversee its affairs. All Trustees participate equally in the running of the Charity. Whilst not employed by the Charity itself, the services of an administrator are paid for by the Charity to cover accounting and administrative functions.

#### **Objects and Aims of the Charity, including Public Benefit Statement**

The Charity's principal activity is the promotion of excellence in the welfare of animals in science by the provision of higher education for animal care staff and others who work in science.

The aims of the charity to further these objects are to:

- (a) provide the setting and resources for students to engage in the study of laboratory animal science, technology and welfare;
- (b) to organise teaching programmes and tutorial support to prepare students for higher education qualifications or CPD certificates in laboratory animal science, technology and welfare;
- (c) carry out assessment associated with the teaching programmes in accordance with the requirements of external awarding bodies;
- (d) establish and maintain an online resource to assist students to keep up to date with relevant topics;
- (e) gather, publish and disseminate literature on animal welfare and related topics;
- (f) establish an online distance learning option to increase the availability of the course offering thereby increasing the number of students attending the courses in keeping with our objective.

In considering these aims and objects, the Trustees have reviewed the guidance issued by the Charity Commission in relation to public benefit, and consider that the public benefit test continues to be satisfied.

**CLAST****TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022****Activities to Achieve Aims**

In furtherance of these aims the Charity has organised and run 12 units of the Institute of Animal Technology\* Higher Education qualifications in Laboratory Animal Science and Technology. There were four units at level 4, four units at level 5 and four units at level 6.

\*The Institute of Animal Technology is a Registered Ofqual Awarding Organisation (Recognition Number: RN5252) and their HE qualifications are on both the National and European Qualification Frameworks.

The HE courses CLAST offers have been advertised in specialist animal science and technology publications and by e-newsletters.

The CLAST website ([www.clast.org.uk](http://www.clast.org.uk)) which serves actual and potential students, has been improved and updated.

**Achievements and Performance**

The Trustees consider that the performance of the Charity in these early years of operation, has been sound.

**Financial Review**

The Charity's principal funding source is fees from students. Since deregistering for VAT, the cost of courses to students has become more affordable; this, however, is at the expense of effective cost increases where purchase VAT can no longer be recovered.

Expenditure is kept under tight control. This reflects the careful husbandry of resources whilst seeking to provide library and other study resources for students, and financial management and reporting. This expenditure has helped to achieve the aims set out above and resulted in the specific achievements noted.

**Impact of Covid 19**

The impact of the coronavirus pandemic has seen the Charity respond quickly to the new circumstances by delivering more courses online. Workplace study and training was also a permitted activity for those students who were furloughed. See also under 'Future Plans' below.

**Reserves Policy**

The Charity's unrestricted general funds showed a deficit of £27,627 (2021: surplus £15,106) at the period-end. The need for day-to-day working capital is met by careful management of short-term liquid resources in the absence of sufficient free reserves in these early periods of activity.

The Trustees consider that free reserves amounting to three month's operating costs would be prudent and advisable in order to cover the risks and uncertainties of operating as a foundation for higher education. Their policy is therefore to build up cash reserves out of annual operating surpluses and/or specific donations for this purpose until the intended level of free reserves is reached, and sustained.

**Future Plans**

CLAST will continue to offer twelve units a year for the academic year 2022-3.

Following successful conversion of the current twelve Learning Units into blended learning in 2021, coupled with the extremely positive feedback from the students, this approach has been further enhanced during this academic year.

The Trustees continue to allocate a Designated Fund for such online course development.

Following the full review of the courses currently offered to reflect current workplace needs and giving greater options to students, and in consultation with the Awarding Organisation, the Institute of Animal Technology, the Trustees have produced detailed proposals for a new syllabus for levels 4, 5 and 6. The proposed new syllabus, utilising a much greater number of smaller units, will have multiple options and various learning pathways, better reflecting the various roles students undertake in their workplace. It is hoped that this new syllabus will be taught from academic year 2023-4.

CLASTTRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**Future Plans (continued)**

CLAST Trustees continue to update and improve our marketing strategy, helping to increase the number of students, not only those aiming to complete qualifications but also those who take units for their Continuing Professional Development.

**Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

**Statement of Trustees' Responsibilities**

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity, and of its results for that period. In preparing those financial statements, the Trustees are required to:

- \* Select suitable accounting policies and then apply them consistently;
- \* Observe the methods and principles in the applicable Charities SORP;
- \* 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 in business.

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

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Signed by order of the Trustees

..... **K. A. Applebee**  
Chair

..... Date

CLAST

**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2022, which are set out on pages 4 to 9.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:-

- a) Examine the accounts under Section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commissioner under Section 145(5)(b) of the 2011 Act; and
- c) 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 Commissioners. 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
 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.

**King Loose & Co**  
**St John's House**  
**5 South Parade**  
**Summertown**  
**Oxford OX2 7JL**

.....  
**Mrs H C Fanthome FCA**

**Dated:**.....

CLASTSTATEMENT OF FINANCIAL ACTIVITIESFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Note</u>	<u>Unrest- riected Funds 2022</u>	<u>Desig- nated Funds 2022</u>	<u>Total Funds 2022</u>	<u>Unrest- riected Funds 2021 £</u>	<u>Desig- nated Funds 2021 ££</u>	<u>Total Funds 2021 £</u>
<b><u>Income &amp; endowments from:</u></b>							
£                      £							
Voluntary income	2	2,000	-	2,000	2,000	-	2,000
Income from charitable activities	3	51,280	-	51,280	89,200	-	89,200
<b>Total Income &amp; Endowments</b>		53,280	-	53,280	91,200	-	91,200
<b><u>Expenditure on:</u></b>							
<b>Charitable Activities</b>							
Costs of charitable activities	4	69,649	-	69,649	55,050	-	55,050
Support Costs	5	11,258	-	11,258	6,044	-	6,044
<b>Total Resources Expended</b>		80,907	-	80,907	61,094	-	61,094
Net (Expenditure)/Income for the Period, before transfers	8	(27,627)	-	(27,627)	30,106	-	30,106
Transfers between funds	6	-	-	-	(15,000)	15,000	-
Net movement in funds		(27,627)	-	(27,627)	15,106	15,000	30,106
Fund Balances B/fwd		37,068	30,000	67,068	21,962	15,000	36,962
<b>Fund Balances c/fwd</b>		9,441	30,000	39,441	37,068	30,000	67,068
		=====	=====	=====	=====	=====	=====

There were no other recognised gains or losses in respect of 2022 or 2021, other than those reflected in the statement of financial activities.

