



The Professional Association of Lecturers
in Youth and Community Work

**TAG: The Professional Association of Lecturers in Youth and
Community Work**

(A Charitable Company Limited by Guarantee)

Charity Number: 1164809

Company Number: 7233585

Directors' Annual Report and Financial Statements

For the period 1st September 2020 to 31st August 2021

TAG: The Professional Association of Lecturers in Youth and Community Work
(A Charitable Company Limited by Guarantee)

Financial Statements

For the period 1st September 2020 to 31st August 2021

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TAG: The Professional Association of Lecturers in Youth and Community Work

Report of the Directors for the period ended 31st August 2021

The Directors present their report and financial statements for the company's annual report for the period from 1st September 2020 to 31st August 2021

Reference and Administrative Information

Company Name:	TAG: The Professional Association of Lecturers in Youth and Community Work
Company registration number:	7233585
Charity number:	1164809
Registered Office:	BG Futures Bishop Grosseteste University Longdales Road Lincoln LN1 3DY

Directors*:

Ms Sheila Curran	Dr Sinéad Gormally
Mrs Joanne Lewis	Dr Jane Melvin
Mr Tim Howell	Ms Christine Smith

Independent Examiner:

Mike Richards, Kelstern, Cliff Hill Lane, Aslockton, NG13 9AP

Bankers:

Lloyds TSB Bank Plc, 2-6 Market Street, Wigan, Lancashire, WN1 1JN

*Directors are also Trustees, referred to as Directors for the purposes of this report and held the role of Director during the year of this report.

Chair's Message: Taking Stock

A message from the Association's Chair:

The year covered by this annual report has been a year in which the Directors and National Officer have spent time 'taking stock'. Taking stock is a term which encompasses the process of thinking carefully about a situation, forming an opinion, and then deciding the best course of action. The continuing impact of the Covid-19 situation provided the necessity to do just that. The Directors and National Officer have spent time this year reflecting on the work of the Association and the needs of the Steering Group members as well as our wider membership and sector partners.

The disruption to the normal running of Association business was responded to quickly and robustly in March 2020 with an emphasis on maintaining good communication links with Association members and our sector partners. A series of messages to our members on the Association's response to Covid-19 have been circulated periodically over the past 18 months. Monthly online collaborative meeting spaces termed 'Members Connect' were established to provide support to our members as we adapted to a 'new way of working'. These meetings were well received and enabled members to discuss openly a range of issues they faced including: how members were coping with the move to online teaching, the impact on practice placements and the status of key workers plus many more topics. Members Connect meetings were such a welcomed and valued means to communicate with each other that they have become a regular part of the Association's Communication Strategy.

The members bulletin remained a constant form of communication throughout this period and the volume of activities conducted by Association members, including online conferences, publications, and engaging with sector consultations is evident as the bulletin regularly extended to several pages of information. In the light of this, it is part of the Directors plan to review the structure of the bulletin, exploring how some of the more regular features such as job vacancies, member publications and conferences can be more formally embedded into the Association's website.

The five-year 'Project 2025 Strategic Plan', that was first introduced at the Association's 2019 Annual Conference in Lincoln, has continued to shape the Directors action plan encompassing developments in the Association's infrastructure and the implementation of a model of distributed agency. You are invited to [read the full Project 2025 plan via this link](#). This year we have started to see a number of the Association objectives realised with the introduction of the Members Virtual Writing Retreat workshops which were hosted by the Midlands Regional Group and open to all members. Frances Howard (Nottingham Trent University) and Simon Williams (University of Derby) have each hosted a workshop aimed at supporting members to set aside time for writing towards a special issue paper, a journal article, a book proposal or thought piece. This has enabled contributions to the Education Sciences Journal '[Educating Informal Educators' special edition](#).