The notes on pages 6 to 9 form part of these accounts.

CLAST

**BALANCE SHEET AS AT 31<sup>ST</sup> JULY 2022**  
**(CHARITABLE INCORPORATED ORGANISATION NO: 1162719)**

	<u>Note</u>	£	<u>2022</u>	£	<u>2021</u>	£
<b><u>Current Assets</u></b>						
Debtors	9	5,007			997	
Cash at bank		41,154			88,071	
		46,161			89,068	
<b>Creditors:</b>						
<b>Amounts falling due in one year</b>	10	6,720			22,000	
<b>Net Current Assets</b>			39,441		67,068	
<b>Total Assets less Current Liabilities, being Net Assets</b>			39,441		67,068	
			39,441		67,068	
<b><u>Represented by</u></b>						
Unrestricted Funds						
-General funds	11		9,441		37,068	
-Designated Funds	12		30,000		30,000	
			39,441		67,068	
			39,441		67,068	

Approved by the Trustees on

2022 and signed on its behalf by:

.....

.....

**Mr K A Applebee**

The notes on pages 6 to 9 form part of these accounts.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**1. Accounting Policies****(a) General Information**

These financial statements have been presented in Pounds Sterling as this is the currency of the primary economic environment in which the Charity operates.

**(b) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has taken advantage of the exemptions available to it on the grounds of size, and has not prepared a cash flow statement.

**(c) Activities**

The financial statements include the results of the charity's operations as described in the trustees' report.

**(d) Income recognition**

Income of all kinds is accounted for when receivable, i.e. in the period in which the charity is entitled to receipt, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Where services are donated to the charity, or costs are paid for by others on behalf of the charity without reimbursement being sought, such items are recognised as donated income and the relevant cost similarly recorded according to its expense category.

**(e) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.

All core cost categories are regarded as being of a support nature to the Charity's principal activity, as described in the Annual Report. It is anticipated that any future specific projects will be covered by restricted funds – i.e. funds raised specifically for that project.

**(f) Financial assets – classified as basic financial instruments****i) Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held with banks, and other short term highly liquid investments with original maturities of three months or less.

**ii) Trade and other receivables**

Trade and other receivables that are receivable within one year are measured at the undiscounted amount of the cash expected to be received, net of any impairment.

**iii) Trade and other payables**

Trade and other payables that are payable within one year are measured at the undiscounted amount of the cash expected to be paid.

**(g) Translation of Foreign Currencies**

Monies received and expended in foreign currencies are accounted for at the rate of exchange prevailing at the date of the transaction.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**(h) Fund Accounting**

Funds held by the Charity are either:

- Unrestricted General Funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.  
Designations out of unrestricted general funds are reflected as transfers in the Statement of Financial Activities.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**(i) Going concern**

The financial statements have been prepared on a going concern basis.

The current economic conditions present increased risks for all businesses. In response to such conditions, the directors/trustees have carefully considered these risks, including an assessment of uncertainty on future trading projection for a period of at least 12 months from the date of signing the financial statements, and the extent to which they might affect the preparation of the financial statements.

The trustees have concluded that the going concern basis remains appropriate.

**2. Voluntary Income**

	<u>2022</u>		<u>2021</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Donations	2,000	2,000	2,000	2,000
	=====	=====	=====	=====

**3. Income from Charitable Activities**

	<u>2022</u>		<u>2021</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Student fee income	51,280	51,280	89,200	89,200
	=====	=====	=====	=====

**4. Costs of Charitable Activities**

	<u>2022</u>		<u>2021</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
<b><u>Program Costs</u></b>				
Lecturers and tutor costs	36,959	36,959	23,490	23,490
Direct course costs	8,930	8,930	7,800	7,800
Program director costs	23,760	23,760	23,760	23,760
	=====	=====	=====	=====
	69,649	69,649	55,050	55,050
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2021: £nil)

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**5. Other Support Costs**

	<u>2022</u>		<u>2021</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
General Course Development	1,158	1,158	1,140	1,140
Advertising, marketing & exhibitions	4,357	4,357	2,920	2,920
Meeting expenses/(net refund 2021)	1,011	1,011	(2,829)	(2,829)
Administrator's costs	675	675	1,035	1,035
Independent examiner's fees	1,632	1,632	1,680	1,680
Professional indemnity insurance	1,874	1,874	1,540	1,540
Printing, Postage, Stationery and Computer Costs	542	542	558	558
Bank charges	9	9	-	-
	-----	-----	-----	-----
	11,258	11,258	6,044	6,044
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2021 £nil).

**6. Transfers between funds**

An amount of £NIL (2021: £15,000) has been allocated out of unrestricted general funds, by means of a transfer, to a Designated Fund for online course development.

**7. Staff Costs**

The Charity has no paid employees.