In August 2020 we commissioned Lyn Boyd to develop our international engagement work. Lyn has helped to sustain post-Erasmus+ European partnerships and represented the Association at the [3rd European Youth Work Convention](#) in support of the [European Youth Work Agenda \(EYWA\)](#). There was further development of our relationship with Commonwealth Higher Education Consortium for Youth Work including a CHEC4YW World Cafe event in May with key note contributions from Sheila Curran, Sinéad Gormally and Christine Smith representing their research in to lecturers lived experiences during Covid-19. We have also commenced the process of establishing a Members International Engagement WIRE Group which was preceded by a member's survey on levels of International Engagement across the membership and through current programmes in youth and community work.

A key objective in our Project 2025 plan under the theme of 'organising' has been to develop our digital capability both through the continuing development of the website and integrating a range of systems that enable the running of the Association. Throughout this year our National Officer, Paul Fenton, and Administration Officer, Paula Smallcombe, have implemented a range of new systems to further streamline the work of the Association. This work is evident in the launch of the new Members Portal (through [MEMBERMOJO](#)), which is an interactive portal providing members with the capability to log into and update individual profiles, opt into WIRE group activities and search the Association membership. This new portal enables the 280 members registered in 2021 to network and connect.

The Directors have also had the task of 'taking stock' with regards to changes in the operation of the Directorate. After a decade of having an active involvement in the Association, initially as a founding Director and latterly as National Officer, Paul Fenton made the decision to step down as National Officer this year. Paul has been a great source of support to the work of the Directorate, enabling the Association to continue to grow and develop year-on-year. I know that the Directors, Steering Group members, wider membership and sector partners join me in thanking Paul for his hard work and dedication to the work of the Association during the past decade and in his support for youth and community organisations from HEI's to grass roots youth and community work.

The Directorate itself, made up of 6 members, will also see change in its membership in the coming year. Each year there are two Directors that stand down and this year Tim Howell and myself were due to either stand down or re-stand for election. Both Tim and I have decided not to re-stand due to a range of wider commitments. This provides an opportunity for other members to take on a role as Director and recruitment to these vacancies will take place in Autumn 2021.

These changes and the on-going situation with Covid-19 made it necessary to postpone our Annual Conference in July 2021 and we have rescheduled to hold a virtual Conference in November 2021. As, in 2020, we hope that the online platform will encourage even more members to engage in the conference as we open-up the dialogue with a series of presentations on 'Reflection, Recovery and Regeneration: learning from the lived experiences of the Covid-19 pandemic'.

To assist the Directors in managing the change we have appointed Mike Seal as Interim National Officer. The interim arrangement enables the Directors time to evaluate the National Officer role for open recruitment to the post as a longer-term contract in 2022. Mike will work closely with the Directors to deliver the postponed Annual Conference and to support the 'taking stock' exercise.

As I prepare to end my tenure as Chair of the Association, I would like to take this opportunity to thank all of the Directors: Christine, Jane, Sheila, Sinéad, Tim; and our National Officers Paul and also Paula, our administrator, for their unwavering support during my term. It has been both a privilege and pleasure to work with Directors in the pursuit of supporting our members, advocating for our HEI's colleagues, and working collaboratively with our sector partners. The pandemic has provided us with an opportunity to 'take stock' and I know that I am grateful to have been part of that collaborative process. The Association, through the Directors oversight, support of an Interim National Officer and reorganisation of administration support is in 'safe hands' and – with our members engagement – we can look forwards expectantly towards what lays ahead.

Jo Lewis
Chair of the Association
2020-2021

Report of the Directors for the year ended 31st August 2021:

Purpose and Activities

Our purpose, as set out in the company's memorandum of association, is to: ***Promote research, education and training in youth and community work in higher education for the public benefit.***

In planning the Association's activities in achieving this purpose for the period of this report the Directors have referred to the Charity Commission's general guidance on public benefit.

The focus of the Association's work for the year in question was on the promotion of research, education and training in youth and community work in higher education. The methods the Association used to meet this purpose included:

- holding conferences, meetings, lectures, seminars, and courses either alone or with others.
- co-operation with other bodies to enable knowledge exchange activities
- production of reports or other documents or electronic materials
- fostering research and to disseminate the results of any such research activity.