**8. Net Expenditure/Income for the Period**

	<u>2022</u>	<u>2021</u>
	£	£
<b>The surplus of expenditure over income/income over expenditure is stated after charging:</b>		
Independent examiner's fees, incl. irrecoverable VAT	1,632	1,680
Bank interest and charges	9	-
	=====	=====

**9. Debtors**

	<u>2022</u>	<u>2021</u>
	£	£
Student fee debtors	3,780	-
Prepayments & accrued income	1,227	997
	-----	-----
	5,007	997
	=====	=====

**10. Creditors: Amounts Falling Due in One Year**

	<u>2022</u>	<u>2021</u>
	£	£
Trade creditors	-	-
Other creditors and accruals	1,680	6,000
Deferred income	5,040	16,000
	-----	-----
	6,720	22,000
	=====	=====

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2022**11. Unrestricted Funds - General**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/22</u> £
	<u>Balance</u> <u>01/08/21</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Unrestricted Funds				
- General Funds	37,068	53,280	80,907	9,441
	=====	=====	=====	=====

**12. Unrestricted Funds – Designated**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/22</u> £
	<u>Balance</u> <u>01/08/21</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Fund for online course development	30,000	-	-	30,000
	=====	=====	=====	=====

**13. Total Fund Movements**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/22</u> £
	<u>Balance</u> <u>01/08/21</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
General Funds	37,068	53,280	80,907	9,441
Designated Funds	30,000	-	-	30,000
	=====	=====	=====	=====
	67,068	53,280	80,907	39,441
	=====	=====	=====	=====

**14. Reconciliation of Movement in Shareholders' Funds**

College of Laboratory Animal Science and Technology, being a charitable incorporated organisation, has no shareholders; it is, therefore, inappropriate to include a reconciliation of the movements in shareholders' funds.

**15. Analysis of Net Assets between Funds**

Both unrestricted fund categories – general and designated – are wholly represented by net current assets.

**16. Commitments**

In the opinion of the Trustees, there were no outstanding capital commitments at 31<sup>st</sup> July 2022.

**17. Trustees' Expenses**

Fees totalling £675 were paid during the year to a company connected with K.A. Applebee, a trustee. Such fees were in relation to administration costs and were below market rate. Other than this, none of the Trustees received expenses or fees; occasional cost reimbursements are made to the Trustees where they have incurred expenditure on behalf of the Charity.

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# Accounts

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**COLLEGE OF LABORATORY ANIMAL SCIENCE AND TECHNOLOGY**

**operating as CLAST**

**CHARITABLE INCORPORATED ORGANISATION NO. 1162719**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**

**KING LOOSE & CO**  
**ACCOUNTANTS**

**ST JOHN'S HOUSE**  
**5 SOUTH PARADE**  
**SUMMERTOWN**  
**OXFORD OX2 7JL**

**CLAST**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**  
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**CLAST****FINANCIAL STATEMENTS****FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021****LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees**                      K A Applebee OBE              Chair  
D S Spillane  
P A Flecknell  
S E Wells  
N Dennison  
G Childs

**Administration**  
**Services**                      Applebee Advisory Limited

**Charitable Incorporated**  
**Organisation No:**              1162719

**Registered Office**              5 South Parade,  
Summertown  
Oxford  
OX2 7JL

**Bankers**                      National Westminster Bank Plc  
30 High Street  
Chippenham, Wilts  
SN15 3HB

**Independent Examiner**      Mrs H C Fanthome FCA  
King Loose & Co  
St John's House  
5 South Parade  
Summertown  
Oxford  
OX2 7JL

## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021

The Trustees present their annual report and financial statements, for the period ended 31<sup>st</sup> July 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011, and 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 – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

#### **Structure, Governance and Management**

In accordance with the constitution, the first Trustees are appointed for defined terms as follows:-

##### **First Trustees**

K Applebee	-	for 4 years
D S Spillane	-	for 3 years

##### **Additional Trustees**

P A Flecknell  
S E Wells  
N Dennison  
G Childs

Apart from the first Trustees, every Trustee must be appointed for a term of 3 years.

Where new Trustees are appointed, the existing Trustees must make available to the appointee a copy of the current constitution plus the latest Annual Report and statements of account.

Future Trustees will be appointed by the Board following selection based upon their professional skills and their willingness to serve. There is no formal training policy.

The charity is organised such that the Trustees meet and converse regularly to review strategy and to generally oversee its affairs. All Trustees participate equally in the running of the Charity. Whilst not employed by the Charity itself, the services of an administrator are paid for by the Charity to cover accounting and administrative functions.

#### **Objects and Aims of the Charity, including Public Benefit Statement**

The Charity's principal activity is the promotion of excellence in the welfare of animals in science by the provision of higher education for animal care staff and others who work in science.

The aims of the charity to further these objects are to:

- (a) provide the setting and resources for students to engage in the study of laboratory animal science, technology and welfare;
- (b) to organise teaching programmes and tutorial support to prepare students for higher education qualifications or CPD certificates in laboratory animal science, technology and welfare;
- (c) carry out assessment associated with the teaching programmes in accordance with the requirements of external awarding bodies;
- (d) establish and maintain an online resource to assist students to keep up to date with relevant topics;
- (e) gather, publish and disseminate literature on animal welfare and related topics;
- (f) establish an online distance learning option to increase the availability of the course offering thereby increasing the number of students attending the courses in keeping with our objective.

In considering these aims and objects, the Trustees have reviewed the guidance issued by the Charity Commission in relation to public benefit, and consider that the public benefit test continues to be satisfied.

## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021

#### **Activities to Achieve Aims**

In furtherance of these aims the Charity has organised and run 12 units of the Institute of Animal Technology\* Higher Education qualifications in Laboratory Animal Science and Technology. There were four units at level 4, four units at level 5 and four units at level 6.

\*The Institute of Animal Technology is a Registered Ofqual Awarding Organisation (Recognition Number: RN5252) and their HE qualifications are on both the National and European Qualification Frameworks.

The HE courses CLAST offers have been advertised in specialist animal science and technology publications and by e-newsletters.

The CLAST website ([www.clast.org.uk](http://www.clast.org.uk)) which serves actual and potential students, has been improved and updated.

#### **Achievements and Performance**

The Trustees consider that the performance of the Charity in these early years of operation, has been sound.

#### **Financial Review**

The Charity's principal funding source is fees from students. Since deregistering for VAT, the cost of courses to students has become more affordable; this, however, is at the expense of effective cost increases where purchase VAT can no longer be recovered.

Expenditure is kept under tight control. This reflects the careful husbandry of resources whilst seeking to provide library and other study resources for students, and financial management and reporting. This expenditure has helped to achieve the aims set out above and resulted in the specific achievements noted.

#### **Impact of Covid 19**

The impact of the coronavirus pandemic has seen the Charity respond quickly to the new circumstances by delivering more courses online. Workplace study and training was also a permitted activity for those students who were furloughed. See also under 'Future Plans' below.

#### **Reserves Policy**

The Charity's unrestricted general funds showed a surplus of £15,106 at the period-end, this being after the transfer of £15,000 to the Designated Fund for online course development. The need for day-to-day working capital is met by careful management of short-term liquid resources in the absence of sufficient free reserves in these early periods of activity.

The Trustees consider that free reserves amounting to three month's operating costs would be prudent and advisable in order to cover the risks and uncertainties of operating as a foundation for higher education. Their policy is therefore to build up cash reserves out of annual operating surpluses and/or specific donations for this purpose until the intended level of free reserves is reached, and sustained.

#### **Future Plans**

CLAST will continue to offer twelve units a year.

The Trustees with the cooperation of the Programme Director, converted the delivery of all the current Learning Units into blended learning, so that the students can access all courses remotely, while being supported by the lecturers. Feedback from students has to date been extremely positive and these developments will continue to be enhanced during academic year 2021-2.

The Trustees have created a separate Designated Fund for such online course development.

CLASTTRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**Future Plans (continued)**

The Trustees have also instigated a full review of the courses currently offered so as to reflect current workplace needs and giving greater options to students. This review will be submitted by end of 2021 to the Awarding Organisation, Institute of Animal Technology, for their consideration.

CLAST Trustees have also obtained funding to update and improve our marketing strategy. This should help to increase the number of students, not only those aiming to complete qualifications but also those who take units for their Continuing Professional Development.

**Risk Management**

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

**Statement of Trustees' Responsibilities**

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity, and of its results for that period. In preparing those financial statements, the Trustees are required to:

- \* Select suitable accounting policies and then apply them consistently;
- \* Observe the methods and principles in the applicable Charities SORP;
- \* 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 in business.

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

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Signed by order of the Trustees

..... **K. A. Applebee**  
Chair

..... Date

CLASTINDEPENDENT EXAMINER'S REPORT  
FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2021, which are set out on pages 4 to 9.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:-

- a) Examine the accounts under Section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commissioner under Section 145(5)(b) of the 2011 Act; and
- c) 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 Commissioners. 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
 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.

**King Loose & Co**  
**St John's House**  
**5 South Parade**  
**Summertown**  
**Oxford OX2 7JL**

.....  
**Mrs H C Fanthome FCA**

**Dated:**.....

CLASTSTATEMENT OF FINANCIAL ACTIVITIESFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Note</u>	<u>Unrest- ri- cted Funds 2021</u>	<u>Desig- nated Funds 2021</u>	<u>Total Funds 2021</u>	<u>Unrest- ri- cted Funds 2020</u>	<u>Desig- nated Funds 2020</u>	<u>Total Funds 2020</u>
		£	£	£	£	£	£
<b><u>Income &amp; endowments from:</u></b>							
Voluntary income	2	2,000	-	2,000	8,500	-	8,500
Income from charitable activities	3	89,200	-	89,200	105,186	-	105,186
<b>Total Income &amp; Endowments</b>		91,200	-	91,200	113,686	-	113,686
<b><u>Expenditure on:</u></b>							
<b>Charitable Activities</b>							
Grants expended		-	-	-	-	-	-
Costs of charitable activities	4	55,050	-	55,050	83,327	-	83,327
Support Costs	5	6,044	-	6,044	14,220	-	14,220
<b>Total Resources Expended</b>		61,094	-	61,094	97,547	-	97,547
Net Income for the period, before transfers	8	30,106	-	30,106	16,139	-	16,139
Transfers between funds	6	(15,000)	15,000	-	(15,000)	15,000	-
Net movement in funds		15,106	15,000	30,106	1,139	15,000	16,139
Fund Balances B/fwd		21,962	15,000	36,962	20,823	-	20,823
<b>Fund Balances c/fwd</b>		37,068	30,000	67,068	21,962	15,000	36,962

There were no other recognised gains or losses in respect of 2021 or 2020, other than those reflected in the statement of financial activities.

The notes on pages 6 to 9 form part of these accounts.

CLAST

**BALANCE SHEET AS AT 31<sup>ST</sup> JULY 2021**  
**(CHARITABLE INCORPORATED ORGANISATION NO: 1162719)**

	<u>Note</u>	£	<u>2021</u>	£	<u>2020</u>	£
<b><u>Current Assets</u></b>						
Debtors	9	997			28,548	
Cash at bank		88,071			25,250	
		89,068			53,798	
<b>Creditors:</b>						
<b>Amounts falling due in one year</b>	10	22,000			16,836	
<b>Net Current Assets</b>			67,068		36,962	
<b>Total Assets less Current Liabilities, being Net Assets</b>			67,068		36,962	
<b><u>Represented by</u></b>						
Unrestricted Funds						
-General funds	11		37,068		21,962	
-Designated Funds	12		30,000		15,000	
			67,068		36,962	
			67,068		36,962	

Approved by the Trustees on

2021 and signed on its behalf by:

.....