How the activities of the charitable company deliver public benefit

In 2020, taking the findings of our consultation with the wider membership, the Directors developed Project 2025, which is our strategic focus for the Association over the next 5 years (2020-2025). The ethos behind Project 2025 is to work with our membership using a **Distributed Agency** model as a means of achieving our strategic goals. Distributed Agency is a concept, when put to work, that can be used to help navigate organisational and social change processes. **The focus shifts from what individuals do to what 'we' can do when brought into relation with each other over space and time.**

Project 2025 has four strategic themes for Association activity over a five-year period. Each year we will report on a summary of Association activity around the [themes and key actions in the plan](#). More details can be found on our website and outcomes will be published at intervals throughout the five-year plan.

A summary of activities in 'year 1' (2020-2021) towards the Project 2025 are as follows:

Report on activities in 2020-2021 with our Four Strategic Themes

1. Organising: through enhancing operational practices

This theme addresses the core role of the Association as a hub for membership activity and wider distributed agency. The Association secured additional financial resources (through grant funding from the Paul Hamlyn Foundation) to assist in strengthening these core functions between 2020 – 2022. The activities the Association have undertaken in 2020-2021 are as follows:

- Identified, developed, and launched a new membership portal
- Increased access to and use of digital tools for Directors and members
- Piloted new virtual meeting structures
- Launched a revised 'Secretariat' in the form of a wider 'Steering group'
- Revisited our governance and operational arrangements

2. Creating: through enabling member collaborations

This theme builds on 'commonalities of difference' across our national, regional, and local contexts. Within this context the following activities have taken place:

- Enabled the development of regional groups in the Midlands and North West
- Supported the thematic research into religious literacy across HE courses in England
- Engaged members in international collaborations, including the [European Youth Work Conference](#) and [Commonwealth World Café](#), and explored future collaborations.
- Run a series of regular online membership connect meetings addressing a range of current issues and future ambitions inc. Covid response to student placements; staff well-being; international partnerships; and policy engagement.

3. Disseminating: through facilitating shared learning

This theme addresses the interest in developing shared spaces in which to nurture and develop knowledge exchange and innovative research opportunities. The activities within this period have been as follows:

- Continued with research and writing support activity, we ran our first online writing retreat
- Supported the output and publication of [‘The Secular context of youth work training’](#) co-authored by Naomi Thompson and Lucie Shuker through the religious literacy project
- Engaged with members in a [full consultation response](#) to DCMS ‘snap’ review in March 2021
- Continued to support the re-validation and new validation of courses across the UK through peer-based support

4. Influencing: through strengthening partnerships

This theme addresses the partnership and representative opportunities for Association members. The Association has secured a respected place in the sector and as the activities demonstrate have been contributing regularly to the strategic aims. The activities undertaken this year are as follows;

- Worked closely with the NYA, and other UK national bodies, in supporting a Covid-19 response to youth and community work education and practice
- Contributed to regular meetings and consultations with sector bodies both in response to Covid-19 and future policy making
- Engaged with national bodies in the DCMS consultation and hosted a focus group with Centre for Youth Impact on research informed policy
- Progressed strategic relationships with the Commonwealth Higher Education Consortium for Youth Work, co-producing a World Café event.

Summary Statement

The activities being delivered under each theme are now firmly embedded in the principles and practices of the Association. The model of Distributed Agency, as a means by which to develop the work of the Association, is emerging and gathering momentum. Project 2025 has provided the Association with a mission, goals and means by which to evolve the work and our impact within the sector. The themes and actions will continue to be reviewed regularly by the Association Directors.

Structure, governance, and due diligence

The Directors of the Association have met five times in the reporting year in face to face and/or online meetings. These meetings receive reports of meetings attended by representatives of the Association and make decisions concerning the strategic, operational, and financial management of the Association. The Directors operate within the limitations prescribed in its policies and as published in the Association's Rulebook.

Under the requirements of the Memorandum and Articles of Association the Directors are elected to serve for a period of up to three years with one third of the Directorship retiring by rotation each year. Directors are elected at the Annual General Meeting and any Director retiring by rotation may be re-elected at the Annual General Meeting. The Association held its Annual General Meeting on 12th November 2021 via virtual conferencing and in accordance with requirements.