.....

**Mr K A Applebee**

The notes on pages 6 to 9 form part of these accounts.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**1. Accounting Policies****(a) General Information**

These financial statements have been presented in Pounds Sterling as this is the currency of the primary economic environment in which the Charity operates.

**(b) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has taken advantage of the exemptions available to it on the grounds of size, and has not prepared a cash flow statement.

**(c) Activities**

The financial statements include the results of the charity's operations as described in the trustees' report.

**(d) Income recognition**

Income of all kinds is accounted for when receivable, i.e. in the period in which the charity is entitled to receipt, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Where services are donated to the charity, or costs are paid for by others on behalf of the charity without reimbursement being sought, such items are recognised as donated income and the relevant cost similarly recorded according to its expense category.

**(e) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.

All core cost categories are regarded as being of a support nature to the Charity's principal activity, as described in the Annual Report. It is anticipated that any future specific projects will be covered by restricted funds – i.e. funds raised specifically for that project.

**(f) Financial assets – classified as basic financial instruments****i) Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held with banks, and other short term highly liquid investments with original maturities of three months or less.

**ii) Trade and other receivables**

Trade and other receivables that are receivable within one year are measured at the undiscounted amount of the cash expected to be received, net of any impairment.

**iii) Trade and other payables**

Trade and other payables that are payable within one year are measured at the undiscounted amount of the cash expected to be paid.

**(g) Translation of Foreign Currencies**

Monies received and expended in foreign currencies are accounted for at the rate of exchange prevailing at the date of the transaction.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**(h) Fund Accounting**

Funds held by the Charity are either:

- Unrestricted General Funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.  
Designations out of unrestricted general funds are reflected as transfers in the Statement of Financial Activities.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**(i) Going concern**

The financial statements have been prepared on a going concern basis.

The current economic conditions present increased risks for all businesses. In response to such conditions, the directors/trustees have carefully considered these risks, including an assessment of uncertainty on future trading projection for a period of at least 12 months from the date of signing the financial statements, and the extent to which they might affect the preparation of the financial statements.

The trustees have concluded that the going concern basis remains appropriate.

**2. Voluntary Income**

	<u>2021</u>		<u>2020</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Donations	2,000	2,000	8,500	8,500
	=====	=====	=====	=====

**3. Income from Charitable Activities**

	<u>2021</u>		<u>2020</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Student fee income	89,200	89,200	105,186	105,186
	=====	=====	=====	=====

**4. Costs of Charitable Activities**

	<u>2021</u>		<u>2020</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
<b><u>Program Costs</u></b>				
Lecturers and tutor costs	23,490	23,490	33,847	33,847
Room hire	-	-	11,510	11,510
Direct course costs	7,800	7,800	13,535	13,535
Program director costs	23,760	23,760	24,435	24,435
	=====	=====	=====	=====
	55,050	55,050	83,327	83,327
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2020: £nil)

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**5. Other Support Costs**

	<u>2021</u>		<u>2020</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
General Course Development	1,140	1,140	660	660
Advertising and marketing	2,920	2,920	4,985	4,985
Meeting expenses/(net refund)	(2,829)	(2,829)	3,798	3,798
Administrator's costs	1,035	1,035	1,386	1,386
Independent examiner's fees	1,680	1,680	1,560	1,560
Professional indemnity insurance	1,540	1,540	1,478	1,478
Printing, Postage, Stationery and Computer Costs	558	558	353	353
	-----	-----	-----	-----
	6,044	6,044	14,220	14,220
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2020 £nil).

**6. Transfers between funds**

An amount of £15,000 (2020: £15,000) has been allocated out of unrestricted general funds, by means of a transfer, to a Designated Fund for online course development.

**7. Staff Costs**

The Charity has no paid employees.

**8. Net Income for the Period**

	<u>2021</u>	<u>2020</u>
	£	£
<b>The surplus of income over expenditure is stated after charging:</b>		
Independent examiner's fees, incl. irrecoverable VAT	1,680	1,560
Bank interest and charges	-	-
	=====	=====

**9. Debtors**

	<u>2021</u>	<u>2020</u>
	£	£
Student fee debtors	-	27,720
Prepayments & accrued income	997	828
	-----	-----
	997	28,548
	=====	=====

**10. Creditors: Amounts Falling Due in One Year**

	<u>2021</u>	<u>2020</u>
	£	£
Trade creditors	-	-
Other creditors and accruals	6,000	9,276
Deferred income	16,000	7,560
	-----	-----
	22,000	16,836
	=====	=====

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2021**11. Unrestricted Funds - General**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/21</u> £
	<u>Balance</u> <u>01/08/20</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Unrestricted Funds				
- General Funds	21,962	15,106	-	37,068
	=====	=====	=====	=====

**12. Unrestricted Funds – Designated**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/21</u> £
	<u>Balance</u> <u>01/08/20</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Fund for online course development	15,000	15,000	-	30,000
	=====	=====	=====	=====

**13. Total Fund Movements**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/21</u> £
	<u>Balance</u> <u>01/08/20</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
General Funds	21,962	15,106	-	37,068
Designated Funds	15,000	15,000	-	30,000
	-----	-----	-----	-----
	36,962	30,106	-	67,068
	=====	=====	=====	=====

**14. Reconciliation of Movement in Shareholders' Funds**

College of Laboratory Animal Science and Technology, being a charitable incorporated organisation, has no shareholders; it is, therefore, inappropriate to include a reconciliation of the movements in shareholders' funds.

**15. Analysis of Net Assets between Funds**

Both unrestricted fund categories – general and designated – are wholly represented by net current assets.

**16. Commitments**

In the opinion of the Trustees, there were no outstanding capital commitments at 31<sup>st</sup> July 2021.

**17. Trustees' Expenses**

None of the Trustees receives expenses; occasional cost reimbursements are made to the Trustees where they have incurred expenditure on behalf of the Charity.

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# Accounts

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**COLLEGE OF LABORATORY ANIMAL SCIENCE AND TECHNOLOGY**

**operating as CLAST**

**CHARITABLE INCORPORATED ORGANISATION NO. 1162719**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**

**KING LOOSE & CO**  
**ACCOUNTANTS**

**ST JOHN'S HOUSE**  
**5 SOUTH PARADE**  
**SUMMERTOWN**  
**OXFORD OX2 7JL**

**CLAST**  
**FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**  
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**CLAST****FINANCIAL STATEMENTS****FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020****LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees**                      K A Applebee OBE              Chairman  
D S Spillane  
P A Flecknell  
S E Wells  
N Dennison  
G Childs

**Administrator**                      N Stevens

**Charitable Incorporated**  
**Organisation No:**                      1162719

**Registered Office**                      5 South Parade,  
Summertown  
Oxford  
OX2 7JL

**Bankers**                                      National Westminster Bank Plc  
30 High Street  
Chippenham, Wilts  
SN15 3HB

**Independent Examiner**                      Mrs H C Fanthome FCA  
King Loose & Co  
St John's House  
5 South Parade  
Summertown  
Oxford  
OX2 7JL

**CLAST**

**TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**

The Trustees present their annual report and financial statements, for the period ended 31<sup>st</sup> July 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011, and 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 – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

**Structure, Governance and Management**

In accordance with the constitution, the first Trustees are appointed for defined terms as follows:-

**First Trustees**

K Applebee	-	for 4 years
D S Spillane	-	for 3 years

**Additional Trustees**

P A Flecknell  
S E Wells  
N Dennison  
G Childs

Apart from the first Trustees, every Trustee must be appointed for a term of 3 years.

Where new Trustees are appointed, the existing Trustees must make available to the appointee a copy of the current constitution plus the latest Annual Report and statements of account.

Future Trustees will be appointed by the Board following selection based upon their professional skills and their willingness to serve. There is no formal training policy.

The charity is organised such that the Trustees meet and converse regularly to review strategy and to generally oversee its affairs. All Trustees participate equally in the running of the Charity. Whilst not employed by the Charity itself, the services of an administrator are paid for by the Charity to cover accounting and administrative functions.

**Objects and Aims of the Charity, including Public Benefit Statement**

The Charity's principal activity is the promotion of excellence in the welfare of animals in science by the provision of higher education for animal care staff and others who work in science.

The aims of the charity to further these objects are to:

- (a) provide the setting and resources for students to engage in the study of laboratory animal science, technology and welfare;
- (b) to organise teaching programmes and tutorial support to prepare students for higher education qualifications or CPD certificates in laboratory animal science, technology and welfare;
- (c) carry out assessment associated with the teaching programmes in accordance with the requirements of external awarding bodies;
- (d) establish and maintain an online resource to assist students to keep up to date with relevant topics;
- (e) gather, publish and disseminate literature on animal welfare and related topics;
- (f) establish an online distance learning option to increase the availability of the course offering thereby increasing the number of students attending the courses in keeping with our objective.

In considering these aims and objects, the Trustees have reviewed the guidance issued by the Charity Commission in relation to public benefit, and consider that the public benefit test continues to be satisfied.

## CLAST

### TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020

#### Activities to Achieve Aims

In furtherance of these aims the Charity has organised and run 12 units of the Institute of Animal Technology\* Higher Education qualifications in Laboratory Animal Science and Technology. There were four units at level 4, four units at level 5 and four units at level 6. The average number of students on each unit at levels four and five were nine and the average pass rate was 85%. The students who did not pass will have the opportunity to complete in the next year. A total of ten students enrolled for the Level 6 units, assessment for this level is ongoing.

\*The Institute of Animal Technology is a Registered Ofqual Awarding Organisation (Recognition Number: RN5252) and their HE qualifications are on both the National and European Qualification Frameworks.

CLAST was represented at two national and two regional laboratory animal science and technology meetings. The intention of attending these meetings was to talk to potential students and their employers. In addition to attending these meetings, the HE courses CLAST offers have been advertised in specialist animal science and technology publications and by e-newsletters.

The CLAST website ([www.clast.org.uk](http://www.clast.org.uk)) which serves actual and potential students, has been improved and updated.

#### Achievements and Performance

The Trustees consider that the performance of the Charity in these early years of operation, has been sound.

#### Financial Review

The Charity's principal funding source is fees from students. Since deregistering for VAT, the cost of courses to students has become more affordable; this, however, is at the expense of effective cost increases where purchase VAT can no longer be recovered.

Expenditure is kept under tight control. This reflects the careful husbandry of resources whilst seeking to provide library and other study resources for students, and financial management and reporting. This expenditure has helped to achieve the aims set out above and resulted in the specific achievements noted.

#### Reserves Policy

The Charity's unrestricted general funds showed a surplus of £21,962 at the period-end, this being after the transfer of £15,000 to a Designated Fund for online course development. The need for day-to-day working capital is met by careful management of short-term liquid resources in the absence of sufficient free reserves in these early periods of activity.