All Directors give their time voluntarily and received no benefits from the company. A total of £63.30 in activity related expenses were reclaimed for attending meetings, engagements and conferences by Directors and members of the Secretariat in the financial period 1st September 2020 to 31st August 2021. This significant reduction reflects the move to remote working and the cessation of in person meeting during the reporting period due to the Covid-19 pandemic. The volunteering by members is calculated at approximately 1000 hours at an estimated value of £20,000.00 (see Note 2 to the accounts, on page 13, with regards the value of volunteer help to the Association).

Financial Review

Principal Funding Sources

The principal funding sources for the Association are the fees charged for membership and for conferences totalling £10,005.97. This funding will continue to be the mainstay of the organisation. Further grants of £25,000 were also received in year from the Paul Hamlyn Foundation towards the development of the Association's core activities as set out in the Association's strategic plan. These funds have been allocated towards activities and costs over a multi year period up to August 2025.

Investment policy

The Association's funds are to be spent in the short term and the directors do not consider that there are funds available for investment currently. This policy is reviewed annually.

Reserves Policy

The Association holds a fund surplus of £36,705.45 (as of 31.08.2021) all of which is unrestricted funds. The Association does not have any substantial ongoing liabilities (i.e., employment of staff or maintenance of assets). The Directors have set a threshold of a minimum cash reserves policy of £6,000.00 to maintain operating expenses from year to year and to finance any closure or wind-down of the charitable company. This figure is reviewed annually and commensurate with 12 months basic operating / wind-down costs.

Any surplus funds are held to meet the Association's short-term activity objectives and have been assigned to support the implementation of the Association's strategic plan.

Future Plans

The Directors consider the Association to be in good health to continue as a 'going concern' and that its objectives continue to fulfil a recognised need. The Directors continue to implement the strategic plan, '[Project 2025](#)', to carry forwards the work of the Association in to its second decade.

Statement of the Responsibilities of the Directors

In accordance with the Association's memorandum and Articles of Association the directors are responsible for the administration and management of the affairs of the Association and are required to present financial statements for each financial year. Company and charitable law require the Directors to prepare financial statements which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application including income and expenditure, for the financial year.

In causing the financial statements to be prepared, the Directors have to ensure that:

- Suitable accounting policies are selected and applied consistently;
- Judgements and estimates are made that are reasonable and prudent;
- Applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Financial statements are prepared on the going concern basis unless it is inappropriate to presume that the Association will continue in operation.

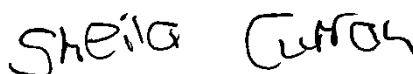
The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to comply with the Companies Act 2006 and other relevant legislation and confirm that:

- For the year ending 31st August 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.
- The accounts have been prepared applicable to small companies subject to the small companies regime and in accordance with good practice.

This report was approved by the Directors on 11th November 2021 and signed on their behalf:



Jo Lewis
Director (Chair)



Sheila Curran
Director (Secretary)

Independent Examiner's Report on the Accounts

To the Directors of TAG: The Professional Association of Lectures in Youth and Community Work

I report on the accounts of the above charity for the year ended 31st August 2021 as set out on pages 10 to 11 which have been prepared on the basis of the accounting policies on pages 12-13.

Responsibilities and basis of report

As the charity trustees of the Association, the Directors are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of independent examiner's statement:

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Directors 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 below.

Independent examiner's statement:

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

- accounting records were not kept in accordance with section 130 of the Act *or*
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Mike Richards
Address: Kelstern, Cliff Hill Lane, Aslockton, NG13 9AP
Date: 8th November 2021