The Trustees consider that free reserves amounting to three month's operating costs would be prudent and advisable in order to cover the risks and uncertainties of operating as a foundation for higher education. Their policy is therefore to build up cash reserves out of annual operating surpluses and/or specific donations for this purpose until the intended level of free reserves is reached, and sustained.

#### Future Plans

CLAST will continue to offer twelve units a year.

CLAST Trustees have obtained funding to update and improve our marketing strategy. This should help to increase the number of students, not only those aiming to complete qualifications but also those who take units for their Continuing Professional Development.

The Trustees and the Course Director continue to seek funding to enable us to convert some of our taught units to an internet based distance learning format. This will increase the availability of our course offering by increasing flexibility and reducing the need for students to be away from the workplace. The Trustees have created a separate Designated Fund for such online course development

#### Risk Management

The Trustees have examined the major strategic, business and operational risks which the Charity faces or may face, and confirm that systems are in place to enable regular reports to be produced, so that the necessary steps can be taken to lessen any such risks.

CLAST

TRUSTEES' REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020

Statement of Trustees' Responsibilities

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity, and of its results for that period. In preparing those financial statements, the Trustees are required to:

- \* Select suitable accounting policies and then apply them consistently;
- \* Observe the methods and principles in the applicable Charities SORP;
- \* 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 in business.

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

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Signed by order of the Trustees

..... **K. A. Applebee**  
Chairman

..... Date

CLAST

**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**

I report on the accounts of the charity for the period ended 31<sup>st</sup> July 2020, which are set out on pages 4 to 9.

**Respective responsibilities of the trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to:-

- a) Examine the accounts under Section 145 of the 2011 Act;
- b) to follow the procedures laid down in the General Directions given by the Charity Commissioner under Section 145(5)(b) of the 2011 Act; and
- c) 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 Commissioners. 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act
 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.

**King Loose & Co**  
**St John's House**  
**5 South Parade**  
**Summertown**  
**Oxford OX2 7JL**

.....  
**Mrs H C Fanthome FCA**

**Dated:**.....

CLASTSTATEMENT OF FINANCIAL ACTIVITIESFOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020SUMMARY INCOME AND EXPENDITURE ACCOUNT

	<u>Note</u>	<u>Unrest- riected Funds 2020</u>	<u>Desig- nated Funds 2020</u>	<u>Total Funds 2020</u>	<u>Unrest- riected Funds 2019</u>	<u>Desig- nated Funds 2019</u>	<u>Total Funds 2019</u>
		£	£	£	£	£	£
<b><u>Income &amp; endowments from:</u></b>							
Voluntary income	2	8,500	-	8,500	23,000	-	23,000
Income from charitable activities	3	105,186	-	105,186	148,270	-	148,270
		_____	_____	_____	_____	_____	_____
<b>Total Income &amp; Endowments</b>		113,686	-	113,686	171,270	-	171,270
		_____	_____	_____	_____	_____	_____
<b><u>Expenditure on:</u></b>							
<b>Charitable Activities</b>							
Grants expended		-	-	-	-	-	-
Costs of charitable activities	4	83,327	-	83,327	110,780	-	110,780
Support Costs	5	14,220	-	14,220	31,052	-	31,052
		_____	_____	_____	_____	_____	_____
<b>Total Resources Expended</b>		97,547	-	97,547	141,832	-	141,832
		_____	_____	_____	_____	_____	_____
Net Income for the period, before transfers	8	16,139	-	16,139	29,438	-	29,438
Transfers between funds	6	(15,000)	15,000	-	-	-	-
		_____	_____	_____	_____	_____	_____
Net movement in funds		1,139	15,000	16,139	29,438	-	29,438
Fund Balances B/fwd		20,823	-	20,823	(8,615)	-	(8,615)
		_____	_____	_____	_____	_____	_____
<b>Fund Balances c/fwd</b>		21,962	15,000	36,962	20,823	-	20,823
		=====	=====	=====	=====	=====	=====

There were no other recognised gains or losses in respect of 2020 or 2019, other than those reflected in the statement of financial activities.

The notes on pages 6 to 9 form part of these accounts.

CLAST

**BALANCE SHEET AS AT 31<sup>ST</sup> JULY 2020**  
**(CHARITABLE INCORPORATED ORGANISATION NO: 1162719)**

	<u>Note</u>	£	<u>2020</u>	£	<u>2019</u>	£
<b><u>Current Assets</u></b>						
Debtors	9	28,548			35,085	
Cash at bank		25,250			11,388	
		53,798			46,473	
<b>Creditors:</b>						
<b>Amounts falling due in one year</b>	10	16,836			25,650	
<b>Net Current Assets</b>			36,962		20,823	
<b>Total Assets less Current Liabilities, being Net Assets</b>			36,962		20,823	
<b><u>Represented by</u></b>						
Unrestricted Funds						
-General funds	11		21,962		20,823	
-Designated Funds	12		15,000		-	
			36,962		20,823	
			36,962		20,823	

Approved by the Trustees on

2020 and signed on its behalf by:

.....

.....

**Mr K A Applebee**

The notes on pages 6 to 9 form part of these accounts.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**1. Accounting Policies****(a) General Information**

These financial statements have been presented in Pounds Sterling as this is the currency of the primary economic environment in which the Charity operates.

**(b) Basis of preparation**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – Charities SORP (FRS 102); and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102); and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The charity has taken advantage of the exemptions available to it on the grounds of size, and has not prepared a cash flow statement.

**(c) Activities**

The financial statements include the results of the charity's operations as described in the trustees' report.

**(d) Income recognition**

Income of all kinds is accounted for when receivable, i.e. in the period in which the charity is entitled to receipt, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Where services are donated to the charity, or costs are paid for by others on behalf of the charity without reimbursement being sought, such items are recognised as donated income and the relevant cost similarly recorded according to its expense category.

**(e) Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be reliably measured.

Expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to the category.

All core cost categories are regarded as being of a support nature to the Charity's principal activity, as described in the Annual Report. It is anticipated that any future specific projects will be covered by restricted funds – i.e. funds raised specifically for that project.

**(f) Financial assets – classified as basic financial instruments****i) Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held with banks, and other short term highly liquid investments with original maturities of three months or less.

**ii) Trade and other receivables**

Trade and other receivables that are receivable within one year are measured at the undiscounted amount of the cash expected to be received, net of any impairment.

**iii) Trade and other payables**

Trade and other payables that are payable within one year are measured at the undiscounted amount of the cash expected to be paid.

**(g) Translation of Foreign Currencies**

Monies received and expended in foreign currencies are accounted for at the rate of exchange prevailing at the date of the transaction.

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**(h) Fund Accounting**

Funds held by the Charity are either:

- Unrestricted General Funds – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.
- Designated Funds – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.  
Designations out of unrestricted general funds are reflected as transfers in the Statement of Financial Activities.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**(i) Going concern**

The financial statements have been prepared on a going concern basis.

The current economic conditions present increased risks for all businesses. In response to such conditions, the directors/trustees have carefully considered these risks, including an assessment of uncertainty on future trading projection for a period of at least 12 months from the date of signing the financial statements, and the extent to which they might affect the preparation of the financial statements.

The trustees have concluded that the going concern basis remains appropriate.

**2. Voluntary Income**

	<u>2020</u>		<u>2019</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Donations	8,500	8,500	23,000	23,000
	=====	=====	=====	=====

**3. Income from Charitable Activities**

	<u>2020</u>		<u>2019</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
Student fee income	105,186	105,186	148,270	148,270
	=====	=====	=====	=====

**4. Costs of Charitable Activities**

	<u>2020</u>		<u>2019</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
<b><u>Program Costs</u></b>				
Lecturers and tutor costs	33,847	33,847	46,043	46,043
Room hire	11,510	11,510	17,997	17,997
Direct course costs	13,535	13,535	22,256	22,256
Program director costs	24,435	24,435	24,484	24,484
	=====	=====	=====	=====
	83,327	83,327	110,780	110,780
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2019: £nil)

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**5. Other Support Costs**

	<u>2020</u>		<u>2019</u>	
	<u>Unrestricted</u>	<u>Total</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	<u>General</u>	<u>General</u>	<u>General</u>	<u>General</u>
	£	£	£	£
General Course Development	660	660	4,920	4,920
Advertising and marketing	4,985	4,985	19,355	19,355
Meeting expenses	3,798	3,798	672	672
Administrator's costs	1,386	1,386	2,034	2,034
Independent examiner's fees	1,560	1,560	1,650	1,650
Professional indemnity insurance	1,478	1,478	1,419	1,419
System License	-	-	660	660
Printing, Postage and Stationery	353	353	342	342
	-----	-----	-----	-----
	14,220	14,220	31,052	31,052
	=====	=====	=====	=====

None of the costs shown above were met from the Designated Funds (2019 £nil).

**6. Transfers between funds**

An amount of £15,000 has been allocated out of unrestricted general funds, by means of a transfer, to a Designated Fund for online course development.

**7. Staff Costs**

The Charity has no paid employees.

**8. Net Income for the Period**

	<u>2020</u>	<u>2019</u>
	£	£
<b>The surplus of income over expenditure is stated after charging:</b>		
Independent examiner's fees, incl. irrecoverable VAT	1,560	1,650
Bank interest and charges	-	-
	=====	=====

**9. Debtors**

	<u>2020</u>	<u>2019</u>
	£	£
Student fee debtors	27,720	32,760
Prepayments & accrued income	828	2,325
	-----	-----
	28,548	35,085
	=====	=====

**10. Creditors: Amounts Falling Due in One Year**

	<u>2020</u>	<u>2019</u>
	£	£
Trade creditors	-	-
Other creditors and accruals	9,276	1,500
Deferred income	7,560	24,150
	-----	-----
	16,836	25,650
	=====	=====

CLASTNOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>ST</sup> JULY 2020**11. Unrestricted Funds - General**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/20</u> £
	<u>Balance</u> <u>01/08/19</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Unrestricted Funds				
- General Funds	20,823	113,686	112,547	21,962
	=====	=====	=====	=====

**12. Unrestricted Funds – Designated**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/20</u> £
	<u>Balance</u> <u>01/08/19</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
Fund for online course development	-	15,000	-	15,000
	=====	=====	=====	=====

**13. Total Fund Movements**

	<u>Movement in Resources</u>			<u>Balance</u> <u>31/07/20</u> £
	<u>Balance</u> <u>01/08/19</u> £	<u>Incoming</u> <u>&amp; Transfs</u> £	<u>Outgoings</u> <u>&amp; Transfs</u> £	
General Funds	20,823	113,686	112,547	21,962
Designated Funds	-	15,000	-	15,000
	=====	=====	=====	=====
	20,823	128,686	112,547	36,962
	=====	=====	=====	=====

**14. Reconciliation of Movement in Shareholders' Funds**

College of Laboratory Animal Science and Technology, being a charitable incorporated organisation, has no shareholders; it is, therefore, inappropriate to include a reconciliation of the movements in shareholders' funds.

**15. Analysis of Net Assets between Funds**

Both unrestricted fund categories – general and designated – are wholly represented by net current assets.

**16. Commitments**

In the opinion of the Trustees, there were no outstanding capital commitments at 31<sup>st</sup> July 2020.

**17. Trustees' Expenses**

None of the Trustees receives expenses; occasional cost reimbursements are made to the Trustees where they have incurred expenditure on behalf of the Charity.