TAG: The Professional Association of Lecturers in Youth and Community Work					
A company Limited by Guarantee	Company Number 7233585	Charity Number 1164809			
Statement of Financial Activities (Note 1)					
Start Date: 1st September 2020	End Date: 31st August 2021				
Descriptions by Natural Category	NOTE	Unrestricted Income Funds	Restricted Income Funds	Total funds 2020-21	Total funds 2019-20
		£	£	£	£
Income	2				
Memberships Subscriptions		£ 10,005.97	£ -	£ 10,005.97	£ 8,472.69
Conference Activities		£ 72.05	£ -	£ 72.05	£ 116.48
Grants and Donations		£ 25,114.00	£ -	£ 25,114.00	£ 30,000.00
Bank Interest		£ 10.72	£ -	£ 10.72	£ 63.33
Total Income		£ 35,202.74	£ -	£ 35,202.74	£ 38,652.50
Expenditure	2				
Conferences and Meetings				£ -	£ 509.82
Bursaries				£ 450.00	£ 309.10
Directors and Secretariat Expenses				£ 63.30	£ 4,586.48
Office Costs and Consumables				£ 751.71	£ 810.24
Commissioned Services				£ 18,375.00	£ 15,800.00
Web and IT Services				£ 810.39	£ 685.07
Bank Fees and Insurances				£ 706.91	£ 577.50
Total Expenditure				£ 21,157.31	£ 23,278.21
Cost surplus for the year				£ 14,045.43	£ 15,374.29
Funds brought forward from previous year				£ 22,660.02	£ 7,285.73
Total funds carried forward:				£ 36,705.45	£ 22,660.02

TAG: The Professional Association of Lecturers in Youth and Community Work			
Balance Sheet as at 31st August 2021			
		2020-21	2019-20
	Note	£	£
Fixed assets			
Tangible assets		£ -	£ -
Investments		£ -	£ -
Total Fixed Assets		£ -	£ -
Current Assets		£ -	
Debtors	3	£ -	£ -
Cash at bank and in hand		£ 36,705.45	£ 22,660.02
Total Current Assets		£ 36,705.45	£ 22,660.02
Creditors: amounts falling due within one year	4	£ -	£ -
Provisions for liabilities and charges		£ -	£ -
Net Current Assets (liabilities)		£ -	£ -
Total Net Assets Less Current Liabilities		£ 36,705.45	£ 22,660.02
Funds for Charity			
Unrestricted Funds		£ 36,705.45	£ 22,660.02
Restricted Funds		£ -	£ -
Total Funds		£ 36,705.45	£ 22,660.02
Audit Exemption Statement			
<i>For the year ending 31 August 2021 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.</i>			
Directors' responsibilities:			
<i>The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.</i>			
<i>The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.</i>			
<i>The accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies regime.</i>			

TAG: The Professional Association of Lecturers in Youth and Community Work

Notes to the Accounts

Note 1: Basis of preparation

1.1 Basis of accounting: These accounts have been prepared on the basis of historic cost in accordance with the historical cost convention and in accordance with the Companies Act 2006; in accordance with the Accounting and Reporting of Charities Statement of Recommended Practice (SORP 2015); and with the Charities Act.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

Note 2: Accounting Policies

This standard list of accounting policies has been applied by the charity except for those deleted. Where a different or additional policy has been adopted then this is detailed below.

INCOMING RESOURCES:

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- a. the charity becomes entitled to the resources
- b. the trustees are virtually certain they will receive the resources; and
- c. the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Contractual income and performance related grants

This is only included in the SoFA once the related goods or services have been delivered.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

EXPENDITURE AND LIABILITIES

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

- i. Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates
- ii. All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource

TAG: The Professional Association of Lecturers in Youth and Community Work

Notes to the Accounts

Note 3: Debtors and Prepayments

Analysis of debtors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade debtors	-	-	-	-
Amounts due from subsidiary /associated undertaking	£ -	-	-	-
Other debtors*	£ -	£ -	-	-
Prepayments and accrued income	-	-	-	-
Total	£ -	£ -	-	-

Note 4: Creditors and accruals

Analysis of creditors	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Amounts due to subsidiary and associated undertakings	-	-	-	-
Other creditors**	£ -	£ -	-	-
Accruals and deferred income	-	-	-	-
Total	£ -	£ -	-	-

*Other debtors, when applied, represent overdue subscription/conference fees accrued and committed in year.

**Other creditors represent conference fees/expenses accrued and committed in year.